

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

TIME: 8:30 a.m. – 11:00 a.m., Thursday, September 8, 2016

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

(This Agenda may change before the meeting.)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	8:30 a.m.
2	Executive Session:			
	A. Two Matters: Paul Taddune, General Counsel: Pursuant to C.R.S. 24-6-602 (4)(b)(1): Sos and Carroll Litigation		Executive Session	8:31 a.m.
3	Approval of Minutes: RFTA Board Meeting, August 11, 2016, <i>page 2</i>		Approve	8:44 a.m.
4	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	8:45 a.m.
5	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	8:50 a.m.
6	Consent Agenda:			9:00 a.m.
	A. Resolution 2016-10: Supporting the Grant Application for a Grant from the Garfield County Federal Mineral Lease District to Purchase Two (2) 14-passenger, ADA-accessible, Compressed Natural Gas (CNG) Vehicles, to be Owned by Garfield County, and Operated by RFTA for the Garfield County Traveler Service - Jason White, Assistant Planner, <i>page 11</i>	2.8	Approve	
	B. Letter of Support for Glenwood Springs GOCO Grant Application for LoVa Trail Planning and Design – Dan Blankenship, CEO, <i>page 14</i>	2.8	Approve	
7	Presentation/Action Items:			
	A. Presentation of First Draft of 2017 RFTA Budget - Michael Yang, Director of Finance, <i>page 16</i>	2.5	Discussion/ Direction	9:01 a.m.
	B. ITSP Update – Ralph Trapani, Parsons Transportation Group, David Johnson, Jason White, Planning Dept., <i>page 30</i>	4.2.1	Discussion/ Direction	9:30 a.m.
	C. RFTA 2017 Five-Year Strategic Plan Update – David Johnson, Director of Planning, <i>page 32</i>	4.2.1	Discussion/ Direction	10:00 a.m.
	D. Transit TV – Emzy Veazy, III, <i>page 33</i>	4.2.5	Discussion/ Direction	10:30 a.m.
8	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, <i>page 35</i>	2.8.6	FYI	10:45 a.m.
9	Issues to be Considered at Next Meeting:			
	To Be Determined at September 8, 2016 Meeting	4.3	Meeting Planning	10:55 a.m.
10	Next Meeting: 8:30 a.m. – 12:00 p.m., October 13, 2016 at Carbondale Town Hall	4.3	Meeting Planning	10:58 a.m.
11	Adjournment:		Adjourn	11:00 a.m.

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
August 11, 2016**

Board Members Present:

Jeanne McQueeney, Chair (Eagle County); Jacque Whitsitt (Town of Basalt); Michael Owsley (Pitkin County); Mike Gamba (City of Glenwood Springs); Markey Butler (Town of Snowmass Village); Steve Skadron (City of Aspen); Ben Bohmfalk (Town of Carbondale).

Voting Alternates Present:

Art Riddile, (Town of New Castle).

Non-Voting Alternates Present:

George Newman (Pitkin County).

Staff Present:

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Edna Adeh, Board Secretary; Kelley Collier, Chief Operating Officer (COO); Mike Hermes, Angela Henderson, Brett Meredith, Amy Burdick, and Dina Farnell, Facilities & Trails Department; Jason White, Planning Department; Mike Yang, Finance Department.

Visitors Present:

Emzy Veazy III, (Citizen); Ralph Trapani, Jen Leifheit (Parsons); John Krueger (City of Aspen); Larry Dragon, Jeanne Golay, Executive Directors (Lower Colorado River Valley Trail); Mirte Mallory (WE-cycle); Dave Sturges (Citizen).

Agenda

1. Roll Call:

Jeanne McQueeney, Chair, declared a quorum to be present (8 member jurisdictions present) and the meeting began at 8:30 a.m.

2. Executive Session

A. **Two Matters:** Paul Taddune, General Counsel:

Pursuant to C.R.S. 24-6-602 (4)(b)(1): Sos and Carroll Litigations

The Board collectively declined having an Executive Session.

Executive Session was cancelled due to no new update.

3. Approval of Minutes:

Jacque Whitsitt moved to approve the minutes of the July 14, 2016 Board Meeting and Michael Owsley seconded the motion. The motion was unanimously approved.

Blankenship stated that Staff did not anticipate a cancellation of the Executive Session, and he anticipated representatives for LoVa to arrive within 15-20 mins. He suggested presenting the CEO Report during their absence. The Board unanimously agreed.

9. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

Blankenship welcomed the new RFTA representative for the Town of Carbondale, Ben Bohmfalk.

Dan Blankenship referred Board members to the CEO Report on page 20 of the Board packet. Blankenship first discussed the ridership chart. Overall ridership has increased, while BRT ridership has remained steady. Expenditures are under budget, and fare revenues are up by \$116,000. In spite of the \$2 Maroon Bells ticket increase, ridership and revenues are higher than last year. In June, for instance, Bells ridership was 25% higher compared to 2015 (approximately 5,400 additional passengers).

Markey asked about the number of buses traveling daily to Maroon Bells. Blankenship said that an average of six buses per day is traveling to Maroon Bells, with the exception of October of 2015, when RFTA had to assign up to 13 buses daily. Art Riddile reported that his visiting friends commented that the bus ride to Maroon Bells was very pleasant, and the bus operator was knowledgeable and courteous.

Mike Hermes, Director of Facilities & Trails, reported that a ribbon cutting ceremony for the recently finished New Castle Park and Ride is planned for mid-September, following the installation of lighting and landscaping. The contractor for the West Glenwood Springs Park and Ride has been making good progress on the construction of the park and ride lot expansion and is grading the bus staging lot for the GMF expansion. The AMF Phase 3 expansion project will be completed by Wednesday, September 1st. Overall, the construction projects are progressing smoothly.

Art Riddile asked Hermes when the New Castle Park and Ride will officially open. Hermes responded that the lot and bus stop will be operational as soon as the lights are installed for the purpose of safety and security. Owsley suggested naming the New Castle Park and Ride after former New Castle Mayor, Frank Breslin. Riddile responded that the Town Council already has plans to name one of the parks the Frank J. Breslin Memorial Park. If that idea falls through, the Council will consider naming the RFTA Park and Ride after Frank in honor of his dedication and service to mass transit. Hermes suggested installing a bench with Frank's name on it.

Gamba stated that City of Glenwood Springs would be interested in a travel pattern analysis of RFTA and Ride Glenwood passengers. Blankenship responded that our 2016 Passenger Survey may have some of the data needed. Staff will plan to present some findings at the September board meeting. Gamba asked how frequently the surveys are conducted. Blankenship said the surveys are done system-wide every two years and we also conduct a comparative analysis with previous survey years. Gamba said that if possible he also wants to look at the overall travel patterns. Blankenship said that we are currently conducting an on-line survey that is related to the Integrated Transportation System Plan (ITSP), and Staff might be able to extract some useful information from that survey.

Skadron asked why there was higher ridership in the City of Aspen compared to 2015. Blankenship said that RFTA formerly recorded ridership manually with trip sheets; now we have automatic passenger counters, which are believed to be more accurate. Skadron asked about the budget on page 21, particularly the change in the fund balance of 24.7%; expenditures over revenues reduced from \$700,000 to \$200,000. Blankenship said that sales tax receipts, which are usually two months behind, are beginning to reflect the busy summer season.

Blankenship also mentioned that the Board asked staff to write letters to the Towns of Silt, Battlement Mesa/Parachute, City of Rifle, and Garfield County, inviting them to attend RFTA Board meetings. The letters were mailed on Friday, August 5th. He received an e-mail back from Steve Rippy, Battlement Mesa Manager, and one from Stuart McArthur, Parachute Town Manager. Mr. Rippy indicated that he planned to discuss the matter with other Town representatives, and determine who would attend. Mr. McArthur indicated that his Board members work during the day, making it challenging for them to attend. He asked if he could attend Board meetings and communicate between the two Boards. Blankenship asked the Board if they are open to a non-elected official attending the Board meetings. The Board unanimously agreed.

4. Public Comment:

Jeanne McQueeney asked if any member of the public would like to address the Board or make a comment.

There were none.

5. Items Added to Agenda – Board Member Comments:

Jacque Whitsitt stated she would like to recognize Frank Breslin, who put his heart and soul into his service to the public. She requested a report on the memorial service, since she was not able to attend. Art Riddile said that the memorial service was an amazing community get-together and about 400-450 people attended. Speakers, including Frank's children, gave remarkable eulogies.

Ben Bohmfalk stated he is pleased to represent the Carbondale Town Trustees and will try to attend the RFTA Board meetings regularly. Regarding the recent assaults on Carbondale bike paths, Bohmfalk clarified that they did not occur on the Rio Grande Trail, as may have been reported in the press. The corridor is dark and probably needs additional lighting for general public safety. Bohmfalk and Carbondale Town Council are looking into lighting options along the 1-mile section of the RGT through Carbondale also known as the Rio Grande ArtWay.

6. Consent Agenda:

There were no items for the Consent Agenda.

7. Presentation/Action Items:

A. Lower Valley Trail (LoVa Trail) or Lower Colorado River Trail Overview – Larry Dragon, Executive Director

Dan Blankenship introduced Larry Dragon, Executive Director of LoVa and stated that Larry wished to speak to the Board about the development of LoVa, and about the potential for the Board and RFTA Staff to take more of a leading role in trail development, operations and management.

Dragon introduced Jeanne Golay, a founding member of LoVa, who will serve as the new Executive Director starting in January, 2017 after Larry's retirement. Dragon explained that the LoVa Trail Master Plan lays out a 47-mile trail that will connect Glenwood Springs to the Mesa County line. In Mesa County, a group called the Riverfront Commission, has a mission to complete the trail along the Colorado River throughout Mesa County. Larry presented his PowerPoint presentation, which was included in the Board packet. Many Western Garfield County communities place trail completion as one of their top priorities. A completed trail will benefit public safety, recreation and economic development. The LoVa Trail was identified on Governor Hickenlooper's Colorado the Beautiful "16 in 16" list. The purpose of the program is to identify 16 important regional trails that could benefit from increased public exposure to catalyze full project completion. A regional

collaborative of jurisdictions is concentrating on constructing the 9.4-mile section from GWS to New Castle. LoVa still needs to apply for piecemeal segments, as grants allow. Currently, the section in West Glenwood Springs needs to cross the Chatfield Property on the south side of the river. The plan is to bridge the river to the north and then back again to the south with a second new bridge. Two new bridges are still more affordable than the detailed engineering required to place the trail along I-70.

McQueeney asked if there would be funds available for LoVa, as a nominee on the "16 in 16" Initiative. Dragon responded that he is unaware of grant funding for projects that are recognized on the list; the recognition may result in more technical assistance than financial assistance. Owsley asked how RFTA would fit into trail development and leadership. Blankenship stated that RFTA has the ability to seek grants and the project management capability to provide as an in-kind contribution towards the project if grant funds are awarded. RFTA could conceivably manage the segment from Glenwood Springs to New Castle and take over the maintenance of that trail; but the entire trail management should be discussed. There is also a possibility of having a ballot question for the future improvement of trails and transit in the region. Blankenship concluded that staff is asking the Board to give general consent to further explore trail funding options.

Dragon stated that he inquired with Blankenship about the possibility of RFTA absorbing additional operations and maintenance responsibilities for the LoVa Trail between Glenwood and New Castle.

Riddile said one of the major benefits from completion of the LoVa Trail would be increased public health and public safety. A continuous trail from New Castle to Glenwood Springs, and connection with Eagle County to the east, would be a considerable improvement for the region.

Newman asked about the extent of Garfield County's involvement in LoVa Trail development. The County's philosophies have changed over the years. They have chosen to contribute some funds for trails, but have refrained from creating a Trails Department. They have indicated interest in being financial partners, but they have no interest in committing to a long term operations and maintenance responsibility. Dragon said Garfield County is willing to assist with grant funding opportunities and possible in-kind support; such as maps from the County GIS Department. Newman added that the Governor's 16x16 Initiative included \$10M in GoCo funding for additional trails planning. He asked staff to explore these funding opportunities.

Whitsitt asked who owns the land from Glenwood Springs to New Castle. Dragon responded that some parts are owned by the City of Glenwood Springs and the others are CDOT's I-70 or SH 6 right-of-way. Whitsitt said she is hesitant for RFTA to assume the full lead of the LoVa Trail development because of the ownership issues and the mix of non-member jurisdictions. Garfield County does not have an open space program. She asked Dragon about his vision for the trail, considering all of his work, and asked who will take ownership and steer the ship.

Dragon responded that he has been working to build the trail for 12 years. Garfield County has been the driving financial force up to this point. The County used to provide Conservation Trust Fund dollars to three regional trails: Rio Grande Trail, Crystal River Trail south of Carbondale and LoVa. The \$200k annually was split three ways. Dragon envisions a collaborative approach amongst RFTA, GWS, NC, GarCo, LiveWell and LoVa. Regional grant applications are more powerful.

Gamba commented that long term operations and maintenance of the LoVa Trail is an unknown, as GarCo is not interested getting into the recreation business. RFTA is already in the trail business; operating and maintaining the RGT trail in a professional manner. There needs to be an umbrella organization for the LoVa project.

The Board members voiced support for continued collaboration around the LoVa Trail development effort and approved staff involvement to better define RFTA's role. Dragon stated that he knows the depth of commitment from City of Glenwood Springs and Town of New Castle, and holds high hopes for Garfield County's financial commitment in some capacity.

McQueeney said that she heard a lot of support but no staff direction. Board members all agreed that RFTA staff can help pursue grants, and further discuss options for ongoing maintenance and future construction.

Whitsitt suggested that the oversight needs to be tightened up with a new special district or enabling legislation. RFTA is not in the position to take the reins at this time. There is no forward motion without dedicated funding.

Taddune stated that RFTA can operate through an IGA, as it does with other entities. Board members agreed that an IGA might be an effective approach.

Owsley added that RFTA's mission is to connect vibrant communities and encouraged the Board to give Dan direction to pursue collaboration on trail development.

Whitsitt stated that we need a motion, not just discussion, to direct staff to expend time and resources.

Dragon stated that RFTA is not going to provide financial support unless there is regional support. We should continue the conversation about potential collaboration and then determine more specific direction for the RFTA staff.

The Board also agreed to make a motion to have staff provide a letter of support for the upcoming GoCo Connect Initiative Planning Grant, showing that this project is not controversial. **Whitsitt made a motion to have a letter of support for planning grant written to GoCo and Owsley seconded the motion.**

Skadron expressed uncertainty about what the Board was supporting.

Golay stated that this is an application being submitted by Glenwood Springs for Phase III of the LoVa Trail from West GWS, Chatfield Park, to South Canyon I-70 exit (2.8 miles).

The motion was unanimously approved with the condition suggested by Blankenship to have the letter for approval in the September Board meeting consent agenda for the Board's approval.

B. Preliminary Planning Initiatives, Assumptions, and Issues for 2017 RFTA Budget – Mike Yang, Director of Finance

Yang referenced Page 8 of the Board Agenda and explained some of the line items in the preliminary planning initiatives, assumptions and issues for the 2017 budget. He stated that staff is starting the budget process a month earlier, similar to the 2016 budget, with the intent of presenting two drafts: one in September and one in October, and a final draft will be presented to the Board in November. He stated that he contacts the Finance Directors of every jurisdiction periodically to seek their municipal tax revenue assumptions for preparation of next year's budget. RFTA's primary source of revenue is sales/use tax from the local member jurisdictions.

There has not been any discussion on a fare increase for 2017 but that might change. He stated that a major consideration for next year is the temporary no-fare Hogback bus service between Parachute and GWS during the estimated 90-day Grand Avenue Bridge closure from August to

October 2017. RFTA staff has to estimate the potential loss of revenue, and increased operating costs during that period. Yang asked the Board for their budget priorities, in case they have not been considered. Staff is taking a conservative approach to estimate 2017 revenue projections. He added that fuel prices are budgeted through a fixed fuel contract, with 70% of budgeted transit fuel expenditures for 2017 already locked. Pending more clarity on fuel prices, staff hopes to lock the remaining 30% so that the fuel budget will be guaranteed for the full year. Yang estimates that the 2017 fixed fuel contract saves approximately 20% in fuel costs compared to 2016.

Gamba asked if we have seen any fluctuation in CNG prices. Blankenship responded that he cannot give a precise answer, since what happens in the larger market is not immediately reflected in RFTA's fuel contract. He presumes that the price of CNG might be lower than previous years. Gamba asked if we track and compare the long-term O&M costs of CNG buses and diesel buses. Blankenship responded that RFTA keeps track of that information. He added that maintaining CNG vehicle costs more than maintaining a diesel vehicle.

Staff compensation is reviewed every two years. Blankenship stated that Human Resources and Mountain States Employment Council will conduct an off-year review of the compensation of some of the key positions and that the results might be reflected in the budget. Yang pointed out that staff is exploring affordable housing collaboration and it might play a role on the overall budget.

Owsley commented that he cannot remember a discussion on the no-fare Hogback service during the closure of the GAB. Blankenship responded that he believes we have discussed this issue at a number of Board meetings. CDOT intends to reduce traffic levels by 20% during the bridge closure, which equals about 500-700 cars at peak travel times. He mentioned that the EOTC is providing \$335,000 funding for RFTA transit mitigation during the GAB project. The bridge closure will have a tremendous impact on the communities involved and transit is a primary mitigation measure for the project. Offering no-fare service on the Grand Hogback for those 90 days will attract new transit riders and help alleviate private vehicle use and traffic congestion. Staff is also expanding the West Glenwood Springs Park & Ride for additional parking, a new bus turnaround, and CDOT Bustang operations.

Whitsitt questioned the necessity of having RFTA's internal project management team still active, now that the BRT system is complete. She also questioned the cost for in-house project management versus contracted. Blankenship responded that our project management team is highly experienced. In addition to managing other jurisdictions' projects, RFTA has many in-house construction projects underway. Whitsitt added that Basalt is pleased to take advantage of the RFTA construction management team for the current Basalt Underpass project. She would like to discuss a policy framework for project management, versus falling into a default "hop-to-it" mode.

Newman asked if Garfield County has an annual service contract escalator; as is in place for the EOTC (approximately 5 % per year). Blankenship responded that the arrangement with Garfield County is different than the EOTC contract. The City of Rifle does not contribute more than \$20,000; Garfield County might not be willing to contribute additional funds since they are facing budget challenges in 2017, however, the County has contributed toward several other major RFTA projects. Garfield County increased its Hogback contribution by \$30k in 2016, but the County is experiencing a downturn in gas/oil revenues. Now is an appropriate time to assess potential funding contributions from other jurisdictions in 2017. Newman stated that we should not be satisfied with Garfield County's contribution from previous years if we are running the service for free. Blankenship concurred, but cautioned that due to the bridge closure this is not an appropriate time to decrease service. Gamba added that Garfield County has contributed approximately \$3M towards the GAB project.

With no further questions asked, McQueeney requested that the Board members review the budget documentation in the September Board packet prior to the meeting so that the time allotment can be adjusted accordingly.

C. ITSP Update and Goal Finalization – Ralph Trapani, Parsons Transportation Group

Ralph Trapani explained that five goals for the ITSP were drafted through the public involvement process for the Board’s review and approval:

*Enhance transportation systems to achieve and sustain a high level of service, standards, consistency and reliability.

*Enhance multi-modal transportation options to ensure mobility. By doing so, RFTA will partner with communities to address the growth of traffic.

*Enhance the safety and connectivity of all transportation systems including, but not limited to: local and regional transit, feeder system, rail, fixed guideway, pedestrian, bicycle, highway; and airport to provide seamless, efficient transition between modes.

*Continue regional transportation planning as a collaborative effort and participate in decision making together with community leaders and users to achieve mutual goals for the benefits of all citizens and visitors in the Region.

*Partner with communities on land use implications to allow convenient transit and mobility applications.

He asked the Board for confirmation on the goals.

Michael Owsley made a motion on the ratification and acceptance of the ITSP Vision/Goals, Art Riddile seconded the motion and it passed unanimously.

Trapani stated that Stage 1 is nearly complete. The public workshops at Rubey Park and 27th Street BRT Station were well attended and generated a wide range of feedback.

Regarding the Upper Valley Mobility Study, Trapani explained that the study will compare light rail transit and BRT alternatives between Brush Creek BRT Station and downtown Aspen based on ridership, capital costs, and Operations and Maintenance costs.

For Stage 2, AirSage data acquisition (for travel demand forecasting) is being partially funded by the EOTC and \$10,000 from SkiCo. Land use development projections will be compiled by Leslie Lamont. The team will conduct more public outreach, and the Board will be well-informed throughout upcoming stages. Trapani added that the ITSP and Upper Valley Mobility Study are both unprecedented opportunities to align regional transportation planning efforts.

Whitsitt asked about AirSage data tracking and how locals and tourists can be differentiated. Trapani said that all personal identification is “stripped away” and only moving data points are left for analysis, but that a home location can be determined by where the phone is most of the time. The AirSage Data covers the whole RFTA Travel area from Aspen to Parachute. The Upper Valley Mobility Study will be studied separately from the ITSP.

D. **WE-cycle Long Range Sustainability Discussion** – Mirte Mallory

Blankenship introduced the WE-cycle item. There is a great nexus between public transit and bike sharing; providing more first/last mile solutions. The long term sustainability of the WE-cycle program needs to be considered. WE-cycle is a non-profit organization and it has been very popular and successful. Operations have expanded to Basalt/EI Jebel/Willits; with plans to expand into Glenwood Springs. WE-cycle has been receiving inquiries about potential expansion to Carbondale. RFTA and WE-cycle try to encourage bus passengers to ride WE-cycle as a “last-mile” transportation solution.

Mirte has been encouraging local governments and private donors to provide funding for bicycle and kiosk infrastructure. Longer term planning, operations and management of the growing system will inevitably require additional resources. How might the RFTA Board and staff play a larger role in the longer term maintenance and operation of the WE-cycle program? Blankenship added that WE-cycle expansion is a regional priority and one of RFTA’s strategic goals. It is appropriate for RFTA and WE-cycle staff to work together to plan for long term sustainability.

Mirte Mallory addressed the Board explaining that WE-cycle is a public bicycle share program offering yet another multi-modal transportation option for locals and tourists. The program is in its fourth year and it has been very successful in Aspen; especially considering its operations are limited to warmer seasons. She mentioned that RFTA Staff recently submitted a grant application for the Transportation Alternatives Program (TAP) for infrastructure; funding awards are expected in December 2016. Mallory lauded RFTA for being a pioneer on bringing this project to fruition. She referred to the integrated Transit App that displays bus and bicycle availability. An integrated credit card-style zone pass was introduced this year.

Blankenship praised Mirte as the booster and fundraiser backbone of this project. Blankenship said that WE-cycle is a great fit for RFTA. It ties to RFTA’s mission of collaboration and connectivity. RFTA staff is seeking Board direction to further collaborate with Mirte and the WE-cycle program for its long term financial and operational success. Gamba added that WE-cycle helps RFTA operate more efficiently by providing more transportation connections. Board members voiced strong support for this program and also supported staff’s recommendation.

Newman stated that it might be helpful for staff to conduct a cost analysis comparing the cost of constructing parking with construction and operation of WE-cycle at park and rides. Newman also asked if the RFTA Board might consider bringing WE-cycle more under its wing. Blankenship responded that it might be an option to bring WE-cycle more “in-house” as staff, or establish an agreement for longer term financial support. Blankenship stated that Mirte Mallory is a great PR person. Increased marketing and seamless integration of multi-modal options could benefit RFTA from both bus and bike perspectives.

Whitsitt moved to support Staff’s recommendation in obtaining more information about partnership with WE-cycle, Art Riddile seconded the motion.

Discussion from the Board: Owsley asked Mallory what the community’s response has been to WE-cycle, specifically in Basalt/EI Jebel. Mallory responded that the feedback has been positive and ridership is gradually increasing. The Basalt BRT Station has the busiest bike kiosk. There have been a few user errors in Basalt; we are confident we can iron out the user issues just as we did with the rollout of the Aspen system.

Skadron commented that he used the system in Basalt and fundamentally changed his travel behavior. The system saves time and is convenient.

The Board unanimously approved to the motion.

8. Public Hearing:

A. Resolution 2016-09: Supplemental Budget Resolution – Mike Yang, Director of Finance

Yang referred to page 16 of the Board packet, and briefly explained Resolution No. 2016-09 regarding appropriating funds from EOTC for the Upper Valley Mobility Study, which will have no net impact on RFTA's budget as described below.

General Fund:

Upper Valley Mobility Study – This resolution requests the additional funds needed:

- a. \$494,004 increase in Transit
- b. \$494,004 increase in Other Governmental Contribution

Net increase (decrease) to 2016 fund balance is \$0

Yang asked if there were any question(s) from the Board. There were none.

McQueeney opened the public hearing at 11:27 a.m. and closed the public hearing at the same time with no comments from the public.

Michael Owsley made a motion to approve Resolution 2016-09 and Jacque Whitsitt seconded the motion. The motion was unanimously approved.

9. Issues to be Considered at Next Meeting: To be determined at September 8, 2016 Meeting.

There were none.

Gamba introduced City of Glenwood Springs' new Transportation Manager, Tanya Allen.

10. Next Meeting: 8:30 a.m. – 12:00 p.m., September 8, 2016 at Carbondale Town Hall, 511 Colorado Avenue.

11. Adjournment:

Jeanne McQueeney adjourned the Board meeting at 11:28 a.m.

Respectfully Submitted:
Edna Adeh
Board Secretary

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

Meeting Date:	September 8, 2016
Agenda Item:	Resolution 2016-10: Supporting the Grant Application for a Grant from the Garfield County Federal Mineral Lease District to Purchase Two (2) 14-passenger, ADA-accessible, Compressed Natural Gas (CNG) Vehicles, to be Owned by Garfield County, and Operated by RFTA for the Garfield County Traveler Service
Policy #:	2.8: Board Awareness and Support
Strategic Goal:	Fleet Maintenance: Develop a 3-5 year Growth and Vehicle Replacement Plan
Presented By:	Dan Blankenship, CEO
Recommendation:	Approve Resolution 2016-10.
Core Issues:	<p>RFTA has applied to the GCFMLD to purchase two 14-passenger, CNG-powered vehicles, to be used for the Garfield County Traveler paratransit service.</p> <p>These vehicles will replace two aging paratransit minivans, an average of ten years old, with an average of about 100,000 miles each. This is a significant amount of service for a vehicle subject to the rigors of transit service. Moreover, they cannot accommodate the increasing passenger loads that the Traveler services are experiencing and they are not equipped to transport the optimal number of wheelchair passengers needed for service efficiencies.</p>
Background Info:	<p>The Traveler service is sponsored by Garfield County, which contracts with RFTA to provide transportation for Senior Citizens and individuals with disabilities that prevent them from using their own transportation or accessing existing transportation available to the general public. While the vehicles would be registered to RFTA, they would be owned by Garfield County; per a nine-party Memorandum of Understanding (MOU) with Garfield County, in partnership with all of the municipalities in Garfield County. However, RFTA will use them to serve its member jurisdictions, Glenwood Springs, Carbondale, and New Castle.</p> <p>As both Garfield County and RFTA continue to grow to meet current and future regional demands, it is becoming more apparent that the Traveler service needs to replace aging vehicles and adjust its business model in order to sustainably meet current and future service demand. In 2015, the Traveler provided 15,830 rides, traveled 97,306 miles and operated for 7,751 hours.</p>
Policy Implications:	RFTA Board Awareness and Support Policy 2.8 states, “The CEO may not fail to supply for the Board’s consent agenda, along with applicable monitoring information, all decisions delegated to the CEO yet required by law, regulation or contract to be Board- approved.”
Fiscal Implications:	As vehicles age, they become increasingly unsafe and costly to operate and maintain. Replacement is an essential component of operating and maintaining a safe and effective fleet. If this grant is awarded, there will be a \$69,000 match requirement from RFTA, however staff will also apply to DOLA and Garfield County to contribute some of the funding.
Attachments:	Yes, please see Resolution 2016-10 below.

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2016-10

**Supporting the Grant Application for a Grant from the Garfield County
Federal Mineral Lease District to Purchase Two (2) 14-passenger, ADA-accessible, Compressed Natural
Gas (CNG) Vehicles, to be owned by Garfield County, and operated by RFTA for the Garfield County
Traveler Service**

WHEREAS, the Roaring Fork Transportation Authority (RFTA) is a political subdivision of the State of Colorado, and therefore an eligible applicant for a grant awarded by the Garfield County Federal Mineral Lease District (“GCFMLD”); and

WHEREAS, RFTA has submitted a Grant Application for two (2) **TRAVELER CNG VEHICLES** requesting a total award of **\$161,000**.

NOW, THEREFORE, BE IT RESOLVED BY THE RFTA BOARD OF DIRECTORS THAT:

- 1. The above recitals are hereby incorporated as findings by the RFTA Board of Directors.**
- 2. The RFTA Board of Directors strongly supports the Grant Application submitted by RFTA and has appropriated matching funds for a grant with Garfield County Federal Mineral Lease District.**
- 3. If the grant is awarded, the RFTA Board of Directors strongly supports the completion of the project.**
- 4. The Board of Directors of RFTA authorizes the expenditure of funds necessary to meet the terms and obligations of any grant awarded pursuant to a Grant Agreement with the GCFMLD.**
- 5. The vehicles will be owned by Garfield County and will be registered to and operated by RFTA for the next 7 – 10 years. The RFTA Board of Directors will continue to maintain the CNG Traveler vehicles in a high quality condition and will appropriate funds for maintenance annually.**
- 6. If a grant is awarded, the RFTA Board of Directors hereby authorizes the CEO to sign a Grant Agreement with the GCFMLD.**

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 8th day of September, 2016.

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

By: _____
Jeanne, McQueeney, 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 September 8, 2016 (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 _____, 2016.

Edna Adeh, Secretary to the Board of Directors

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

Meeting Date:	September 8, 2016
Agenda Item:	Letter of Support for Glenwood Springs GOCO Grant Application for LoVa Trail Planning and Design
Policy #:	2.8: Board Awareness and Support
Strategic Goal:	CEO: Build Partnerships with Garfield County and Western Colorado County Communities
Presented By:	Dan Blankenship, CEO
Recommendation:	Authorize the RFTA Chair to sign the Letter of Support.
Core Issues:	<ul style="list-style-type: none"> • At the August 11th meeting, there was a discussion about whether RFTA should consider playing a greater role in the development and construction of the LoVa Trail from Glenwood Springs west through South Canyon to the Town of New Castle. • The LoVa Trail has local, regional, and statewide significance as a critical link in a growing network of trails throughout Colorado. • Glenwood Springs and New Castle are members of RFTA and they believe RFTA’s status as a regional organization, its experience with trail construction and maintenance, and its ability to garner grants could help facilitate completion of the trail at least as far as New Castle. No cash contributions were being sought by LoVa representatives, but the sense was that RFTA might be able contribute valuable in-kind services. • Although there were reservations expressed, the RFTA Board appeared supportive of collaboration with LoVa and other regional partners, and it was interested in learning more about what RFTA’s role might be in the development and construction of the LoVa Trail. • At the end of the discussion, a request was made by Jeanne Golay, Executive Director of LoVa, for RFTA to provide a Letter of Support to GoCo for the Connect Initiative Planning Grant that was being submitted by Glenwood Springs on September 13th. The grant would fund Phase III of the LoVa Trail design and engineering from West Glenwood Springs (Chatfield Park), to South Canyon I-70 exit (2.8 miles). The purpose of the letter would be to demonstrate that the project has regional support and is not controversial. • Jacque Whitsitt made a motion to have the Letter of Support for planning grant written to GoCo and Michael Owsley seconded the motion. After some discussion, the motion was unanimously approved with the condition suggested by Blankenship to place the letter on the September Board meeting consent agenda for Board’s approval.
Background Info:	See Core issues above.
Policy Implications:	RFTA Board Awareness and Support Policy 2.8 states, “The CEO may not fail to supply for the Board’s consent agenda, along with applicable monitoring information, all decisions delegated to the CEO yet required by law, regulation or contract to be Board- approved.”
Fiscal Implications:	There are no fiscal implications associated with the Letter of Support
Attachments:	Yes, please see proposed Letter of Support attached below.



September 8, 2016

Mr. Jake Houston
Government Program Manager
Great Outdoors Colorado
303 East 17th Avenue, Suite 1060
Denver, CO 80203

Dear Mr. Houston:

The Roaring Fork Transportation Authority (RFTA) fully supports the City of Glenwood Springs' Connect Initiative Trail Planning Grant application. The proposed project is for the preparation of 30% (FIR) plans for Phase III of the LoVa Trail. This section of trail would connect West Glenwood Springs to recreational facilities in South Canyon along the Colorado River corridor and tie into planned facilities from New Castle. Once completed, the Phase III trail section will serve as a catalyst to extend the trail further west to the Town of New Castle. Glenwood Springs and New Castle are members of RFTA and completion of the LoVa Trail, particularly through the canyon, is a critical missing link in the area's trail connections. The entire region will benefit greatly from additional LoVa Trail sections that allow citizens and tourists to utilize a safe and scenic route along the beautiful Colorado River instead of the current I-70 alternative, which is dangerous and noisy.

RFTA is pleased to be part of a regional collaboration that is focused on fully implementing the LoVa Trail Master Plan, from Glenwood Springs to the Mesa County Line (approximately 47 miles). The LoVa Trail will connect with the statewide trail network, allowing users to bicycle from Grand Junction to Denver on multi-use, hard surface trails. Due to extensive planning efforts over many years, and its overall importance, Governor Hickenlooper named the LoVa Trail as one of the "*Colorado the Beautiful 16 in 2016*" highest priority trails. The Governor sees the LoVa Trail as a key piece of his statewide bicycle trail vision.

Please consider a full funding award for planning Phase III of the LoVa Trail; allowing further development of a unique recreational trail system that is supported by several regional partners.

Sincerely,

Jeanne McQueeney
Chair, Board of Directors

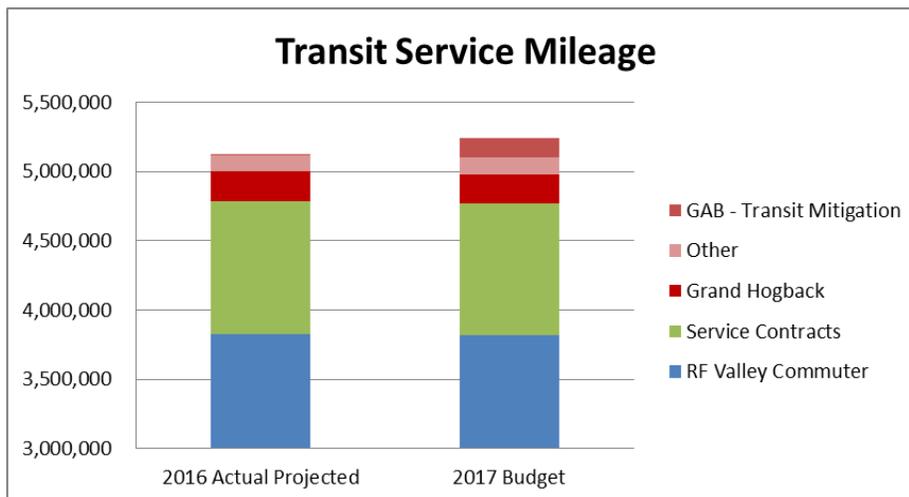
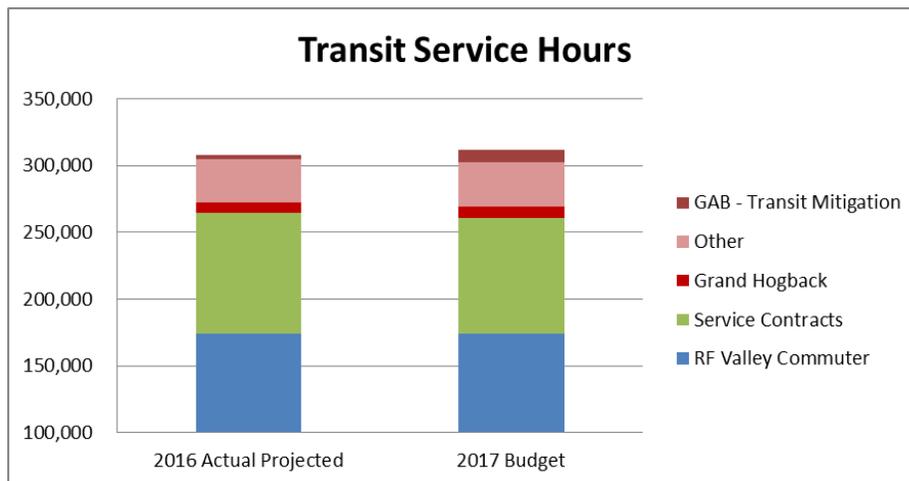
**RFTA BOARD OF DIRECTORS MEETING
PRESENTATIONS/ACTION AGENDA SUMMARY ITEM # 7. A.**

Meeting Date:	September 8, 2016
Agenda Item:	Presentation of First Draft of 2017 RFTA Budget
POLICY #:	4.2.5: Board Job Products
Presented By:	Michael Yang, Director of Finance
Staff Recommends:	Approve prioritization and assumptions of the 2017 Budget with revisions as the Board feels necessary
Core Issues:	Finite financial resources for 2017 Budget require the establishment of priorities and expenditure assumptions to meet the 2017 budget goals established by the Board at the August 2016 Board meeting.
Background Info:	<p>At the August 2016 Board meeting, staff presented the 2017 budget initiatives, assumptions and issues.</p> <p>The 1st draft of the 2017 budget has been prepared based on the approved budget initiatives and assumptions. The budget is a work-in-progress and will be refined in September and October as more actual expenditure and revenue data become available, which can affect the General Fund's current forecast for 2016.</p> <p>The 1st draft of the budget will be presented in the following order:</p> <ol style="list-style-type: none"> 1. Services 2. Issues 3. Consolidated Financial Overview 4. Estimated Revenue Composition and Assumptions 5. Budgeted Expenditures by Program/Department and Assumptions 6. Budgeted Other Financing Sources/Uses 7. Staffing 8. Major Goals 9. Fund Balance & Operating Reserves 10. Background information
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:	Finite resources require prioritization of Authority projects; revenue and expenditures assumptions could affect Fund balance.
Options:	Approve, revise and approve, or provide direction to revise the draft budget prioritization, assumptions and change in Fund balance.
Attachments:	Yes, please see 2017 1 st Draft Budget presentation on the following pages.

2017 RFTA BUDGET – 1ST DRAFT PRESENTATION

1. Services

- Assumes status quo service levels with updates for seasonal changes.
- Increased service levels for the City of Aspen’s Burlingame route are assumed for the 2016/2017 winter season only. The City has indicated the possibility of extending the increased service levels for the entire year; however, a decision may not be reached until October.
- Grand Avenue Bridge (GAB) Project – the transit mitigation plan reflects estimated hours and mileage for the temporary Rifle-Parachute service during the 90-day bridge closure. Staff will continue to examine potential temporary adjustments to existing routes during the GAB closure period which may be incorporated into the 2nd draft.



2. Challenges, Issues and Opportunities

- As the Authority's primary funding mechanism, Sales and Use tax revenues can be volatile and growth can vary among our eight member jurisdictions. The Authority relies on each member jurisdiction's Finance Department's assumptions and trend analysis for estimate preparation. Staff reached out to each Finance Department to obtain their sales tax estimate for 2017. Of the eight jurisdictions, staff has heard back from six and made our own assumptions for the remaining two jurisdictions until new information becomes available. As a result, the preliminary overall increase is approximately 2%.
- Transit fuel prices are known to be volatile. Similar to previous years, management obtained a fixed price transit diesel and gasoline fuel contracts to manage this volatility. Currently, approximately 70% of our needs have been locked and staff anticipates locking the remaining 30% during the budget process. The budget reflects a 21% decrease from the current year's weighted average cost per diesel gallon.
- Health care costs continue to rise and the preliminary estimate for the increase is approximately 8%. The final estimate is anticipated to become available in September. Staff will review and analyze various scenarios before recommending any changes to employee contributions and employer contributions to the various plans.
- Historically, the high cost of living in the Roaring Fork Valley has negatively affected the Authority's ability to hire and retain qualified personnel. Management continues to review and refine the Authority's compensation package with respect to wages, incentive programs and benefit enhancements, including employee housing, in order to remain competitive in the local job market. As part of the compensation review, a market survey will be conducted for several "hard-to-recruit" positions as identified by management and any potential adjustments will be identified and considered, as needed. Wage adjustments for full-time bus operators are scheduled in accordance with the Collective Bargaining Unit (CBU) contract.
- Management will continue to develop a funding strategy for the short and long term capital needs, which may include: financing options, seeking out grant opportunities, the use of reserves in fund balance, seeking additional revenue streams dedicated to capital replacement, and reducing operating expenditures. Staff will continue to focus on bus replacements and the multi-phased GMF expansion project to determine how best to accomplish these priorities.

3. Consolidated Financial Overview

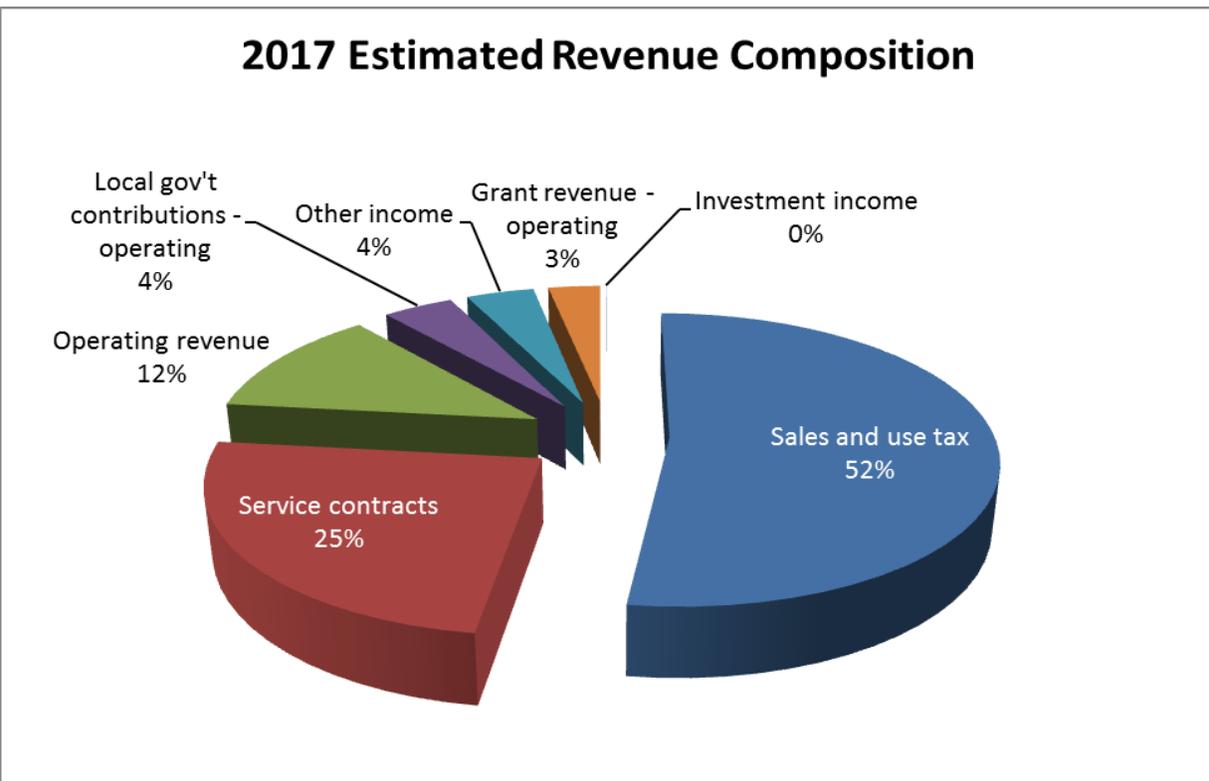
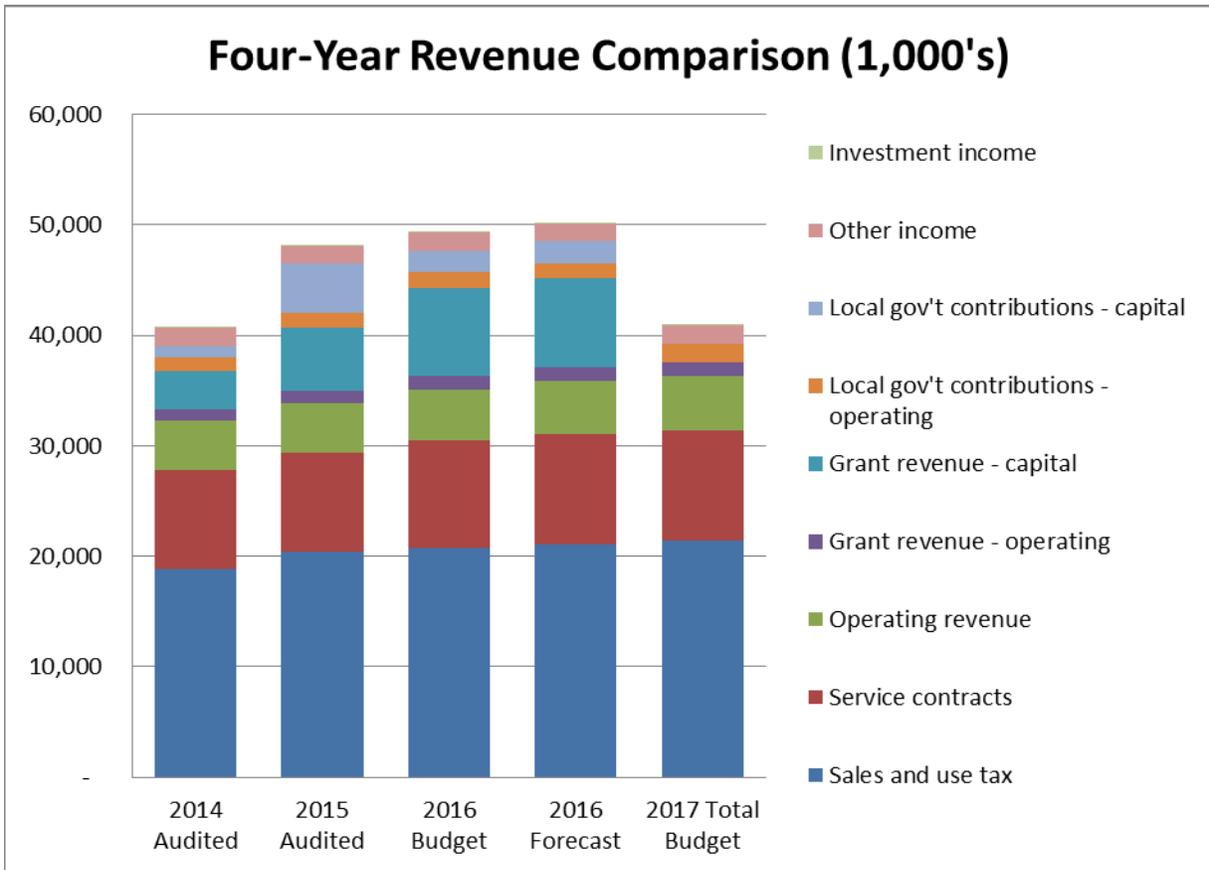
(1,000's)	General Fund	Service Contracts	Bus Stops/ PNR SRF	Mid Valley Trails SRF	Capital Projects Fund*	Debt Service Fund	2017 Total Budget	%
Beginning fund balance (Budget).	\$ 14,883	\$ -	\$ 97	\$ 148	\$ -	\$ 2,771	\$ 17,900	
Revenues:								
Sales and use tax	\$ 21,307	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ 21,357	52%
Service contracts	\$ -	\$ 10,031	\$ -	\$ -	\$ -	\$ -	\$ 10,031	25%
Operating revenue	\$ 4,911	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,911	12%
Grant revenue - operating	\$ 1,215	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ 1,245	3%
Grant revenue - capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Local gov't contrib - operating	\$ 1,355	\$ 335	\$ -	\$ -	\$ -	\$ -	\$ 1,690	4%
Local gov't contrib - capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other income	\$ 458	\$ -	\$ 487	\$ -	\$ -	\$ 679	\$ 1,624	4%
Investment income	\$ 18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18	0%
Total revenue	\$ 29,264	\$ 10,396	\$ 487	\$ 50	\$ -	\$ 679	\$ 40,876	100%
Program expenditures:								
Fuel	\$ 1,418	\$ 735	\$ -	\$ -	\$ -	\$ -	\$ 2,153	54%
Transit	\$ 20,502	\$ 9,827	\$ 703	\$ -	\$ -	\$ -	\$ 31,033	78%
Trails & Corridor Mgmt	\$ 463	\$ -	\$ -	\$ 24	\$ -	\$ -	\$ 487	1%
Subtotal operating exp.	\$ 22,384	\$ 10,563	\$ 703	\$ 24	\$ -	\$ -	\$ 33,673	85%
Capital	\$ 708	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 708	2%
Debt Service	\$ 1,932	\$ -	\$ -	\$ -	\$ -	\$ 3,366	\$ 5,298	13%
Total expenditures	\$ 25,024	\$ 10,563	\$ 703	\$ 24	\$ -	\$ 3,366	\$ 39,679	100%
Other financing sources	\$ -	\$ 166	\$ 216	\$ -	\$ -	\$ 2,688	\$ 3,070	
Other financing (uses)	\$ (3,070)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,070)	
Change in Fund Balance	\$ 1,171	\$ 0	\$ 0	\$ 26	\$ -	\$ (0)	\$ 1,197	
Ending fund balance	\$ 16,054	\$ 0	\$ 97	\$ 175	\$ -	\$ 2,771	\$ 19,097	

For an explanation of each fund, please refer to the Background section at the end of this report.

*While the 2016 budget reflects that the remaining capital project funds are to be expended, any unexpended budget will need to be re-budgeted in 2017. These capital projects include the Aspen Maintenance Facility (AMF) Recommissioning Project and Glenwood Maintenance Facility (GMF) Improvements and West Glenwood Park and Ride Project.

4. Estimated Revenue Composition & Assumptions

- +2% Operating Revenues

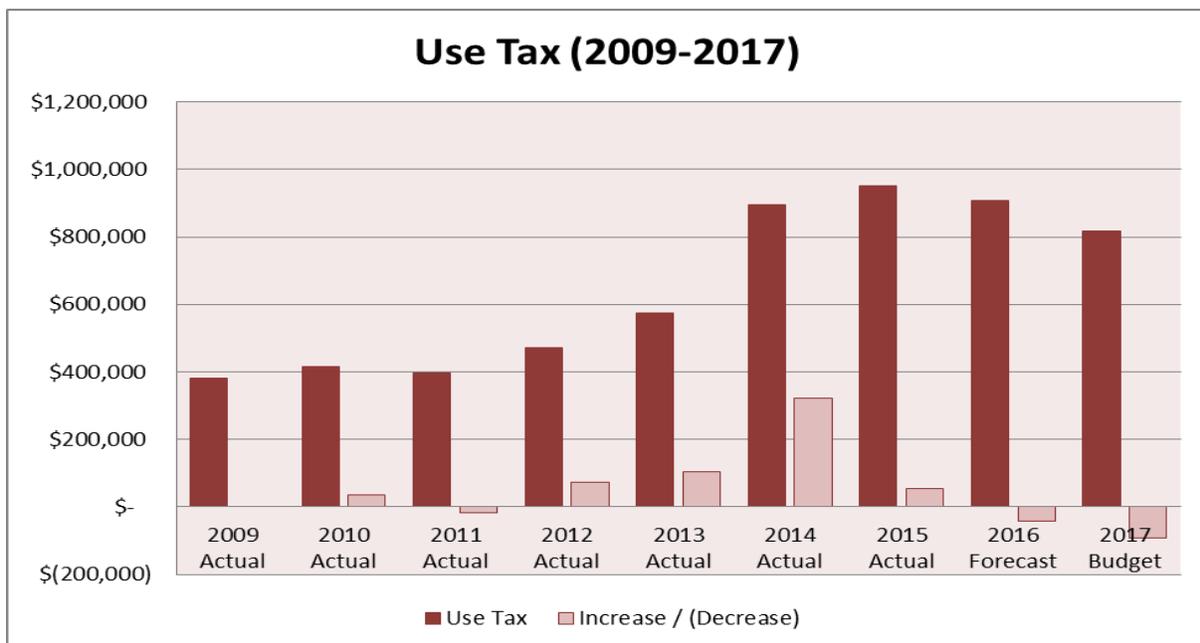
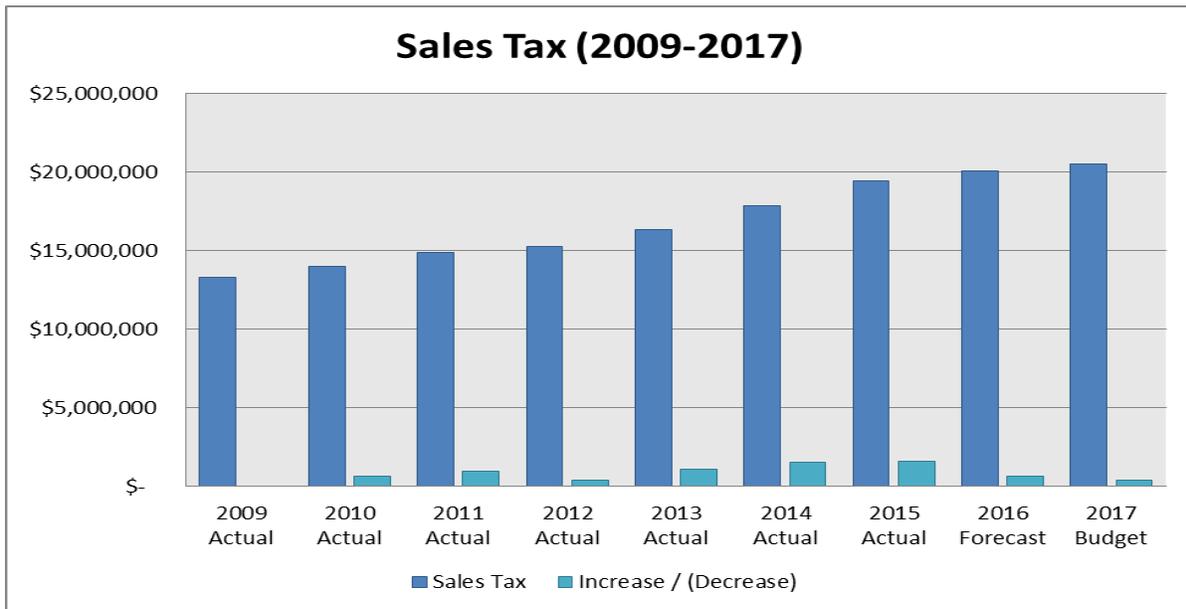


- Sales Tax revenues are dedicated taxes collected from member jurisdictions based on intergovernmental agreements. The chart below shows estimates by jurisdiction:

Member Jurisdictions	2017 % Increase
Aspen	3.0%
Basalt*	2.5%
Carbondale	2.0%
Glenwood Springs*	2.0%
Eagle County	2.0%
New Castle	2.5%
Pitkin County	2.5%
Snowmass Village	3.0%

**Assumptions by RFTA until information is provided by the jurisdiction.*

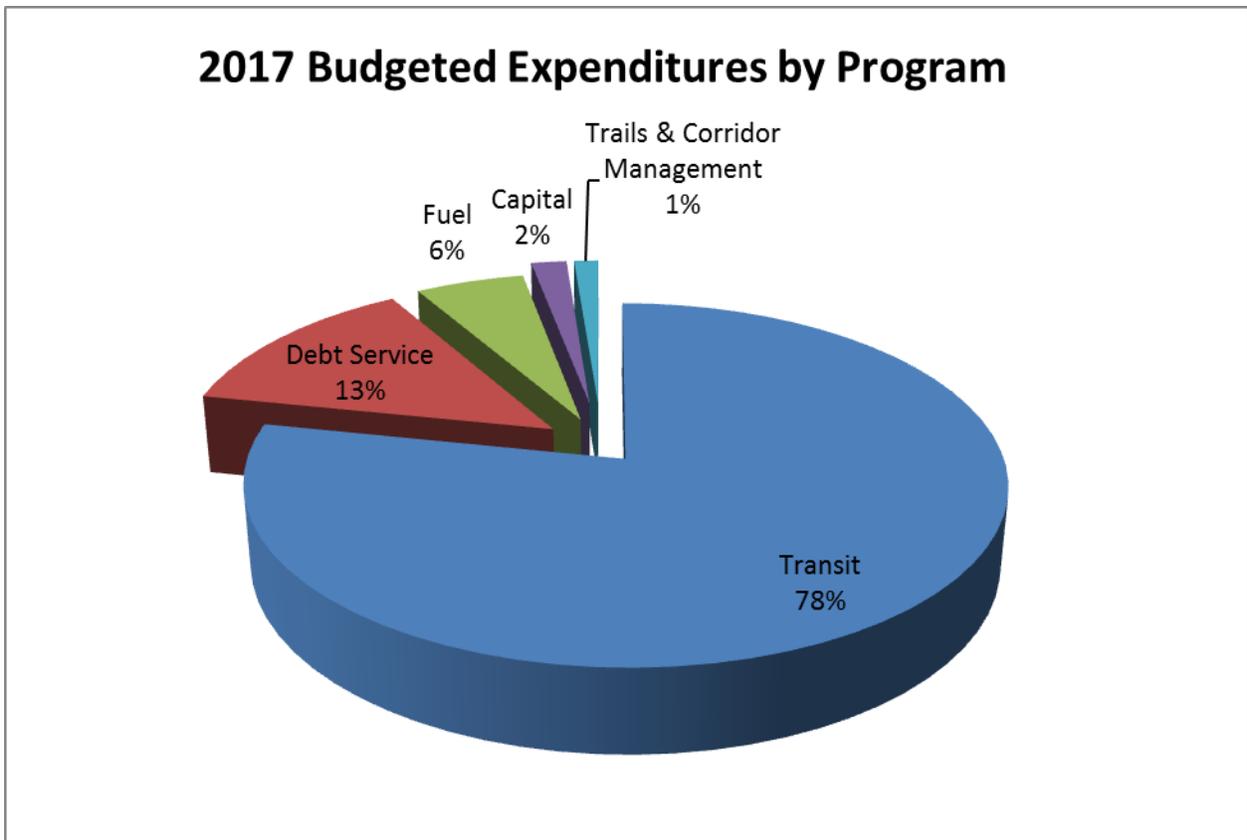
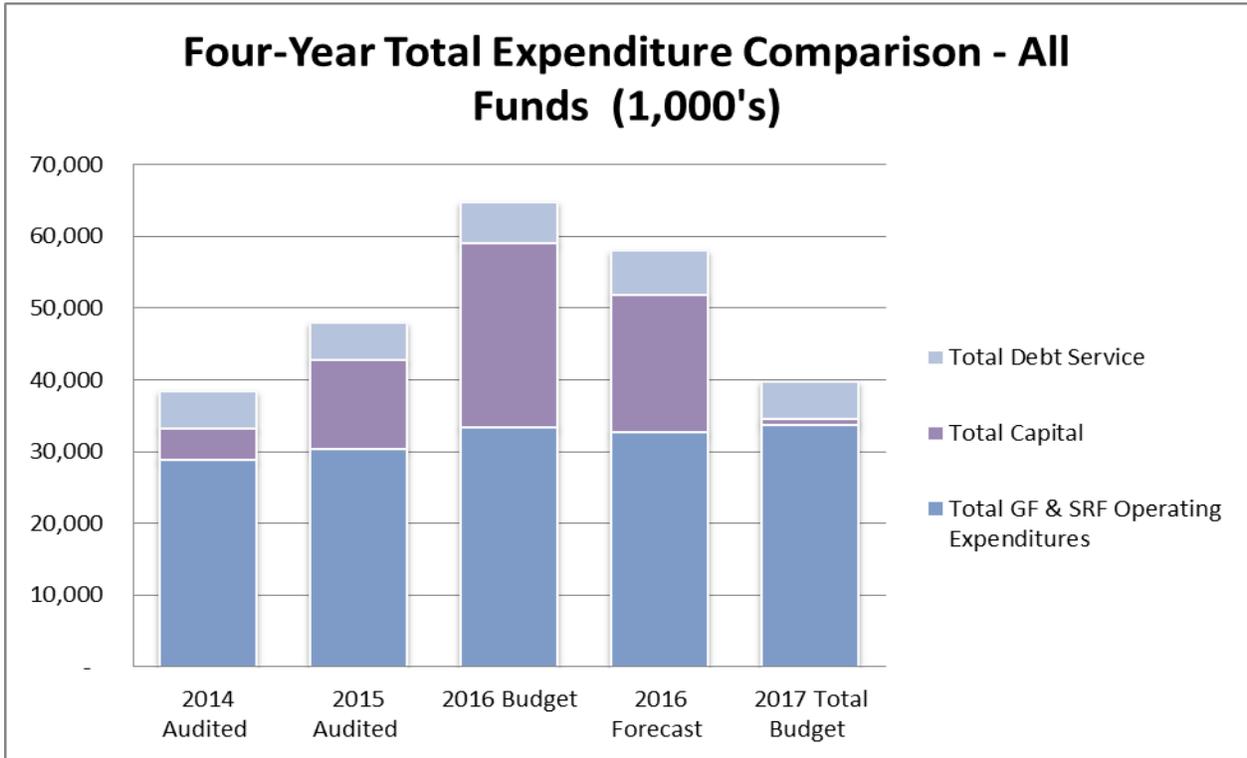
- Jurisdictions remain cautiously optimistic with their estimates as the large increases over the last few years and the rate of growth will be difficult to maintain:



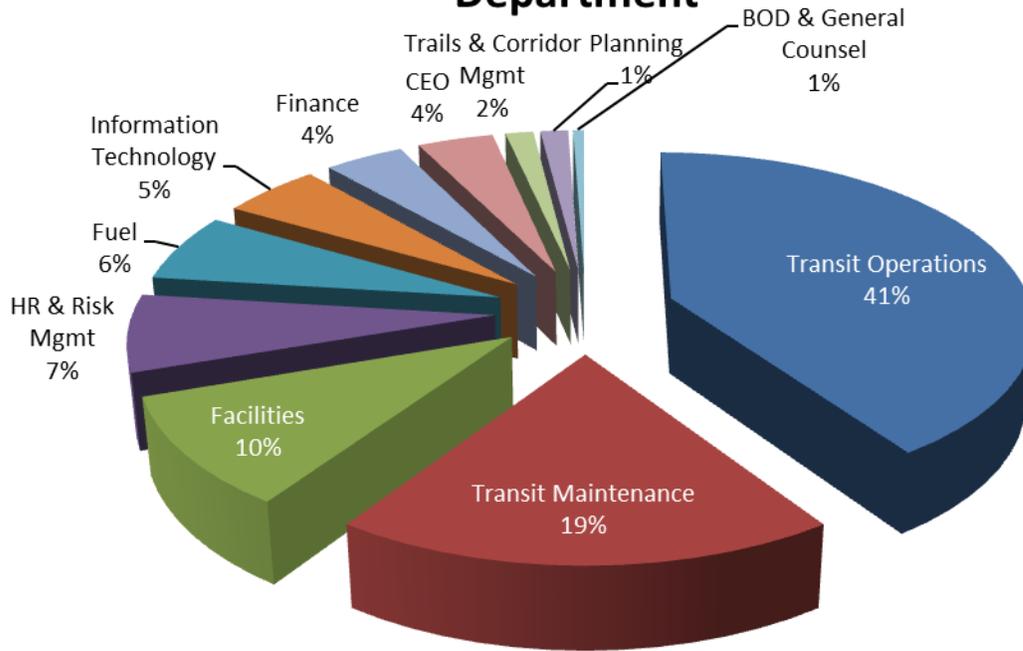
- Service contract revenues are for contracted transit services which are billed monthly based on miles and hours by route. The Authority has service contract agreements with the Aspen Skiing Company, the City of Aspen, the City of Glenwood Springs and Garfield County (Travelers Program);
 - The Authority estimated hours and miles by route for each service contract agreement and calculated costs in accordance with each service contract agreement.
- Operating revenues reflect transit fares collected primarily on regional routes traveling on Highway 82 and the I-70 Corridor as well as fares related to the Maroon Bells service;
 - 0.5% increase in transit fares as a result of anticipated increase in regional ridership while taking into consideration a conservative estimate of \$64,000 in lost fare revenues during the temporary “no-fare” on the Grand Hogback bus services during the estimated 90-day GAB closure as part of the transit mitigation efforts for CDOT’s GAB Project.
 - At this time, there is no upward fare adjustment planned for 2017.
- The Authority receives operating and capital grant revenues from the Federal Transit Administration and the Colorado Department of Transportation;
 - \$1,014,500 from the FTA Section 5311 operating grant (flat from 2016);
 - \$200,000 from CDOT FASTER operating grant (flat from 2016);
 - Staff will be seeking capital grant funds to help fund various capital needs. Funds will be appropriated after grants have been awarded.
 - Additional grant revenues may be added by the final budget to be presented in November.
- Local governmental contributions are received to primarily help fund transit programs;
 - The Elected Officials Transportation Committee (EOTC):
 - Will continue to provide funding for the no-fare Aspen/Snowmass regional transit service. Using the agreed-upon methodology, the contribution is calculated to be approximately \$612,961 reflecting a 1.4% decrease. Staff has confirmed the EOTC contribution amount.
 - \$335,000 contribution to help fund the GAB transit mitigation plan for the temporary Rifle/Parachute service during the GAB closure.
 - Assumes that Garfield County’s support for the Grand Hogback bus service will remain the same at \$682,500.
 - Assumes that the City of Rifle’s support for the Grand Hogback bus service will remain the same at \$20,000.
- Other income primarily consists of employee housing rental revenue in the General Fund, vehicle registration fees in the Bus Stop/Park & Ride Special Revenue Fund, and credits from the Federal Government representing a reimbursement on a portion of the interest paid on the Series 2009B Build America Bonds and Series 2012A and 2013A Qualified Energy Conservation Bonds in the Debt Service Fund.
 - Assumes year-round employee housing rental revenue will remain the same.
 - Assumes vehicle registration fees will remain the same.
 - Assumes a 6.8% sequestration rate on refundable credits applicable to the Authority’s Build America Bonds and the Qualified Energy Conservation Bonds. The sequestration rate is subject to change.

5. Expenditure by Program/Department & Assumptions

- +3% operating expenditures



2017 Budgeted Operating Expenditures by Department



Department (1,000's)	General Fund	Service Contracts	Bus Stops/ PNR SRF	Mid Valley Trails SRF	2017 Total Budget	%
Fuel	\$ 1,418	\$ 735	\$ -	\$ -	\$ 2,153	6%
Transit Maintenance	\$ 4,421	\$ 1,979	\$ -	\$ -	\$ 6,399	19%
Transit Operations	\$ 8,897	\$ 4,742	\$ -	\$ -	\$ 13,639	41%
CEO	\$ 928	\$ 401	\$ -	\$ -	\$ 1,329	4%
Finance	\$ 967	\$ 418	\$ -	\$ -	\$ 1,385	4%
Planning	\$ 339	\$ 147	\$ -	\$ -	\$ 486	1%
HR & Risk Mgmt	\$ 1,695	\$ 733	\$ -	\$ -	\$ 2,427	7%
Information Technology	\$ 1,209	\$ 523	\$ -	\$ -	\$ 1,732	5%
Facilities	\$ 1,916	\$ 828	\$ 703	\$ -	\$ 3,447	10%
BOD & General Counsel	\$ 132	\$ 57	\$ -	\$ -	\$ 189	1%
Trails & Corridor Mgmt	\$ 463	\$ -	\$ -	\$ 24	\$ 487	1%
Total	\$ 22,384	\$ 10,563	\$ 703	\$ 24	\$ 33,673	100%

- **Compensation Adjustments:**

- The Collective Bargaining Unit (CBU) comprised of full-time bus operators are subject to scheduled pay increase in accordance with their contract. Assuming 140 full-time bus operators, the average increase is approximately 4.5% resulting in an additional cost of \$335,000.
- For positions outside of the CBU, the budget assumes a merit increase of up to 4% effective at each employee's next performance review date, resulting in an additional cost of \$231,000. As a reference, the chart below illustrates the impacts for each merit increase scenario:

Merit Increase Analysis (1,000's)

Merit Increase Scenario	General Fund	Bus Stop/PNR SRF	Service Contract SRF (Traveler)	Total
1.0%	\$ 54	\$ 1	\$ 2	\$ 58
	0.30%	0.52%	0.47%	0.31%
2.0%	\$ 109	\$ 2	\$ 4	\$ 116
	0.60%	1.04%	0.94%	0.62%
3.0%	\$ 163	\$ 3	\$ 6	\$ 173
	0.90%	1.56%	1.42%	0.92%
4.0%	\$ 217	\$ 4	\$ 8	\$ 231
	1.19%	2.08%	1.89%	1.23%

- The Authority received one Request for Funding Application Form so far; however, staff anticipates other requests for funding to be received in the near future; the budget currently assumes status quo until all requests have been received and considered:
 - \$4,000 from Northwest Colorado Council of Governments to help fund the match for their Section 5310 Mobility Management grant from CDOT.
 - \$25,000 from WE-cycle, a 501(c)(3) non-profit organization in Aspen to support bike sharing operations;
 - \$25,000 from Garfield Clean Energy to support three key program areas and projects: (1) Energy Efficiency for Governments – for energy consulting services for RFTA, (2) Active Transportation – for helping to expand and promote multi-modal transportation, and (3) Alternative fuels – for building knowledge and demand for CNG and electric vehicles and fueling infrastructure..

- Approximately \$708,000 of capital outlay has been budgeted.
 - Includes engine and transmission rebuilds, facility and trail improvements, and minor IT equipment.
 - This is expected to change as we develop the 2nd draft budget in October and finalize the budget in November.
 - At a future meeting early next year, staff anticipates presenting to the Board a supplemental budget appropriation resolution in order to roll-forward any unexpended capital budget from 2016 to 2017 due to timing issues.

- Certain expenditures will be added into the budget through supplemental budget appropriation resolutions during the budget year when funding is available.

6. Other Financing Sources and Uses Assumptions

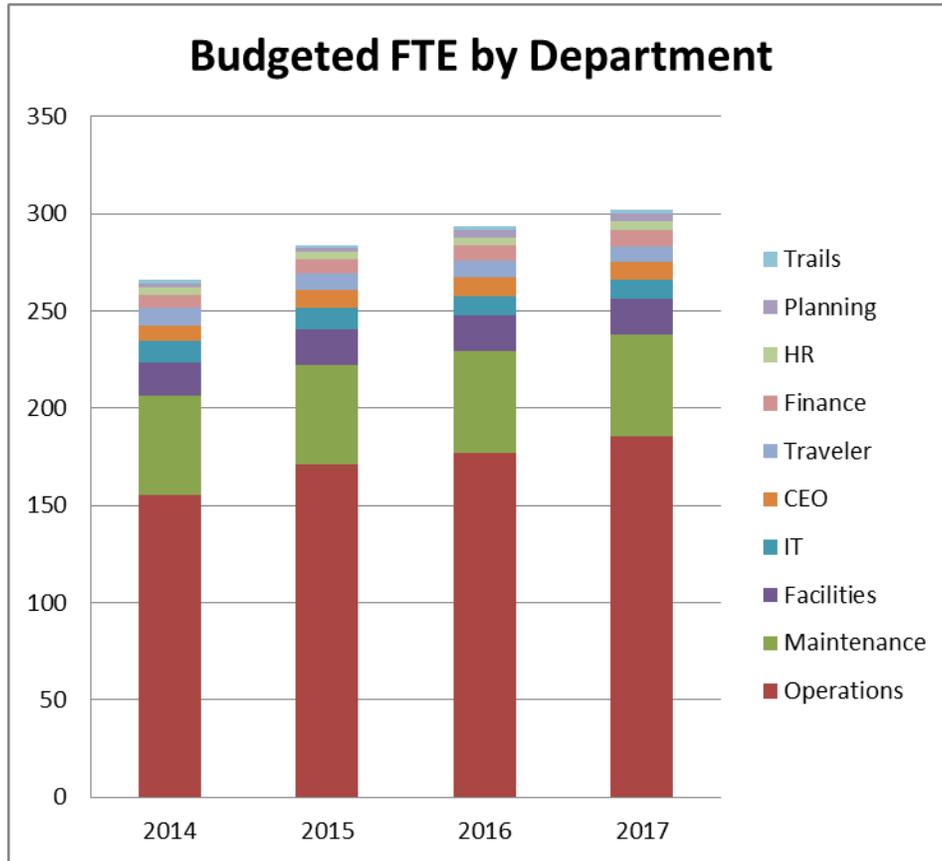
- Approximately \$216,000 of current available resources will be transferred from the General Fund to the Bus Stops/Park and Ride Special Revenue Fund to fund the costs to operate and maintain the BRT stations & park and rides and other stops.

- RFTA will continue to contribute to the Traveler Program on behalf of its members located in Garfield County as reflected by the transfer of approximately \$166,000 of current available resources from the General Fund to the Service Contract Special Revenue Fund.

- In accordance with bond resolutions, approximately \$2.7 million of current available resources will be transferred from the General Fund to the Debt Service fund which will be used to fund current debt service payments on RFTA's outstanding bonds from 2009, 2012, 2013 and anticipated 2016 bonds.

7. Staffing

- Assumes 301.8 full-time equivalents compared to 293.2 budgeted in 2016. This increase is found primarily in the Operations Department for additional bus operators to support the temporary GAB transit mitigation service plan:



8. Major Goals

Budget status of the 2017 major goals identified in the preliminary 2017 5-Year Strategic Plan document:

Items included in draft budget:

- Provide ongoing support for WE-cycle.
- GAB transit mitigation plan (preliminary)
- Complete all sections of the updated Rio Grande Railroad Corridor Comprehensive Plan

Items not reflected in draft budget:

- Undertake Stages 3 and 4 of Phase I of the Integrated Transportation System Plan
- Bus refurbishments and replacements

9. Fund Balance & Operating Reserves

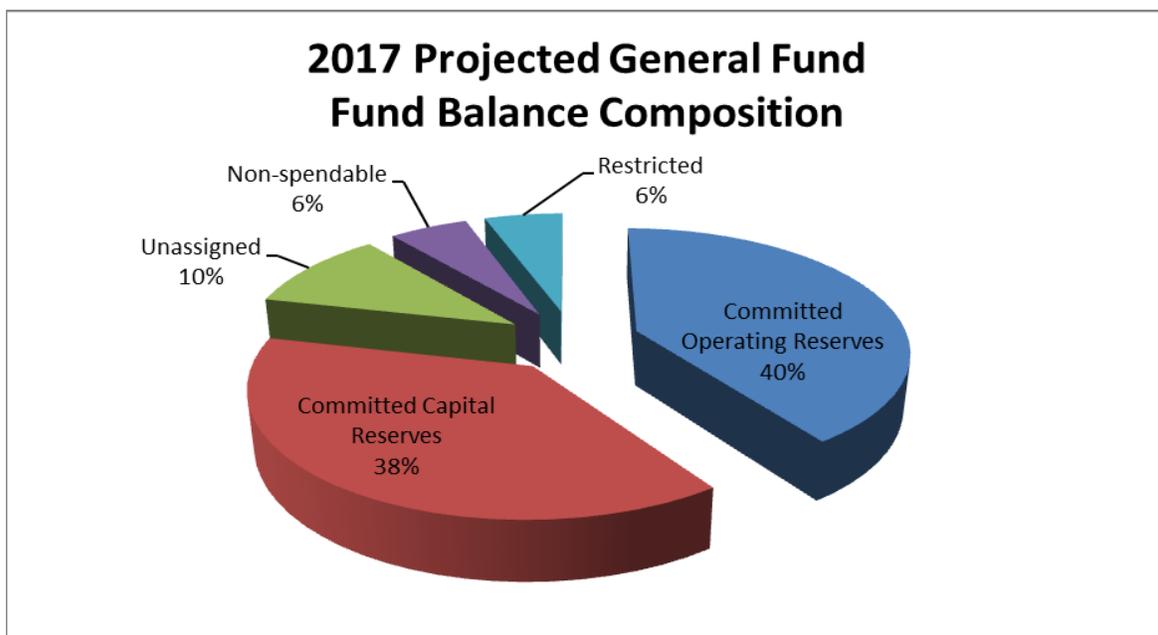
(1,000's)	General Fund	Service Contracts	Bus Stops/ PNR	Mid Valley Trails	Capital Projects Fund	Debt Service Fund	Total
Beginning fund balance (budgeted)	\$ 14,883	\$ -	\$ 97	\$ 148	\$ -	\$ 2,771	\$ 17,900
Revenues	\$ 29,264	\$ 10,396	\$ 487	\$ 50	\$ -	\$ 679	\$ 40,876
Expenditures	\$ (25,024)	\$ (10,563)	\$ (703)	\$ (24)	\$ -	\$ (3,366)	\$ (39,679)
Other financing source/(use)	\$ (3,070)	\$ 166	\$ 216	\$ -	\$ -	\$ 2,688	\$ -
Change in net assets	\$ 1,171	\$ 0	\$ -	\$ 26	\$ -	\$ -	\$ 1,197
Ending fund balance	\$ 16,054	\$ 0	\$ 97	\$ 175	\$ -	\$ 2,771	\$ 19,097

Ending fund balance composition:

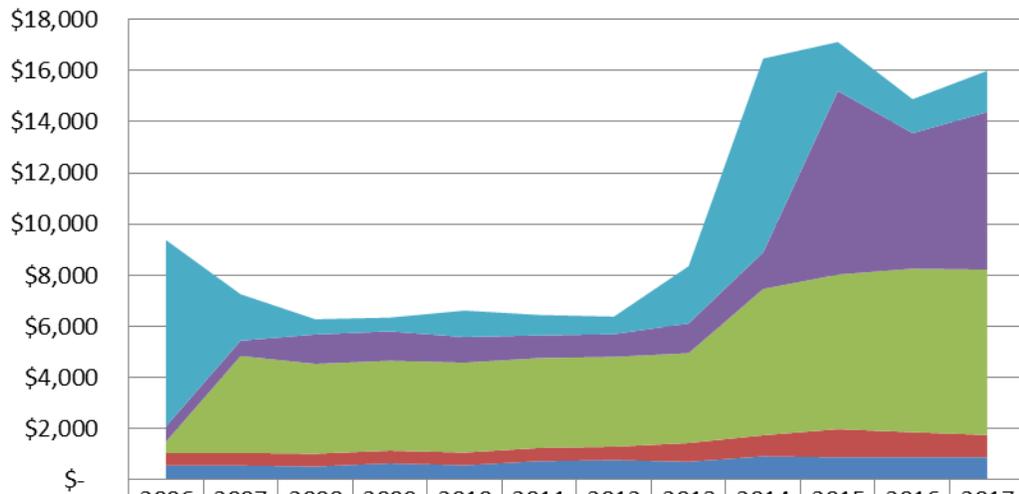
Non-spendable fund balance	\$ 883						\$ 883
Restricted fund balance	\$ 878	\$ -	\$ 97	\$ 175	\$ -	\$ 2,771	\$ 3,921
Committed fund balance:							
Operating reserves	\$ 6,460						\$ 6,460
Facilities capital reserves	\$ 605						\$ 605
Transit capital reserves	\$ 4,697						\$ 4,697
Trails capital reserves	\$ 855						\$ 855
Unassigned fund balance	\$ 1,676						\$ 1,676
Ending fund balance	\$ 16,054	\$ -	\$ 97	\$ 175	\$ -	\$ 2,771	\$ 19,097

Fund balance definition

Fund balance is the difference between assets and liabilities and is divided between Non-spendable and Spendable. **Non-spendable** fund balance includes amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints. **Spendable** fund balance is comprised of Restricted, Committed and Unassigned fund balance. **Restricted** fund balance includes amounts that are constrained for specific purposes that are externally imposed by providers. **Committed** fund balance includes amounts that are constrained for specific purposes that are internally imposed by the Board. **Unassigned** fund balance includes residual amounts that have not been classified within the previously mentioned categories and is a measure of current available financial resources.



General Fund's Fund Balance History (1,000's)



	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
■ Unassigned	\$7,27	\$1,81	\$593	\$537	\$1,03	\$798	\$688	\$2,23	\$7,57	\$1,91	\$1,32	\$1,61
■ Committed Capital	\$600	\$600	\$1,15	\$1,15	\$1,00	\$885	\$885	\$1,16	\$1,43	\$7,17	\$5,29	\$6,15
■ Committed Operating	\$444	\$3,78	\$3,51	\$3,51	\$3,51	\$3,51	\$3,51	\$3,51	\$5,71	\$6,04	\$6,39	\$6,46
■ Restricted	\$498	\$498	\$498	\$498	\$498	\$519	\$524	\$733	\$826	\$1,10	\$982	\$878
■ Non-spendable	\$556	\$559	\$526	\$649	\$573	\$734	\$775	\$711	\$921	\$883	\$883	\$883

10. Background information

Fund and fund structure

The Authority Budget and Financial Statement are reported in accordance with generally accepted accounting principles on a modified accrual basis of accounting. All Funds are appropriated.

The General Fund reports operating activity for regional Valley, Grand Hogback and miscellaneous Transit, Trails and Administrative Support services. Additionally, most Capital and Debt Service activity are reported in the General Fund, unless resolution requires otherwise.

The Service Contract Special Revenue Fund reports revenue and operating activity for additional services based on contractual agreement. These services are extra services provided in certain areas within the overall Authority service area.

Bus Stop and Park and Ride Special Revenue Fund reports vehicle registration fee revenue and bus stops and park and ride expenditure activity as required by State rural transit authority enabling legislation. Additionally, by resolution, Garfield County has dedicated certain development fees to construct bus stops and park and ride improvements in unincorporated Garfield County.

Mid Valley Trails Special Revenue Fund reports activity for certain trails activities within Eagle County. As a condition of becoming a member of the Authority, Eagle County dedicated an existing ½ cent sales tax to the Authority. Part of the sales tax was dedicated to trails. In June of 2002 the Authority by resolution adopted the Eagle County Mid Valley Trails Committee. The Committee administers all aspects of appropriating the funds and the Authority provides accounting of the funds and other services as requested by the Committee.

Capital Projects Fund:

Very Small Starts BRT Capital Projects Fund reports all expenditure activity related to the Bus Rapid Transit Project for assets and infrastructure using federal awards from the Very Small Starts grant.

AMF Capital Projects Fund reports expenditure activity related to the Aspen Maintenance Facility Re-commissioning Project for assets and infrastructure.

Series 2013A Capital Projects Fund reports expenditure activity related to the various transit capital projects, which may include the Rubey Park Transit Center Renovations, Carbondale Park and Ride Expansion, and a portion of Phase III of the AMF Re-commissioning Project.

Series 2016A Capital Projects Fund reports expenditure activity related to the various transit capital projects, which may include the GMF renovation and expansion. This fund is anticipated to be created assuming a 2016 bond issuance.

Debt Service Fund:

The Series 2009A Debt Service Fund reports all principal and interest expenditures for the \$6.5 million bond issuance and interest earned as required by resolution. This is a tax-exempt issuance.

The Series 2009B Debt Service Fund reports all principal and interest expenditures for the \$21 million bond issuance and interest earned as required by resolution. This offering used a U.S. Government Program called Build America Bonds that allow Federal reimbursement of 35% of the interest paid.

The Series 2012A Debt Service Fund reports all principal and interest expenditures for the \$6.65 million Qualified Energy Conservation Bonds issuance (QECCB) and interest earned as required by resolution. The QECCBs allow a Federal reimbursement for 70% of the Qualified Tax Credit Rate of the interest paid.

The Series 2013A Debt Service Fund reports all principal and interest expenditures for the \$2 million bond issuance and interest earned as required by resolution. This is a tax-exempt issuance.

The Series 2013B Debt Service Fund reports all principal and interest expenditures for the \$1.3 million QECCB issuance and interest earned as required by resolution. The QECCBs allow a Federal reimbursement for 70% of the Qualified Tax Credit Rate of the interest paid.

The Series 2016A Debt Service Fund reports all principal and interest expenditures for the \$7.105 million bond issuance and interest earned as required by resolution. This fund is anticipated to be created assuming a 2016 bond issuance.

Reserve Fund reports all activity related to the required reserves for the Series 2009, Series 2012, and Series 2013 Bonds and interest earned as required by resolution.

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

Meeting Date:	September 8, 2016
Agenda Item:	ITSP Update
Policy #:	4.2.1: Board Job Products
Strategic Goal:	Undertake Phase I of the Regional Integrated Transportation System Plan (ITSP)
Presented By:	Ralph Trapani, Parsons Transportation Group David Johnson and Jason White, RFTA Planning
Recommendation:	Discuss progress of the ITSP Discuss the public outreach efforts of Stage I Provide direction to staff
Core Issues:	<ul style="list-style-type: none"> • Stage 2 (Determine Future Needs) has begun, and the related project called the Upper Valley Mobility Study will kick off September 15. Ralph Trapani will provide an update. • Stage 1 is coming to a conclusion. Parsons will finalize the Organizational Capacity and Efficiency Review report after incorporating final RFTA staff comments. • Stage I of the ITSP (Define the Vision) wrapped up with two public workshops August 2nd and 3rd at the BRT stations in Aspen and Glenwood Springs. They were well attended, with approximately 100 people reviewing or providing input each session. In addition to the two public meetings, RFTA and the Parsons team conducted meetings with staff and elected officials from nearly every jurisdiction in the region, with Aspen Ski Company, and with other stakeholders. <p>These meetings were critical to understanding the transportation visions, goals and priorities of the region. This information is the foundation of the ITSP, and will be applied to all future stages and phases.</p> <ul style="list-style-type: none"> • Staff will provide a summary of public comments received to date from the two public meetings in August and from the RFTA On-board survey in March. These comments are particularly important, as they are the sole source of comments from the general public.
Background Info:	See Core Issues above.
Policy Implications:	Board Job Products Policy 4.2.1. A. & B. states, “The Board is the link between the “ownership” and the operation organization. The Board will assess the needs of the ownership as they relate to RFTA’s activities and scope of influence, and will develop Ends policies identifying the results RFTA is to produce to meet those needs. The Board will inform the ownership of the organizations expected future results, and its present accomplishments and challenges.”

<p>Fiscal Implications:</p>	<p>In 2016, RFTA has budgeted a total of \$560,000 for Stages I and II of the ITSP, and \$494,000 has been budgeted for the Upper Valley Mobility Study, funded by the EOTC.</p> <p>Phase 1 of the ITSP has 4 stages:</p> <ul style="list-style-type: none"> I. Define the Vision II. Determine Future Needs III. Analyze Options IV. Develop Financial Sustainability/Financing Plan <p>Phase 1, Stages I and II will likely be completed by end of 2016; Stage III and possibly Stage IV will be budgeted by RFTA in 2017.</p> <p>Phase 2 of the ITSP will be the implementation phase, assuming the Board decides to move forward with any of the preferred multi-modal transportation alternatives identified in Phase 1.</p>
<p>Attachments:</p>	<p>Yes, please see "Passenger-ITSP Survey Board Presentation 9-8-16," included in the September 2016 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.</p>

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

Meeting Date:	September 8, 2016
Agenda Item:	RFTA 2017 Five-Year Strategic Plan Update
Policy #:	4.3.2.A: Agenda Planning
Strategic Goal:	Update 5-Year Strategic Plan
Presented By:	David Johnson, Director of Planning
Recommendation:	Review and Comment on the Draft 2017 Strategic Plan
Core Issues:	<p>Per the Boards Strategic Plan policy 2.10, a draft 2017 Strategic Plan/3rd Quarter 2016 Plan progress report is being provided. RFTA will finalize the 2017 5-Year Strategic Plan in December 2016 or January 2017, though the plan should be considered a living document, which will be modified as Strategic Initiatives are added, deleted, or revised.</p> <ul style="list-style-type: none"> • At the Board’s Strategic Planning Retreat in July, the Board requested that staff add the following goal for 2017: <p style="margin-left: 40px;">Develop plan to enhance safety and security for RFTA passengers and personnel at RFTA facilities and on RFTA buses</p> • Staff is already beginning to formulate a plan to achieve this goal and will update the Board at the meeting.
Background Info:	In 2012, RFTA Developed a Strategic Plan, which RFTA updates quarterly. Each Plan update includes a status report of the Agency; outlines proposed accomplishments for the current year; and lists goals for the following five years.
Policy Implications:	<p>RFTA Board Management Limitations Policy 2.10 states, With respect to Long-Range Strategic Planning, the CEO shall not:</p> <p>--2.10.1 Fail to update the Five-Year Strategic Plan annually.</p> <p>--2.10.2 Fail to align the subsequent year’s Strategic Planning Initiatives with the annual budget process.</p> <p>--2.10.2 Fail to solicit RFTA Board and staff input on the Five-Year Strategic Plan on an annual basis.</p> <p>--2.10.3 Fail to monitor progress towards implementation of the current year’s Strategic Initiatives and report to the RFTA Board of Directors on a quarterly basis regarding any significant variances from the plan.</p>
Fiscal Implications:	Fiscal implications are dependent on the proposed goals and accomplishments listed in the Plan.
Attachments:	Yes, please see 2017 5-Year Strategic Plan 9-2-16.pdf included in the September 2016 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the Board Agenda packet.

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

Meeting Date:	September 8, 2016
Agenda Item:	Transit TV
Policy #:	4.2.5: Board Job Products
Strategic Goal:	CEO: Update 15-Year Financial Sustainability Plan
Presented By:	Emzy Veazy, III
Recommendation:	Listen to presentation and discuss the concept of Transit TV.
Core Issues:	<ul style="list-style-type: none"> • Mr. Veazy, III believes that RFTA has the potential to garner significant advertising and promotions revenue by pursuing a Transit TV program. • He has obtained some information regarding the merits of such a program and he requested an opportunity to present the concept to the Board. • RFTA’s previous Chair suggested that Mr. Veazy, III work with staff to schedule a time on the Board agenda for his Transit TV presentation. • Given that the September Agenda appeared to be accommodating, time-wise, staff scheduled some time for Mr. Veazy, III to make his presentation.
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:	Unknown at this time.
Attachments:	Yes, please see the outline of the presentation Mr. Veazy, III plans to give, attached below.

Final Submission Date: May 4, 2016

Emzy Veazy III
E-Mail: oilwells3@hotmail.com
Edited May 9, 2016

To: RFTA C.E.O. Dan Blankenship
Aspen, Colorado

(EDITED) FINAL OUTLINE SUBMISSION TO SPEAK AT FUTURE RFTA BOARD MEETING

Title: Transit TV Applications for Roaring Fork Transportation Authority

Statement: Transit TV applications for the Roaring Fork Transportation Authority (RFTA) can be beneficial for RFTA, bus riders, tax payers and the RFTA economic geography.

INTRODUCTION

ACKNOWLEDGEMENT RECOGNIZING LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (MTA, LA METRO) CONTRIBUTION TO PRESENTATION TO ROARING FORK TRANSPORTATION AUTHORITY BOARD.

- A. MTA BOARD MEMBERS HON. MICHAEL ANTONOVICH AND HON. ARA NAJARIAN.
- B. MTA C.E.O. PHILLIP A. WASHINGTON AND STAFF.

- I. JET PROPULSION LAB THINKING AND LOGIC.
- II. TRANSIT TV.
- III. BASIC TRANSIT TV APPLICATIONS.
- IV. BASIC RFTA RIDERSHIP DATA.
- V. BASIC RFTA ECONOMIC GEOGRAPHY.
- VI. STAY ASPEN SNOWMASS.
- VII. BASIC TRANSIT TV BENEFITS.
 - A. FOR RFTA.
 - B. FOR BUS RIDERS.
 - C. FOR TAXPAYERS.
 - D. FOR ADVERTIZERS/MARKETERS.
 - E. FOR RFTA ECONOMIC GEOGRAPHY.
 - F. FOR COLORADO STATE GOVERNMENT.
- VIII. BASIC CONTRACT MUSTS BETWEEN TRANSIT TV CONTRACTOR AND RFTA.
- IX. FUTURE MODEL FOR RESORT COMMUNITIES.

CONCLUSION

“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 8. A.

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: September 8, 2016

CDOT Section 5311 Administration and Operating Grant Funding Realignment Process: Staff wants to make the Board aware that in 2016 CDOT has undertaken a process to determine whether the methodology it has used for many years to award Federal Transit Administration grant funds designated for rural transit systems should be changed. According to CDOT, potential changes in the funding methodology, if approved by the Transportation Commission, could go into effect for the 2018 grant cycle.

CDOT says it has undertaken this process because grant requests for 2017 funding exceeded the amount available, requiring CDOT to maintain the funding of existing grantees at 2016 levels. Also, CDOT believes the manner in which funding has been distributed among its grantees in the past may not be equitable to all existing grantees and, also, there is no funding to accommodate grant requests from new emerging grantees.

To help focus the discussion about potential new formulas for distributing the available funding, CDOT has developed five funding allocation scenarios that incorporate a variety performance measures. For 2017, CDOT has tentatively announced that RFTA will be awarded approximately \$1.014 million in Section 5311 Operating Assistance, which is the amount awarded in 2016. However, to illustrate how the five allocation scenarios would potentially impact existing grantees in 2018, CDOT used the grant amounts awarded in 2014, as well as 2014 performance data. In 2014, RFTA was awarded \$985,000, and the chart below reflects the extent to which RFTA’s funding would have been reduced by each of the five funding allocation scenarios, if they had been in effect at that time.

RFTA	Award	Difference \$	Difference %
2014 Award	\$ 985,000	\$ -	0%
Alt. A	\$ 165,000	\$ (820,000)	-83%
Alt. B-1	\$ 105,000	\$ (880,000)	-89%
Alt. B-2	\$ 80,500	\$ (904,500)	-92%
Alt. C	\$ 500,000	\$ (485,000)	-49%
Alt. D	\$ 683,297	\$ (301,703)	-31%

As can be seen, if CDOT adopts any of the above funding allocation scenarios, in 2018, RFTA will receive a substantial reduction in funding it uses to support its regional commuter services. Staff has submitted written comments to CDOT regarding its concerns about the impact that the five funding allocation scenarios would have on its services (please see “RFTA Comments on CDOT Section 5311 Funding Realignment Scenarios,” included in the September 2016 RFTA Board meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet).

To summarize, staff does not believe there is a funding crisis that requires almost immediate and potentially drastic cuts to some of the existing Section 5311 grantees, i.e. predominately to rural resort transit agencies. If there is a need to reallocate funding, it should be done carefully and incrementally, over an extended time frame, so as not to have a potentially crippling impact on the State’s larger rural transit systems.

Staff will keep the Board apprised as this process continues to unfold.

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Jul-15 YTD	Jul-16 YTD	# Variance	% Variance
City of Aspen	671,954	875,558	203,604	30.30%
RF Valley Commuter	1,623,229	1,580,123	(43,106)	-2.66%
Grand Hogback	51,356	58,218	6,862	13.36%
Aspen Skiing Company	434,437	467,171	32,734	7.53%
Ride Glenwood Springs	118,258	112,313	(5,945)	-5.03%
Glenwood N/S Connector		2,898	2,898	N/A
X-games/Charter	23,165	29,440	6,275	27.09%
Senior Van	2,018	2,455	437	21.66%
MAA Burlingame	17,640	29,884	12,244	69.41%
Maroon Bells	62,592	81,245	18,653	29.80%
Total	3,004,649	3,239,305	234,656	7.81%

Subset of Roaring Fork Valley Commuter Service with BRT in 2016

Service	YTD July 2015	YTD July 2016	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	596,853	534,851	(62,002)	-10%
BRT	512,609	517,602	4,993	1%
Total	1,109,462	1,052,453	(57,009)	-5%

Planning Department Update – David Johnson, Director of Planning

The “9-8-16 Planning Department Update.pdf,” can be found in the September 2016 RFTA Board Meeting Portforlio.pdf attached to the e-mail transmitting the RFTA Board meeting Agenda packet.



Finance Department Update – Mike Yang, Director of Finance

2016 Budget Year				
General Fund				
	July YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales tax (1)	\$ 9,087,955	\$ 8,828,588	2.9%	\$ 20,678,000
Grants (2)	\$ 1,018,650	\$ 1,018,650	0.0%	\$ 3,633,100
Fares (3)	\$ 2,661,479	\$ 2,583,960	3.0%	\$ 4,594,000
Other govt contributions	\$ 1,733,025	\$ 1,733,025	0.0%	\$ 2,865,886
Other income	\$ 300,015	\$ 286,367	4.8%	\$ 449,140
Total Revenues	\$ 14,801,124	\$ 14,450,589	2.4%	\$ 32,220,126
Expenditures				
Fuel	\$ 1,174,326	\$ 1,168,374	0.5%	\$ 1,548,415
Transit	\$ 11,210,020	\$ 11,315,657	-0.9%	\$ 20,207,227
Trails & Corridor Mgmt	\$ 177,402	\$ 182,014	-2.5%	\$ 452,827
Capital	\$ 1,674,181	\$ 1,669,418	0.3%	\$ 11,684,837
Debt service	\$ 1,015,388	\$ 1,015,387	0.0%	\$ 2,318,980
Total Expenditures	\$ 15,251,316	\$ 15,350,850	-0.6%	\$ 36,212,286
Other Financing Sources/Uses				
Other financing sources	\$ 51,529	\$ 51,529	0.0%	\$ 5,198,000
Other financing uses	\$ (1,393,046)	\$ (1,393,046)	0.0%	\$ (3,442,874)
Total Other Financing Sources/Uses	\$ (1,341,517)	\$ (1,341,517)	0.0%	\$ 1,755,126
Change in Fund Balance (4)	\$ (1,791,709)	\$ (2,241,778)	20.1%	\$ (2,237,034)

(1) Sales tax revenue is budgeted and received two months in arrears (i.e. May sales tax is received in July).

(2) Grant revenues will be recorded when available for reimbursement.

(3) Through July, fare revenue is up approx. 8% over the prior year. This increase is primarily attributable to the timing of bulk pass orders by outlets and businesses. The new fare increase for the Maroon Bells Bus Tour has not adversely impacted ridership – ridership and fares are up 30% and 40%, respectively. The chart below provides a YTD July 2015/2016 comparison of actual fare revenues and ridership on RFTA fare services:

Fare Revenue:	Jul-15	Jul-16	Increase/ (Decrease)	% Change
Regional Fares	\$2,278,519	\$2,408,879	\$ 130,360	6%
Other Service/Maroon Bells	\$ 173,079	\$ 243,121	\$ 70,042	40%
Advertising	\$ 14,084	\$ 9,479	\$ (4,605)	-33%
Total Fare Revenue	\$2,465,682	\$2,661,479	\$ 195,797	8%
Ridership on RFTA Fare Services:	Jul-15	Jul-16	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	596,853	534,851	(62,002)	-10%
BRT	512,609	517,602	4,993	1%
SM-DV	46,454	46,424	(30)	0%
Maroon Bells	62,592	81,245	18,653	30%
Grand Hogback	51,356	58,218	6,862	13%
Total Ridership on RFTA Fare Services	1,269,864	1,238,340	(31,524)	-2%
Avg. Fare/Ride	\$ 1.89	\$ 2.08	\$ 0.19	10%
Avg. Fare/Ride MB	\$ 2.77	\$ 2.99	\$ 0.23	8%

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

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage July 2016 YTD				Hours July 2016 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	2,357,996	2,376,725	(18,729)	-0.8%	107,172	106,064	1,108	1.0%
City of Aspen	331,912	318,244	13,668	4.3%	36,721	35,586	1,135	3.2%
Aspen Skiing Company	198,791	209,008	(10,217)	-4.9%	14,047	14,017	30	0.2%
Ride Glenwood Springs	70,045	72,782	(2,737)	-3.8%	5,714	5,699	15	0.3%
Grand Hogback	125,185	130,340	(5,155)	-4.0%	4,987	4,841	146	3.0%
Specials/Charter	4,572	3,825	747	19.5%	435	600	(165)	-27.5%
Senior Van	10,792	11,045	(253)	-2.3%	1,322	1,089	233	21.4%
MAA Burlingame	16,144	14,872	1,272	8.6%	1,105	1,091	14	1.3%
Maroon Bells	30,705	26,235	4,470	17.0%	2,328	2,185	143	6.5%
Total	3,146,142	3,163,076	(16,934)	-0.5%	173,831	171,172	2,659	1.6%

2017 RFTA Annual Budget – Schedule

2017 Annual Budget Schedule		
Date	Activity	Status
8/11/2016	Discussion/Direction/Action: Preliminary planning initiatives, assumptions and issues.	<i>Completed</i>
9/8/2016	Presentation/Direction/Action: 1 st draft budget presentation	<i>On schedule</i>
10/13/2016	Presentation/Direction/Action: 2 nd draft budget presentation	<i>On schedule</i>
11/10/2016	Public Hearing: Final budget presentation and adoption	<i>On schedule</i>

2016 Capital Lease Purchase Financing for Transit Buses

Staff will be soliciting capital lease purchase financing for the 6 CNG over-the-road commuter coach buses scheduled for delivery around November 1, 2016. The total estimated cost for these buses is approximately \$4.5 million. RFTA has a \$1 million grant award from the State of Colorado Department of Local Affairs' Energy & Mineral Impact Assistance Fund to offset the incremental cost of upgrading the engines to use CNG as fuel.



Facilities and Bus Stop Maintenance September 8, 2016

Project Management Update

Prior to 2012, the RFTA capital projects program was mainly focused on the construction of the Rio Grande Trail, a couple of park and rides and the replacement of capital assets. At that time the design and construction management of projects was handled by the Director of Facilities. Beginning in 2011 when the design of the BRT system was ramping up, RFTA contracted with a consultant to provide oversight of the design and construction of the 12 BRT stations, 4 park and rides and their associated highway improvements. At that time RFTA also received its first State of Good Repair grant for the first two phases of the AMF renovation project. Staff then realized that RFTA was now hiring consultants to manage its consultants and that the volume of work and the expense of paying the premium for consultants justified the creation of an in-house team to manage the design and construction of RFTA capital projects. This capability allowed RFTA to gain more control over the design and implementation process and to save the premium incurred by contracting for these services.

In 2012, RFTA hired a Senior Project Manager to manage the design and construction of RFTA capital projects and, in 2013 and 2014, added 2 additional staff members to the department as the volume of projects increased.

As the RFTA PM staff developed its abilities to manage complex projects with multiple funding sources, member jurisdictions have reached out to RFTA to assist in the design and construction of mutually beneficial transit projects such as the AABC underpass and the Rubey Park transit station. In cooperation with the Town of Basalt and Pitkin County staff, the RFTA PM department has also taken on the task of managing the Basalt underpass project.

The development of the RFTA PM department has given RFTA much greater control over the design and construction of the capital projects it has undertaken and brought to the organization a great resource for interactions with CDOT, the FTA, and RFTA's member jurisdictions.

Construction Management fees on a project vary with the duration and complexity of the project and these fees typically run between 8% and 12% of the construction cost. By bringing this process in-house, RFTA has saved substantial potential CM fees as illustrated in the chart below:

2012-2016 RFTA Capital Project Program

Project	Date	Construction Cost	Estimated CM fees	
			Low 8%	High 12%
BRT Stations and Highway Improvements	2012 & 2013	\$ 14,000,000.00	\$ 1,120,000.00	\$ 1,680,000.00
GMF CNG Fueling facility and Compressor Station	2012-2013	\$ 5,000,000.00	\$ 400,000.00	\$ 600,000.00
Aspen Maintenance Facility Renovation Phases 1&2	2013-2014	\$ 5,500,000.00	\$ 440,000.00	\$ 660,000.00
AABC Underpass and BRT Stations	2013-2014	\$ 5,408,000.00	\$ 432,640.00	\$ 648,960.00
Aspen Maintenance Facility Renovation Phases 3&4	2015-2016	\$ 8,800,000.00	\$ 704,000.00	\$ 1,056,000.00
Rubey Park	2014-2015	\$ 8,000,000.00	\$ 640,000.00	\$ 960,000.00
Carbondale PNR Expansion	2015	\$ 953,000.00	\$ 76,240.00	\$ 114,360.00
New Castle PNR	2016	\$ 618,000.00	\$ 49,440.00	\$ 74,160.00
WGWS PNR and GMF Expansion P1A	2016	\$ 1,550,000.00	\$ 124,000.00	\$ 186,000.00
Total as of 2016		\$ 49,829,000.00	\$ 3,986,320.00	\$ 5,979,480.00
Basalt Underpass	2016-2017	\$ 6,600,000.00	\$ 528,000.00	\$ 792,000.00
GMF Expansion P1- WGWS PNR	2016	\$ 620,000.00	\$ 49,600.00	\$ 74,400.00
Grand Total		\$ 57,049,000.00	\$ 4,563,920.00	\$ 6,845,880.00

Upcoming Projects

- The Project Management department is currently working on the Design Build criteria for the expansion of the GMF which is now being referred to as the RFTA Regional Transit Facility
- GMF expansion phase 1- This is the large parking lot required to park the additional busses needed to support the Grand Avenue Bridge project. This project will also further the construction of the West Glenwood Springs Park and Ride by providing the fill dirt necessary to construct additional levels of parking in the future
- In 2017, Staff will be working on the development of the design build criteria for phases 5&6 of the AMF renovation project which are the development of new office space and mechanics storage

Other Potential Projects:

- GMF expansion project
- RFTA housing and office space projects and potential Public/Private Partnerships
- LOVA/Colorado River Trail
- Other Local, State and Federally funded transit projects in RFTA member jurisdictions

Capital Projects Update

AMF Phase 3- Indoor Bus Storage:

- The steel erection of the expansion is 85% completed.
- The framing for the trash enclosure has been set and the siding and roofing for the structure have been installed.
- Installation of the duct work for the HVAC system has begun.
- The new electrical panel for the emergency generator has been installed.

AMF Phase 4- Inspection Canopy, Drive Lanes and Building Cladding:

- The snow melted sidewalks around the North and East side of the facility have been installed as well as the sidewalk from Highway 82 down to the employee parking lot.
- Landscaping for phase 4 has been completed.

West Glenwood Springs Park and Ride/GMF Phase 1A Expansion Project:

- The majority of the dirt has been moved and Wulfsohn road has been reopened.

- The construction of the retaining walls on the site has begun.
- The bathroom foundation has been poured and framing of the structure has begun.
- The storm water retention ponds have been built.

GMF Expansion Project:

- The Shrewsberry/Iron Horse team is working to revise the GMF expansion report based on the comments staff submitted on the 90% document. Staff expects a final report by the end of September.

New Castle Park and Ride:

- The New Castle Park and Ride is essentially complete and a ribbon cutting will be held September 7th.

Basalt Underpass:

- The CDOT/RFTA/Pitkin County and United Companies' preconstruction meeting to kick off the construction of the Basalt Underpass will be held on September 30th.
- Both the Town of Basalt and United Companies have public information officers whose efforts will be supplemented by RFTA, Pitkin County and CDOT's public information programs. This combination of efforts should keep the public informed about the status of the project and changes to traffic patterns as they occur.
- Utility relocations have begun and ½ of the front parking lot of the RFTA park and ride will be closed beginning the week of September 29th.

Facilities Update

Glenwood Maintenance Facility:

- There are no significant items to report

Carbondale Maintenance facility:

- There are no significant items to report

Aspen Maintenance Facility:

- There are no significant items to report.

RFTA Bus Stops and Park and Ride Lots:

- There are no significant items to report.

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 **100%** occupancy.
- The Parker House apartment complex in Carbondale, a 15 unit complex with 23 beds, is currently at **96%** 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 **97%**.
- RFTA has secured 10 seasonal units at Burlingame effective September 1, 2016. As of September 1st, occupancy will be at **5%**.

- RFTA has also secured an additional two bedroom summer seasonal housing unit in Snowmass Village from SkiCo. RFTA signed a master lease agreement with SkiCo, similar to the lease RFTA has with Burlingame. This seasonal housing unit is at **100%** occupancy.

RFTA Railroad Corridor

Right-of-Way Land Management Project: Along with its legal and engineering consultants, RFTA staff is working on completing the following tasks in 2016:

- Staff has secured the services of a new *Federal Railroad attorney* to assist with several projects related to the Railroad Corridor. Bill Mullins of Baker & Miller PLLC, located in Washington D.C. will be the designated attorney for RFTA.
- An update to the 2005 Comprehensive Plan. ***The first document to be updated is the Access Control Plan. It is anticipated that this item will be on the agenda for a first reading October 13, 2016 with a second reading November 10, 2016.*** Staff will be placing a 30 day Public Notice ad announcing the first and second readings in the newspaper beginning the first week of September.
- Once the draft versions of ACP and DG are finalized and approved by the RFTA Board, staff will send out both documents to GOCO, with an updated list of crossings including existing crossings that have not been previously approved, any potential new crossings being proposed currently as well as any new crossings that might be on the horizon, to secure GOCO's approval of the ACP, DG and updated list of crossings. ***A final version of the ACP and DG with all associated documentation will be available on the RFTA website beginning the first full week of September at <http://www.rfta.com/trail-documentation/>.***
- With the final version of the ACP adopted by the RFTA Board of Directors, staff will work with the attorneys to review and update the existing templates and formats that RFTA is using for licensing in the Rail Corridor.
- The final version of the ACP and DG will also allow staff to finalize a process and fee structure for RFTA that will enable railroad and legal experts to review, assess and report on proposed development impacts along the corridor along with recommendations regarding potential mitigation of the impacts that RFTA can provide to permitting jurisdictions.
- Once the process for the ACP is complete and the forms and review process has been finalized, staff will begin updating the rest of the Comprehensive Plan, the Recreational Trails Plan and the Executive summary documents to bring back to the RFTA Board for a review and direction.
- Staff continues working on issues related to the Federal Grant Right-of-Way (fgrow) areas identified up and down the Railroad Corridor. One of the fgrow areas encompasses a neighborhood in Glenwood Springs referred to as the Cole subdivision; this neighborhood is located directly across the street from the Walmart Shopping center at 32nd Street. Staff has been and continues to work with the four (4) adjacent neighbors in this subdivision to do an exchange of bargain and sale deeds to clear up any title issues related to their individual parcels. The properties, and in some cases, the structures, were unintentionally built into the fgrow area back in 1948 due to some survey errors. Staff has provided copies of the bargain

and sale deed documents to the property owners and one of the property owners is in the process of having the documents reviewed by their attorney. They will be getting back to staff in the next few weeks with any questions and/or comments regarding the documents. Staff will continue to provide an update on this process monthly until a final settlement with the adjacent property owners has been reached.

- **Recreational Trails Plan update** - Staff will begin working on the update for the Recreational Trails Plan in January of 2017. Staff will be using the Pitkin County Rio Grande Trail Management Plan as the starting point for the update and will be inviting the public to participate in this process. Staff will be working with the Pitkin County Open Space and Trails team to establish a permanent location for their 20' trail easement. Updates on this process will be provided at the February 9th RFTA Board meeting.
- **8th Street Crossing Project by CDOT and the City of Glenwood Springs** - Staff has executed the Temporary Easement Agreement and is in the process of reviewing the updated plan set in preparation for signing the Construction Agreement with CDOT. CDOT is in the middle of updating the Environmental Assessment for the Grand Avenue Bridge project and anticipates construction of the 8th Street detour sometime after Labor Day.

Rio Grande Trail Update

- Staff is actively working to beautify the corridor through Carbondale
 - ACRE Narrative Design has created the Master Plan for the Rio Grande ArtWay! It is on RFTA's website to get public feedback. <http://www.rfta.com/trail-documentation/>
 - Please review the Master Plan and contact Brett Meredith with comments at bmeredith@rfta.com
 - Funding is needed for picnic areas, art installations, native landscapes, a Latino Folk Art Garden, and creating a play area for youth
 - Staff presented this project to the Carbondale Rotary Club to seek support (monetary and hands on) for the soft-surface trail
 - Public has been supportive and interested groups have signed up for participation
- Staff secured a Colorado Parks and Wildlife grant to fund a soft-surface trail through Carbondale
 - The pre-bid construction meeting for this project took place on August 4, 2016 and construction is anticipated to begin around the middle/end of September
- Staff has been clearing sight lines along the trail by removing tree limbs and brush and also using the Flail Mower to mow the shoulders
 - Staff has been coordinating a project with Roaring Fork Outdoor Volunteers (RFOV) to improve the river access at the Satank Bridge. There was a volunteer day scheduled on August 13th but this project has been temporarily postponed due to some concerns expressed by an adjacent property owner. Staff will be meeting with the neighbors in an attempt to resolve any remaining issues
- Staff has been working with the Procurement Department on a noxious weed control program utilizing goats
 - The contract with Goat Green is in the final stages and staff anticipates having goats in the Corridor at the beginning of **September**. Updates to the Board will be provided as needed and staff is planning for a robust public outreach program to let people know what to expect while the goats are in town
- Trail Staff has been busy pulling weeds, and not a drop of herbicide has been used to date.