

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

TIME: 8:30 a.m. – 11:30 a.m., Thursday, March 14, 2019

Usual Location: Town Hall (Room 1), 511 Colorado, Carbondale, CO 81623

(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: Paul Taddune, General Counsel: Two Matters: 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 instruction negotiators (RFTA-ATU Collective Bargaining Agreement 2019-2021); and 2) Pursuant to C.R.S. 24-6-602 (e) and (f): CEO Performance Review | | Executive Session | 8:31 a.m. |
| 3 | Approval of Minutes: RFTA Board Meeting, February 14, 2019, page 3 | | | 9:30 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 | 9:35 a.m. |
| 5 | Items Added to Agenda – Board Member Comments: | 4.3.3.C | Comments | 9:40 a.m. |
| 6 | Consent Agenda: | | | 9:45 a.m. |
| | A. Intergovernmental Agreement for Garfield County Senior Programs – Traveler Services 2019– Dan Blankenship, CEO, page 7 | 4.2.5 | Approve | |
| | B. Seven-Party Memorandum of Understanding Regarding Garfield County Senior Programs for 2019 – Dan Blankenship, CEO, page 8 | 4.2.5 | Approve | |
| | C. Alpine Bank Resolutions Approving Agents and Authorizations for RFTA’s Bank Accounts Held with Alpine Bank – Michael Yang, CFAO, page 9 | 2.3.11 | Approve | |
| | D. Lease Renewal 1517 Blake Street, Glenwood Springs – Angela Henderson, Assistant Director, Project Management & Facilities Operations, page 10 | 2.3.7 | Approve | |
| | E. Release of Property Damage Claim – Paul Taddune, General Counsel, page 11 | 4.2.5 | Approve | |
| 7 | Presentations/Action Items: | | | |
| | A. RFTA In-House Project Management Team Overview – Mike Hermes, Director of Facilities and Trails, page 14 | 2.4.2 | Discussion /Direction | 9:50 a.m. |
| | B. RFTA 2018 Fare Study and Fare Policy Guidelines – David Johnson, Director of Planning, page 16 | 4.2.5 | Discussion /Direction | 10:25 a.m. |
| 8 | Public Hearing: | | | 10:55 a.m. |
| | A. Resolution 2019-05: 2018 Supplemental Budget Appropriation – Michael Yang, CFAO, page 17 | 4.2.5 | Adopt | |
| | B. Resolution 2019-06: 2019 Supplemental Budget Appropriation – Michael Yang, CFAO, page 21 | 4.2.5 | Adopt | |
| (Agenda Continued on Next Page) | | | | |

| | Agenda Item | Policy | Purpose | Est. Time |
|----|---|---------------|-------------------------|-------------------|
| 9 | Information/Updates: | | | |
| | A. CEO Report – Dan Blankenship, CEO, <i>page 28</i> | 2.8.6 | FYI | 11:05 a.m. |
| 10 | Issues to be Considered at Next Meeting: | | | |
| | To Be Determined at the March 14, 2019 Meeting | 4.3 | Meeting Planning | 11:20 a.m. |
| 11 | Next Meeting: 8:30 a.m. – 11:30 a.m., April 11, 2019 at Carbondale Town Hall | 4.3 | Meeting Planning | 11:25 a.m. |
| 12 | 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
February 14, 2019**

Board Members Present:

Art Riddile, Chair (Town of New Castle); Markey Butler, Vice-Chair (Town of Snowmass Village); Dan Richardson (Town of Carbondale); George Newman (Pitkin County); Jacque Whitsitt (Town of Basalt); Mike Gamba (City of Glenwood Springs); Steve Skadron (City of Aspen)

Non-Voting Alternates Present:

Jonathan Godes (City of Glenwood Springs)

Staff Present:

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial and Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Mike Hermes, Brett Meredith, Amy Burdick, and Abbey Pascoe, Facilities & Trails Department; David Johnson and Jason White, Planning Department; John Hocker, Co-Director of Operations; Ed Cortez, Operations and President, ATU Local 1774

Visitors Present:

Tanya Allen (City of Glenwood Springs); John Krueger (City of Aspen); David Pesnichak (Pitkin County); Emily Kushto, Parsons Transportation Group; and Patrick Waller (Garfield County Planner)

Agenda

Note: Blue Hyperlinks to the February 14, 2019 Board meeting video have been inserted for each Agenda item below. Please view video for additional information.

1. Roll Call:

Art Riddile called the RFTA Board of Directors to order at 9:30 a.m. Riddile declared a quorum to be present (7 member jurisdictions present) and the meeting began at 9:31 a.m.

2. Executive Session:

Three Matters – Paul Taddune, General Counsel

1) Pursuant to C.R.S. 24-6-402(4)(b)(1) conferences with an attorney for the public body for the purposes of receiving legal advice on specific legal questions concerning potential and pending litigation: 2/25//2018 bus accident; 2) Pursuant to C.R.S. 24-6-402 4(e)(I) Determining positions that may be subject to negotiations; developing strategy for negotiations and instruction negotiators (RFTA-ATU Collective Bargaining Agreement 2019-2021); and 3) Pursuant to C.R.S. 24-6-602 (e) and (f): CEO Performance Review.

George Newman moved to adjourn from the Regular Board Meeting into the Executive Session and Jacque Whitsitt seconded the motion. The motion was unanimously approved.

Staff Present: Dan Blankenship, CEO; Paul Taddune, General Counsel; Mike Yang, CFAO; Kurt Ravenschlag, COO; and Nicole Schoon, Secretary to the Board

Mike Gamba moved to adjourn from the Executive Session into the Regular Board Meeting and Markey Butler seconded the motion. The motion was unanimously approved.

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

3. Approval of Minutes:

Butler moved to approve the minutes of the January 10, 2019 Board Meeting, and Gamba seconded the motion. The motion was unanimously approved.

4. Public Comment:

Riddile asked if any member of the public would like to address the Board or make a comment regarding items not on the February 14, 2019 Board Agenda.

Ed Cortez read a statement regarding the RFTA-ATU Collective Bargaining Agreement, stating that he feels that RFTA has not honored the 2019-2021 Collective Bargaining Wage Scale as the union interprets it. Cortez also stated that the ATU 1774 will be seeking arbitration if RFTA doesn't agree with the union's interpretation of the Wage Scale.

Whitsitt stated that she appreciates that there are more than one side to this issue, but disagrees that Dan Blankenship or the leadership of RFTA treats its employees with anything except the highest esteem. Speaking for the Board and RFTA Leadership, Blankenship has always shown the highest integrity and honesty, and has the utmost compassion and highest esteem for people, inside and outside of RFTA.

Riddile closed Public Comments at 9:26 a.m.

5. Items Added to Agenda – Board Member Comments:

Riddile asked if any Board member had comments or questions regarding issues not on the Board meeting Agenda.

Jonathan Godes stated that he appreciates the passion that Ed Cortez has for representing the members of the ATU Local 1774, but said he doesn't feel the best way to represent these members is to start making threats about legal remedies. This is a partnership between the ATU Local 1774 and RFTA, and if there are issues that the partnership needs to address then there is an instrument by which to resolve those issues.

Newman asked Kurt Ravenschlag about the direction Volpe is going in regards to the Maroon Bells, and when the report would be made available to discuss with the RFTA Board.

Ravenschlag stated that he attended a meeting with various stakeholders earlier in the week and reviewed the draft report, however, there was some concern among some of the parties that all of the issues were not being addressed in the report. He will keep the Board updated as to the release date of the report, and when the report reaches the point of having a recommendation, it will be brought before the Board for discussion.

Dan Richardson shared that the Town of Carbondale was the beneficiary of an effort by the Western Water Assessment Group, a cooperative group for applied research and environmental sciences with CU Boulder. They put together a report on the vulnerability, consequences, adaptation, and planning scenario regarding draught mitigation and climate change impacts. He offered Board members the opportunity to review the report to consider how it could also impact their jurisdictions. Richardson also requested that an overview of the RFTA Project Management Team be provided on a future Board Agenda.

Riddile closed Board comments at 9:31 a.m.

Riddile next asked if there were any items that needed to be added to the Board meeting Agenda. There were no items added to the Board meeting Agenda.

6. **Consent Agenda:**

A. Intergovernmental Agreement for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities – Dan Blankenship, CEO

Garfield County has increased its contribution to the Grand Hogback commuter bus service for 2019 to \$760,270, a 4% increase from 2018.

Whitsitt moved to approve the Intergovernmental Agreement for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities, Gamba seconded the motion. The motion was unanimously approved.

B. RFTA Letter of Support for Roaring Fork School District's (RFSD) "Safe Routes" Proposal, for Garfield County Federal Mineral Lease District (FMLD) Grant Funding – David Johnson, Director of Planning

The Roaring Fork School District (RFSD) was granted permission, by RFTA, to install a pedestrian access to connect to the Rio Grande Trail (RGT) on the north side of County Road 154 (CR154), allowing direct access to the new Riverview School located on CR154.

A conceptual plan has been created which includes upgrades to the historic Ironbridge, a formal pedestrian path across CR154 near the boat ramp access, an ADA connection to the RGT, and pedestrian signals at the intersection where the RGT crosses CR154. Garfield County, in partnership with RFSD and RFTA, submitted the concept for a CDOT "Safe Routes" grant on 11/01/2018. RFSD is now seeking a letter of support from RFTA for its "Safe Routes" proposal for FMLD grant funds. RFTA has committed to providing construction management oversight for the project as in-kind matching funds.

Whitsitt moved to approve the RFTA Letter of Support for Roaring Fork School District's (RFSD) "Safe Routes" Proposal, for Garfield County Federal Mineral Lease District (FMLD) Grant Funding, and Gamba seconded the motion. The motion was unanimously approved.

7. **Public Hearing:**

A. Resolution 2019-04: 2019 Supplemental Budget Appropriations – Michael Yang, CFAO

Michael Yang highlighted items requiring additional budget appropriations, which include:

- **\$5,570,000 increase in Capital Outlay for Ten 40' Transit Diesel Replacement Buses.**
Included in the Destination 2040 plan are bus replacements which include 4 in 2019 and 6 in 2020. The cost for each 40' transit diesel bus is approximately \$557,000.
- **\$352,520 increase in Capital Outlay for Battery Electric Bus Pilot (BEB) Program.**
True-up budget for buses to include charging bars for on-route charging stations and extended 12-year warranties on the BEB power trains/propulsion system. The estimated cost per on-route charging station is \$300k - \$400k depending upon installation costs.
- **(\$50,000) decrease in Transit and \$50,000 increase in Capital Outlay: Replace 3G Modems on all buses.**

The additional funding needed is \$50,000 which staff has identified savings from RFTA's estimated corporate insurance budget to fund 100% of the additional cost

Steve Skadron asked if the total charge of each BEB and charger is \$969,605, and if so what is the chargers total of \$399,000 and miscellaneous charger costs of \$36,628.

Ravenschlag responded that the charge of each BEB, not including the charger, is \$969,605, the chargers total is the cost of the depot chargers, and the miscellaneous charger cost is for installation of charging infrastructure and support from the manufacturer.

Riddile asked if any member of the public would like to address the Board or make a comment regarding Resolution 2019-04: 2019 Supplemental Budget Appropriations. No members of the public had and comments.

Riddile closed public comments at 9:44 a.m.

Whitsitt moved to approve Resolution 2019-04: 2019 Supplemental Budget Appropriations and Richardson seconded the motion. The motion was unanimously approved.

8. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

Blankenship stated that there is an extreme amount of work and dedication that goes into being able to handle the ridership influx during the X-Games each year. During this time its “all hands on deck,” including bus operators, operations personnel, mechanics, supervisors, and the information clerks at Rubey Park.

John Hocker, Co-Director of Operations, passed out the X-Games ridership numbers to the Board and explained the increase in ridership during the X-Games. Total ridership the weekend before the X-Games was 80,000, and during the four (4) days of X-Games the total ridership was 130,000, which was an increase in ridership of approximately 50,000. This was an increase over last year's ridership by approximately 7,500.

Art Riddile (RFTA Board Chair), Markey Butler (RFTA Board Vice-Chair) and Jason White (RFTA Assistant Planner) attended the *Impact of Autonomous Vehicles on Public Transit Conference*, held in Palo Alto, CA from Jan. 23rd to Jan. 24th, 2019. Riddile and Butler shared information they received from the Impact of Autonomous Vehicles on Public Transit Conference they attended. Butler stated that in there are numerous autonomous vehicles research studies currently underway on autonomous vehicles, determining how they function and what complications they might pose. Riddile and Butler both stated that this was very valuable information and they can see that the country is starting to embrace autonomous vehicles.

9. Issues to be Considered at Next Meeting:

10. Next Meeting: RFTA Board Meeting 8:30 a.m. – 11:30 a.m., March 14, 2019, Carbondale Town Hall

11. Adjournment: Riddile adjourned the February 14, 2019 Board Meeting at 10:00 a.m.

Respectfully Submitted:

Nicole R. Schoon

Secretary to the RFTA Board of Directors

**RFTA BOARD OF DIRECTORS MEETING
“CONSENT” AGENDA SUMMARY ITEM # 6. A.**

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| Meeting Date: | March 14, 2019 |
| Agenda Item: | Intergovernmental Agreement for Garfield County Senior Programs Traveler Services – 2019 |
| Presented By: | Dan Blankenship, Chief Executive Officer |
| Policy #: | 4.2.5: Board Job Products |
| Strategic Goal: | Build Partnerships with Garfield County and Western Garfield County Communities |
| Staff Recommends: | Please approve the Intergovernmental Agreement for Garfield County Senior Programs Traveler Services – 2019 and authorize the RFTA Chairman to execute it. |
| Core Issues: | <ol style="list-style-type: none"> 1. In 2008, RFTA was designated the provider of the Traveler Senior Transportation Program services, which it has provided from 2009 through 2016 pursuant to the Intergovernmental Agreement for Garfield County Senior Programs - Traveler Program. 2. Garfield County has updated the IGA for 2019. 3. Staff is requesting the Board to approve and authorize the Board Chair to execute the IGA. |
| Background Information: | See Core Issues. |
| Policy Implications: | Board Job Products Policy 4.2.5 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: | The total estimated budget for the Traveler in 2019 is \$688,250. RFTA will be reimbursed by Garfield County for its documented expenses connected with providing the Traveler transportation service in 2019, up to \$522,365. The City of Glenwood Springs will also contribute \$30,000 to RFTA to defray costs related to the ADA Complementary Paratransit Service that it receives from the Traveler. In addition to these amounts, RFTA is contributing \$135,885 towards the Traveler’s expenses in 2019 to defray the prorated cost allocated to its members (Glenwood Springs, Carbondale, and New Castle) by the County’s cost allocation methodology. However, RFTA anticipates receiving a \$40,000 administrative fee payment for providing the service that will reduce its net contribution to the Traveler to approximately \$95,885. |
| Attachments: | Please see “2019 Traveler IGA.pdf” included in the March 2019 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting the RFTA Board Agenda packet. |

**RFTA BOARD OF DIRECTORS MEETING
“CONSENT” AGENDA SUMMARY ITEM # 6. B.**

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| Meeting Date: | March 14, 2019 |
| Agenda Item: | 7-Party Memorandum of Understanding (MOU) Regarding Garfield County Senior Programs for 2019 |
| POLICY #: | 4.2.5: Board Job Products |
| Strategic Goal | Build Partnerships with Garfield County and Western Garfield County Communities |
| Presented By: | Dan Blankenship, Chief Executive Officer |
| Recommendation: | Please approve the 7-Party MOU and authorize the RFTA Chairman to execute it. |
| Core Issues: | <ol style="list-style-type: none"> 1. The provision of Garfield County Senior Programs, including congregate meal/nutrition services and Traveler transportation services is a cooperative effort involving 7 governmental entities as follows: Garfield County, City of Rifle, Town of Carbondale, City of Glenwood Springs, Town of New Castle, Town of Silt, and RFTA. 2. The parties set forth the terms and conditions of their cooperative provision, administration, and funding of the Senior Programs for senior citizens in Garfield County pursuant to an 7-Party MOU, which explains who is responsible for various aspects of Senior Programs. RFTA is designated the provider of the Traveler transportation services, which it provides pursuant to a separate IGA with Garfield County (see Agenda Item 6.A., above). 3. Each year, the actual financial contributions of the 7-Party IGA participants, which help to support the Senior Programs, are established by the terms of the 7-Party MOU. The MOU sets forth the level of services to be provided in each community and the methodology for determining the financial contributions of the 7-Party MOU’s participants. 4. Staff recommends that the RFTA Board approve the Garfield County Senior Programs 7-Party MOU and authorize the RFTA Chairman to execute it. |
| Background Info: | See Core Issues above. |
| Policy Implications: | Board Job Products Policy 4.2.5 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: | The total estimated budget for the Traveler in 2019 is \$688,250. RFTA will be reimbursed by Garfield County for its documented expenses connected with providing the Traveler transportation service in 2019, up to \$522,365. The City of Glenwood Springs will also contribute \$30,000 to RFTA to defray costs related to the ADA Complementary Paratransit Service that it receives from the Traveler. In addition to these amounts, RFTA is contributing \$135,885 towards the Traveler’s expenses in 2019 to defray the prorated cost allocated to its members (Glenwood Springs, Carbondale, and New Castle) by the County’s cost allocation methodology. However, RFTA anticipates receiving a \$40,000 administrative fee payment for providing the service that will reduce its net contribution to the Traveler to approximately \$95,885. |
| Attachments: | Please see “7 Party MOU. final.pdf” included in the March 2019 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting RFTA Board Agenda packet. |

RFTA BOARD OF DIRECTORS MEETING
“CONSENT AGENDA” AGENDA ITEM SUMMARY #6. C.

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| Meeting Date: | March 14, 2019 |
| Agenda Item: | Alpine Bank Resolutions Approving Agents and Authorizations for RFTA’s bank accounts (General, Payroll, Short-Term Investment) held with Alpine Bank. |
| Policy #: | 2.3.11: Financial Condition and Activities |
| Strategic Goal: | N/A |
| Presented By: | Michael Yang, CFAO |
| Recommendation: | Approve Alpine Bank Resolutions, which authorizes the CEO, COO, CFAO, and Director of Finance to open any bank account on behalf of RFTA and endorse checks for the payment of money on deposit with RFTA’s existing bank accounts held with Alpine Bank. |
| Core Issues: | <ol style="list-style-type: none"> 1. Add Kurt Ravenschlag, COO, and Paul Hamilton, Director of Finance, as an agent and authorized signor on RFTA’s three accounts held with Alpine Bank. 2. The agents of RFTA with authorization to open bank accounts and endorse checks on the accounts will be: <ol style="list-style-type: none"> a. Dan Blankenship, CEO b. Kurt Ravenschlag, COO c. Michael Yang, CFAO d. Paul Hamilton, Director of Finance 3. Staff recommends that the Board approve all three Alpine Bank Resolutions required to authorize the above staff to open bank accounts and endorse checks. |
| Background Info: | <p>RFTA currently has three bank accounts (General, Payroll, Short-Term Investment) with Alpine Bank, which are used during normal business operations. Dan Blankenship, CEO and Michael Yang, CFAO are current agents of RFTA authorized to open bank accounts and endorse checks on the accounts.</p> <p>The current COO, Kurt Ravenschlag, and Director of Finance, Paul Hamilton, have not yet been added. Adding them as signors will help with business continuity with day-to-day operations while maintaining internal controls.</p> |
| Policy Implications: | Policy 2.3.11 states, “The CEO shall not fail to exercise adequate internal controls over disbursement to avoid unauthorized payments or material dissipation of assets.” |
| Fiscal Implications: | None. |
| Attachments: | Yes, please see “Resolution of Lodge, Association or Other Similar Organization.pdf” included in the March 2019 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting RFTA Board Agenda packet. |

**RFTA BOARD OF DIRECTORS MEETING
“CONSENT” AGENDA SUMMARY ITEM # 6. D.**

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| Meeting Date: | March 14, 2019 |
| Agenda Item: | Lease Renewal 1517 Blake Street, Glenwood Springs, CO. 81601 |
| Presented By: | Angela M. Henderson – Assistant Director, Project Management & Facilities Operations |
| Policy #: | 4.2.5: Board Job Products |
| Strategic Goal: | Build Partnerships with Garfield County and Western Garfield County Communities |
| Staff Recommends: | Please approve the 1517 Blake Street 06/01/2019 lease renewal and authorize the RFTA CEO to execute it. |
| Core Issues: | <ul style="list-style-type: none"> • Since 2014, the 1517 Blake Street office has housed both the Traveler Senior Transportation Program, its vehicles, and some RFTA staff from several departments. The current lease is set to expire on 05/31/2019. • Garfield County contracts with RFTA to provide the Traveler Service. RFTA invoices Garfield County for 50% of the rental expenses of the Blake Street offices, because the Traveler utilizes 50% of the space and has eight dedicated parking spaces for the Traveler vehicles. • The new lease will take effect June 1, 2019 with an initial three-year lease term and an option to lease for two additional one-year terms. • The new lease rate, effective June 1, 2019 will be \$18.00SF + a percentage of the monthly building maintenance costs. The rate remains the same through May 31, 2022. The new monthly lease amount is \$2,750. |
| Background Information: | <ul style="list-style-type: none"> • In 2013 there were some staffing increases in several departments due to the implementation of the BRT service. • It was determined that RFTA would require some additional office space and parking in addition to the existing RFTA facilities until such time that the Glenwood Maintenance Facility could be expanded to house the additional staff and vehicles. • RFTA leased office space and parking at the 1517 Blake Street complex in Glenwood Springs to accommodate the Traveler, the Traveler vehicles and some RFTA staff from several departments. • RFTA bills 50% of the monthly rent expense to Garfield County because the Traveler utilizes 50% of the space in this office and has eight dedicated parking spaces to accommodate the Traveler vehicles. |
| Policy Implications: | Board Job Products Policy 4.2.5 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: | The total estimated budget for this office in 2019 will be \$31,500. With the rate increase, the amount will be \$33,000 in 2020, split 50/50 with Garfield County. |
| Attachments: | Yes, please see “06.01.2019 - 1517 Blake Street Lease Renewal with Exhibits.pdf” included in the March 2019 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting RFTA Board Agenda packet. |

**RFTA BOARD OF DIRECTORS MEETING
“CONSENT” AGENDA SUMMARY ITEM # 6. E.**

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| Meeting Date: | March 14, 2019 |
| Agenda Item: | Release of Property Damage Claim |
| Presented By: | Paul Taddune, General Counsel |
| Policy #: | 4.2.5: Board Job Products |
| Strategic Goal: | N/A |
| Staff Recommends: | Approve the Release of Property Damage Claim and authorize the CEO to execute it subject to approval as to form by the RFTA General Counsel. |
| Core Issues: | <ul style="list-style-type: none"> • On the morning of February 26, 2018 a RFTA down valley bus was involved in a collision with a car driven Mr. Daniel Fegan. • RFTA’s Bus Operator was not at fault and was not seriously injured in the accident, whereas, unfortunately, Mr. Fegan’ son and nanny were seriously injured, and he did not survive due to his injuries. • The cost of repairing the RFTA bus was estimated to be \$104,283.40. • Mr. Fegan’s insurance company has agreed to settle RFTA’s damages for 80% of that amount or \$83,426.72. • Staff recommends that proposed settlement be approved inasmuch as the cost to litigate the matter could easily be 20% of the damages. In addition, RFTA will retain ownership of the bus, which can be utilized for parts. RFTA replaced the damaged bus last year with a slightly used MCI bus. |
| Background Information: | <ul style="list-style-type: none"> • See Core Issues, above. |
| Policy Implications: | Board Job Products Policy 4.2.5 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: | Upon approval of the Release of Property Damage Claim, RFTA will receive a settlement for its damaged bus in the amount of \$83,426.72. |
| Attachments: | Yes, please see the Memorandum from Paul Taddune, General Counsel, and the Release of Property Damage Claim, attached below. |

MEMORANDUM

TO: Board of Directors of the Roaring Fork Transportation Authority

CC: Dan Blankenship, CEO

FROM: Paul Taddune, Esq.

DATE: March 4, 2019

RE: **Motion for Approval of Settlement of Property Damage Claim:
Estate of Daniel Fegan in the Amount of \$83,426.72**

Attached in your packet is a proposed Release of Property Damage Claims in connection with the settlement with the Estate of Daniel Fegan to resolve the RFTA property damage claim arising from an accident that occurred on February 26, 2018 for the sum of \$83,426.72.

Staff requests a motion approving the settlement and authorizing Dan Blankenship, as CEO of RFTA, to sign the Release and transact the settlement.

As you may recall, the Decedent, Daniel John Fegan, was driving a vehicle proceeding from a posted stop intersection from Smith Hill Way attempting to cross Highway 82 westbound lanes. Mr. Fegan's vehicle traveled into the lane of travel of a RFTA bus. The RFTA bus operator attempted to swerve but was unable to avoid colliding with the vehicle operated by Mr. Fegan, resulting in damage to the RFTA bus in the projected amount of \$104,283.40. A video of the accident substantiated that the cause of the accident and subsequent damage to the bus was the result of negligence on the part of Mr. Fegan.

To protect RFTA's rights, a Creditor's Claim was filed against Mr. Fegan's Estate in probate proceedings in Los Angeles. California counsel was retained for such purposes.

In view of the costs and always uncertain prospect of litigation, particularly in Los Angeles County, where Mr. Fegan's Estate is being probated, the proposed settlement will expedite a resolution of RFTA's claim. The proposed Release will result in funds paid by Mr. Fegan's insurance carrier, Pure Insurance. Also factored into the settlement is the fact that RFTA may be able to salvage parts from the bus if it is not repaired.

RELEASE OF PROPERTY DAMAGE CLAIM

The undersigned Roaring Forks Transit Authority (RFTA) (“Releasor”), in consideration of eighty three thousand, four hundred twenty six DOLLARS AND seventy two CENTS (\$83,426.72) does hereby forever release, acquit, and discharge Daniel Fegan, the Estate of Daniel Fegan, the Daniel Fegan Revocable Trust, the Executor of the Estate of Daniel Fegan, all Trustees of the Daniel Fegan Revocable Trust and all other tortfeasors, together with their respective heirs, executors, beneficiaries, predecessors, successors, partners, assigns, agents, attorneys and insurers (collectively referred to as “Releasee”) from any and all claims FOR PROPERTY DAMAGE OR LOSS OF USE OF VEHICLE arising out of the accident that occurred on or about February 25, 2018 at or near Aspen, Colorado (hereinafter referred to as the “Incident”). In exchange for the payment described above, Releasor further agrees to dismiss with prejudice any lawsuits, administrative claims, or other actions it has instituted against Releasee based on the incident.

The releases set forth in this agreement are intended to encompass all known or unknown, foreseen or unforeseen, disclosed or undisclosed, anticipated or unanticipated claims which the undersigned may have with respect to the released claims. This release is executed with the full understanding of the undersigned that they or their attorneys may hereafter discover facts different from, or in addition to, the facts which the parties or their attorneys now know or believe to be true with respect to the events and circumstances underlying the subject action, and that the matters released herein may result in further effects which may not now appear, but which may appear at a later date and which the undersigned does not now have reason to know or suspect, all of which are hereby released.

In furtherance of this intention, the undersigned hereby expressly waive any and all rights and benefits which may be conferred by the provisions of §1542 of the California Civil Code, which provides:

"A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.."

This release is given and accepted as part of a compromise resolution of the above-referenced claim or action, and is not an admission of liability. The terms hereof are contractual, and not merely a recital, and said terms contain the entire release agreement between the parties.

By signing below, the executing party confirms and guarantees it has authority to act for and bind the Releasor.

THE UNDERSIGNED HAS CAREFULLY READ AND UNDERSTANDS THIS RELEASE, AND SIGNS IT FREELY AND WITHOUT RESERVATION.

DATED: _____

By: _____

For Roaring Forks Transit Authority (RFTA)

Printed name of signatory: Dan Blankenship

Title of Signatory: Chief Executive Officer

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

| | |
|-------------------------|--|
| Meeting Date: | March 14, 2019 |
| Agenda Item: | RFTA In-House Project Management Team Overview |
| Policy #: | 2.4.2: Asset Protection |
| Strategic Goal: | Organizational Sustainability: Continue to evaluate the needs of regional communities and RFTA as it relates to implementation of RFTA Destination 2040 |
| Presented By: | Michael Hermes, Director of Facilities and Trails Nicholas Senn, Senior Project Manager |
| Recommendation: | This is a FYI for the RFTA Board. |
| Core Issues: | At the February 14, 2019 Board meeting, Dan Richardson requested a report on the background, accomplishments, and long term vision for the Project Management Team. |
| Background Info: | <p>Since its inception in 2012, the Project Management Team (PMT) has grown to 4 staff persons who have become integral to the success of the organization. The PMT works with each department within RFTA and closely with the RFTA Procurement Team to conceptualize, design, permit, procure and construct capital projects for the organization. The PMT will also be instrumental as RFTA develops a capital repair and replacement program for the organizations' non-bus capital assets that meet Federal Transit Administration (FTA) requirements for its State of Good Repair (SGR) program.</p> <p>The PMT also provides technical expertise to support RFTA's interactions with FTA, CDOT and the Federal Highways Administration (FHWA), as well as RFTA member jurisdictions, when they design highway/transit-related projects that involve RFTA bus operations.</p> <p>When member jurisdictions have transit-related projects in which RFTA has a strong operational and/or financial stake, and there is sufficient PMT capacity, the team has provided project management/construction management services for them. These projects generally have complex funding streams that required the coordination of several local, state and federal pots of money and compliance with a variety of stringent grant conditions. These types of projects can also involve coordination with several local jurisdictions, as well as the FTA, FHWA and CDOT. RFTA's participation in these projects has always been proceeded with and IGA between RFTA and the member jurisdiction, and the approval of the RFTA Board of Directors.</p> <p>With the passage of the Destination 2040 Plan property tax measure, the PMT will be key to the implementation of the plan. The plan envisions RFTA spending approximately \$66,482,023 dollars over the next decade to construct \$130,470, 499 dollars in transportation related construction projects. RFTA organization will also need to ramp up its capital repair and replacement program to continue to maintain its assets and that effort will require the PMT's expertise and support.</p> <p>The PMT is responsible for a wide variety tasks which include:</p> <ul style="list-style-type: none"> • Writing procurement documents • Consultant contract management • Construction contract management • Consultant management |

| | |
|-----------------------------|---|
| | <ul style="list-style-type: none"> • Construction project management • Writing scopes of work for the design of capital projects • Grant writing and management • Construction Plan review • CDOT, FHWA and FTA coordination • Consulting and advising member jurisdictions on transit projects. <p>Staff believes that RFTA’s in-house PMT deserves tremendous credit for delivering numerous diverse and complex construction projects throughout RFTA’s service area on time and on budget. In addition, staff believes the PMT is a more cost-effective approach to delivering RFTA’s construction projects that it would be to procure similar Project Management services from the private sector. For more detail on the projects and estimated savings, please see “Project Management Team Overview.pdf,” included in the March 2019 RFTA Board Meeting Portfolio.pdf.</p> |
| Policy Implications: | RFTA Board Asset Protection Policy 2.4.2 states, “The CEO shall not allow RFTA’s assets to be unprotected, inadequately maintained or unnecessarily risked.” |
| Fiscal Implications: | Given the number of major, complex, and costly capital projects that RFTA has constructed since 2012 and anticipates it will construct in the next decade, staff believes that the PMT more than offsets its compensation costs by saving money on private sector Project and Construction Management fees, which staff believes are typically more expensive. |
| Attachments: | Yes, please see “Project Management Team Overview 03-14-19.pdf,” included in the March 2019 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting RFTA Board Agenda packet. |

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

| | |
|-----------------------------|--|
| Meeting Date: | March 14, 2019 |
| Agenda Item: | RFTA 2018 Fare Study and Fare Policy Guidelines |
| Policy #: | 4.2.5: Board Job Products |
| Strategic Goal: | <p>Customer Service:</p> <ul style="list-style-type: none"> • Improve the RFTA pass sales process and research efficient mobile fare solutions • Begin to implement recommendations from the RFTA Fare Analysis Study and find ways to equalize passenger equity |
| Presented By: | David Johnson, Director of Planning |
| Recommendation: | <p>Fare Policy: Direct staff to begin drafting Fare Policy, which addresses general fare policies, future changes in fares, and future changes in fare technology. A fare policy can address the frequency at which fares are raised and establish targets for farebox revenue recovery on specific routes.</p> <p>Fare Technology: Direct staff to begin researching the implementation of a contactless card system that will allow passengers to purchase and renew fare cards online or purchase fares online that can be processed by the farebox from a mobile phone. This contactless card system could allow a tag-on/tag-off fare system, if RFTA chooses, to reduce the potential for fare evasion, and should allow fare payment integration with other transportation systems, such as Ride Glenwood Springs, WE-cycle, and Bustang.</p> |
| Core Issues: | <p>There is potential to address a number of issues and establish better policies associated with RFTA’s complicated fare structure.</p> <p>In 2018, Warner Transportation Consulting (WTC), Inc. performed a review of RFTA’s regional commuter service fare structure. WTC identified approximately ten topics about which RFTA should consider making changes and/or developing policies. For instance, zones could be consolidated or adjusted; technology could be upgraded to make purchasing and calculating fares easier; real or perceived fare evasion could be better addressed; fares could be adjusted to be more equitable.</p> <p>Staff is not recommending any changes in fares or technology at this time but, seeks direction from the RFTA Board with respect to issues that may require additional analysis before policy decisions and additional investments are made.</p> |
| Background Info: | RFTA provides a variety of local and regional transit services along a roughly 70-mile corridor between Rifle and Aspen. In an effort to provide fare equity and choice for a variety of passengers with a variety of travel needs, RFTA offers passengers the choice of paying fares with cash, stored value cards, monthly passes and seasonal passes on a primarily distance-based system of 9 zones. In addition, RFTA offers discounts for seniors, youth, veterans and person with disabilities. RFTA’s efforts to create fare equity and choice within a long-distance transit system, has created a very complicated fare structure. |
| Policy Implications: | Board Job Products Policy 4.2.5 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 Impacts: | None at this time. To be determined. |
| Attachments: | Yes please see “Fare Study Presentation 03-14-19.pdf” and “Fare Study and Fare Policy 03-14-19.pdf,” included in the March 2019 RFTA Board Meet Portfolio.pdf, included in the e-mail transmitting the RFTA Board Agenda packet. |

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

| | | | | | |
|-----------------------------|---|--------------|--------------|--------------|---------------------|
| Meeting Date: | March 14, 2019 | | | | |
| Agenda Item: | Resolution 2019-05: 2018 Supplemental Budget Appropriation | | | | |
| Presented By: | Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Finance Director | | | | |
| POLICY #: | 4.25: Board Job Products | | | | |
| Strategic Goal: | N/A | | | | |
| Recommendation: | Adopt Supplemental Budget Appropriation Resolution 2019-05 | | | | |
| Core Issues: | <p>At the February Board meeting, it was communicated to the Board that staff would be coming back at the March Board meeting to carry-forward unexpended capital budget from 2018 to 2019 after the December bills have been received and paid. Based on the continuation of our year-end review, staff has identified the following capital project budgets and related revenues that will need to be carry-forward from 2018 and re-appropriated in 2019 primarily due to timing issues:</p> <p><u>General Fund:</u></p> <ol style="list-style-type: none"> 1. Battery Electric Bus (BEB) Pilot Program <ol style="list-style-type: none"> a. (\$4,273,531) decrease in Grant revenues b. (\$2,341,235) decrease in Other Govt Contributions c. (\$8,512,471) decrease in Capital Outlay 2. Ride Check Data Collection Tool Project <ol style="list-style-type: none"> a. (\$46,875) decrease in Capital Outlay 3. City of Aspen Wiring Harness Project <ol style="list-style-type: none"> a. (\$28,000) decrease in Other Govt Contributions b. (\$28,000) decrease in Capital Outlay 4. IT Equipment <ol style="list-style-type: none"> a. (\$24,761) decrease in Capital Outlay 5. Maroon Creek BRT Stop Study <ol style="list-style-type: none"> a. (\$47,132) decrease in Capital Outlay 6. Facilities Projects <ol style="list-style-type: none"> a. (\$769,968) decrease in Capital Outlay 7. Trail Projects <ol style="list-style-type: none"> a. (\$137,787) decrease in Capital Outlay | | | | |
| Policy Implications: | Board Job Products Policy 4.2.5 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: | <p>Net increase (decrease) to 2018 fund balance by fund:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>General Fund</td> <td align="right">\$ 2,924,228</td> </tr> <tr> <td>Total</td> <td align="right">\$ 2,924,228</td> </tr> </table> | General Fund | \$ 2,924,228 | Total | \$ 2,924,228 |
| General Fund | \$ 2,924,228 | | | | |
| Total | \$ 2,924,228 | | | | |
| Attachments: | Yes, please see Resolution 2019-05 attached below. | | | | |

Director _____ moved adoption of the following Resolution:

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2019-05

2018 SUPPLEMENTAL 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, certain revenues will become available and additional expenditures have become necessary that were not anticipated during the preparation of the 2018 budget; and

WHEREAS, upon due and proper notice, published in accordance with the state budget law, said supplemental budget was open for inspection by the public at a designated place, a public hearing was held on, March 14, 2019 and interested taxpayers were given an opportunity to file or register any objections to said supplemental budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Roaring Fork Transportation Authority that the following adjustments will be made to the 2018 budget as summarized herein:

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General Fund

Revenue and Other Financing Sources (OFS):

| Type | Amount | Explanation |
|--------------------------------|-----------------------|---|
| Grants | \$ (1,404,000) | SB 228 Grant (BEB) - c/f to 2019 |
| Grants | (1,686,000) | CDOT FASTER Grant (FY18) (BEB) - c/f to 2019 |
| Grants | (468,000) | CDOT FASTER Grant (FY19) (BEB) - c/f to 2019 |
| Grants | (715,531) | FTA LoNo Grant (BEB) - c/f to 2019 |
| Other govt contributions | (500,000) | EOTC BEB contribution - c/f to 2019 |
| Other govt contributions | (1,841,235) | COA BEB contribution - c/f to 2019 |
| Other govt contributions | (28,000) | COA Wiring Harness contribution - c/f to 2019 |
| Total Revenue & OFS | \$ (6,642,766) | |

| Revenue & OFS Summary | Previous | Change | Current |
|--------------------------|----------------------|-----------------------|----------------------|
| Sales tax | \$ 22,511,000 | - | \$ 22,511,000 |
| Grants | 6,524,625 | \$ (4,273,531) | 2,251,094 |
| Fares | 5,021,000 | - | 5,021,000 |
| Other govt contributions | 4,637,151 | (2,369,235) | 2,267,916 |
| Other income | 738,440 | - | 738,440 |
| Other financing sources | 155,730 | - | 155,730 |
| Total | \$ 39,587,946 | \$ (6,642,766) | \$ 32,945,180 |

Expenditures and Other Financing Uses (OFU):

| Type | Amount | Explanation |
|--------------|-----------------------|---|
| Capital | \$ (8,512,471) | BEB Pilot Program - c/f to 2019 |
| Capital | (46,875) | Ride Check Data Collection Tool - c/f to 2019 |
| Capital | (28,000) | COA Wiring Harness - c/f to 2019 |
| Capital | (24,761) | IT Equipment - c/f to 2019 |
| Capital | (47,132) | Maroon Creek BRT Stop Study - c/f to 2019 |
| Capital | (18,684) | GMF Storage & Stairs Design - c/f to 2019 |
| Capital | (92,300) | GMF Roof Replacement - c/f to 2019 |
| Capital | (201,527) | GMF Program of Requirements (POR) - c/f to 2019 |
| Capital | (12,111) | CMF Raccoon Mitigation - c/f to 2019 |
| Capital | (75,000) | CMF Programming & Design - c/f to 2019 |
| Capital | (4,838) | AMF BEB Charging Design - c/f to 2019 |
| Capital | (49,329) | AMF CNG Monitoring Design - c/f to 2019 |
| Capital | (76,079) | AMF Phase 9 Fuel Farm Design - c/f to 2019 |
| Capital | (240,100) | Facilities Improvements - c/f to 2019 |
| Capital | (7,404) | RGT Bridge Rehabilitation/Repair - c/f to 2019 |
| Capital | (130,383) | Trails Improvements - c/f to 2019 |
| Total | \$ (9,566,994) | |

| Expenditures & OFU Summary | Previous | Change | Current |
|----------------------------|----------------------|-----------------------|----------------------|
| Fuel | \$ 1,433,758 | - | \$ 1,433,758 |
| Transit | 21,708,348 | - | 21,708,348 |
| Trails & Corridor Mgmt | 540,120 | - | 540,120 |
| Capital | 14,162,016 | \$ (9,566,994) | 4,595,022 |
| Debt service | 1,512,971 | - | 1,512,971 |
| Other financing uses | 2,757,871 | - | 2,757,871 |
| Total | \$ 42,115,084 | \$ (9,566,994) | \$ 32,548,090 |

The net change to Fund balance for this amendment is as follows:

| | |
|--|---------------------|
| Revenues and other financing sources | \$ (6,642,766) |
| Less Expenditures and other financing uses | 9,566,994 |
| Net increase (decrease) in fund balance | \$ 2,924,228 |

Fund balance Roll Forward: Net Change in Fund balance

| Resolution | Beginning Balance | Change | Ending Balance |
|---------------------|-------------------|-------------------|----------------|
| | | | \$ 20,213,360* |
| 2017-12 & 2017-13 | \$ 20,213,360 | \$ (499,767) | 19,713,593 |
| 2018-02 | 19,713,593 | (895,106) | 18,818,487 |
| 2018-08 | 18,818,487 | (576,160) | 18,242,327 |
| 2018-10 | 18,242,327 | (27,355) | 18,214,972 |
| 2018-15 | 18,214,972 | (1,476,205) | 16,738,767 |
| 2018-21 | 16,738,767 | 947,455 | 17,686,222 |
| 2019-05 | 17,686,222 | 2,924,228 | 20,610,450 |
| Total Change | | \$ 397,090 | |

* Audited

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

That the amended budget as hereby approved and adopted shall be signed by the Chair 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 14th day of March, 2019.

ROARING FORK TRANSPORTATION AUTHORITY
By and through its BOARD OF DIRECTORS:

By: _____
Art Riddile, 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 March 14, 2019 (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 _____, 2019.

Nicole Schoon, Secretary to Board of Directors

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

| | |
|------------------------|--|
| Meeting Date: | March 14, 2019 |
| Agenda Item: | Resolution 2019-06: 2019 Supplemental Budget Appropriation |
| Presented By: | Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance |
| POLICY #: | 4.2.5 Board Job Products |
| Strategic Goal: | N/A |
| Recommendation: | Adopt Supplemental Budget Appropriation Resolution 2019-06 |
| Core Issues: | <p>At the February Board meeting, it was communicated to the Board that staff would be coming back at the March Board meeting to carry-forward additional unexpended budget from 2018 to 2019 for various capital projects after the December bills have been received and paid. Based on the continuation of our year-end review, staff has identified project budgets and related revenues that will need to be carry-forward from 2018 and re-appropriated in 2019 primarily due to timing issues. In addition, there are budget amendments related to existing budgeted projects and some new budget items described below.</p> <p><u>General Fund:</u></p> <ol style="list-style-type: none"> 1. Re-appropriations: The following budgets will need to be carry-forward from 2018 and re-appropriated in 2019: <ol style="list-style-type: none"> a. Battery Electric Bus (BEB) Pilot Program <ol style="list-style-type: none"> i. \$4,273,531 increase in Grant revenues ii. \$2,341,235 increase in Other Govt Contributions iii. \$8,512,471 increase in Capital Outlay b. Ride Check Data Collection Tool Project <ol style="list-style-type: none"> i. \$46,875 increase in Capital Outlay c. City of Aspen Wiring Harness Project <ol style="list-style-type: none"> i. \$28,000 increase in Other Govt Contributions ii. \$28,000 increase in Capital Outlay d. IT Equipment <ol style="list-style-type: none"> i. \$24,761 increase in Capital Outlay <ol style="list-style-type: none"> 1. Relates to unexpended budget repurposed for Camera System equipment for City of Aspen Vans/Shuttles. City of Aspen staff anticipates to go to Council in either March or April for a supplemental budget request to reimburse RFTA 100% of the cost. e. Maroon Creek BRT Stop Study <ol style="list-style-type: none"> i. \$47,132 increase in Capital Outlay f. Facilities Projects <ol style="list-style-type: none"> i. \$769,968 increase in Capital Outlay <ol style="list-style-type: none"> 1. \$529,868 relate to project timing issues 2. \$240,100 relate to unexpended budget repurposed for new facilities projects (CMF Roof & Gutter Repair, AMF Bus Wash Repair, AMF Parallelogram Lift Repair, Design for Wind Breaks at BRT Stations, Blue Lake Bus Stop Improvements) and to true-up existing facilities project budgets (AMF BEB charging infrastructure design). |

g. Trail Projects

- i. \$137,787 increase in Capital Outlay
 - 1. \$7,404 relate to project timing issues
 - 2. \$130,383 relate to unexpended budget repurposed to true-up existing trail projects budgets (**Sopris Creek/Emma Bridge Rehabilitation and Roaring Fork Bridge Deck**).

2. Existing Project Update:

- a. **Ten 40' Transit Diesel Replacement Buses Update:** At the January Board meeting, the RFTA Board approved Resolution 2019-02 which appropriated \$5,570,000 and allowed staff to move forward with placing the order. Since then, costs have been refined resulting in savings. Staff requests that the savings be repurposed to help offset the additional budget requests included in Resolution 2019-06:
 - i. (\$270,000) decrease in Capital Outlay
- b. **BEB Pilot Program Update:** True-up budget for chargers, infrastructure installation, and buses. The increase is primarily due to adding a fourth charger at the AMF in order to meet our anticipated needs (\$105,000), adjusting the infrastructure installation estimate to the received bid (\$58,996), and a slight adjustment to the bus cost (\$1,524). The City of Aspen will contribute 50% or \$82,760 of the additional costs. Staff also identified that the City's budgeted contribution in 2018 that was carry forward to 2019 was underestimated by \$28,235 and will need to true-up the contribution accordingly. Staff requests the following appropriations:
 - i. \$165,520 increase in Capital Outlay
 - ii. \$110,995 increase in Local Govt Contributions

| Battery Electric Bus Pilot Project Financing Plan | | | | January 2019 Board meeting | Appropriated | March 2019 Board meeting | | |
|--|------------|---------------------|------------------------------|--------------------------------|------------------------------|-----------------------------|------------------------------|--------------------|
| Updated 3/8/2019 | | | | 2018 Budget | 2019 Budget Adj (2019-02) | Adjusted Budget | 2019 Budget Adj (2019-06) | Adjusted Budget |
| Item | Quantity | Unit Cost | Total Cost | | | | | |
| 1 Est. 40-foot Battery Electric Buses (BEB) and Chargers | 8 | \$ 969,605 | \$ 7,756,843 | \$ 237,640 | \$ 7,994,483 | \$ 1,524 | \$ 7,996,007 | |
| 2 Chargers | 3 | N/A | \$ 399,000 | | \$ 399,000 | \$ 105,000 | \$ 504,000 | |
| 3 Miscellaneous Charger Costs | N/A | N/A | \$ 36,628 | | \$ 36,628 | | \$ 36,628 | |
| 4 Infrastructure Installation | 1 | \$ 208,000 | \$ 208,000 | | \$ 208,000 | \$ 58,996 | \$ 266,996 | |
| 5 EAM integration | | | | | | \$ - | \$ - | |
| 6 Extended Propulsion Warranty | 8 | \$ 14,000 | \$ 112,000 | \$ 114,880 | \$ 226,880 | | \$ 226,880 | |
| 7 Total | N/A | N/A | \$8,512,471 | \$ 352,520 | \$ 8,864,991 | \$ 165,520 | \$9,030,511 | |
| Sources of Funding | | | | February 2019 Board meeting | Adjusted Budget | March 2019 Board meeting | Adjusted Budget | |
| | Committed | 2018 Budget | 2019 Budget Adj (2019-04) | Adjusted Budget | 2019 Budget Adj (2019-06) | Adjusted Budget | | |
| 8 EOTC Funding | Yes | \$ 500,000 | | \$ 500,000 | | \$ 500,000 | | |
| 9 FY18/19 Statewide FASTER Grant/SB 228 Grant/LoNo | Yes | \$ 4,273,531 | | \$ 4,273,531 | | \$ 4,273,531 | | |
| 10 RFTA FASTER Grant Local Match | Yes | \$ 1,068,383 | | \$ 1,068,383 | | \$ 1,068,383 | | |
| 11 Additional RFTA Funding | Yes | \$ 829,322 | \$ 176,260 | \$ 1,005,582 | \$ 54,525 | \$ 1,060,107 | | |
| 12 Subtotal RFTA Funding | | \$ 1,897,705 | \$ 176,260 | \$ 2,073,965 | \$ 54,525 | \$ 2,128,490 | | |
| 13 City of Aspen | Yes | \$ 1,841,235 | \$ 176,260 | \$ 2,017,495 | \$ 110,995 | \$ 2,128,490 | | |
| 14 Subtotal Local BEB Funding | | \$8,512,471 | \$ 352,520 | \$ 8,864,991 | \$ 165,520 | \$9,030,511 | | |

- c. **Sopris Creek/Emma Bridge Rehabilitation Update:** True-up budget using unexpended funds from 2018 carry forward to 2019 (included above under Trail Projects). RFTA staff is working with Pitkin County Open Space on this project who has committed to reimburse RFTA 50% of the project cost. Staff requests the following appropriations:
 - i. \$162,417 increase in Local Govt Contributions

| | | | | | |
|-----------------------------|--|--------------|----------------|--------------|-----------------------|
| | <p>3. New budget items:</p> <p>a. Glenwood Springs Municipal Operation Center (MOC) Site Study: The City of Glenwood Springs notified RFTA staff of their plan to no longer use the MOC, which is located adjacent to RFTA's Glenwood Maintenance Facility (GMF), and is looking to sell the property. Included in RFTA's Destination 2040 project list is the GMF expansion project in order to meet existing and future demands. As part of the GMF expansion, staff recommends to perform its due diligence on the MOC with a site study including an existing site assessment and reuse feasibility study, site master plan and appraisal of the property. Staff requests the following appropriations:</p> <ul style="list-style-type: none"> i. \$202,463 increase in Capital Outlay <p>b. Facilities Equipment Lease Purchase: Since the 2019 budget was adopted, one of the RFTA Facilities trucks was involved in an accident, resulting in a total loss. Insurance proceeds have been received for the truck. In addition, the Facilities staff cleans the GMF floor using a M20 Sweeper Scrubber, which has exceeded its useful life and has been recently problematic. Staff is requesting the following appropriations to procure a replacement truck and M20 Sweeper Scrubber through lease purchase financing:</p> <ul style="list-style-type: none"> i. \$102,000 increase in Other Financing Source (Lease Purchase Proceeds) ii. \$102,000 increase in Capital Outlay iii. \$11,400 increase in Debt Service <p>c. Wingo Bridge Deck Replacement: RFTA staff is working with Pitkin County Open Space to replace the decking on Wingo Pedestrian Bridge along the Rio Grande Trail in Basalt. Pitkin County Open Space has plans to reimburse RFTA 100% of the project cost. Staff requests the following appropriations:</p> <ul style="list-style-type: none"> i. \$159,295 increase in Capital Outlay ii. \$159,295 increase in Local Govt Contributions | | | | |
| Policy Implications: | Board Job Products Policy 4.2.5 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: | Net increase (decrease) to 2019 fund balance by fund: <table border="1" data-bbox="769 1440 1206 1507" style="margin-left: auto; margin-right: auto;"> <tr> <td>General Fund</td> <td>\$ (2,755,456)</td> </tr> <tr> <td>Total</td> <td>\$ (2,755,456)</td> </tr> </table> | General Fund | \$ (2,755,456) | Total | \$ (2,755,456) |
| General Fund | \$ (2,755,456) | | | | |
| Total | \$ (2,755,456) | | | | |
| Attachments: | Yes, please see Resolution 2019-06 attached below. | | | | |

Director _____ moved adoption of the following Resolution:

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2019-06

2019 SUPPLEMENTAL 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, certain revenues will become available and additional expenditures have become necessary that were not anticipated during the preparation of the 2019 budget; and

WHEREAS, upon due and proper notice, published in accordance with the state budget law, said supplemental budget was open for inspection by the public at a designated place, a public hearing was held on, March 14, 2019 and interested taxpayers were given an opportunity to file or register any objections to said supplemental budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Roaring Fork Transportation Authority that the following adjustments will be made to the 2019 budget as summarized herein:

[Rest of page intentionally left blank]

General Fund

Revenue and Other Financing Sources (OFS):

| Type | Amount | Explanation |
|--------------------------|---------------------|--|
| Grants | \$ 1,404,000 | SB 228 (BEB) - c/f from 2018 |
| Grants | 1,686,000 | CDOT FASTER Grant (FY18) (BEB) - c/f from 2018 |
| Grants | 468,000 | CDOT FASTER Grant (FY19) (BEB) - c/f from 2018 |
| Grants | 715,531 | FTA LoNo Grant (BEB) - c/f from 2018 |
| Other govt contributions | 500,000 | EOTC BEB contribution - c/f from 2018 |
| Other govt contributions | 1,841,235 | COA BEB contribution - c/f from 2018 |
| Other govt contributions | 28,000 | COA Wiring Harness contribution - c/f from 2018 |
| Other govt contributions | 28,235 | True-up COA BEB contribution |
| Other govt contributions | 82,760 | Increase COA BEB contribution |
| Other govt contributions | 159,295 | Pitkin County Open Space 100% contribution for Wingo Bridge Deck Replacement |
| Other govt contributions | 162,417 | Pitkin County Open Space 50% contribution for Emma Bridge Rehabilitation |
| Other financing sources | 42,000 | Lease Purchase Proceeds for Facilities Truck (F23 Replacement) |
| Other financing sources | 60,000 | Lease Purchase Proceeds for GMF M20 Sweeper (Replacement) |
| Total | \$ 7,177,473 | |

| Revenue & OFS Summary | Previous | Change | Current |
|--------------------------|----------------------|---------------------|----------------------|
| Sales tax | \$ 23,236,000 | - | \$ 23,236,000 |
| Property tax | 8,457,000 | - | 8,457,000 |
| Grants | 3,547,310 | \$ 4,273,531 | 7,820,841 |
| Fares | 5,151,000 | - | 5,151,000 |
| Other govt contributions | 1,801,893 | 2,801,942 | 4,603,835 |
| Other income | 804,300 | - | 804,300 |
| Other financing sources | 155,000 | 102,000 | 257,000 |
| Total | \$ 43,152,503 | \$ 7,177,473 | \$ 50,329,976 |

Expenditures and Other Financing Uses (OFU):

| Type | Amount | Explanation |
|---------|--------------|--|
| Capital | \$ 8,512,471 | BEB Pilot Program - c/f from 2018 |
| Capital | 46,875 | Ride Check Data Collection Tool - c/f from 2018 |
| Capital | 28,000 | COA Wiring Harness - c/f from 2018 |
| Capital | 24,761 | IT Equip. Camera System for COA Vans c/f from 2019 |
| Capital | 47,132 | Maroon Creek BRT Stop Study - c/f from 2018 |
| Capital | 18,684 | GMF Storage & Stairs Design - c/f from 2018 |
| Capital | 92,300 | GMF Roof Replacement - c/f from 2018 |
| Capital | 201,527 | GMF Program of Requirements (POR) - c/f from 2018 |
| Capital | 12,111 | CMF Raccoon Mitigation - c/f from 2018 |
| Capital | 75,000 | CMF Programming & Design - c/f from 2018 |
| Capital | 4,838 | AMF BEB Charging Design - c/f from 2018 |
| Capital | 49,329 | AMF CNG Monitoring Design - c/f from 2018 |
| Capital | 76,079 | AMF Phase 9 Fuel Farm Design - c/f from 2018 |
| Capital | 55,000 | Facilities Improv. CMF Roof & Gutter Repair - c/f from 2018 |
| Capital | 31,025 | Facilities Improv. AMF BEB Design True Up - c/f from 2018 |
| Capital | 42,000 | Facilities Improv. AMF Bus Wash Repair - c/f from 2018 |
| Capital | 30,000 | Facilities Improv. AMF Parallelogram Repair - c/f from 2018 |
| Capital | 31,981 | Facilities Improv. Design for Wind Breaks for BRT Stations - c/f from 2018 |
| Capital | 50,094 | Facilities Improv. Blue Lake Bus Stops - c/f from 2018 |

| | | |
|--------------|---------------------|--|
| Capital | 7,404 | RGT Bridge Rehabilitation/Repair - c/f from 2018 |
| Capital | 122,383 | Trail Improv. True-up Sopris Creek Bridge Rehabilitation - c/f from 2018 |
| Capital | 8,000 | Trail Improv. True-up costs for Roaring Fork Bridge Deck - c/f from 2018 |
| Capital | (270,000) | Repurpose savings from 10 Transit Diesel Bus Purchase |
| Capital | 165,520 | True-up costs for BEB Pilot Program |
| Capital | 202,463 | GWS MOC Site Study |
| Capital | 42,000 | Facilities Truck (F23 Replacement) |
| Capital | 60,000 | GMF M20 Sweeper Replacement |
| Capital | 159,295 | Wingo Bridge Deck Replacement |
| Debt service | 10,100 | Lease Purchase for Facilities M20 Sweeper Replacement |
| Debt service | 1,300 | True-up Lease Purchase for Facilities Truck (F23 Replacement) |
| Total | \$ 9,937,672 | |

| Expenditures & OFU Summary | Previous | Change | Current |
|---------------------------------------|----------------------|---------------------|----------------------|
| Fuel | \$ 1,833,277 | - | \$ 1,833,277 |
| Transit | 24,049,005 | - | 24,049,005 |
| Trails & Corridor Mgmt | 589,025 | - | 589,025 |
| Capital | 11,102,217 | \$ 9,926,272 | 21,028,489 |
| Debt service | 1,539,921 | 11,400 | 1,551,321 |
| Other financing uses | 2,769,053 | - | 2,769,053 |
| Total | \$ 41,882,498 | \$ 9,937,672 | \$ 51,820,170 |

The net change to Fund balance for this amendment is as follows:

| | |
|--|-----------------------|
| Revenues and other financing sources | \$ 7,177,473 |
| Less Expenditures and other financing uses | (9,937,672) |
| Net increase (decrease) in fund balance | \$ (2,760,199) |

Fund balance Roll Forward: Net Change in Fund balance

| Resolution | Beginning Balance | Change | Ending Balance |
|-------------------------|--------------------------|-----------------------|-----------------------|
| | | | \$ 20,610,450* |
| 2018-22 & 2018-23 | \$ 20,610,450 | \$ 453,899 | 21,064,349 |
| 2018-26 & 2018-27 | 21,064,349 | 7,652,913 | 28,717,262 |
| 2019-02 | 28,717,262 | (5,922,520) | 22,794,742 |
| 2019-04 | 22,794,742 | (914,287) | 21,880,455 |
| 2019-06 | 21,880,455 | (2,760,199) | 19,120,256 |
| Total Net Change | | \$ (1,490,194) | |

* Budgeted

That the amended budget as submitted and herein above summarized be, and the same hereby is approved and adopted as the amended 2019 budget of the Roaring Fork Transportation Authority, and be a part of the public records of the Roaring Fork Transportation Authority.

That the amended budget as hereby approved and adopted shall be signed by the Chair 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 14th day of March, 2019.

ROARING FORK TRANSPORTATION AUTHORITY
By and through its BOARD OF DIRECTORS:

By: _____
Art Riddile, 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 March 14, 2019 (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 _____, 2019.

Nicole Schoon, Secretary to Board of Directors

RFTA BOARD OF DIRECTORS MEETING
“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 9. A.

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: March 14, 2019



Pauletta Tonilas, Secretary, Marketing & Communications Committee; JC Vannatta, APTA Board of Directors, Chair, Marketing & Communications Committee; Jamie Tatsuno, RFTA Marketing & Communications Manager, and Paul P. Skoutelas, APTA President and Chief Executive Officer.

RFTA Receives APTA AdWheels Awards: RFTA’s Marketing & Communications Department was recognized by the American Public Transportation Association (APTA) with two awards in the annual APTA AdWheels Awards’ ceremony. The AdWheel Awards recognize the marketing and communications efforts of APTA members. The awards’ competition creates a structure to share best practices and to raise the awareness of the value of public transportation marketing & communications professionals within the industry. Awards are presented in three different categories: Best Marketing and Communications to Increase Ridership, Best Marketing and Communications towards Educational Efforts, and Best Marketing and Communications to Highlight Transit Needs/Funding.

RFTA was recognized with two awards relating to the Destination 2040 initiative. Both awards were awarded in the “Best Marketing and Communications to Highlight Transit Needs/Funding” category. One award was for the Destination 2040 print brochure and one was for the overall comprehensive campaign effort and strategy of the Destination 2040 initiative. These awards are a tribute to everyone who contributed to the outreach effort in regards to Ballot Question 7A. Jamie Tatsuno, RFTA’s Marketing & Communications Manager was present at the conference to accept the awards.

Following the APTA workshop, a second round of judging will review the top First Place Awards in each category to select Grand Award winners, which will be notified this spring. If a Grand Prize is selected, RFTA would be further honored at the APTA Annual Meeting in New York, NY, October 13-16.



RFTA Makes the American Public Transportation Association (APTA) 2019 Calendar
Photo by: Jennifer Balmes, RFTA Graphic Designer

Operations Update – Kurt Ravenschlag, Chief Operations Officer – March 2019

RFTA 2040 Implementation Update

2019 Capital Infrastructure

- Battery Electric Bus Infrastructure
 - Construction Bids received.
 - Construction March – August.
 - Supplemental appropriation of \$165,520 planned for March to support project construction.
- LOVA Trail
 - Met with Glenwood Springs, New Castle and LOVA, Feb. 4th to discuss trail implementation and grant opportunities.
 - Next meeting planned for March 12, 2019.
 - Budget appropriated in November 2018 as part of 2019 budget.

- Trail Maintenance
 - Bridge deck repair bid package accepted 1/11/2019.
 - Construction/rehab of Sopris Creek bridge deck and Roaring Fork bridge deck April - June.
 - Asphalt Repair Plan in progress. Asphalt repairs planned for summer of 2019.
 - Budget appropriated in November 2018 as part of 2019 budget.
 - RFTA staff have been working with Pitkin County Open Space to replace the decking on Wingo Pedestrian Bridge along the Rio Grande Trail in Basalt. Pitkin County Open Space has committed to reimburse RFTA 100% of the project cost.
 - Supplemental appropriation of \$129,295 of pass through funds from Pitkin County planned for March to complete deck repairs of Wingo Junction Bridge with RFTA contractor.
- Mid Valley Stop Improvements
 - Received scope of work to design improvements for the following Bus Stops to provide ADA accessibility, improved amenities, connectivity and comfort:
 - Sage wood
 - Lazy Glen
 - Aspen Village
 - Holland Hills
 - Catherine Store
 - Supplemental appropriation completed in February to support design efforts for Mid Valley Stop Improvements.
- Feasibility Study of Grade Separated Pedestrian Crossings of Hwy 82 and 27th St.
 - Received scope and cost to proceed with Feasibility study.
 - Supplemental appropriation completed in February to support grade separation feasibility study.
- Grand Avenue Corridor Study (27th Street Parking Expansion, Glenwood In-line Stations, Transit Center, Extension of BRT Downtown, Connections to 1-70 Corridor).
 - Recurring meetings established with Glenwood Springs' staff to begin scoping this effort.
 - Next meeting scheduled for March 12 to discuss scoping of study.
 - Supplemental appropriation planned for early summer 2019 to support corridor planning study.
- Willits Area Parking Expansion
 - The Capital Planning committee feels that this effort is not ready to study. The Committee became aware that there may be 100 parking spaces under the Whole Foods open to the public. We would like to work with the development to sign and promote this parking to analyze utilization and how that might affect future parking expansion in the mid-valley area.
 - No appropriations planned at this time.
- Aspen Maintenance Facility Expansion Phase 9 (Replace Fuel Farm)
 - Non-fuel farm components at 75% design.
 - Fuel Farm (tanks, pumps, dispensers, piping) will be design build.
 - Solicit bids early summer 2019 for design build contractor.
 - Permitting and land entitlement mid-summer 2019.
 - Scheduled to break ground April 2020.
 - Re-appropriation planned for March to role forward 2018 account balance for final design of non-fuel farm components.
 - Supplemental appropriation planned for mid-summer 2019 to support permitting, design and construction activity.
- Glenwood Maintenance Facility (GMF) Expansion
 - Received scope of work from contractor to perform analysis of impacts to GMF expansion if Glenwood Springs Municipal Operations Center (MOC) where available to expand upon.
 - Re-appropriation planned for March to role forward 2018 account balance for GMF programming efforts.

- Supplemental appropriation of \$202,463 planned for March to support programming analysis of potential Glenwood MOC purchase.
- Replacement Office/Housing in Carbondale
 - Programming for employee housing continues.
 - Re-appropriation planned of \$75,000 in March to role forward 2018 account balance for employee housing programming efforts.
- WE-Cycle
 - RFTA staff is beginning coordination efforts with We-Cycle, Carbondale and Glenwood Springs regarding bike share expansion plans in 2020 and 2021.
 - No appropriations planned at this time.

2019 Service Delivery

- Enhanced Snowmass Service
 - Transfer of funding from EOTC to RFTA completed Jan 1
 - Supplemental appropriation planned for February to support service implementation
- 30 minute Valley after 8:15
 - Service planning on track for April 22 Start Date
 - Supplemental appropriation completed in February to support service implementation
- Enhanced SMV service to support 30 minute valley after 8:15
 - Service planning on track for April 22 Start Date
 - Supplemental appropriation completed in February to support service implementation
- Off-Season Weekend BRT
 - Service planning on track for April 22 Start Date
 - Supplemental appropriation completed in February to support service implementation
- Off-season Weekend Carbondale Circulator
 - Service planning on track for April 22 Start Date
 - Supplemental appropriation completed in February to support service implementation
- 30 Minute Peak Hogback Service
 - Service planning on track for December 2019 Start Date
 - Supplemental appropriation completed in February to support service implementation

2019 Bus Procurement

- 8 New Flyer Excelsior Battery Electric Buses
 - Contract issued 10/24/2018.
 - Delivery July – August 2019.
 - Change order for to provide charge bars and extended warranty in complete.
 - Budget appropriated in November 2018 as part of 2019 budget and January 2019 for change order expenses.
 - Supplemental appropriation of \$1,524 planned for March to support bus procurement.
- 10 Gillig Clean Diesel, Low Floor Buses
 - Contract issued 1/28/19 to purchase 10 buses with a December 2019 Delivery
 - Budget appropriated in January 2019 as supplemental to 2019 budget
 - Purchase contract showed budget savings of \$270,000
 - No additional appropriations planned at this time
- 4 Motor Coach bus RFP
 - Spec development underway
 - CDOT Procurement Concurrence Request in March
 - RFP on street by mid-April

- Budget appropriated in November 2018 as part of 2019 budget
- No additional appropriations planned at this time

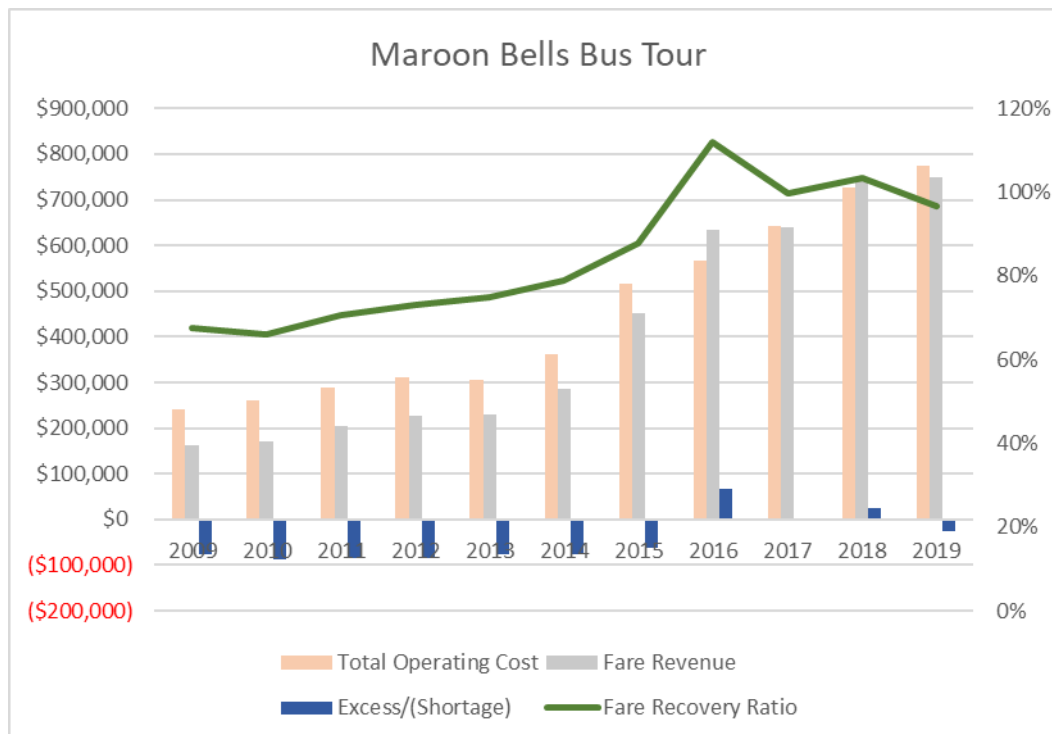
2019 Personnel Support

- Operations Supervisor
 - Additional Operations Supervisor to support existing and new services
 - Supplemental appropriation completed in February to support service implementation
- 2 Vehicle Maintenance Service Workers
 - Additional Vehicle Maintenance Service Workers to support existing and new services
 - Supplemental appropriation completed in February to support service implementation
- Vehicle Maintenance Foreman
 - Additional Vehicle Maintenance Foreman to support existing and new services
 - Supplemental appropriation completed in February to support service implementation

Finance Department Update – Mike Yang, Chief Financial and Administrative Officer

Maroon Bells Bus Tour Update

In 2018, preliminary numbers indicate that the Fare Recovery Ratio was approximately 103% as shown in the graph below. RFTA experienced a 13% increase in rides from 215,562 to 243,165, which includes the Buttermilk-Highlands shuttle and net fare revenues experienced a 17% increase. The Buttermilk parking lot was utilized to address overflow parking concerns at Highlands and RFTA implemented no-fare shuttle service between Buttermilk and Highlands for 3 peak weekends in September.



The last fare increase on the Maroon Bells Bus Tour occurred in 2016. Current pricing is \$8 for adult, \$6 for senior/youth, and \$0.65 per each ticket sold remitted to the Forest Service. In addition, the Aspen Highlands parking lot continued to charge parking fees. The rates were \$5 for up to three hours Monday through Friday and \$10 for as many as three hours on weekends. For three to eight hours, the rates were \$10 Monday through Friday and \$15 for weekends. A full day (more than eight hours) cost \$20 on weekdays and \$25 on weekends.

2018 Preliminary Actuals/Budget Comparison (December YTD)

| 2018 Budget Year | | | |
|---|-------------------------------|-----------------------|---------------|
| General Fund | December YTD (as of 3/5/2019) | | |
| | Preliminary Actuals (1) | Amended Budget (2) | % Var. |
| Revenues | | | |
| Sales and Use tax | \$ 23,065,077 | \$ 22,511,000 | 2.5% |
| Grants | \$ 2,195,141 | \$ 2,251,094 | -2.5% |
| Fares | \$ 5,157,553 | \$ 5,021,000 | 2.7% |
| Other govt contributions | \$ 2,270,681 | \$ 2,267,916 | 0.1% |
| Other income | \$ 761,954 | \$ 738,440 | 3.2% |
| Total Revenues | \$ 33,450,406 | \$ 32,789,450 | 2.0% |
| Expenditures | | | |
| Fuel (3) | \$ 1,125,788 | \$ 1,433,758 | -21.5% |
| Transit (4) | \$ 21,276,885 | \$ 21,708,348 | -2.0% |
| Trails & Corridor Mgmt | \$ 469,039 | \$ 540,120 | -13.2% |
| Capital | \$ 4,507,210 | \$ 4,595,022 | -1.9% |
| Debt service | \$ 1,492,935 | \$ 1,512,971 | -1.3% |
| Total Expenditures | \$ 28,871,858 | \$ 29,790,219 | -3.1% |
| Other Financing Sources/Uses | | | |
| Other financing sources | \$ 34,615 | \$ 155,730 | -77.8% |
| Other financing uses | \$ (2,640,788) | \$ (2,757,871) | -4.2% |
| Total Other Financing Sources/Uses | \$ (2,606,173) | \$ (2,602,141) | 0.2% |
| Change in Fund Balance (5) | \$ 1,972,374 | \$ 397,090 | 396.7% |

(1) These amounts are unaudited and may change as a result from any year-end adjustments during the audit preparations.

(2) Reflects supplemental budget appropriation resolution 2019-05.

(3) The significant savings is primarily attributable to the Alternative Fuel Excise Tax Credit (CNG) from 2017 of approximately \$228,372 which was received and recorded in June 2018 (the Bipartisan Budget Act of 2018 was passed on February 9, 2018 which retroactively reinstated fuel tax credits through the end of 2017).

(4) Savings in the following areas: Administration, Operations, and Facilities.

(5) The unaudited surplus exceeds budget.

2019 Actuals/Budget Comparison (January YTD)

| 2019 Budget Year | | | | |
|---|-----------------------|-----------------------|--------------|-----------------------|
| General Fund | January YTD | | | Annual Budget |
| | Actual | Budget | % Var. | |
| Revenues | | | | |
| Sales and Use tax (1) | \$ - | \$ - | #DIV/0! | \$ 23,236,000 |
| Property Tax | \$ - | \$ - | #DIV/0! | \$ 8,457,000 |
| Grants | \$ - | \$ - | #DIV/0! | \$ 3,547,310 |
| Fares (2) | \$ 425,002 | \$ 448,174 | -5.2% | \$ 5,151,000 |
| Other govt contributions | \$ 665,492 | \$ 662,727 | 0.4% | \$ 1,625,633 |
| Other income | \$ 78,568 | \$ 78,568 | 0.0% | \$ 804,300 |
| Total Revenues | \$ 1,169,062 | \$ 1,189,469 | -1.7% | \$ 42,821,243 |
| Expenditures | | | | |
| Fuel | \$ 108,418 | \$ 164,800 | -34.2% | \$ 1,724,454 |
| Transit | \$ 1,993,035 | \$ 2,237,608 | -10.9% | \$ 23,318,555 |
| Trails & Corridor Mgmt | \$ 15,547 | \$ 15,498 | 0.3% | \$ 589,025 |
| Capital | \$ 82,159 | \$ 14,239 | 477.0% | \$ 10,850,943 |
| Debt service | \$ 65,232 | \$ 65,232 | 0.0% | \$ 1,539,921 |
| Total Expenditures | \$ 2,264,392 | \$ 2,497,378 | -9.3% | \$ 38,022,898 |
| Other Financing Sources/Uses | | | | |
| Other financing sources | \$ - | \$ - | #DIV/0! | \$ 155,000 |
| Other financing uses | \$ (282,724) | \$ (282,724) | 0.0% | \$ (2,769,053) |
| Total Other Financing Sources/Uses | \$ (282,724) | \$ (282,724) | 0.0% | \$ (2,614,053) |
| Change in Fund Balance (3) | \$ (1,378,054) | \$ (1,590,633) | 13.4% | \$ 2,184,292 |

(1) Timing issue, as January sales and use tax revenue will be deposited in March.

(2) Through January, fare revenue and ridership has increased by 3% and 8%, respectively, 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 January 2018/2019 comparison of actual fare revenues and ridership on RFTA fare services:

| Fare Revenue: | YTD 1/2018 | YTD 1/2019 | Increase/ (Decrease) | % Change |
|--|-------------------|-------------------|---------------------------------|---------------------|
| Regional Fares | \$ 413,239 | \$ 425,002 | \$ 11,763 | 3% |
| Total Fare Revenue | \$ 413,239 | \$ 425,002 | \$ 11,763 | 3% |
| Ridership on RFTA Regional Services*: | YTD 1/2018 | YTD 1/2019 | Increase/ (Decrease) | % Change |
| Highway 82 (Local & Express) | 74,498 | 80,891 | 6,393 | 9% |
| BRT | 98,070 | 108,456 | 10,386 | 11% |
| Carbondale Shuttle | 14,906 | 13,786 | (1,120) | -8% |
| SM-DV | 14,180 | 13,979 | (201) | -1% |
| SM-INT | 5,688 | 7,580 | 1,892 | 33% |
| Grand Hogback | 8,805 | 8,668 | (137) | -2% |
| Total Ridership on RFTA Fare Services | 216,147 | 233,360 | 17,213 | 8% |
| Avg. Fare/Ride | \$ 1.91 | \$ 1.82 | \$ (0.09) | -5% |

* Excludes Aspen-Snowmass Regional service which is fare-free due to EOTC contributions.

(3) 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 January 2019 YTD | | | | Hours January 2019 YTD | | | |
| | Actual | Budget | Variance | % Var. | Actual | Budget | Variance | % Var. |
| RF Valley Commuter | 398,109 | 401,921 | (3,812) | -0.9% | 18,291 | 18,166 | 125 | 0.7% |
| City of Aspen | 55,431 | 55,454 | (23) | 0.0% | 6,338 | 6,152 | 187 | 3.0% |
| Aspen Skiing Company | 61,002 | 64,760 | (3,758) | -5.8% | 4,565 | 4,343 | 221 | 5.1% |
| Ride Glenwood Springs | 10,195 | 10,274 | (79) | -0.8% | 831 | 830 | 1 | 0.2% |
| Grand Hogback | 19,010 | 18,823 | 187 | 1.0% | 741 | 739 | 2 | 0.3% |
| Specials/Charters | 7,701 | 4,834 | 2,867 | 59.3% | 675 | 561 | 114 | 20.3% |
| Senior Van | 1,417 | 1,506 | (89) | -5.9% | 152 | 141 | 11 | 7.5% |
| Total | 552,865 | 557,572 | (4,707) | -0.8% | 31,593 | 30,932 | 662 | 2.1% |

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

| Service | Jan-18 YTD | Jan-19 YTD | # Variance | % Variance |
|-----------------------|----------------|----------------|---------------|--------------|
| City of Aspen | 187,993 | | 5,590 | 2.97% |
| RF Valley Commuter | 282,326 | 299,233 | 16,907 | 5.99% |
| Grand Hogback | 8,805 | 8,668 | (137) | -1.56% |
| Aspen Skiing Company | 148,860 | 139,623 | (9,237) | -6.21% |
| Ride Glenwood Springs | 13,297 | 13,521 | 224 | 1.68% |
| X-games/Charter | 23,483 | 36,163 | 12,680 | 54.00% |
| Senior Van | 328 | 317 | (11) | -3.35% |
| MAA Burlingame | - | - | - | #DIV/0! |
| Maroon Bells | - | - | - | #DIV/0! |
| Total | 665,092 | 691,108 | 26,016 | 3.91% |

Subset of Roaring Fork Valley Commuter Service with BRT in 2019

| Service | YTD Jan 2018 | YTD Jan 2019 | Dif +/- | % Dif +/- |
|-----------------------------------|----------------|----------------|---------------|------------|
| Highway 82 Corridor Local/Express | 74,498 | 80,891 | 6,393 | 9% |
| BRT | 98,070 | 108,456 | 10,386 | 11% |
| Total | 172,568 | 189,347 | 16,779 | 10% |

2018 Financial Statement Audit – Schedule

| Date | Activity | Status |
|-----------------------------|--|--|
| 5/13/2019 – 5/17/2019 | Start of Audit – auditors conducting onsite fieldwork | <i>On schedule</i> |
| Mid-June | During this period, staff anticipates that the Audit Report will be reviewed by the RFTA Board Audit Subcommittee . A meeting will be held at a RFTA office in Carbondale between the Audit Subcommittee, the auditor and staff to discuss the audit in detail. | <i>Email will be sent to Audit Subcommittee to establish date & location of meeting.</i> |
| 7/5/2019 | Final Audit Report to be distributed to RFTA Board with July Board Packet | <i>On schedule</i> |
| 7/11/2019 | Presentation of Final Audit Report at RFTA Board Meeting by Auditor | <i>On schedule</i> |

McMahan & Associates, LLC will conduct the 2018 financial statement audit:

At this time, staff requests that the RFTA Board confirm the Board members who will serve on the Audit Subcommittee (see below for list of members). Staff will correspond via email with the Subcommittee to

establish the date and location of the meeting which is expected to be held during the second half of June before the July Board meeting where the final audit report will be presented to the RFTA Board.

Prior Year's Audit Subcommittee Members:

1. **Markey Butler**, RFTA board member,
2. **Ann Mullins**, RFTA board member, and
3. **Jill Klosterman**, independent financial expert and Eagle County Director of Finance
4. **Ann Driggers**, independent financial expert and Pitkin County Director of Finance

Anticipated other participants include:

1. **Paul Backes**, CPA and Partner at McMahan & Associates, LLC (external auditor)
2. **Dan Blankenship**, RFTA CEO
3. **Kurt Ravenschlag**, RFTA COO
4. **Michael Yang**, RFTA CFAO
5. **Paul Hamilton**, RFTA Director of Finance

Background: The Audit Subcommittee was created in 2011 and has been comprised of at least two members of the RFTA Board and at least one independent financial expert. Since then, the subcommittee has met annually to review and discuss the prior year's audit report with the external auditor and RFTA staff to gain a better understanding RFTA's financial condition. Afterwards, the subcommittee would provide a summary report of the meeting to the RFTA Board as part of the presentation of the audit at the July Board meeting.

Audit Subcommittee Meeting Expectations: An agenda will be set forth by the subcommittee. The draft version of the audit report will be made available to the subcommittee prior to the meeting. The external auditor will present the audit report to the subcommittee and answer questions related to the report and audit process. RFTA staff will also be available answer questions. In addition, the meeting will allow time for the subcommittee to discuss the audit report without RFTA staff present.

Planning Department Update – David Johnson, Director of Planning

Please see the "3-14-19 Planning Department Update.pdf" included in the March 2019 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Agenda packet.

Facilities & Trails Update – Mike Hermes, Director of Facilities & Trails

**Facilities and Bus Stop Maintenance March 14, 2019
Capital Projects Update**

Projects currently under construction:

- The kick off meeting for the repairs to the Emma Bridge over Sopris creek and the re-deck of the bridge over the Roaring Fork River in Carbondale was held and the materials for the project has been ordered. If the Pitkin County BOCC approves, this project will also include the re-decking of the Wingo Junction Bridge.
- The BEB infrastructure project was bid and RA Nelson was the lowest responsible bidder. The contract for the project is currently out for signature and once all parties to the agreement sign the contract, the contractor will begin ordering the materials for the project.
- The GMF facility's storage area and roof access staircase project was put out to bid and RFTA did not receive any bids for the project. Staff is talking to prospective bidders to find out why they did not bid the project and assessing the best options for rebidding the project later this spring.

Construction projects completed to in 2019:

- Staff has completed the following construction projects in 2019.
- The remodeling of unit 6 and cabin1 at the Parker house has been completed.
- The remediation of the damage done by the raccoons at the CMF has been completed.

Construction projects currently out to bid:

- There are no construction projects currently out to bid.

Construction projects currently in the design process:

- AMF tank farm replacement.
- Housing design build program of requirements (POR).
- Rio Grande trail design standards.
- Design of the HVAC upgrades necessary to allow CNG buses to be serviced at the AMF and upgrades to both the AMF and GMF building automation systems (BAS).
- The replacement of the water delivery system to the Parker House apartments.

Design projects completed, not out to bid:

- There are currently no projects that have been 100% designed that are not out to bid.

Service requests for proposals:

- Several contracts for services that RFTA requires are expiring in 2019 and staff will be working the following RFP's to put out for ad in the coming months.
- HVAC repair and maintenance services.
- Parking lot sweeping, asphalt crack sealing and pavement restriping.
- Weed management services.

Service RFP's out to bid

- An IFB to provide RFTA with landscaping services is currently out to bid.

**Facilities, Rail Corridor & Trail Update
RFTA Employee Housing**

- The Main Street apartment complex in Carbondale, a 5-unit complex with 7 beds, is currently at 86% occupancy.
- The Parker House apartment complex in Carbondale, a 14-unit complex with 24 beds unit, is currently at 79% 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 83%.
- As of September 1, RFTA has access to sixteen, two-bedroom seasonal units at the Burlingame Housing Facility to accommodate the winter seasonal hiring. RFTA Seasonal housing is at 80% occupancy.

RFTA Railroad Corridor

Right-of-Way Land Management Project: Along with its legal and engineering consultants, RFTA staff is and will be working on the following tasks in 2019:

- Staff has begun to utilize a new review process for projects proposing to make use of the Railroad Corridor. This process will allow staff to have railroad and legal experts review, assess and report on proposed development impacts along the Railroad Corridor along with making recommendations regarding potential mitigation for the impacts that RFTA can provide to permitting jurisdictions. (Ongoing)
- **Recreational Trails Plan (RTP)** – The Planning Department and Facilities departments are working collaboratively with regional stakeholders to update the 2005 Recreational Trails Plan (RTP). Following

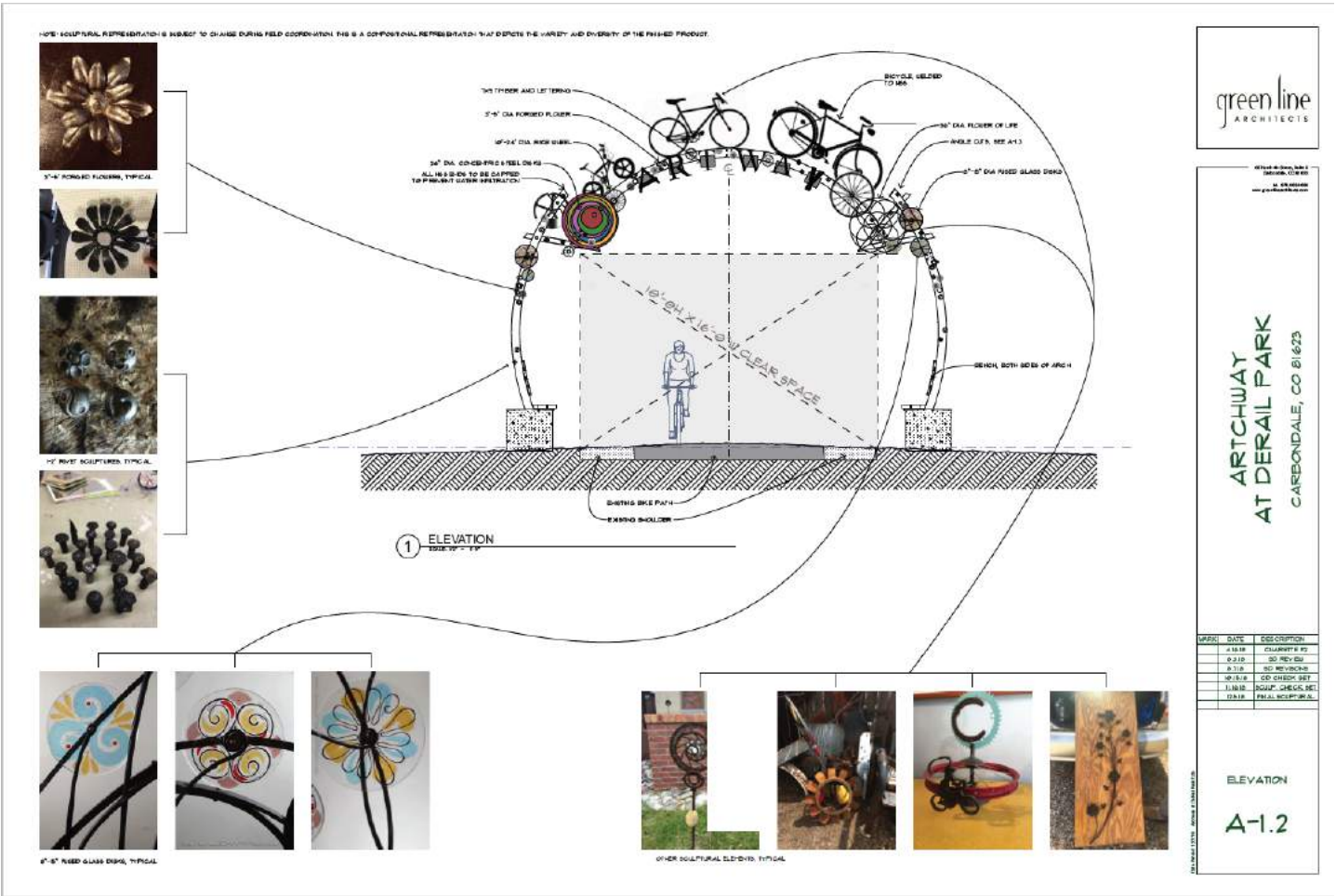
unanimous RFTA Board adoption of the Access Control Plan (ACP) in early 2018, the RTP is the second component plan of the larger Corridor Comprehensive Plan that guides management of the entire Rio Grande Railroad Corridor from Glenwood Springs to Aspen. (Ongoing)

- **Federal Grant Right of Way (fgrow) Project** – Staff continues to identify and approach adjacent property owners located in the fgrow areas in an attempt to negotiate the exchange of Bargain and Sale deeds. (Ongoing)



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 or comments regarding this community, place-making project.
 - ❖ Projects include irrigation, picnic areas with shelters, art installations, native landscapes, DeRail Park, which is a nod to the rail history, a Latino Folk Art Garden, a Youth Art Park, and adding historical interpretive signs.
 - ❖ The ArtWay entry "Arch" is designed and the final changes are being sorted out. Architects and structural engineers have been involved throughout the design process. The idea is to construct a steel arch/structure and add artsy accessories onto the structure that fit the community. Please see rendering of the Artch below.
 - ❖ The Latino Folk Art Garden at 8th St in Carbondale has been constructed!
 - ❖ A mural is taking shape for the space along with other art installations.
 - ❖ A soft surface trail and picnic area infrastructure has been installed.
 - ❖ Trees, shrubs, and perennial flowers have been planted with the help of volunteers.
 - ❖ The irrigation system is complete as well.
 - ❖ A mosaic table and colorful pots were completed and on-site.
 - ❖ A shade sail has also been installed
 - The public has been supportive and interested groups and businesses are signing up for participation
- Staff has been busy preparing for 2019 projects, which includes tree trimming/removal, asphalt repair, goats, revegetation, noxious weed control, ArtWay projects, hiring a seasonal staff person, and bridge repair.
- We are hoping to repair the Sopris Creek Bridge and the Roaring Fork Bridge in 2019.
 - Bridge inspections are complete and we have a design/repair recommendations. We have hired a Contractor and are working on schedule and details now. A Pre-Construction meeting has occurred and bridge deck materials have been ordered. We are hoping for construction to begin in April. We will alert the public and keep trail users informed during the bridge repair project, as it will have impacts to regular trail use but shall remain open.
- Staff closed the gates for the winter at Rock Bottom Ranch to Catherine Bridge Trailhead and we are using wildlife cameras to monitor. See below for some great wildlife shots.
- Staff has been plowing the trail from Carbondale down to Glenwood Springs to keep the trail clear of snow and ice. This area is too sunny/exposed and wouldn't hold snow for XC skiing, thus we clear the trail so it's not a slushy mess.
- Winter is cooperating and Staff is actively grooming the XC ski trail from Snowmass Dr (Carbondale) up to the Catherine Bridge TH. We have also been using the snowmachine to pack down the snow in the Hooks Spur area, to allow multi-use throughout the winter months.
- Staff has been collaborating with valley wide trail organizations in an effort to launch a trail etiquette campaign. It will be a yearlong endeavor with each month having different themes. The themes range anywhere from being prepared to following rules to respecting other trail users. The tagline for the campaign is "Connect Protect Respect" and you can find out more here: www.riograndetrail.com.



Rock Bottom Ranch Wildlife Photos (see below)



Crouching Cougar



Water Always Tastes Better on the Other Side of the Stream



Cagey Coyote



Why So Blue Heron?



Oh Deer!



Elk (nothing rhymes with Elk)