

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA**

TIME: 8:30 a.m. – 11:30 a.m., Thursday, November 9, 2017

Usual Location: Town Hall (Room 1), 511 Colorado, Carbondale, CO

(This Agenda may change before the meeting.)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	8:30 a.m.
2	Executive Session: A. Paul Taddune, General Counsel: One matter if needed: Pursuant to C.R.S. 24-6-402 (4)(e)(I); determining positions that may be subject to negotiations: developing strategy for negotiations and instructing negotiators; and 24-6-402 (4)(a); the purchase, acquisition, lease, transfer, or sale of any real, personal or other property interests: Glenwood Springs 8 th Street IGA/Easement Amendments		Executive Session	8:31 a.m.
3	Approval of Minutes: RFTA Board Meeting, October 12, 2017, page 3		Approve	8:50 a.m.
4	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	8:55 a.m.
5	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	9:05 a.m.
6	Consent Agenda: (None at this time)	2.8.11	Approve	9:15 a.m.
7	Presentation/Action Items: A. Approval of Glenwood Springs 8 th Street IGA/Easement Amendments – Dan Blankenship, CEO, and Karl Hanlon, City Attorney, Glenwood Springs, page 15 B. Integrated Transportation System Plan Update – Ralph Trapani, PTG, page 23 C. 2018 RFTA 5-Year Strategic Plan Update, David Johnson, Director of Planning, page 25 D. Rio Grande Railroad Corridor Access Control Plan Update – Dan Blankenship, CEO and Angela Henderson, Assistant Director of Project Management and Facilities Operations, p. 26	2.3.7 4.2.5 4.2.5 1.1	Approve Discussion/ Direction Discussion/ Direction Continuance	9:20 a.m. 9:50 a.m. 10:20 a.m. 10:30 a.m.
8	Public Hearing: A. Resolution 2017-12: Adoption of 2018 RFTA Budget - Michael Yang, CFAO, pages 30 & 31 B. Resolution 2017-13: Appropriation of Sums for the 2018 Budget Year – Michael Yang, CFAO, page 35	4.2.5	Approve	10:35 a.m.
9	Board Governance Process: A. CEO Performance Review, Dan Blankenship, page 39	3.2.5	Discussion	11:10 a.m.
10	Information/Updates: A. CEO Report – Dan Blankenship, CEO, page 40	2.8.6	FYI	11:15 a.m.
(Agenda Continued on Next Page)				

	Agenda Item	Policy	Purpose	Est. Time
11	Issues to be Considered at Next Meeting:			
	To Be Determined at November 9, 2017 Meeting	4.3	Meeting Planning	11:20 a.m.
12	Next Meeting: 8:30 a.m. – 11:30 a.m., January 11, 2018 at Carbondale Town Hall	4.3	Meeting Planning	11:25 a.m.
13	Adjournment:		Adjourn	11:30 a.m.

Mission/Vision Statement:

“RFTA pursues excellence and innovation in providing preferred transportation choices that connect and support vibrant communities.”

Values Statements:

- ✓ **Safe** – Safety is RFTA’s highest priority.
- ✓ **Accountable** – RFTA will be financially sustainable and accountable to the public, its users, and its employees.
- ✓ **Affordable** – RFTA will offer affordable and competitive transportation options.
- ✓ **Convenient** – RFTA’s programs and services will be convenient and easy to use.
- ✓ **Dependable** – RFTA will meet the public’s expectations for quality and reliability of services and facilities.
- ✓ **Efficient** – RFTA will be agile and efficient in management, operations and use of resources.
- ✓ **Sustainable** – RFTA will be environmentally responsible.

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
October 12, 2017**

Board Members Present:

George Newman-Chair (Pitkin County); Mike Gamba-Co-Chair (City of Glenwood Springs); Art Riddile (Town of New Castle); Dan Richardson (Town of Carbondale); Jacque Whitsitt (Town of Basalt); Jeanne McQueeney (Eagle County); Markey Butler (Town of Snowmass Village)

Voting Alternates Present:

Ann Mullins (City of Aspen)

Non-Voting Alternates Present:

Kathryn Trauger (City of Glenwood Springs); Ben Bohmfalk (Town of Carbondale); Bernie Grauer (Town of Basalt); Greg Poschman (Pitkin County)

Staff Present:

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial and Administrative Officer (CFAO); Nicole Schoon, Secretary to the Board of Directors; Angela Henderson, Dina Farnell, Amy Burdick, and Mike Hermes, Facilities & Trails Department; Kenny Osier, Director of Vehicle Maintenance; Paul Hamilton, Director of Finance; David Johnson and Jason White, Planning Department

Visitors Present:

William Mullins, Railroad Counsel for RFTA (Baker & Miller PLLC); Ralph Trapani and Emily Kushto (Parsons); Bill Ray (WR Communications); Sheryl Bowyer (Garfield County); John Krueger (City of Aspen); Tanya Allen, Transportation Manager, Deborah Figueroa, City Manager and Karl Hanlon, City Attorney (City of Glenwood Springs)

Agenda

1. Roll Call:

George Newman called the RFTA Board of Directors to order at 8:30 a.m. George Newman declared a quorum to be present (8 member jurisdictions present) and the meeting began at 8:30 a.m.

2. Executive Session:

Mike Gamba moved to adjourn into Executive Session, and Dan Richardson seconded the motion. The motion was unanimously approved. The Board adjourned into Executive Session at 8:31 a.m.

A. One Matter: Paul Taddune, General Counsel:

- 1. Pursuant to C.R.S. 24-6-402(4)(e)(I); determining positions that may be subject to negotiations: developing strategy for negotiations and instructing negotiators; and 24-6-402(4)(a); the purchase, acquisition, lease, transfer, or sale of any real, personal or other property interests: **Glenwood Springs 8th Street IGA/Easement Amendments.****

RFTA staff present at the Executive Session included: Dan Blankenship, Paul Taddune, Nicole Schoon, Mike Yang, Mike Hermes, and Angela Henderson.

City of Glenwood Springs' staff present at the Executive Session included, Karl Hanlon and Debra Figueroa.

Jacque Whitsitt moved to adjourn from Executive Session into the regular Board Meeting, and Dan Richardson seconded the motion. The motion was unanimously approved.

No action was taken during the Executive Session. Executive Session adjourned at 9:16 a.m.

3. Approval of Minutes:

Gamba moved to approve the minutes from the September 14, 2017 Board Meeting and Jeanne McQueeney seconded the motion. The motion was unanimously approved.

4. Public Comment:

Newman asked if any member of the public would like to address the Board or make a comment. There were no comments from the public.

Newman closed Public Comments at 9:21 a.m.

5. Items Added to Agenda – Board Member Comments:

Newman asked if there were any items that needed to be added to the meeting agenda. There were no items added to the meeting agenda.

Newman next asked if any Board member had comments or questions regarding issues not on the meeting agenda.

Dan Blankenship requested that Presentation/Action Item 7.B be switched to 7.A due to the connection between the Glenwood Springs 8th Street IGA/Easement Amendments and the item discussed during the Executive Session. Item 7.B was switched to 7.A to correspond with the Executive Session.

Jeanne McQueeney stated that she truly appreciated the discussions that took place during the September 14, 2017 Board Retreat.

George Newman closed Board comments at 8:24 a.m.

6. Consent Agenda:

A. Resolution 2017-10: Authorization to Submit Application for USDOT TIGER IX Grant for the Regional Transit Center (GMF) – David Johnson, Director of Planning and Jason White, Assistant Planner

Dan Blankenship stated that RFTA strongly supports and recommends that the Board approve Resolution 2017-10: Authorization to Submit Application for USDOT TIGER IX Grant for the Regional Transit Center (GMF). If awarded, this grant would allow the GMF site capacity to be increased from approximately 42 commuter buses to 106 commuter buses, and create a secure, climate controlled indoor storage facility for 60 commuter buses. Currently, commuter buses are stored outside where, on winter mornings, they must idle for approximately two (2) hours before each shift, in order to properly warm up. This project will also improve and increase maintenance, operations, and administrative capabilities and efficiencies.

RFTA would submit a grant proposal for \$30.9 million, allowing for renovation and expansion of the GMF and to create a Regional Transit Center (RTC). The proposed Federal Share is \$20.9 million with RFTA's local share being \$10 million. The local match would be obtained from the \$7 million remaining voter-approved bonding authority, and reserve funds of \$3 million.

Gamba stated that the City of Glenwood Springs has written a Letter for Support for RFTA to submit an application for a USDOT TIGER IX Grant.

B. Authorization for RFTA Chair to Sign Letter of Support for Glenwood Springs' TIGER Grant Application – Dan Blankenship, CEO

Blankenship stated that the City of Glenwood Springs is also submitting a grant application for TIGER funding, which if awarded, will be used to make improvements related to the Confluence Connection Project. The City of Glenwood Springs seeks to enhance safety, connectivity, and mobility, in key downtown redevelopment areas. The temporary 8th Street detour constructed by the Colorado Department of Transportation (CDOT) lacks sidewalks, other infrastructure, and landscaping. The City would like to make improvements to these aspects of the 8th Street crossing. Provided that the RFTA Board approves the City's request to amend the 8th Street IGA and Easement Agreements, the City will use the TIGER Grant funds to complete these improvements.

C. Great Outdoors Colorado/Department of Natural Resources Grant Local Match Authorization – Dan Blankenship, CEO

Blankenship stated that LOVA and the Town of New Castle are requesting that RFTA commit to \$10,000 in local match funds for a Great Outdoors Colorado/Department of Natural Resources Planning Grant. LOVA and the Town of New Castle are submitting a grant application to the Great Outdoors Colorado/Department of Natural Resources in order to construct a segment of the LOVA Trail between New Castle and Canyon Creek

LOVA and the Town of New Castle are seeking grant partners to help supply match funding for the grant request, which could possibly exceed \$100,000. Pending Board approval, RFTA would need to remit the \$10,000 at a future date in 2018, this amount has been incorporated into the second draft of the 2018 RFTA budget.

D. Aspen River Valley Ranch Lot B North & Lot 8B South – Bargain & Sale Deed Exchange – Angela Henderson, Assistant Director of Project Management & Facilities Operations

Henderson presented an issue recently discovered in a Woody Creek subdivision in which several of the parcels are bisected by the RFTA Railroad Corridor. A few of the lot owners have deemed the parcels bisected by the Railroad Corridor exist as two individual parcels and have been attempting to sell the parcels as such. To help resolve this issue and to facilitate the ability to sell one of the bisected parcels, the property owner offered to convey a Bargain and Sale deed to RFTA, making it apparent that RFTA owns the corridor in fee adjacent to the bisected parcels.

RFTA's surveyor has reviewed all of the deeds related to this section of the Railroad Corridor, and RFTA does own the property in fee in this area. The Bargain and Sale deed will help ensure that there will be no future disputes in this area regarding ownership of the corridor by fee.

The conveyance of this Bargain and Sale deed does not involve Federal Land Grant Right of Way (FGROW), however, this same process could be used in the future to acquire FGROW by fee. By law, when a railroad corridor is abandoned, any FGROW area that makes up the corridor reverts back to the adjacent property owners. However, in RFTA's situation, the corridor is "railbanked" and there is no inherent risk of losing the FGROW areas to adjacent property owners, as long as the corridor's railbanked status is preserved. RFTA is working with its legal counsel to develop a Bargain and Sale deed exchange process, similar to the bisected parcels discussed, to secure FGROW parcels in the future, and as additional layer of protection for these areas.

E. Authorization for RFTA to Provide Local Grant Match for a Great Outdoors Colorado Planning Grant Application being Submitted by the Town of Carbondale – Jason White, Assistant Planner

Blankenship stated that the Town of Carbondale and the Carbondale Arts are collaborating with RFTA to rehabilitate the one-mile stretch of the Rio Grande Railroad Corridor/Rio Grande Trail through the town of Carbondale known as the Rio Grande ArtWay.

Due to public safety issues along sections of the Rio Grande Trail in the Town of Carbondale, some sections of the Trail were deemed “daytime priority routes” and Trail users avoid the path at night. RFTA and the town of Carbondale have begun creating a lighting plan that will provide Trail users with the opportunity to feel safe while using the Trail at night.

The Great Outdoors Colorado (GOCO) has presented funding for the 2018 Planning Grant Program, however, RFTA, as a regional government, is not eligible to lead or apply for GOCO Planning Grants. RFTA and the Town of Carbondale staffs met to discuss a possible grant application for the Rio Grande ArtWay, in order to complete a plan that would allow for future lighting improvements in the Rio Grande ArtWay. The Carbondale Board of Trustees agreed to lead the grant process and contribute a local fund match of \$5,000, if awarded.

The Town of Carbondale and RFTA are requesting a \$45,000 GOCO Planning Grant, and if awarded RFTA would contribute \$10,000 in local grant match funds, and the Town of Carbondale will contribute \$5,000 for a total project cost of \$60,000. Since RFTA is not eligible to apply for a GOCO Planning Grant, RFTA would be required to enter into a MOU or IGA with the Town of Carbondale for creating the Rio Grande ArtWay lighting planning project.

RFTA is requesting that the Board authorize staff to continue developing a grant application with the Town of Carbondale, and create a lighting plan to provide a clear objective for lighting improvements along the ArtWay.

Gamba moved to approve:

- 1) Resolution 2017-10: Authorization to Submit Application for USDOT TIGER IX Grant for the Regional Transit Center (GMF);
- 2) Authorization for RFTA Chair to Sign Letter of Support for Glenwood Springs’ TIGER Grant Application;
- 3) Great Outdoors Colorado/Department of Natural Resources Grant Local Match Authorization;
- 4) Aspen River Valley Ranch Lot B North & Lot 8B South – Bargain & Sale Deed Exchange; and
- 5) Authorization for RFTA to Provide Local Grant Match for a Great Outdoors Colorado Planning Grant Application being submitted by the Town of Carbondale.

Whitsitt seconded the motion. The motion was unanimously approved.

7. Presentation/Action Items:

A. Glenwood Springs 8th Street IGA/Easement Amendments– Dan Blankenship, CEO

As background in the packet, Blankenship stated that in 2002, through a quitclaim deed, RFTA conveyed property to the City of Glenwood Springs (the City) in exchange for the property on which the Glenwood Maintenance Facility is currently located. The deed incorrectly described a section of the RFTA right-of-way that was not intended to be conveyed to the City. On May 16, 2016, to correct that error and restore RFTA’s connection to the corridor on the west leg of the wye, the City conveyed a correct deed to RFTA and RFTA, among other things, granted the City two easements; one for a grade separated 8th Street vehicular crossing, and one for the existing underground pedestrian tunnel.

The 8th Street easement was intended to facilitate a permanent grade-separated roadway crossing, temporarily, without a railroad bridge, while, at the same time, preserving RFTA's rail banking status. Once the permanent crossing and bridge abutments were constructed, RFTA intended to establish a contingency reserve for a prefabricated rail bridge in the event that passenger or freight rail was re-established along the RFTA rail corridor. That approach would result in substantial savings if a freight rail bridge were required to be built. To contribute to the cost of the grade-separated crossing and to facilitate the Glenwood Springs' downtown redevelopment plans, RFTA also conveyed to the City, parcels identified in the Bargain and Sale deed.

RFTA and the City also agreed to work towards relinquishing the Union Pacific Railroad (UPRR) Easement that currently encumbers the Wye Area. One of the purposes of the agreement between RFTA and the City was to facilitate the possible construction of an intermodal transportation facility on either Glenwood Springs' and/or RFTA's properties in the wye area.

The original IGA and 8th Street Easement Agreements accomplished the following:

- 1) The City conveyed a Correction deed to RFTA, for the exception parcel, in order to re-establish RFTA's mainline connection;
- 2) Transferred parcels A, B, C, and D to the City;
- 3) RFTA granted 8th Street Easement to the City;
- 4) RFTA granted Pedestrian Tunnel Easement to the City;
- 5) RFTA and the City agreed to cooperate in extinguishing the UPRR Easement on the East Leg of the Wye Area;
- 6) Mutual-agreement on cost-sharing;
- 7) The City agreed to construct a grade-separated crossing with bridge abutments, and RFTA agreed to reserve \$500k for a potential railroad bridge;
- 8) RFTA agreed to support the City's 8th Street crossing with the Colorado Public Utilities Commission (PUC), with the provision that the City; a) preserve the corridor's railbanked status; and b) parties agree on the cost of the rail bridge, if needed.
- 9) Parties agreed to seek approval from Great Outdoors Colorado (GOCO); and
- 10) Parties agreed to cooperate in establishing a multi-modal transit center in the Wye Area.

Currently, the City would like to amend the IGA and 8th Street Easement Agreements in order to postpone the construction of the grade-separated crossing and bridge abutments until RFTA decides to reactivate freight or commuter rail. From the City's perspective the current, temporary, 8th Street crossing is efficient and is less steep for traffic than the permanent grade-separated crossing would be. To construct the permanent grade-separated crossing, the current cut would need to be significantly lowered and an existing main sewer line would need to be relocated. Given the depth of the cut, the runout to the East would need to be lengthy so that the grade incline would be suitable for automobiles. This would require 8th Street, between the crossing and Grand Avenue, to be significantly lowered, which would also impact the grades of intersections between the crossing and Grand Avenue.

RFTA's legal counsel, William Mullins, who specializes in Surface Transportation Board (STB) matters, indicated that an amended IGA and Easement could be structured in a way that would allow the City to maintain the 8th Street crossing, in its current configuration, on an interim basis, until RFTA decides to reactivate freight or commuter rail service. The agreement would need to incorporate terms and conditions designed to preserve and safeguard the corridor's railbanked status.

Mullins, Paul Taddune, and Blankenship worked with Karl Hanlon, City Attorney, to develop amendments to the IGA and Easement Agreements that would be workable for both the City and RFTA, and which would safeguard the corridor's railbanked status. A brief synopsis of amendments to Section 3 of the May 16, 2016 IGA and Easement Agreements were outlined by Hanlon, as follows:

- 1) If the City is unsuccessful in extinguishing the UPRR Easement on the east Leg of the Wye and South of the North boundary of 8th Street, the City shall replace the ballast and tracks as provided for in the contract by in between CDOT and the City dated September 19, 2016.
- 2) If the City is successful at extinguishing the UPRR easement as to the East Leg of the Wye but not South of the North boundary of 8th Street the City shall construct a grade separated crossing.
- 3) If the City is successful in extinguishing the UPRR easement as to the East Leg of the Wye and South of the North boundary of the 8th Street easement the City shall construct an interim at-grade crossing.
- 4) The City shall deposit with RFTA an amount equal to \$534,725.00 to be used by RFTA for the purposes of either (a) reestablishing rail for either freight or commuter purposes by filling in the cut and reestablishing the ballast and tracks at the 8th Street crossing, or (b) to acquire in fee simple private property interests underlying the Corridor. Such fund may only be used to reestablish freight rail and/or commuter rail if RFTA first provides a one-year notice of its intent to reactivate freight rail and/or commuter rail on the West Leg of the Wye and the City has failed to cooperate in a new mutually acceptable design for the 8th Street crossing with in that one-year period.

In addition, Section 8 of the IGA was amended to include the following provisions:

RFTA shall not object to and shall support the City's application for an interim at-grade crossing of the West Leg of the Wye with the PUC, provided the City complies with the following parameters:

- the application shall not impede or otherwise jeopardize in any manner RFTA's ability to maintain the Corridor as a "rail-banked" rail corridor, as defined in the Railbanking Act, 16 U.S.C. § 1247;
- at such a time as freight rail and/or commuter rail activation upon the Railroad Corridor has been approved by the RFTA Board of Directors, the City will propose alternate designs for the 8th Street Connection and Wye Area sufficient for the proposed freight rail and/or commuter rail use; and
- upon RFTA's determination to establish freight rail and/or commuter rail upon the Railroad Corridor, the Parties shall cooperate to determine an appropriate and equitable method of cost allocation to complete all necessary improvements, or the City shall, at its sole discretion, elect to eliminate and abandon the 8th Street Connection, in which case RFTA may take such necessary steps to activate the Railroad Corridor for freight rail use.

Also, the May 16, 2016 Easement is being amended to include the following provision in Section 3, as follows:

In the event that freight rail or commuter rail activation upon the Railroad Corridor has been approved by the RFTA Board of Directors, the Parties shall cooperate to determine an appropriate and equitable method of cost allocation to complete all necessary improvements, or the City shall, at its sole discretion, elect to eliminate and abandon the 8th Street Connection. If the Parties fail to agree to cost allocation, then cost allocation shall be determined by the Colorado Public Utilities Commission (the "PUC") in a hearing.

The primary concern of RFTA Board members was that the amended IGA and Easement Agreements needed to ensure RFTA's ability to maintain the Corridor's "railbanked" status. It is critical that nothing could be viewed as severing the corridor or impeding the potential reactivation of freight rail and/or commuter rail on the railroad corridor. In Mr. Mullins' opinion, the proposed IGA/Easement amendments, with the payment of funds to RFTA by the City for restoration of the wye tracks, if needed, should serve as adequate protection of the corridor's railbanked status. Mr. Mullins indicated

that STB precedents and case law have held that as long as it is not impossible to reactivate freight rail service the corridor would not be deemed by the STB to be severed.

Richardson asked for the IGA amendment be modified to include a provision that would commit the City to maintaining 7th Street such that it could be used or modified to be used as a vehicle crossing during the period that the above described interim crossing is in place. 7th Street would serve as an alternative east/west route in the event that it was determined that the 8th Street cut was required to be filled in so that the wye area tracks could be reconnected.

Blankenship informed the Board that the IGA/Easement Amendments would be brought back for approval at the November 9, 2017 Board meeting.

B. Presentation of Second Draft of 2018 RFTA Budget – Michael Yang, CFAO

Yang presented the Second Draft 2018 Budget highlights including, services; challenges, issues, and opportunities; estimated revenue; budget expenditures; other financial sources and uses; staffing; and major goals.

Service

With the GAB transit service mitigation ending in 2017, the budget assumes status quo service levels:

- 1) 13,000 less transit hours or 4% decrease from 2017; and
- 2) 155,000 less transit miles or a 3% decrease from 2017.

Staff recommended that the implementation of additional services be postponed until additional financial resources can be identified. Implementation of additional services at this time, while worthwhile, would reduce resources needed for capital projects and increase the need to utilize capital reserves.

Jeanne McQueeney and other Board members concurred with this recommendation.

City of Aspen Municipal Service Contract – Staff has had initial discussions regarding potential changes as part of the Aspen's planned Mobility Lab; however, staff does not anticipate that any adjustments or additions will be finalized before the beginning of the 2018 budget year.

Challenges, issues, and opportunities:

A funding strategy will be developed for short- and long-term capital needs, which may include: financing options, grant opportunities, use of fund balance reserves, additional revenue streams, and reducing operating expenditures.

RFTA received each member jurisdiction's Sales tax estimate for 2018. As a result, the preliminary overall Sales tax increase is approximately 2% over the 2017 forecast. Use tax reflects a decrease of approximately 40%, due to uncertainty about a single tax payer's ongoing payments.

RFTA has locked approximately 95% of its needs for diesel transit fuel, reflecting a 1.5% decrease from the current year's weighted average cost per gallon.

While the cost of health care continues to rise, RFTA's County Health Pool renewal rates reflected a 1% increase. Overall, the Pool had a 3% increase, but based on RFTA's experience, it was dropped down from Rate Band 4 to Rate Band 3. Employee contribution amounts will remain unchanged.

As part of the compensation review, a market survey was completed in September 2017 for all positions, which reflects scheduled pay increases, with the exception of bus operators whose compensation is tied to their labor contract. The results indicate that the market average has increased

for almost all pay grades; however, not all grades moved at the same rate. A recommendation was made to adjust compensation rates for grades that moved and also allow for a merit increase of up to 4%, in order to remain competitive in the market.

RFTA was awarded a Colorado Department of Transportation (CDOT) FASTER Grant for four diesel replacement buses. The draft budget includes \$2.1 million in capital outlay for four bus replacements and \$1.68 million in grant revenues, with a local match of approximately \$421,500. RFTA applied for a Federal Transit Administration (FTA) Low or No Emissions (LoNo) Grant to add eight (8) Battery Electric Buses (BEB) to its fleet. CDOT received \$1.45 million total FTA LoNo funds for the State, which is to be distributed among RFTA, the Town of Vail, and the City of Boulder. RFTA's allocation is unknown at this time; however, assuming that it is \$450,000, staff has created a proposed financing plan for four (4) BEB's, and will work with CDOT to modify the FASTER Grant, from diesel buses to BEB. RFTA will coordinate with the City of Aspen and EOTC for additional funding, and will explore other possibilities for additional funding. RFTA applied for a FTA Section 5339 Bus & Bus Facilities Grant in an effort to introduce four (4) Battery Electric Buses to its fleet, award announcements are expected in October/November 2017.

Estimated Revenue

Operating and capital grant revenue obtained from the FTA and CDOT:

- 1) \$1,014,370 from the FTA Section 5311 operating grant;
- 2) \$200,000 from CDOT FASTER operating grant; and
- 3) \$1,686,000 from CDOT FASTER capital grant for four (4) bus replacements.

Local governmental contributions received are primarily to fund transit programs. The Elected Officials Transportation Committee (EOTC) will continue to provide funding for the no-fare Aspen/Snowmass regional transit service. The preliminary contribution is calculated to be approximately \$647,791, reflecting a 5% increase. Garfield County's support for the Grand Hogback bus service will increase by 4% to \$731,000. The City of Rifle's support of the Grand Hogback bus service will remain the same as previous years, at \$20,000.

Newman requested that Rifle be asked to increase its contribution, since it had been flat for many years, whereas other governments are increasing theirs.

Other income consists of employee housing rental revenue, vehicle registration fees, and credits from interest paid on the Series 2009B Building America Bonds and Series 2012A and 2013A Qualified Energy Conservation Bonds. Year-round employee housing and vehicle registration fees are expected to remain unchanged. A 6.6% sequestration rate on refundable credits, applicable to RFTA's Build American Bonds and the Qualified Energy Conservation Bonds.

Expenditures

Based on market survey results, the budget reflects the assumptions in the following order:

- 1) New minimum pay adjustments;
- 2) Market adjustments to salary grades using a tiered approach (aggressive approach for "hard-to-recruit" positions); and
- 3) Merit increases of up to 4%, resulting in an additional cost of \$262,000.

RFTA received two (2) additional requests for funding totaling \$25,000:

- 1) Lower Valley (LoVa) Trails Group and Town of New Castle, \$10,000; and
- 2) U.S. Forest Service, \$15,000, bringing the total funding request to \$159,000. Staff recommends that the Board; consider funding the full \$159,000 and, at a future Board meeting re-evaluate the policy threshold amount of \$75,000 per budget year.

Approximately \$4.2 million of capital outlay has been budgeted.

Other Financing Sources

The support vehicle included in the capital outlay is assumed to be financed using lease purchase proceeds of \$110,000. Approximately \$315,000 will be transferred from the General Fund to the Bus Stops/Park and Ride Special Revenue Fund. RFTA will contribute approximately \$149,000 to the Garfield County Traveler Program. Approximately \$2.3 million will be transferred from the General Fund to the Debt Service Fund for current debt service payments on 2009, 2012, and 2013 bonds.

Staffing

308.2 full-time equivalents compared to 307.4 in 2017. This net increase is attributed to an addition of one (1) Operations Supervisor, one (1) Facilities Janitor, and one (1) IT staff, and the reduction of seasonal bus operators and reduction in service with the Grand Avenue Bridge (GAB) project ending in 2017.

Major Goals

2018 major goals were identified in the preliminary 2018 5-Year Strategic Plan:

- 1) Bus replacements;
- 2) Continued support for WE-Cycle;
- 3) Completion of the update to the Rio Grande Railroad Corridor Comprehensive Plan;
- 4) Development of CMF property;
- 5) Learning Management System implementation; and
- 6) Leadership Academy.

Stage 4 of Phase I of the ITSP is not reflected in the 2018 draft budget.

Whitsitt requested that a brief synopsis of the budget be presented at the next Board meeting, highlighting strengths and weaknesses, accomplishments and shortcomings, and any pertinent information that the Board should know about.

C. ITSP: Board Retreat Follow-Up – Ralph Trapani, Parsons

Trapani presented the ITSP progress from March, 2016 to present. Milestones included:

- 1) ITSP Stage I, stakeholder outreach and project goals;
- 2) ITSP Stage II, future land use and ridership needs;
- 3) UVMS, LRT and BRT alternatives; and
- 4) ITSP Stage III, options for kick-off and funding.

Trapani then reviewed the differences in the Mill Levy options, 1 Mill, 3 Mill, and 5 Mill. By pursuing a 1 Mill Levy, RFTA would not be able to fully fund any improvements, partially fund one improvement (bus replacement and expansion), and leave 23 unfunded improvements. A 3 Mill Levy RFTA could fully fund 17 improvements (service, parking and PNR, and bus replacement and expansion), partially fund 1 improvement, and leave 6 unfunded improvements. With a 5 Mill Levy, RFTA could fully fund 22 improvements (service, TDM, parking and PNR, pedestrian crossing, trails, and bus replacement and expansion), partially fund 2 improvements and would leave only 1 improvement unfunded.

Utilizing the 5 Mill Levy, and based upon the median home price within each jurisdiction, Trapani estimated what the tax burden would be to homeowners within those jurisdictions. Based on Trapani's analysis of median home prices the following yearly approximations were determined:

- 1) Town of New Castle: \$102.96
- 2) City of Glenwood Springs: \$163.73

- 3) Town of Carbondale: \$183.53
- 4) Town of Basalt: \$219.74
- 5) Town of Snowmass Village: \$323.55
- 6) City of Aspen: 540.54

Butler questioned the validity of the median home prices that Trapani had obtained. Butler felt that median home prices in the valley are higher than those presented. It was suggested that Trapani contact the local chambers of commerce and additional resources to more accurately depict median home prices. The information would be helpful when presenting the potential tax burden to jurisdiction constituents. Trapani stated that they would do more research on the median home prices for each jurisdiction and update the numbers as appropriate.

Newman expressed concern about the acceptability of a 5 mill property tax and requested that a funding plan be developed by Parsons that contemplated a 3.75 mill levy instead of 5 mills.

Trapani presented the phasing updates since the September Board retreat, which included; the design cost for the LOVA Trail being added to short-term and the Glenwood Springs' 27th Street pedestrian crossing and Carbondale SH 133/Rio Grande Trail pedestrian crossing were moved from medium- to short-term. In order to accommodate these changes the Aspen Maintenance Facility stages 5, 6, and 9 were moved to medium-term and UVMS A2 was moved to long-term.

Trapani raised a policy issue regarding whether RFTA should pay for circulators in mid-valley communities, or whether the costs should be borne by the local communities. He stated that while the total capital cost is not significantly expensive, the cost to operate these circulators annually is quite expensive and those costs would be collectively absorbed either by RFTA or the jurisdictions.

Richardson stated that while it would be nice to have additional in-town circulators in Carbondale, it would be not be appropriate for Carbondale to require the other jurisdictions to accept the burden of those costs. Art Riddle agreed that if the jurisdictions would like to have in-town circulators, then the jurisdiction should pay for the service individually.

Lastly, Trapani discussed the Snowmass Village Mall Transit Station which has a total cost estimate of \$35 million. It was discussed that RFTA would potentially commit a specific dollar amount to the project, as well as, and potentially provide RFTA staff for the management of the construction project.

Bill Ray discussed the Public Policy Development on Funding which will examine funding/financing solutions that would be necessary to implement the recommended alternatives. One such funding mechanism would be a property tax increase. In order to gauge voter's opinions on a potential property tax increase, a baseline poll will be developed, conducted, and analyzed to help guide RFTA and the Board on the appropriateness of a 2018 property tax ballot question. An outreach plan will also be developed, which will engage the public, elected officials, and the business community, in order to obtain input on the ITSP and gauge the level of public support for it.

Ray reviewed the draft baseline survey, which will generate a statistically reliable prediction of the election results in regard to a potential property tax increase. The survey will be pre-recorded and includes 40 questions related to RFTA and transportation issues in the Roaring Fork Valley. During this time political and tax issues that might impact RFTA will also be tracked to ensure appropriateness of a property tax increase ballot question.

D. 2018 First Draft of the RFTA Strategic Plan – David Johnson, Director of Planning and Jason White, Assistant Planner

There was no discussion of the 2018 First Draft of the RFTA Strategic Plan. The 2018 First Draft of the RFTA Strategic Plan will be presented at the November 9, 2017 Board Meeting.

Butler left the Board meeting at 10:36 a.m., a quorum was still present.

8. Public Hearing:

A. Resolution 2017-10: 2017 Supplemental Budget Appropriation – Michael Yang, CFAO

Yang stated that the 2017 Supplemental Budget requires additional budget appropriations, which relate to previously budgeted items based on current projections.

The adopted 2017 budget reflected a new bond issuance for the remaining \$7.105 million of Sales Tax Revenue and the use of bond proceeds to fund the cost of issuance, debt service reserve, capital outlay for the GMF expansion, and transfer to the General Fund for reimbursement of qualified expenditures. The decision was made to postpone the new bond issuance until the GMF construction expansion project can better fit the budget. Therefore, the bond issuance, capital project, related debt service, and transfer to the General Fund will need to be reversed in the current budget year.

RFTA has been refurbishing commuter coach buses in its fleet, which can extend the useful life up to 5-7 years, and cost three quarters the amount of a new commuter coach. The refurbishment of a commuter coach includes a new engine, new transmission, new seat covers and the installation of seat belts. The vehicle maintenance department identified 13 commuter coaches in the fleet which are candidates for refurbishment. In 2017, eight (8) commuter coaches were refurbished and placed in back into service, and RFTA received positive comments about them. Staff recommends utilizing capital reserves to refurbish the remaining four (4) commuter coaches, which would be a total of approximately \$600,000.

The ITSP Public Outreach and Engagement Plan will cost approximately \$158,000. This stage of the ITSP will create an outreach plan that will engage the public, elected officials, and the business community, in order to obtain input on a potential property tax mill levy increase in 2018.

In the General Fund, the Revenues and Other Financing Sources was decreased by \$752,967 due to:

- 1) Sales & Use Tax Revenues, increase of \$340,000;
- 2) Other Income, increase of \$40,000; and
- 3) Other Financing Sources, decrease of \$1,132,967. The Other Financing Sources amount of \$1,290,990 was due to a new bond issuance being postponed, and the increase of \$157,933 was due to the AMF Re-Commissioning Project of \$157,933.

Expenditures and Other Financing Uses had an increase of \$238,000 which resulted from:

- 1) Four (4) bus refurbishments, increase of \$600,000;
- 2) An increase for the Public Outreach & Engagement Plan of \$158,000; and
- 3) A decrease of \$520,000 as debt service on new bond issuance will not begin until after bonds are issued.

The AMF Capital Project Fund was increased by \$77,933, based on the \$80,000 decrease to true-down capital outlay for unexpended budget, and the \$157,933 increase to transfer unexpended funds to the General Fund.

Series 2017A Capital Project Fund had an overall decrease of \$7,105,000 as bond proceeds will not be received until after new bonds are issues. The Series 2017A Debt Service Fund will also decrease \$520,000 as debt service on new bond issuance will not start until after bonds are issued. Debt Service Reserve Fund was decreased by \$282,000 as additional debt service reserve will not apply until after new bonds are issued.

The net decrease to the 2017 fund balance:

General Fund: negative \$990,967

AMF Capital Project Fund: negative \$77,933

Debt Service Reserve Fund: negative \$282,000

Total 2017 Fund Balance: negative \$1,350,990

Richardson moved to approve Resolution 2017-10: 2017 Supplemental Budget Appropriation and Whitsitt seconded the motion. The motion was unanimously approved.

- B. Second Reading (Continuance): Rio Grande Corridor Access Control Plan Update** – Dan Blankenship, CEO and Angela Henderson, Assistant Director of Project Management and Facilities Operations

McQueeney moved to approve a continuation of the Second Reading: Rio Grande Corridor Access Control Plan Update until the January 11, 2018 Board Meeting and Whitsitt seconded the motion. The motion was unanimously approved.

9. Information/Updates:

- A. CEO Report** – Dan Blankenship, CEO

There was no discussion of the October 2017 CEO Report.

10. Issues to be Considered at Next Meeting:

11. Next Meeting: 8:30 a.m. - 11:45 a.m., November 9, 2017 at Carbondale Town Hall, 511 Colorado Ave.

12. Adjournment:

The Board meeting adjourned at 11:47 a.m.

Respectfully Submitted:

Nicole R. Schoon

Secretary to the RFTA Board of Directors

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA ITEM SUMMARY # 7. A.

Meeting Date:	November 9, 2017
Agenda Item:	Approval of Glenwood Springs 8 th Street IGA/Easement Amendments
Policy #	2.3.7: Financial Condition and Activities
Strategic Goal:	CEO: Continue to work with RFTA member jurisdictions to implement safe and affordable public crossings of the railbanked Rio Grande Railroad Corridor
Presented By:	Dan Blankenship, CEO
Recommendation:	Approve the proposed 8 th Street IGA/Easement Amendments
Core Issues:	<ol style="list-style-type: none"> 1. As was described in the Minutes of the October 12, 2017 RFTA Board of Directors’ meeting (see above) the City of Glenwood Springs would like to amend the May 16, 2016 IGA and 8th Street Easement Agreements in order to postpone the construction of the permanent grade-separated crossing and bridge abutments. The current temporary 8th Street crossing works very well from the City’s perspective and is less steep for traffic than the permanent grade-separated crossing would be. The City is proposing to leave the current crossing configuration in place on an interim basis until RFTA decides to reactivate freight and/or commuter rail. 2. RFTA’s legal counsel, William Mullins, specializing in Surface Transportation Board (STB) matters, believes that the amended IGA and Easement as proposed would allow the City to maintain the 8th Street crossing in its current configuration, on an interim basis, until RFTA decides to reactivate freight rail service, without jeopardizing the corridor’s railbanked status. 3. The proposed IGA/Easement amendments were discussed at the October 12th meeting and there appeared to be general Board agreement about them. 4. In response to Board direction and based on further review by Paul Taddune, General Council, a few addition revisions were made to the proposed IGA/Easement amendments: <ol style="list-style-type: none"> a. # 3. b, Section 4 Amendment to the IGA, was revised as highlighted below: <p style="margin-left: 40px;">If the City is successful at extinguishing the UPRR easement as to the East Leg of the Wye but not South of the North boundary of 8th Street the City shall construct a grade separated crossing including a freight rail bridge within 24 months of a judicial determination of non-extinguishment.</p> b. # 4, Section 8 Amendment, a fourth bullet point was added at the request of Dan Richardson, as follows: <p style="margin-left: 40px;">The City shall maintain the 7th Street crossing such that it can be used or modified to be used as a vehicle crossing during the period that the above described interim crossing is in place.</p>

	<p>Copies of the proposed amended IGA/Easement Agreements can be found below. Changes from the versions of these agreements presented and discussed at the October 12, 2017 RFTA Board meeting, are highlighted in yellow.</p> <p><i>Staff recommends that the RFTA Board approve the proposed IGA/Easement Amendments and authorize the RFTA Chair to execute them.</i></p>
Background:	See Minutes of October 12, 2017 RFTA Board meeting, beginning on page six (above).
Policy Implications:	RFTA Board Financial Condition and Activities policy 2.3.7 states, “The CEO shall not acquire, encumber or dispose of real property.”
Fiscal Implications:	<p>Upon execution of the amended IGA/Easement Agreements, and when presented with an invoice by RFTA, the City of Glenwood Springs will remit \$534,725 to RFTA for the restoration of the 8th Street cut and wye area tracks, if necessary to reactivate freight or commuter rail, or to preserve the corridor’s railbanked status.</p> <p>RFTA plans to either place the funds in escrow in an interest-bearing account or restrict them in its capital reserve.</p>
Attachments:	<p>Yes, the proposed amended IGA/Easement Agreements can be found below this Agenda summary.</p> <p>Also, a recap of the May 16, 2016 8th Street IGA and Easements is provided. Please see “05-12-16 RFTA and Glenwood Springs IGA Recap.pptx,” included in the November 2017 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the RFTA Board Agenda packet.</p>

**FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT BETWEEN THE
CITY OF GLENWOOD SPRINGS AND THE ROARING FORK TRANSPORTATION
AUTHORITY TO ACQUIRE EASEMENTS AND DEVELOP TRANSPORTATION
INFRASTRUCTURE**

THIS FIRST AMENDMENT TO IGA (“1st Amendment”) is made and entered into effective as of the 28th day of February 2017, regardless of the day actually signed, by and between the CITY OF GLENWOOD SPRINGS, COLORADO (the “City”) and the ROARING FORK TRANSPORTATION AUTHORITY (“RFTA”), both “Parties” to the IGA dated May 16, 2016.

WHEREAS, the Parties entered into the Intergovernmental Agreement (“IGA”) **effective as of May 16, 2016**, regarding land exchanges, construction, and maintenances of certain real property along and within the Aspen Branch “Railroad Corridor”; and

WHEREAS, as a part of the IGA, the City designed and constructed the “8th Street Connection”, a public right-of-way extending 8th Street from Defiance Avenue to 7th Street, through the Railroad Corridor “Wye Area”; and

WHEREAS, the Parties executed an 8th Street Easement Agreement, attached to the IGA as Exhibit 4 thereto, granting the City a perpetual easement for the 8th Street Connection and the limited purposes of installing, constructing, maintaining, repairing, replacing, modifying, and reconstructing a public grade-separated railroad crossing and appurtenant infrastructure; and

WHEREAS, the Parties now desire to make the 8th Street Connection an at-grade crossing, while also providing adequate assurances for potential reestablishment of rail service through the Wye Area.

NOW, THEREFORE, in consideration of the mutual covenants and agreements identified below, the Parties agree to this First Amendment to IGA as follows:

1. **Incorporation of Recitals.** The forgoing recitals are incorporated herein as if set forth in full.

2. **Section 3 Amendment.** Section 3 (UPRR Easement on East Leg) of the IGA shall be amended to read as follows:

Upon exchange of deeds as set forth above, and if the City deems the extinguishment of the UPRR Easement on the East Leg of the Wye and south of the north edge of the 8th Street Easement being in the Parties’ best interest, the Parties shall cooperate in the exercise of all rights to extinguish the UPRR Easement over the East Leg of the railroad Wye Area, which is depicted in **RFTA/GWS IGA – Exhibit 1** as parcels A1, A2, and A3.

3. **Section 4 Amendment.** Section 4 (Construction of 8th Street Connection) of the IGA shall be amended to read as follows:

The City shall design or cause the design of the 8th Street Connection and provide plans for the same to RFTA for its approval, which shall not be unreasonably withheld, as early in the design process as reasonably possible. The City shall also inform RFTA of its anticipated date for the commencement of construction upon its determination. Such construction shall be as follows:

- a. If the City is unsuccessful in extinguishing the UPRR Easement on the east Leg of the Wye and South of the North boundary of 8th Street, the City shall replace the ballast and tracks

as provided in the contract by in between CDOT and the City dated September 19, 2016.

- b. If the City is successful at extinguishing the UPRR easement as to the East Leg of the Wye but not South of the North boundary of 8th Street the City shall construct a grade separated crossing including a freight rail bridge within 24 months of a judicial determination of non-extinguishment.
- c. If the City is successful and extinguishing the UPRR easement as to the East Leg of the Wye and South of the North boundary of the 8th Street easement the City shall construct an interim at-grade crossing.

The City shall deposit with RFTA an amount equal to \$534,725.00 to be used by RFTA for the purposes of either (a) reestablishing rail for either freight or commuter purposes by filling in the cut and reestablishing the ballast and tracks at the 8th Street crossing, or (b) to acquire in fee simple private property interests underlying the Corridor. Such fund may only be used to reestablish freight rail and/or commuter rail if RFTA first provides a one-year notice of its intent to reactivate freight rail and/or commuter rail on the West Leg of the Wye and the City has failed to cooperate in a new mutually acceptable design for the 8th Street crossing with in that one-year period.

4. **Section 8 Amendment.** Section 8 (Permanent Crossing) of the IGA shall be amended to read as follows:

RFTA shall not object to and shall support the City's application for an interim at-grade crossing of the West Leg of the Wye with the PUC, provided the City complies with the following parameters:

- the application shall not impede or otherwise jeopardize in any manner RFTA's ability to maintain the Corridor as a "rail-banked" rail corridor, as defined in the Railbanking Act, 16 U.S.C. § 1247;
- at such a time as freight rail and/or commuter rail activation upon the Railroad Corridor has been approved by the RFTA Board of Directors, the City will propose alternate designs for the 8th Street Connection and Wye Area sufficient for the proposed freight rail and/or commuter rail use; and
- upon RFTA's determination to establish freight rail and/or commuter rail upon the Railroad Corridor, the Parties shall cooperate to determine an appropriate and equitable method of cost allocation to complete all necessary improvements, or the City shall, at its sole discretion, elect to eliminate and abandon the 8th Street Connection, in which case RFTA may take such necessary steps to activate the Railroad Corridor for freight rail use.
- The City shall maintain the 7th Street crossing such that it can be used or modified to be used as a vehicle crossing during the period that the above described interim crossing is in place.

5. **Easement Amendment.** Exhibit 4 to the IGA, shall be amended by the attached **RFTA/GWS – Amended Exhibit 4**, incorporated herein by this reference.

6. **Public Record.** The Parties shall cause all documents necessary to this fulfill the purposes of this 1st Amendment to the IGA to be recorded in the Office of the Garfield County Clerk and Recorder.

7. **Preservation of Purpose and Survival.** No portion of this 1st Amendment to the IGA shall be read or understood to alter, amend, or terminate the purpose and intent of the IGA or the rights and responsibilities of the Parties created therein. This 1st Amendment to the IGA shall be understood to modify the IGA only to the extent necessary to achieve the objectives stated herein. Any conflict between the provisions of this 1st Amendment and the IGA shall be resolved by the Parties in a manner agreed to be the least disruptive to the preservation of the IGA's purpose.

IN WITNESS WHEREOF, the City and RFTA have executed duplicate originals of this **FIRST AMENDMENT TO IGA**.

CITY OF GLENWOOD SPRINGS, COLORADO

ATTEST:

Catherine Mythen Fletcher, City Clerk

By: _____
Michael Gamba, Mayor

Date: _____

**ROARING FORK TRANSPORTATION
AUTHORITY**

ATTEST:

Secretary

By: _____
George Newman, Chair

Date: _____

RFTA/GWS IGA – 1st Amended Exhibit 4
FIRST AMENDED ROARING FORK TRANSPORTATION AUTHORITY
TO CITY OF GLENWOOD SPRINGS
8TH STREET EASEMENT AGREEMENT

THIS FIRST AMENDED 8TH STREET EASEMENT AGREEMENT (“1st Amended Agreement”) is made and entered into this 28th day of February 2017, regardless of the day actually signed, by and between the CITY OF GLENWOOD SPRINGS, COLORADO (the “City”) and the ROARING FORK TRANSPORTATION AUTHORITY (“RFTA”), both “Parties” to the IGA dated May 16, 2016, as amended, into which this 1st Amended Agreement is incorporated.

WHEREAS, the Parties entered into the Intergovernmental Agreement (“IGA”) **effective as of May 16, 2016** regarding land exchanges, construction, and maintenances of certain real property along and within the Aspen Branch “Railroad Corridor”; and

WHEREAS, as a part of the IGA, the City designed and constructed the “8th Street Connection”, a public right-of-way extending 8th Street from Defiance Avenue to 7th Street, through the Railroad Corridor “Wye Area”; and

WHEREAS, the Parties executed an 8th Street Easement Agreement, attached to the RFTA/GWS IGA as Exhibit 4 thereto, granting the City a perpetual easement for the 8th Street Connection and the limited purposes of installing, constructing, maintaining, repairing, replacing, modifying, and reconstructing a permanent public grade-separated railroad crossing and appurtenant infrastructure; and

WHEREAS, the 8th Street Easement Agreement was not recorded while the Parties finalized the design of the crossing and physical scope of the easement; and

WHEREAS, the Parties now desire to amend the 8th Street Easement Agreement to make the 8th Street Connection an at-grade crossing, on an interim basis, while also providing adequate assurances for potential reestablishment of rail service through the Wye Area.

NOW, THEREFORE, in consideration of the mutual covenants and agreements identified below, the Parties agree to this First Amended 8th Street Easement Agreement as follows:

8. Incorporation of Recitals. The forgoing recitals are incorporated herein as if set forth in full.

9. Section 2 Amendment. Section 2 (Grant and Acceptance of Easement) of the 8th Street Easement Agreement shall be amended to read as follows:

RFTA hereby grants to the City, and the City hereby accepts, a perpetual, non-exclusive Easement across, over, and under the Property described in **8th Street Connection Easement Agreement Exhibit A**, recorded in the Office of the Garfield County Clerk and Recorder at Reception No. _____, incorporated by this reference. The City’s use of the Easement shall be limited to the sole purposes of (a) installing, constructing, maintaining, repairing, replacing, modifying, and reconstructing a public, interim at-grade or permanent grade-separated railroad crossing and appurtenant infrastructure, including utilities, necessary to the 8th Street Connection, while maintaining the rights of RFTA and the UPRR, as well as public safety; and (b) subsequent maintenance of all such improvements and utilities.

RESERVING, however, unto RFTA, its successors and assigns, the right to construct, maintain, use, operate, relocate, reconstruct, and renew any facilities in the Wye Area and within the Corridor deemed in RFTA's sole discretion appropriate for the use of the Corridor for transportation, shipping, trail, and/or conservation purposes as it may at any time, and from time-to-time, desire within the Corridor including the right and privilege to use the Corridor for any and all purposes, including the construction, use, and maintenance of the 8th Street Connection at-grade or grade-separated structure, free of any liability whatsoever to the City; and also reserves, the exclusive right to construct, place, operate, maintain, alter, repair, replace, renew, improve, and remove communications and utility lines above, below, and on the surface of the Wye Area, including without limitation transmission by conduit, pipe, fiber optics, cable, wire, or other means, of electricity, voice data, video, digitized information, or other materials, information, or utilities; and all right and privileges as RFTA, its successors and assigns may require to investigate and remediate any and all hazards on the Corridor, including, without limitation, environmental contamination.

10. Section 3 Amendment. Section 3 of the 8th Street Easement Agreement (captioned "Maintenance") shall be amended to read as follows:

The City shall, at its own cost, maintain and repair the 8th Street Connection. If the crossing is developed to be a grade-separated structure, the City shall maintain it from the underside of the bridge deck down, including the bridge abutments, and RFTA or UPRR, if UPRR retains its operating easement within the Wye, will maintain the bridge from the deck of the bridge up, including waterproofing, ballast, ties, and rail.

In the event that freight rail or commuter rail activation upon the Railroad Corridor has been approved by the RFTA Board of Directors, the Parties shall cooperate to determine an appropriate and equitable method of cost allocation to complete all necessary improvements, or the City shall, at its sole discretion, elect to eliminate and abandon the 8th Street Connection. If the Parties fail to agree to cost allocation, then cost allocation shall be determined by the Colorado Public Utilities Commission (the "PUC") in a hearing.

Should RFTA need to extend, modify, or relocate the 8th Street Connection for any other reason, RFTA shall be entitled to do so as long as the extension, modification, or relocation does not materially interfere with the connectivity of 8th Street and the 8th Street Bridge and after review and approval of plans detailing the extension, modification, or relocation by the City, which approval will not be unreasonably withheld, and approval by the PUC. If the sole cause of the need for such extension, modification, or relocation is the needs of RFTA, such cost will be borne by RFTA if RFTA approves the project and costs thereof, it being understood that any funding for such a project is subject to appropriation of funding.

If the City should desire to extend, modify, replace, relocate, or remove the 8th Street Connection to further the City's needs, then such cost shall be borne by the City. Any such extension, modification, relocation, or replacement or repair by the City shall only be made in accordance with plans prepared by City and reviewed and approved by RFTA, which approval will not be unreasonably withheld, and approval by the PUC.

For extensions, modifications, or relocations that are jointly caused and will benefit both parties, the allocation of costs shall be by further agreement or if no agreement, then as determined by the PUC in a hearing.

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IN WITNESS WHEREOF, the Parties hereto have executed this First Amended 8TH STREET EASEMENT AGREEMENT in duplicate originals on the day and year first written above.

CITY OF GLENWOOD SPRINGS, COLORADO

ATTEST:

Catherine Mythen Fletcher, City Clerk

By: _____
Michael Gamba, Mayor

APPROVED AS TO FORM:

Date: _____

Karl Hanlon, City Attorney

**ROARING FORK TRANSPORTATION
AUTHORITY**

ATTEST:

Secretary

By: _____
George Newman, Chair

APPROVED AS TO FORM:

Date: _____

Paul J. Taddune, General Counsel

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA ITEM SUMMARY # 7. B.

Meeting Date:	November 9, 2017
Agenda Item:	Integrated Transportation System Plan (ITSP) Phase 1, Stage 3 and 4 Update
Policy #:	4.2.1: Board Job Products
Strategic Goal:	Complete Stages 3 and 4 of Phase I of the Integrated Transportation System Plan (ITSP)
Presented By:	Ralph Trapani, Parsons Transportation Group (PTG)
Recommendation:	Review and comment on progress of the ITSP, Phase I: Stage 3: Alternatives Analysis update and Mill Levy research, Stage 4: Financial Sustainability/Financing Plan
Core Issues:	<p>The Consultant Team and RFTA have completed development of scopes and conceptual cost estimates for the various service and capital alternatives that emerged as long-term priorities during Stage 1 (Visioning), Stage 2 (Determine Future Needs), and Stage 3 (Analyze Options).</p> <p>These alternatives were packaged into short-term (0-5 years), medium-term (6-10 years) and long-term (11-20+ years) funding scenarios. Alternatives include service expansion, renovation and expansion of fleet and facilities, implementation or expansion of park and rides, local transit circulator systems, and construction of bicycle/pedestrian crossings of SH82 and SH133.</p> <p>RFTA will need to secure additional, long-term funding to accommodate public demands for safe and reliable transportation, as regional population and employment growth continues. Consultants and staff received direction from the Board to perform additional due diligence on the range of implications of a 3.75 and 5 mill property tax levy, if approved on the November 2018 ballot.</p> <p>Stage 4 of the ITSP will evaluate RFTA’s capital and operating plans and overall financial sustainability, based on a variety of revenue scenarios, including feasibility and forecasts of property tax, sales tax, Federal and States grant options, bonding, and other options.</p> <p>Scopes of work for Stage 4 are included in the November 2017 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the RFTA Board Agenda packet.</p>
Background Info:	<p>RFTA and Parsons Transportation Group have completed Stage 1 of the ITSP: Define the Vision and Stage 2: Determine Future Needs. We are now finalizing Stage 3: Analyze Options. In January 2018, with Board approval, The consultant team will begin Stage 4: Develop Financial Sustainability/Financing Plan.</p> <p>Based on the outreach efforts of Stage 1 and the forecasted needs of Stage 2, RFTA and PTG have developed proposed service and capital alternatives in Stage 3, packaged into short-term, medium-term and long-term sets of integrated, multimodal system plan alternatives. PTG is performing due diligence on the range of implications of property tax mill levies, if approved on the November 2018 ballot within RFTA member jurisdictions.</p>

Policy Implications:	Board Job Products Policy 4.2.1. A. & B. states, “The Board is the link between the “ownership” and the operation organization. The Board will assess the needs of the ownership as they relate to RFTA’s activities and scope of influence, and will develop Ends policies identifying the results RFTA is to produce to meet those needs. The Board will inform the ownership of the organizations expected future results, and its present accomplishments and challenges.”
Fiscal Implications:	<p>In 2016, RFTA expended a total of \$461,470 to conduct Stages I and II of the ITSP. Phase I, Stages 1 and 2 of the ITSP were completed early in 2017. Also in 2017, RFTA budgeted \$465,461 to conduct Phase 1, Stage III of the ITSP.</p> <p>Stage 3 will be completed early in 2018, and for the balance of 2017 it will involve meetings with the RFTA Board, elected officials, and staff. Meetings with the public will take place in the first quarter of 2018. The purpose of the meetings is to present and obtain feedback on Stage III ITSP alternatives. In 2017, the RFTA Board approved a budget of \$367,000 for Stage III.</p> <p>The additional effort in 2017 and 2018 to engage the public regarding the ITSP alternatives and financing plan will cost approximately \$158,000. This amount was approved at the October 12, 2017 RFTA Board meeting and included in the 2017 budget. A significant portion of this amount will be unexpended in 2017 and carried over to 2018,</p> <p>The Stage 4 budget for Parsons is \$237,200 and that amount has been included in the 2018 budget that will be considered in Public Hearing section of the Board Agenda.</p> <p>In addition, \$110,000 has been included in the 2018 budget for RFTA’s Financial Advisor, PFM, which will be tasked with creating a Financial Implementation Plan and Long-range Financial Planning Model.</p>
Attachments:	<p>Yes, please see:</p> <ol style="list-style-type: none"> 1. ITSP Update presentation: RFTA Board 110917 ITS”P-Version2_Final.pdf 2. ITSP Stage IV Scope of Work_v11-171101.pdf 3. RFTA Financial Implementation Plan – 10-31-2017 Draft.docx <p>All of these documents are included in the November RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the RFTA Board Agenda packet.</p>

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA ITEM SUMMARY # 7. C.

Meeting Date:	November 9, 2017
Agenda Item:	RFTA 2018 Five-Year Strategic Plan Update
Policy #:	4.3.2.A: Agenda Planning
Strategic Goal:	Update 5-Year Strategic Plan
Presented By:	David Johnson, Director of Planning
Recommendation:	Review and Comment on the Draft 2018 Strategic Plan
Core Issues:	<p>Per the Boards Strategic Plan policy 2.10, a draft 2018 5-Year Strategic Plan is being provided. RFTA will finalize the 2018 5-Year Strategic Plan in February 2018, after 2017 accomplishments and statistics are known. The plan should be considered a living document, which will be modified as Strategic Initiatives are added, deleted, or revised.</p> <p>The Board can modify, add, or delete strategic initiatives.</p>
Background Info:	In 2012, RFTA Developed a Strategic Plan, which has been updated every year since then.
Policy Implications:	<p>RFTA Board Management Limitations Policy 2.10 states, With respect to Long-Range Strategic Planning, the CEO shall not:</p> <p>--2.10.1 Fail to update the Five-Year Strategic Plan annually.</p> <p>--2.10.2 Fail to align the subsequent year’s Strategic Planning Initiatives with the annual budget process.</p> <p>--2.10.2 Fail to solicit RFTA Board and staff input on the Five-Year Strategic Plan on an annual basis.</p> <p>--2.10.3 Fail to monitor progress towards implementation of the current year’s Strategic Initiatives and report to the RFTA Board of Directors on a quarterly basis regarding any significant variances from the plan.</p>
Fiscal Implications:	Fiscal implications are dependent on the proposed goals and accomplishments listed in the Plan.
Attachments:	Yes, please see “Draft 2018 5-Year Strategic Plan.pdf” included in the November 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA ITEM SUMMARY # 7. D.

Meeting Date:	November 9, 2017
Agenda Item:	Second Reading (Continuance): Rio Grande Railroad Corridor Access Control Plan Update
Policy #:	1.1: The Rio Grande Corridor is Appropriately Protected and Utilized
Strategic Goal:	Complete all sections of the updated Rio Grande Railroad Corridor Comprehensive Plan
Presented By:	Dan Blankenship, CEO Angela Henderson, Assistant Director, Project Management and Facilities Operations
Recommendation	<i>Competing priorities made it challenging to meet with the Glenwood Springs and Aspen representatives to discuss their differences regarding the proposed update of the ACP, so no meeting was held since the last Board meeting. To allow time to reach agreement on all proposed revisions by the City of Aspen, and to allow time for public comment and responses on the ACP when revised, staff recommends that the 2nd Reading of the draft 2017 ACP Update be continued until the <u>February 8, 2018 RFTA Board meeting</u>. No new information has been provided below.</i>
Core Issues:	<ol style="list-style-type: none"> 1. The 2001 Great Outdoors Colorado (GOCO) Legacy grant stipulates that the Corridor Comprehensive Plan (CCP) should be updated every five years. The CCP was last updated in 2005 and adopted in 2006. Technically, the CCP should have been updated in 2010 or 2011, however, due to the staff effort required to implement BRT, the CCP update process was postponed until 2014. 2. Elements of the CCP that should be updated on the 5-year cycle are: <ol style="list-style-type: none"> a. Access Control Plan (ACP): The update addresses revisions to access control policies as well as updates the inventory of existing and anticipated uses of the corridor, such as crossings, utilities, and encroachments. b. Recreational Trails Plan (RTP): The update will address the interim recreational trail, which was completed in 2008, as well as any changes to goals and policies. c. Overview of Compliance with requirements of the GOCO Legacy Grant: The overview will serve as a reset to bring actions taken on the corridor since the last update current with GOCO. 3. Adoption of the components of the Comprehensive Plan Update requires a unanimous vote of the seven original constituent members of the Roaring Fork Railroad Holding Authority (RFRHA). The New Castle Board Member can vote on the Access Control Plan, but his/her vote would not be binding because New Castle was not a constituent member of RFRHA. 4. At the April 13, 2017 meeting, the RFTA Board unanimously agreed to schedule the draft 2017 ACP Update for Second Reading at the May 11, 2107 meeting. 6. As was reported at the April 13 meeting, RFTA’s railroad attorneys, William Mullins and Walter Downing performed a final review of the ACP in April and wrote letters, each with a recommendation they believed would strengthen the ACP document. 7. Mr. Mullins recommended adding language similar to that which is contained in the City of Glenwood Springs’ 8th Street Easement Agreement to Section IV, 17.0 of the ACP as follows: <p style="margin-left: 40px;">Easements for public roadway crossings and utilities, which are conveyed by RFTA to jurisdictions shall contain the following provision:</p>

Railbanking Protection. “Jurisdiction” acknowledges that RFTA’s Corridor is not abandoned and is under the jurisdiction of the federal Surface Transportation Board. “Jurisdiction” further acknowledges that the Corridor is “railbanked” under the National Trails System Act, 16 U.S.C. §1247(d), so that RFTA is required to preserve the Corridor for future rail use. “Jurisdiction’s” improvements and use shall not interfere with RFTA’s use of the Corridor for transportation, shipping, trail, and/or conservation purposes and that no disturbance or interference of said any such uses shall be allowed hereunder without the prior written approval of RFTA. This Easement shall not be deemed to give “Jurisdiction” exclusive possession of any part of the Easement area described, and nothing shall be done or suffered to be done by “Jurisdiction” at any time that shall in any manner impair the usefulness or safety of the Corridor or of any track or other improvement on the Corridor or to be constructed thereon by RFTA in the future. If RFTA in its sole discretion upon advice of legal counsel believes that an action permitted by this Easement has or will cause a severance of the Corridor from the UPRR main line, RFTA shall notify the “Jurisdiction” and RFTA and the “Jurisdiction” shall work together to revise this Easement to correct the potential severance or impediment to freight rail service. Only in the event no modification can be agreed upon, may RFTA terminate this Easement.

8. Mr. Downing recommended adding the following provision to Section V, 5.0, A:

Notwithstanding anything in this document to the contrary, nothing herein is intended to grant to or permit any adjacent landowner or public entity any greater rights of access over, under, along or across the Corridor than they would otherwise have under Colorado law or to impair or limit RFTA’s rights as a public entity and landowner in managing its Corridor.

9. The Board indicated that it was amenable to including the suggested revisions (above) of the ACP in the final draft of the ACP that is being presented for adoption at the May 11, 2017 Second Reading. That document, along with the Design Guidelines (DG) and the 2017 – 2005 ACP Comparison Matrix Revised 05-11-17, and other supporting documentation can be found under the heading of “ACCESS CONTROL PLAN UPDATE,” by following this link: <https://www.rfta.com/trail-documentation/>. **Note:** Inadvertently, three sections of the Table of Contents in the 02/28/17 draft ACP Update were omitted. These sections have been added to the Table of Contents and are highlighted in red font in the draft ACP copy posted on the RFTA website.
10. As was reported at the April 13, 2017 Board meeting, the major differences between the proposed 2017 ACP Update and the 2005 ACP Update are as follows:
- a. The 2017 ACP Update makes it clear that maintaining the corridor’s Railbanked status **is of utmost importance** in order to keep the 34-mile continuous railroad corridor intact.
 - b. The 2017 ACP Update assures parties proposing public or private uses of the corridor that RFTA will endeavor to work cooperatively with them, consistent with the policies stated in the ACP and DG , to help them achieve their objectives in the most efficient and cost-effective manner possible, including collaborating with sponsors during the planning and design processes for their projects. Notwithstanding this assurance, the ACP also states that no action

which, in the opinion of RFTA's railroad engineers and attorneys, would jeopardize the railbanked status of the railroad corridor will be approved.

- c. The 2017 ACP Update allows for the approval of public at-grade crossings that are consistent with RFTA's ACP and Design Guidelines (DG) if they will not preclude or unreasonably impair RFTA's ability to reactivate freight rail service or to activate commuter rail, subject to such terms and conditions as approved by the RFTA Board. Private at-grade crossings consistent with the ACP and DG can be approved by a terminable license agreement.
- d. The 2017 ACP Update states that if a grade-separated crossing is proposed before rail is active in the corridor, it should be constructed in accordance with RFTA's DG and be consistent with the ACP. However, the RFTA Board can grant a variance from the ACP and DG subject to an agreement to restore the corridor or remove any temporary impediment at such time that RFTA elects to reactivate freight rail service.
- e. The 2017 ACP Update states that if a public crossing is designed consistent with RFTA's DG or otherwise approved by the RFTA Board of Directors, RFTA will grant an easement to the project sponsor, subject to the approval of the RFTA Board of Directors and/or the CPUC. The easement, however, will be subject to the following reservation and such other terms and conditions as the RFTA Board, in its sole discretion, may determine at the time of issuance:

Should RFTA need to extend, modify, or relocate a crossing to accommodate the activation of freight or passenger rail service on the Corridor by RFTA, RFTA shall be entitled to do so as long as the extension, modification, or relocation does not substantially and materially interfere with the connectivity of the crossing after review and approval of plans detailing the extension, modification, or relocation by the public entity holding the easement, which approval will not be unreasonably withheld, and if applicable, approval by the CPUC. If the sole cause of the need for such extension, modification, or relocation is the needs of RFTA, such cost will be borne by RFTA if RFTA approves the project and costs thereof; it being understood that any funding for such a project is subject to appropriation of funding. If the public entity holding the easement should desire to extend, modify, replace, relocate, or remove the crossing to further its needs, then such cost shall be borne by the public entity. Any such extension, modification, relocation, or replacement or repair by the public entity shall only be made in accordance with plans prepared by the public entity and reviewed and approved by RFTA, which approval will not be unreasonably withheld, and approval by the CPUC, if CPUC jurisdiction is exercised. For extensions, modifications, or relocations that are jointly caused and will benefit both parties, the allocation of costs shall be by further agreement, or if no agreement, then as determined by the CPUC in a hearing.

Easements for public roadway crossings and utilities, which are conveyed by RFTA to jurisdictions shall contain the following provision:

Railbanking Protection. "Jurisdiction" acknowledges that RFTA's Corridor is not abandoned and is under the jurisdiction of the federal Surface Transportation Board. "Jurisdiction" further acknowledges that the Corridor is "railbanked" under the National Trails System Act, 16 U.S.C. §1247(d),

	<p>so that RFTA is required to preserve the Corridor for future rail use. “Jurisdiction’s” improvements and use shall not interfere with RFTA's use of the Corridor for transportation, shipping, trail, and/or conservation purposes and that no disturbance or interference of said any such uses shall be allowed hereunder without the prior written approval of RFTA. This Easement shall not be deemed to give “Jurisdiction” exclusive possession of any part of the Easement area described, and nothing shall be done or suffered to be done by “Jurisdiction” at any time that shall in any manner impair the usefulness or safety of the Corridor or of any track or other improvement on the Corridor or to be constructed thereon by RFTA in the future. If RFTA in its sole discretion upon advice of legal counsel believes that an action permitted by this Easement has or will cause a severance of the Corridor from the UPRR main line, RFTA shall notify the “Jurisdiction” and RFTA and the “Jurisdiction” shall work together to revise this Easement to correct the potential severance or impediment to freight rail service. Only in the event no modification can be agreed upon, may RFTA terminate this Easement.</p> <p>f. The 2017 ACP Update states that access and increased connections to the trail should be encouraged to maximize use by, between, and among neighborhoods and communities.</p> <p>g. Unless an emergency exists, amendments of the ACP will require two readings by the RFTA Board of Directors prior to adoption and can only be adopted in the same manner that the ACP is adopted, i.e. by a unanimous vote of the seven original RFRHA member jurisdictions.</p> <p>h. Denials of crossing proposals can be appealed to the RFTA Board.</p> <p>11. The Design Guidelines (DG) are still undergoing a review by City of Glenwood Springs staff and will be included for review prior to the Second Reading of the draft ACP Update on May 11, 2017. The DG are considered advisory, as is other information included as Appendices to the ACP. Staff believes these documents should be allowed to be updated and revised as necessary without further action of the Board.</p> <p>12. Staff recommends that the RFTA Board approve the 2017 draft ACP Update on Second Reading with the proposed revisions recommended by William Mullins, Walter Downing, and staff.</p> <p>13. Following approval of the ACP, staff will begin working on the update of the Recreational Trails Plan and other sections of the Rio Grande Railroad Corridor Comprehensive Plan. Each section of the Plan, as well as the overall Comprehensive Plan will require a unanimous vote of the seven constituent governments of the Roaring Fork Railroad Holding Authority. Adoption of the ACP Update will provide staff with policies by which to review future proposed uses of the corridor and enable staff to devote its full attention to completing the Comprehensive Plan.</p>
Policy Implications:	Board End Statement 1.1 says, “The Rio Grande Corridor is Appropriately Protected and Utilized.”
Fiscal Implications:	Approximately \$150,000 has been budgeted in 2017 for the Comprehensive Plan Update and other corridor management-related tasks.
Attachments:	Yes, the Draft ACP Update Revised 05-11-17, a 2017 – 2005 ACP Comparison Matrix, and the proposed Design Guidelines can be reviewed by following this link: https://www.rfta.com/trail-documentation/

RFTA BOARD OF DIRECTORS MEETING
“PUBLIC HEARING” AGENDA ITEM SUMMARY # 8. A.

Meeting Date:	November 9, 2017
Agenda Item:	A. Resolution 2017-12: Adoption of 2018 RFTA Budget B. Resolution 2017-13: Appropriating Sums of Money for the 2018 Budget Year
POLICY #:	2.5: Financial Planning/ Budgeting
Staff Recommends:	Adopt Resolutions 2017-12 & 2017-13
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance
Core Issues:	Limited financial resources for the 2018 Budget require the establishment of priorities and expenditures assumptions to meet the 2018 budget goals established by the Board at the August Board meeting.
Background Info:	<p>At the August 2017 Board meeting, staff presented the 2018 budget initiatives, assumptions and issues. Based on these approved budget initiatives and assumptions, staff prepared and presented to the Board two drafts of the 2018 budget between September and October, fine-tuning each one as new information became available. Since the draft budget presented in October, staff has fine-tuned its estimates of revenue and expenditures based on updated information available over the past month.</p> <p>The 2018 Budget will be presented in the following order:</p> <ol style="list-style-type: none"> 1. Highlights 2. Consolidated Financial Overview 3. Revenues 4. Expenditures 5. Fund Balance 6. Long Range Financial Forecast
Policy Implications:	Board Job Products Policy 2.4.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
Fiscal Implications:	Inaccurate estimates of revenues and budgeted expenditures could result in the unanticipated use of fund balance in order to achieve the Authority’s goals and objectives.
Attachments?	<p>Yes, please see Resolutions 2017-12 & 2017-13 attached below.</p> <p>Also please see:</p> <ol style="list-style-type: none"> 1. 2018 RFTA Budget Presentation 11-09-2017.pdf 2. 2018 Budget Narrative for 11-09-2017 Board Meeting.pdf <p>Both of these documents are included in the November 2017 Board Meeting Portfolio.pdf attached to the e-mail distributing the RFTA Board Agenda packet.</p>

Director ____ moved adoption of the following Resolution:

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2017-12

**IN RE THE MATTER OF THE ADOPTION OF THE BUDGET FOR THE ROARING FORK
TRANSPORTATION AUTHORITY FOR FISCAL YEAR 2018**

WHEREAS, Pitkin County, Eagle County, the City of Glenwood Springs, the City of Aspen, the Town of Carbondale, the Town of Basalt, and the Town of Snowmass Village (the “Cooperating Governments”) on September 12, 2000, entered into an Intergovernmental Agreement to form a Rural Transportation Authority, known as the Roaring Fork Transportation Authority (“RFTA” or “Authority”), pursuant to title 43, article 4, part 6, Colorado Revised Statutes; and

WHEREAS, on November 7, 2000, the electors within the boundaries of the Cooperating governments approved the formation of a Rural Transportation Authority; and

WHEREAS, the Town of New Castle elected to join the Authority on November 2, 2004; and,

WHEREAS, C.R.S. 29-1-103, as amended, requires the RFTA Board of Directors (the “Board”), to adopt a budget setting forth the expenditures of the various Authority funds for fiscal year 2018, beginning January 1, 2018, and ending December 31, 2018; and

WHEREAS, public hearings on the proposed 2018 budget for the Authority were held November 9, 2017; and

WHEREAS, pursuant to public notice duly published in accordance with C.R.S. 29-1-106, as amended, the proposed 2018 budget for the Authority has continuously been open for public inspection; public hearings were held on November 9, 2017, before the Board to consider the adoption of the subject 2018 proposed budget; and interested taxpayers were and have continuously been given the opportunity to file or register any objections to the subject proposed 2018 budget; and

WHEREAS, the Board has made appropriations within the 2018 budget for the Authority for expenditures in an amount equal to or less than the total available revenues and beginning fund balances set forth within the subject proposed 2018 budget; and

WHEREAS, The Board of Directors of the Authority has appointed the Chief Executive Officer of the Authority to prepare and submit a proposed budget for their approval, and

WHEREAS, expenditures do not exceed revenues reasonably assumed to be available, as required by law; and

WHEREAS, all legal requirements have been fully complied with and performed in the premises.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Roaring Fork Transportation Authority that the 2018 Budget as summarized herein:

THAT, the 2018 budget as submitted and herein below summarized be, and the same hereby is approved and adopted as the 2018 Budget of the Roaring Fork Transportation Authority, and be a part of the public records of the Roaring Fork Transportation Authority.

THAT, the budget as hereby approved and adopted shall be signed by the Chair of the Roaring Fork Transportation Authority.

Fund	Revenue Type	Budget
GENERAL FUND		
	Sales tax	\$ 21,591,000
	Grant	\$ 2,900,370
	Fares	\$ 5,021,000
	Other govt contributions	\$ 1,733,191
	Other income	\$ 651,440
	Other financing source:	
	Capital lease proceeds	\$ 150,000
	Total revenue & other financing sources	\$ 32,047,001
SPECIAL REVENUE FUND - SERVICE CONTRACTS		
	Service contract revenue	\$ 10,927,132
	Grant revenue	\$ 30,000
	Other financing source:	
	Transfer in from General Fund	\$ 148,731
	Total revenue & other financing sources	\$ 11,105,863
SPECIAL REVENUE FUND - BUS STOPS AND PNR		
	Other income	\$ 512,000
	Other financing source:	
	Transfer in from General Fund	\$ 310,400
	Total revenue & other financing sources	\$ 822,400
SPECIAL REVENUE FUND - MID VALLEY TRAILS		
	Sales tax	\$ 50,000
DEBT SERVICE FUND - SERIES 2009A		
	Other financing source:	
	Transfer in from General Fund	\$ 691,800
DEBT SERVICE FUND - SERIES 2009B		
	Other income	\$ 465,700
	Other financing source:	
	Transfer in from General Fund	\$ 963,486
	Total revenue & other financing sources	\$ 1,429,186

DEBT SERVICE FUND - SERIES 2012A	
Other income	\$ 147,072
Other financing source:	
Transfer in from General Fund	\$ 393,480
Total revenue & other financing sources	\$ 540,552
DEBT SERVICE FUND - SERIES 2013A	
Other financing source:	
Transfer in from General Fund	\$ 172,942
DEBT SERVICE FUND - SERIES 2013B	
Other income	\$ 38,272
Other financing source:	
Transfer in from General Fund	\$ 77,032
Total revenue & other financing sources	\$ 115,304
TOTAL OF ALL FUNDS	\$ 46,975,048

THAT, pursuant to C.R.S. 29-1-113, the RFTA Chief Executive Officer, the RFTA Budget Administrator, is hereby requested and directed to immediately transmit a copy of this Resolution to the officer or employee of the Authority whose duty is to draw warrants or orders for the payment of money.

THAT, pursuant to Section 29-1-113, C.R.S., the RFTA Budget Administrator, is hereby further requested and directed to file an original or certified copy of this Resolution with the Division of Local Government in the Department of Local Affairs.

THAT, the adopted 2018 budget made as set forth in this Resolution is to be read as one comprehensive and integrated document.

THAT, the Board hereby declares to be the legislative intent that the several provisions of this Resolution shall be severable, in accordance with the provisions set forth below:

If any provision of this Resolution is declared to be invalid by decision of any court of competent jurisdiction, it is hereby declared to be the legislative intent that:

- a. The effect of such decision shall be limited to that provision or provisions which are expressly stated in the decision to be invalid; and
- b. Such decision shall not affect, impair, or nullify this Resolution as a whole or any other part thereof, but the rest of this Resolution shall continue in full force and effect.

THAT, this Resolution is necessary by the Board of Directors of the Roaring Fork Transportation Authority.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 9th day of November, 2017.

ROARING FORK TRANSPORTATION AUTHORITY

By and through its BOARD OF DIRECTORS:

By: _____

George Newman, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on November 9, 2017(b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this ____ day of _____, 2017.

Secretary to the Board

Director ____ moved adoption

of the following Resolution:

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2017-13

**IN RE THE MATTER OF THE MAKING OF APPROPRIATIONS FOR THE ROARING FORK
TRANSPORTATION AUTHORITY FOR FISCAL YEAR 2018 BUDGET RESOLUTION**

WHEREAS, Pitkin County, Eagle County, the City of Glenwood Springs, the City of Aspen, the Town of Carbondale, the Town of Basalt, and the Town of Snowmass Village (the “Cooperating Governments”) on September 12, 2000, entered into an Intergovernmental Agreement to form a Rural Transportation Authority, known as the Roaring Fork Transportation Authority (“RFTA” or “Authority”), pursuant to title 43, article 4, part 6, Colorado Revised Statutes; and

WHEREAS, on November 7, 2000, the electors within the boundaries of the Cooperating governments approved the formation of a Rural Transportation Authority; and

WHEREAS, the Town of New Castle elected to join the Authority on November 2, 2004; and,

WHEREAS, C.R.S. 29-1-103, as amended, requires the RFTA Board of Directors (the “Board”), to adopt a budget setting forth the expenditures of the various Authority funds for fiscal year 2018, beginning January 1, 2018, and ending December 31, 2018; and

WHEREAS, public hearings on the proposed 2018 budget for the Authority were held November 9, 2017; and

WHEREAS, pursuant to public notice duly published in accordance with C.R.S. 29-1-106, as amended, the proposed 2018 budget for the Authority has continuously been open for public inspection from; public hearings were held on November 9, 2017, before the Board to consider the adoption of the subject 2018 proposed budget; and interested taxpayers were and have continuously been given the opportunity to file or register any objections to the subject proposed 2018 budget; and

WHEREAS, the Board has made appropriations within the 2018 budget for the Authority for expenditures in an amount equal to or less than the available revenues and beginning fund balances set forth within the subject proposed 2018 budget; and

WHEREAS, The Board of Directors of the Authority has appointed the Chief Executive Officer of the Authority to prepare and submit a proposed budget for their approval, and

WHEREAS, expenditures do not exceed revenues reasonably assumed to be available, as required by law; and

WHEREAS, C.R.S. 29-1-108, requires the Board to enact a resolution making appropriations for fiscal year 2018 in accordance with the adopted 2018 budget for the Authority; and

WHEREAS, all legal requirements have been fully complied with and performed in the premises.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Roaring Fork Transportation Authority that the 2018 Budget as summarized herein:

THAT, the sums stated in the 2018 budget as submitted are hereby appropriated for the purposes stated herein and summarized below:

Fund	Expenditure Type	Budget
GENERAL FUND		
	Fuel	\$ 1,433,758
	Transit	\$ 21,708,348
	Trails and Corridor Mgmt	\$ 540,120
	Capital	\$ 4,593,700
	Debt Service	\$ 1,512,971
	Other financing use:	
	Transfer to Series 2009A DSF	\$ 691,800
	Transfer to Series 2009B DSF	\$ 963,486
	Transfer to Series 2012A DSF	\$ 393,480
	Transfer to Series 2013A DSF	\$ 172,942
	Transfer to Series 2013B DSF	\$ 77,032
	Transfer to Bus Stops/PNR SRF	\$ 310,400
	Transfer to Service Contracts SRF-Traveler	\$ 148,731
	Total expenditures & other financing uses	\$ 32,546,768
SPECIAL REVENUE FUND - SERVICE CONTRACTS		
	Fuel	\$ 663,342
	Operating	\$ 9,613,920
	Capital	\$ 828,601
	Total	\$ 11,105,863
SPECIAL REVENUE FUND - BUS STOPS AND PNR		
	Transit	\$ 822,400
SPECIAL REVENUE FUND - MID VALLEY TRAILS		
	Trails	\$ 50,000
DEBT SERVICE FUND - SERIES 2009A		
	Debt service	\$ 691,800
DEBT SERVICE FUND - SERIES 2009B		
	Debt service	\$ 1,429,186
DEBT SERVICE FUND - SERIES 2012A		
	Debt service	\$ 540,552

DEBT SERVICE FUND - SERIES 2013A	
Debt service	\$ 172,942
DEBT SERVICE FUND - SERIES 2013B	
Debt service	\$ 115,304
TOTAL OF ALL FUNDS	<u><u>\$ 47,474,815</u></u>

THAT, pursuant to C.R.S. 29-1-113, the RFTA Chief Executive Officer, the RFTA Budget Administrator, is hereby requested and directed to immediately transmit a copy of this Resolution to the officer or employee of the Authority whose duty is to draw warrants or orders for the payment of money.

THAT, pursuant to Section 29-1-113, C.R.S., the RFTA Budget Administrator, is hereby further requested and directed to file an original or certified copy of this Resolution with the Division of Local Government in the Department of Local Affairs.

THAT, the 2018 appropriations made as set forth in this Resolution are to be read as one comprehensive and integrated document. In no event shall a Authority fund expend or contract to expend any money; or incur any liability; or enter into any contract which, by its terms, involves the expenditure of money for any purpose for which provision is made in the Resolution, associated working documents and the related public budget meetings/hearings, which is in excess of the amounts appropriated in this Resolution for such fund and/or purpose; nor which involves the expenditure of money inconsistent with the purposes, functions, restrictions, clarifications and/or specified monetary amounts as detailed and set forth within this Resolution, associated working documents and the related public budget meetings/hearings; nor which involves the expenditure of money for any purposes which is not identified within the aforementioned; unless prior to such expenditure the fund of the Authority has presented the same to the Board and the Board duly approves such expenditure in accordance with applicable law.

THAT, the Board hereby declares to be the legislative intent that the several provisions of this Resolution shall be severable, in accordance with the provisions set forth below:

If any provision of this Resolution is declared to be invalid by decision of any court of competent jurisdiction, it is hereby declared to be the legislative intent that:

- a. The effect of such decision shall be limited to that provision or provisions which are expressly stated in the decision to be invalid; and
- b. Such decision shall not affect, impair, or nullify this Resolution as a whole or any other part thereof, but the rest of this Resolution shall continue in full force and effect.

THAT, this Resolution is necessary by the Board of Directors of the Roaring Fork Transportation Authority.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 9th day of November, 2017.

ROARING FORK TRANSPORTATION AUTHORITY

By and through its BOARD OF DIRECTORS:

By: _____

George Newman, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on November 9, 2017 (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this ____ day of _____, 2017.

Secretary to the Board

**RFTA BOARD OF DIRECTORS MEETING
“BOARD GOVERNANCE PROCESS” AGENDA ITEM SUMMARY # 9. A.**

Meeting Date:	November 9, 2017
Agenda Item:	CEO Performance Review
Policy #	3.2.3: Board-Management Delegation: Accountability of the CEO/CEO Performance
Strategic Goal	N/A
Presented By:	Dan Blankenship CEO
Recommendation:	Appoint a Board Subcommittee to develop the process and timeline for reviewing CEO Performance
Core Issues:	<p>1. Article 6 of the CEO’s current Employment Agreement states:</p> <p style="padding-left: 40px;">Performance Review: The Board may review and evaluate the performance of the Employee at least annually, typically in the month of September so that Employee’s salary may be set for the ensuing year. The Board may use any method it desires to evaluate the Employee’s performance.</p> <p>2. The CEO received his last performance review in April 2016.</p> <p>3. Article 4 of the CEO’s current Employment Agreement states:</p> <p style="padding-left: 40px;">Compensation and Benefits. RFTA shall pay Employee \$145,000 per year, effective January 1, 2014, with a review of salary annually beginning September 2014. In addition to any merit increases the Board may award during the Term of this Agreement, the Employee shall receive an automatic two and one-half percent (2.5%) increase in annual salary effective on January 1, 2015, January 1, 2016, and on January 1st of any additional year that the Board elects to exercise its option to extend this Agreement pursuant to paragraph 2, above. Employee shall receive the same benefits package as other year-round RFTA employees with similar years of service. The Board agrees to pay for Employee's dues and subscriptions, general expenses, and professional development in an amount that is approved in the annual budget, within the Board's sole discretion.</p> <p>4. The Board may want to appoint a Subcommittee to develop the process and timeline for reviewing CEO Performance.</p>
Background Info:	N/A
Policy Implications:	See Core Issues.
Fiscal Implications:	The CEO received a 2.5% salary increase on January 1, 2017 and his current salary is \$158,496. Per the CEO’s current Employment Agreement his salary is scheduled to increase automatically by 2.5% on January 1, 2018. Accordingly the CEO’s salary is anticipated to increase to \$162,458.
Attachments:	None.

RFTA BOARD OF DIRECTORS MEETING
“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 10. A.

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: November 9, 2017

Grand Avenue Bridge Transit Service: The Grand Avenue Bridge (GAB) is scheduled to open to traffic, at least partially, on November 7th. RFTA will continue running the GAB transit services operating within Glenwood Springs until Thanksgiving Day. At that time, the in-town GAB services will be discontinued and the Ride Glenwood bus service will return to its pre-GAB closure route and schedule. The more robust GAB Grand Hogback bus service will be operated until December 9th, with no fare, although service to Parachute will be discontinued on Thanksgiving Day. The Hogback bus service will revert to its normal route and schedule on December 9th.

Speaking on behalf of the employees of RFTA, it has been our privilege and pleasure to serve the I-70 communities and Glenwood Springs during the GAB closure. We hope that the services provided by RFTA have helped to make the closure more workable for commuters than it might otherwise have been!

I am extremely proud of the way the RFTA Team performed! Many thanks to the City of Glenwood Springs, CDOT, the Elected Officials Transportation Committee, Garfield County, Colorado State Patrol, Flaggers, and the RFTA Board of Directors, whose invaluable support made RFTA’s GAB transit services possible.



Hogback Passengers Waiting for the Amtrak – 27th Street BRT Station Shuttle

2017 Actuals/Budget Comparison (September YTD)

2017 Budget Year				
General Fund	September YTD			Annual Budget
	Actual	Budget	% Var.	
Revenues				
Sales and Use tax (1)	\$ 13,423,442	\$ 12,798,515	4.9%	\$ 21,288,000
Grants	\$ 2,326,622	\$ 2,326,622	0.0%	\$ 3,628,703
Fares (2)	\$ 3,604,547	\$ 3,562,598	1.2%	\$ 4,869,000
Other govt contributions	\$ 1,623,595	\$ 1,620,830	0.2%	\$ 1,780,517
Other income	\$ 551,292	\$ 502,007	9.8%	\$ 614,940
Total Revenues	\$ 21,529,498	\$ 20,810,571	3.5%	\$ 32,181,160
Expenditures				
Fuel	\$ 1,088,160	\$ 983,312	10.7%	\$ 1,408,112
Transit	\$ 15,539,512	\$ 15,804,027	-1.7%	\$ 20,685,734
Trails & Corridor Mgmt	\$ 267,579	\$ 265,253	0.9%	\$ 471,720
Capital	\$ 3,718,361	\$ 3,676,226	1.1%	\$ 6,611,351
Debt service	\$ 1,206,778	\$ 1,206,777	0.0%	\$ 1,902,244
Total Expenditures	\$ 21,820,390	\$ 21,935,596	-0.5%	\$ 31,079,161
Other Financing Sources/Uses				
Other financing sources (3)	\$ 31,861	\$ 31,861	0.0%	\$ 1,330,900
Other financing uses	\$ (1,924,962)	\$ (1,924,962)	0.0%	\$ (3,372,285)
Total Other Financing Sources/Uses	\$ (1,893,101)	\$ (1,893,101)	0.0%	\$ (2,041,385)
Change in Fund Balance (4)	\$ (2,183,993)	\$ (3,018,125)	27.6%	\$ (939,386)

(1) Sales and Use tax revenue is budgeted and received 2 months in arrears (i.e. July sales tax is received and reflected in September). Actuals exceed budget primarily due to Use Tax revenues.

(2) Through September, fare revenue is up by approx. 4% compared to the prior year. Over the course of the year, the timing of bulk pass orders by outlets and businesses can affect the % change. The chart below provides a YTD September 2016/2017 comparison of actual fare revenues and ridership on RFTA fare services:

Fare Revenue:	YTD 9/2016	YTD 9/2017	Increase/ (Decrease)	% Change
Regional Fares	\$ 2,873,856	\$ 2,941,793	\$ 67,937	2%
Maroon Bells	\$ 597,554	\$ 639,463	\$ 41,909	7%
Advertising	\$ 14,013	\$ 23,290	\$ 9,277	66%
Total Fare Revenue	\$ 3,485,423	\$ 3,604,546	\$ 119,123	3%

Ridership on RFTA Fare Services:	YTD 9/2016	YTD 9/2017	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	704,640	740,332	35,692	5%
BRT	654,875	687,485	32,610	5%
SM-DV	49,743	54,295	4,552	9%
Maroon Bells	193,691	210,799	17,108	9%
Grand Hogback	74,588	84,170	9,582	13%
Total Ridership on RFTA Fare Services	1,677,537	1,777,081	99,544	6%

Avg. Fare/Ride - Regional	\$ 1.94	\$ 1.88	\$ (0.06)	-3%
Avg. Fare/Ride - MB	\$ 3.09	\$ 3.03	\$ (0.05)	-2%

(3) Approximately \$1.29 million has been budgeted as a transfer from the Capital Projects Fund assuming that RFTA issues the remaining bonding authority of \$7.1 million and reimburses the General Fund for this amount using bond proceeds. RFTA no longer plans to issue bonds this year and the RFTA Board approved Supplemental Budget Appropriation Resolution 2017-11 to reverse the bond issuance and the transfer to the General Fund at the October 12, 2017 Board Meeting.

(4) Over the course of the year, there are times when RFTA operates in a deficit; however, at this time we are projecting that we will end the year within budget.

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage September 2017 YTD				Hours September 2017 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	2,962,189	2,929,638	32,551	1.1%	134,967	133,486	1,482	1.1%
City of Aspen	426,273	428,173	(1,900)	-0.4%	47,334	47,303	32	0.1%
Aspen Skiing Company	196,241	216,428	(20,187)	-9.3%	14,599	14,480	119	0.8%
Ride Glenwood Springs	88,780	84,258	4,522	5.4%	7,901	7,429	472	6.4%
Grand Hogback	165,510	161,962	3,548	2.2%	6,562	6,588	(26)	-0.4%
Specials/Charters	9,006	5,920	3,086	52.1%	793	435	358	82.4%
ADA/Senior Van	13,646	14,512	(866)	-6.0%	2,202	1,550	652	42.1%
MAA Burlingame	23,375	24,824	(1,449)	-5.8%	1,684	1,700	(15)	-0.9%
Maroon Bells	76,907	67,880	9,027	13.3%	6,421	5,510	911	16.5%
GAB Transit Mitigation	104,118	74,335	29,783	40.1%	7,258	5,117	2,141	41.8%
Total	4,066,045	4,007,930	58,115	1.5%	229,723	223,597	6,126	2.7%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report				
Service	Sep-16 YTD	Sep-17 YTD	# Variance	% Variance
City of Aspen	1,092,195	1,167,260	75,065	6.87%
RF Valley Commuter	1,999,413	2,031,965	32,552	1.63%
Grand Hogback	74,588	84,170	9,582	12.85%
Aspen Skiing Company	467,171	468,399	1,228	0.26%
Ride Glenwood Springs	143,090	155,096	12,006	8.39%
Glenwood N/S Connector	6,098	-	(6,098)	N/A
X-games/Charter	49,471	45,131	(4,340)	-8.77%
Senior Van	3,141	3,488	347	11.05%
MAA Burlingame	58,589	52,333	(6,256)	N/A
Maroon Bells	193,691	210,799	17,108	N/A
GAB Transit Mitigation Svcs.	-	169,880	169,880	N/A
Total	4,087,447	4,388,521	301,074	7.37%
Subset of Roaring Fork Valley Commuter Service with BRT in 2017				
Service	YTD Sep 2016	YTD Sep 2017	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	704,640	740,410	35,770	5%
BRT	654,875	687,485	32,610	5%
Total	1,359,515	1,427,895	68,380	5%

2018 RFTA Annual Budget Schedule

Date	Activity	Status
8/10/2017	Discussion/Direction/Action: Preliminary planning initiatives, assumptions and issues.	COMPLETED
9/14/2017	Presentation/Direction/Action: 1 st draft budget presentation	COMPLETED
10/12/2017	Presentation/Direction/Action: 2 nd draft budget presentation	COMPLETED
11/9/2017	Public Hearing: Final budget presentation and adoption	On schedule

The “11-09-17 Planning Department Update.pdf,” can be found in the November 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

Facilities and Bus Stop Maintenance November 9, 2017

Capital Projects Update

Basalt Underpass:

- The Basalt underpass project has been completed and a ribbon cutting ceremony was held on Friday November 3. The project was completed on time and on budget. I would like to recognize and congratulate RFTA Project Managers, Nick Senn and Ben Ludow for their diligence and hard work, which was instrumental in ensuring the project was successful.
- There will be several months of closeout paperwork to prepare in order to complete the processes necessary to close out all of the grants that were used to fund the project. RFTA staff will also be involved in managing the warranty process for the project over the next year. Staff will no longer be reporting to the Board on this project, unless some unusual event occurs during the closeout or warranty process.

GMF/RTC Program of Requirements (POR):

- The third round of meetings to develop the program of requirements (POR) for the renovation and expansion of the Glenwood Maintenance Facility/Regional Transportation Center were held in Carbondale the week of October 30 with Shrewsbury Design build team and RFTA staff.
- Staff began to focus on the details of the design of each space, from lighting to floor coverings and everything in between.
- Staff worked on the general conditions for the project and began to develop the constraints and requirements the contractor will work under during the project. The general conditions include items such as maintaining bus operations during the project, the location of laydown yards and construction parking, traffic control specifications, schedule requirements, and the details that will direct the work of the general contractor during the project.
- The team also began to develop the procurement documents and create a schedule for the procurement process, and is working through the process of selecting the short list of teams for the design competition.

Glenwood Maintenance facility

- The week of October 30th, Red Eagle Roofing began making repairs to the GFM roof to make it as water as tight as possible and get the facility through the winter.
- On Wednesday, November 1st, staff held a meeting at the GMF, with the electrical engineer from Cator/Ruma, who has been tasked with locating the source of the electrical problems at the GMF. The meeting included RFTA facilities staff, RFTA’s electrician, and staff from the GWS electrical department. The electrical history of the facility and all electrical improvements and changes at the facility were reviewed during this meeting. The electrical engineer will be producing a report on his findings in the next few weeks. Staff will then follow-up with the Board regarding this report and potential solutions to the problem.

Parker House Apartments

- The sewer line collapse at the parker house has been repaired and the laundry facility is once again operational. The sewer line was excavated and replaced, from inside the laundry room, to a point

where there was acceptable pipe to tie the line into. However, the sewer line the repair was tied into is substandard pipe and it is possible that additional problems will occur downstream from this repair in the future. There are also several other suspected sections of sewer line around the facility that may need to be replaced in the future.

Facilities Capital Replacement Program

- The week of October 16 the facilities staff met with Bill Boston, a representative of Trapeze, the asset management software that RFTA uses to manage the repair and maintenance of the organization's buses and facilities and preventive maintenance programs. This site visit was intended to begin to develop a capital asset replacement schedule that will meet the FTA standards, and provide RFTA with planning and budgeting tools to plan for the repair and replacement of the organization's capital assets. This site visit was intended to give Bill the opportunity to see how RFTA currently utilizes the software and begin to develop a scope of work to set up the facilities' database properly. This assisted the staff so that it can begin to collect the facilities' data necessary to estimate the useful lives and replacement costs of all of the RFTA facilities' assets. The end result of this project will be a rolling 20-year capital repair and replacement plan, which RFTA can use to plan and budget for the eventual replacement of capital equipment, as it reaches the end of its useful life.

RFTA Employee Housing

- The Main Street apartment complex in Carbondale, a 5 unit complex with 7 beds, is currently at **100%** occupancy.
- The Parker House apartment complex in Carbondale, a 14 unit complex with 24 beds, is currently at **83%** occupancy.
- RFTA's allotment of long-term housing at Burlingame in Aspen, consisting of four one-bedroom units, is currently at **100%** occupancy.
- RFTA Permanent employee housing is currently at **89%**.
- Beginning September 1, 2017, RFTA had access to 21 seasonal, two-bedroom units at Burlingame. As of November 1, 2017, staff has returned 7 seasonal two-bedroom units to Burlingame.
- Staff will also be utilizing the remaining seasonal Burlingame housing for placement of new hires and returning seasonal employees.
- RFTA signed a master lease agreement with Aspen Skiing Company (ASC) for 4, four-bedroom summer seasonal units, similar to the lease RFTA has with Burlingame. RFTA has returned all of the summer seasonal housing back to ASC. The tenants in the ASC housing have all transitioned over to the Burlingame seasonal housing.
- RFTA has signed a master lease agreement with Preferred Properties for two townhomes in New Castle; 1, three-bedroom unit and 1, two-bedroom unit. Staff will be turning the units back over to the Property Management Company in the spring of 2018.

RFTA Railroad Corridor

Right-of-Way Land Management Project: Along with its legal and engineering consultants, RFTA staff has been working on completing the following tasks in 2017:

- An update to the 2005 Comprehensive Plan. ***The first document to be updated is the Access Control Plan. This item was on the agenda for the April 13th meeting and was successfully and unanimously passed. It will be on the February 2018 agenda for a second reading.***

Once the draft versions of ACP and DG are finalized and approved by the RFTA Board, staff will send out both documents to Great Outdoors Colorado (GOCO), with an updated list of crossings, including existing crossings that have not been previously approved, any potential new crossings being proposed, as well as any new crossings that might be on the horizon, to secure GOCO's approval of the ACP, DG and updated list of crossings. ***A final version of the ACP and DG with all associated documentation is available on the RFTA website at <http://www.rfta.com/trail-documentation/>.***

- With acceptance of the ACP by the RFTA Board of Directors, staff will work with the attorneys to review and update the existing templates & formats that RFTA is using for licensing in the Rail Corridor.
- The final version of the ACP and DG will also allow staff to finalize a process for RFTA, that will enable it to have railroad and legal experts review, assess and report on proposed development impacts along the corridor, along with recommendations regarding potential mitigation of the impacts that RFTA can provide to permitting jurisdictions.
- Once the process for the ACP is complete, and the forms and review process has been finalized, staff will begin updating the rest of the Comprehensive Plan. We will begin with an update to the Recreational Trails Plan (RTP) and then update the Executive Summary documents which will be brought to the RFTA Board for review and direction.
- Federal Grant Right of Way (FGROW) Project – (No new update this month.).
- **Recreational Trails Plan (RTP) Update** - Staff is in the process of developing a scope for an update to the RTP and will be bringing a draft of the scope to the RFTA Board in December or January. Staff is using the Pitkin County Rio Grande Trail Management Plan as the starting point for the update and will be inviting the public to participate in this process. Staff has met with the Pitkin County Open Spaces & Trails team and have discussed a rough plan for the update, with the initial focus being placed on the E-bikes topic, in hopes of having a consistent policy for E-bikes on both ends of the Rio Grande Trail, by the beginning of bike season in the spring of 2018.
- **South Bridge** – Staff is in the process of reviewing the updated plans provided by the City of Glenwood Springs. Staff will be providing comments to the City staff in mid-November.
- **8th Street Crossing Project by CDOT and the City of Glenwood Springs** – *See the November 9th Agenda item #7.B.*



Rio Grande Trail Update

- Staff continues working to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
 - The Masterplan is on RFTA's website; <http://www.rfta.com/trail-documentation/>.

- Please feel free to reach out to Brett Meredith, bmeredith@rfta.com if you have any questions, comments and/or concerns regarding this process.
- Funding is needed for an irrigation system, picnic area with shelters, art installations, native landscapes, a Latino Folk Art Garden, creating a Youth Art Park, and adding historical interpretive signs.
- Staff is working with the Carbondale Rotary clubs, Carbondale Arts, and DHM Design to design DeRail Park (SH 133 across from the Park and Ride) site. Construction has begun and a new fence has been installed, the soft surface trail has been built, topsoil and wood mulch have also been spread on site. Some trees, shrubs, and ground cover have also been planted with the help of volunteers.
 - Irrigation installation and a volunteer planting day is next up for DeRail Park.
- The Latino Folk Art Garden at 8th Street in Carbondale has been designed and site clean-up with volunteers has begun!
 - A soft surface trail and picnic area infrastructure has also been placed.
- The public has been supportive and interested groups and businesses are signing up for participation.
- Staff secured a Colorado Parks and Wildlife grant to fund a soft-surface trail through Carbondale and shoulder repairs along the lower 20-miles of corridor.
 - RFTA received the executed grant contract on October 6, 2016 and staff has been coordinating with the contractor and CPW.
 - Construction began on April 5 on the soft surface trail and retaining walls and shoulder repair.
 - We had major issues with the contractor and subsequently, RFTA terminated the contract.
 - Staff is working through the process to resolve the issues amicably and to pay the contractor for the work completed to date.
 - This job has been completed using one of our “preferred vendor” contractors; Holmes Excavation.
 - Holmes did a great job on the shoulder repairs, please see some photos below.
- Staff is busy with trail season and keeping the trail safe is our primary goal.
 - Staff has been out on the trail picking up trash, trimming trees, clearing sightlines, and finding/pulling weeds.
 - Staff continues the constant process of grinding root upheaval bumps and painting any new ones that pop up.
- Staff has been researching and preparing for 2018 projects; which include cleaning debris from retaining walls, goats, revegetation, ArtWay projects, and bridge repair.

- We are hoping to repair the Sopris Creek Bridge and the Roaring Fork Bridge sometime in the Spring/Summer of 2018. Pitkin County Open Space and Trails will be participating in the Sopris Creek Bridge repair process.
- Staff and Newland Resources drafted the 2017 Report, and the Annual CEC meeting is being scheduled for December of 2017. The 2016 CEC meeting was held in late spring of 2017, to coincide with a meeting with GOCO, however, to get back to our original schedule we will be holding the 2017 CEC meeting in December. The CEC members should have received a Doodle poll email from Maura Masters with tentative December dates. Please look for the email and let us know, as soon as possible, which December dates will work best for this meeting.
- Goat Green, LLC was back in the valley working the RGT corridor with 220 goats! The goats worked the corridor for about 35 days this year and made great progress. We spread over 1,000 lbs of grass seed ahead of the animals.
 - For more project information please contact Brett Meredith.
 - See some photos below.



Photo before the goats worked...lots of Mullein!



Photo after the goats worked the area....where did all of the Mullein go?!



Photo before the goats worked.



Photo after the goats worked the area...impressive!



Photo – Before shoulder repairs were complete, lip off the edge of asphalt is very evident.



Photo – after shoulder repair, no more lip...instead a good 2' shoulder!