

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

TIME: 8:30 a.m. – 11:30 a.m., Thursday, January 14, 2016

USUAL LOCATION: *Town Hall, 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. <u>Two Matters:</u> Paul Taddune, General Counsel: 1) Pursuant to C.R.S. 24-6-402(4)(b) conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions concerning potential and pending litigation; and 2) Pursuant to C.R.S. 24-6-402 4(e)(l) Determining positions that may be subject to negotiations; developing strategy for negotiations and instruction negotiators; and 24-6-402(4)(a) The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interests.		Executive Session	8:31 a.m.
3	Approval of <u>Minutes:</u> RFTA Board Meeting, December 10, 2015, page 3		Approve	9:00 a.m.
4	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	9:05 a.m.
5	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	9:10 a.m.
6	Consent Agenda:			9:20 a.m.
	A. 2016 <u>Intergovernmental</u> Agreement (IGA) Renewal Letter (Grand Hogback Service for 2016) – Dan Blankenship, CEO, page 9	4.2.5	Approve	
	B. <u>Resolution</u> 2016-01: Supporting the Application for a Grant from the Garfield County Federal Mineral Lease District (FMLD) Grant Program for the Renovation and Expansion of the Glenwood Maintenance Facility – Jason White, Assistant Planner, page 10	2.8	Approve	
	C. <u>Agreement</u> Between Amalgamated Transit Union, Local 1774, and Roaring Fork Transportation Authority – Dan Blankenship, CEO, page 11	4.2.5	Approve	
7	Presentations/Action Items:			
	A. Grand Avenue <u>Bridge</u> Project Update – Tom Newland, CDOT Project Public Information Manager, page 15	4.2.4	Discussion	9:30 a.m.
	B. Update Regarding <u>Integrated</u> Transportation System Plan – David Johnson, Director of Planning, page 16	4.2.6	Discussion /Direction	10:00 a.m.
	C. Policy Discussion Regarding RFTA <u>Capital</u> Reserve Fund – Mike Yang, Director of Finance, page 17	2.5.5	Discussion /Direction	10:40a.m.
8	Information/Updates:			
	A. <u>CEO</u> Report – Dan Blankenship, CEO, page 21	2.8.6	FYI	11:00 a.m.
(This Agenda Continued on Next Page)				

	Agenda Item	Policy	Purpose	Est. Time
9	Board Governance Process:			
	A. Resolution No. 2016-02: Election of RFTA Board Officers for 2016 - Paul Taddune, General Counsel, page 30	4.2.2.C	Election	11:10 a.m.
10	Issues to be Considered at Next Meeting:			
	To Be Determined at January 14, 2016 Meeting	4.3	Meeting Planning	11:20 a.m.
11	Next Meeting: 8:30 a.m. – 12:00 p.m., February 11, 2016 at Carbondale Town Hall	4.3	Meeting Planning	11:25 p.m.
12	Adjournment:		Adjourn	11:30 p.m.

Mission/Vision Statement:

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

Values Statements:

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

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
December 10, 2015**

Board Members Present:

Stacey Patch Bernot, Chair (Town of Carbondale); Mike Gamba (City of Glenwood Springs); Bob Gordon (Town of New Castle); Jacque Whitsitt (Town of Basalt); Markey Butler (Town of Snowmass Village); Michael Owsley (Pitkin County).

Voting Alternates Present:

Ann Mullins (City of Aspen).

Non-Voting Alternates Present:

Kathryn Trauger (City of Glenwood Springs); George Newman (Pitkin County); John Hoffmann (Town of Carbondale); Patrick Stuckey (Town of New Castle).

Staff Present:

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Edna Adeh, Board Secretary; Dina Farnell, Amy Burdick Facilities & Trails Department; Michael Yang, Finance Department; David Johnson, Planning Department; Ed Cortez, RFTA bus operator and ATU #1774 president; Mark Rinehart, bus operator and ATU #1774 Representative; Mike Hutton, bus operator and ATU #1774 vice-president.

Visitors Present:

Collin Szewczyk, Reporter (Aspen Daily News); Alycin Bektesh, Reporter (Aspen Public Radio).

Agenda

1. Roll Call:

Stacey Bernot, Chair, declared a quorum to be present (7 member jurisdictions present) and the meeting began at 8:32 a.m.

2. Executive Session

Stacey Bernot read the topics and legal justifications of the scheduled Executive Session prior to the motion to adjourn into Executive Session:

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

1) Pursuant to C.R.S. 24-6-402(4)(b) conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions concerning potential and pending litigation; and 2) Pursuant to C.R.S. 24-6-402 4(e)(I) Determining positions that may be subject to negotiations; developing strategy for negotiations and instruction negotiators; and 24-6-402(4)(a) The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interests.

Bob Gordon moved to adjourn into Executive Session and Markey Butler seconded the motion and it was unanimously approved. The Board adjourned into Executive Session at 8:32 a.m.

RFTA staff present at the Executive Session included: Dan Blankenship, Edna Adeh, and Paul Taddune.

Mike Gamba moved to adjourn from Executive Session into the regular Board Meeting and Bob Gordon seconded the motion. The motion was unanimously approved.

No action was taken during the Executive Session. The Executive Session adjourned at 9:30 a.m.

Board took a 10 minute break from 9:30 to 9:40 a.m.

3. Approval of Minutes:

Jacque Whitsitt moved to approve the minutes of the November 12, 2015 Board Meeting and Michael Owsley seconded the motion. The motion was unanimously approved.

4. Public Comment:

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

There were no comment(s) from the public.

5. Items Added to Agenda – Board Member Comments:

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

Bernot next asked if any Board member had comments or questions regarding issues not on the meeting agenda. There were none.

6. Public Hearing:

A. Resolution 2015-20: Adoption of 2016 RFTA Budget and Resolution 2015-21: Appropriating Sums of Money for the 2016 Budget Year – Michael Yang, Director of Finance

Michael Yang directed the Board's attention to the information on Resolutions 2015-20 and 2015-21, beginning on Page 10 of the Board Agenda packet, and to the attached 2016 RFTA Budget document and budget summary presentation included in the Meeting Portfolio. He asked the Board to approve and adopt the proposed budget.

This draft of the 2016 Budget reflects the results of negotiations between the Collective Bargaining Unit (CBU) of the Amalgamated Transit Union (ATU) #1774 and RFTA management. Referencing slide 3, Yang explained that the total budget for 2016 is roughly \$51.9 million, a 6% decrease from last year. The decrease is attributed mostly to a reduction in capital projects. RFTA will use an estimated \$105,000 from Fund Balance primarily to pay off the Year 2005 Certificates of Participation (bonds) that will expire in 2016. The beginning and ending fund balance for 2016 show a reduction of \$105,000 is outlined in slide 8. Revenues will be applied to accomplishment of at least 11 major goals, outlined on slide 4. Major capital projects include:

- Replacement of six transit vehicles with 6 commuter coaches using capital lease proceeds of \$5 million;

- Initiation of Phase 1 of the Glenwood Springs Maintenance Facility renovation and expansion project, assumed to be financed with the remaining \$7.1 million of bonding authority; and
- Completion of the Rubey Park Transportation Center renovation project.

RFTA will roll forward unexpended funds into the 2016 budget.

There will be a slight increase in service levels in 2016, primarily as a result of the extra day of leap year and an increase in service levels for the Burlingame route.

The other financing sources and uses line items summarized on slide 8 are shown in more detail on slide 9. There are a number of transfers among funds, including:

- \$138,000 from the General Fund to the Traveler to support transportation services for seniors and persons with disabilities;
- \$2.686 million from the General Fund for payment of debt service;
- \$225,000 to the Capital Project Fund to pay local match on a roughly \$900,000 Federal grant to make improvements to the Aspen Maintenance Facility; and
- \$5 million capital lease proceeds and \$7.1 million bond proceeds to pay for bus replacement and GMF renovation, respectively.

Referring to slides 10-12, Operating Revenues (passenger fares) represent 12% of RFTA's forecast revenue for 2016. RFTA only charges fares on regional services. Capital revenues fluctuate because capital projects (and grants to support them) come and go. 2016 capital revenues will be adjusted as RFTA rolls forward funds from 2015 projects and receives capital grants.

Newman asked about the differences in percentages of fare revenue shown on slides 10 and 12. The difference, Blankenship is explained, is that the 12% shown on page 10 compares passenger fare revenue to total revenue, while the 19% passenger fare revenue shown on page 12 is compared only to sales tax revenue and to EOTC contributions (that make up for estimated lost fare revenue to RFTA for fare-free service within Aspen and Snowmass).

Slide 16 outlines budgeted capital expenditures in 2016, including the following specific items:

- GMF Phase 1 - \$6.7 million;
- Rolling Stock (6 buses) - \$5 million;
- New Castle PNR Construction - \$800,000;
- Basalt Pedestrian Underpass - \$250,000;
- We-Cycle Kiosk in Basalt - \$50,000; and
- Housing and Facilities Master Plan - \$65,000.

Slide 17 outlines balances in restricted funds, including the Non-Spendable Fund, Restricted Fund (due to TABOR limitations), Operating Reserves, Facilities Capital Reserves, Transit Capital Reserves, and Trails Capital Reserves. These restricted funds total approximately \$10 million, representing about 60% of RFTA's entire fund balance. The remaining 40% is unrestricted fund balance of \$6.7 million. One of the goals for 2016, said Yang, is to identify how much to commit to future capital needs from this unassigned fund balance. RFTA must maintain an Operating Reserve equivalent to 2 months of operating expenditures. Slide 19 compares two months of budgeted income and expenditures with budgeted reserves.

Slide 20 shows the history of fund balances since 2006. The increase in fund balance, primarily starting in 2013 is attributed to the increase in fund balance of the BRT special revenue fund. RFTA created this fund separate from the General Fund to ensure that revenue would be

available to construct and operate BRT and not backfill the General Funds during economic downturns. With BRT construction complete and the region recovering from the “Great Recession”, RFTA is now accumulating more revenues in this fund.

As Yang began discussing the Long Range Financial Forecast section, Bernot requested that Yang keep the discussion at a high level. There is a lot of on-going information that is leading to a potential request for Board action, said Bernot, and the Board might need time to consider it all.

Yang stated that, in summary, long-term operating revenues and expenditure are very closely aligned, as shown on slide 23, with little left over for funding major capital needs. The remainder of the slides shows the status of RFTA’s fund balances based on funding fleet replacement under various scenarios. Regardless of what scenarios we choose, it is highly likely that RFTA will need additional revenue to address long-term fleet replacement.

Board Comments:

Butler commented that there are a number of residential projects anticipated to be constructed within the Highway 82 corridor, which will put increased demands upon RFTA. To what extent, she inquired, are the developers mandated to contribute to RFTA?

Bernot responded that they are not mandated to provide any contributions to RFTA; and, unlike the municipalities of Glenwood Springs and Carbondale (and New Castle), commercial developments in unincorporated Garfield County do not pay sales tax to RFTA.

Gamba asked about the possibility of a sub-region of Garfield County joining RFTA. Blankenship responded that there generally needs to be at least two government entities to create an IGA. Garfield County can create an IGA with RFTA or with the other jurisdictions to help levy sales taxes for RFTA.

Gamba also asked if a special district could be created. Blankenship responded that polling districts might be able to form their own special districts. If so, there will be generally an increase in sales tax from commercial development within that area from new commercial development, assuming there is not just a re-shuffling of sales tax receipts, as existing patrons move from one area to another. The new sales tax revenues may cover operating expenses, but RFTA is increasingly challenged to maintain and expand its capital needs. Blankenship expects the Integrated Transportation System Plan (ITSP) to develop baseline and forecast information on population, employment, housing and other factors, and to use that information to assess the long-term impacts on RFTA.

Bernot inquired if RFTA is on a 2-year contract cycle with its health insurance provider, County Health Pool. Blankenship responded that the term is one year. Yang explained that CHP changed its methodology, increased the number of bands, and placed RFTA in a new band which resulted in a 5% decrease in premiums. If CHP did not change the methodology, there would have been an increase of about 5% in 2016.

Blankenship reported that RFTA might be able to lock into a fuel contract with lower prices, because of the downward trend in fuel costs. He also reported that RFTA received new quotes from CIRSA. Workers Compensation will be more expensive this year, but other insurance rates may go down. RFTA will also look at other options.

Bernot expressed concern that fuel prices will likely rise in the future, which will impact operating costs; and that grant opportunities may not be so forthcoming. Blankenship responded that Congress is close to passing a Transportation Bill, which includes increases in funding for

transit. Funds for rural transit will not increase significantly, but RFTA may be able to access discretionary funds.

Whitsitt advised that RFTA obtain feedback from the public on the proposed ballot questions. Blankenship said that RFTA adopted the 2008 ballot question in June, which he thought, in hindsight, was too early. The deadline was later in the fall. RFTA will try to enlist the On-Call Planning Consultant team expediently, so that RFTA can start conducting polling public opinion on leveraging property tax for long-term bus replacement needs. Transportation Authorities are authorized to tap up to five mills of property tax, contingent upon voter approval. RFTA wishes to request one mil or slightly higher. Whitsitt asked if RFTA staff can develop a schedule of items for Board agendas over the next six months, so that the Board can better prepare to discuss them.

Gamba requested clarification on gross versus net costs. Yang explained that gross costs are prior to the cost allocation to service contracts, and net cost is after costs have been allocated to service contracts, or RFTA's share. As service levels change or gross costs change, there is an impact to service contracts. Generally in 2016, for every \$1 RFTA spends on service, about 30 cents is coming back to RFTA through service contracts.

Bernot asked if Board members had more questions regarding the proposed 2016 budget; and there were none. **Bernot then opened the public hearing on Resolution No. 2015-20 and Resolution 2015-21 at 10:37 a.m. There were no public comments, and the public hearing was closed at 10:37 a.m.**

Blankenship stated that the outcomes of the CBU negotiations have been included in the budget, and were explained in more detail in the Executive Session. Assuming the CBU agreement is ratified by the ATU members, it will be presented to the Board in January 2016 for adoption as a Consent Agenda item.

Bob Gordon moved to approve Resolution No. 2015-20 (Approval of the 2016 RFTA Budget) and Resolution No. 2015-21 (Appropriating sums of money for the 2015 RFTA Budget) and Jacque Whitsitt seconded the motion. Resolutions No. 2015-20 and 2015-21 were unanimously approved and adopted.

In response to Newman's inquiry about the end date of the winter schedule, Blankenship responded that the winter schedule starts Saturday, December 12th, and that RFTA will add more weekend service at the end of the season to make a softer transition between the winter season and the spring season schedules.

Blankenship also reported that the Rubey Park construction contractor is working on punch list items for passenger waiting areas and bathrooms. The administrative offices may take longer. Certificates of Occupancy (CO) will be issued as soon as the contractor addresses the punch list items for the passenger waiting areas. Once those are open, the bus staging can be changed. Blankenship called the facility "stunning."

Mike Hutton, RFTA bus operator and vice-president of the ATU #1774 outlined and explained the staging plans that will go into effect.

In response to Bernot's inquiry, Blankenship reported that RFTA is developing an IGA with the City of Aspen to address maintenance issues, such as landscaping and the green roof. The IGA will be presented to the Board for their approval in January.

11. **Issues to be Considered at Next Meeting:** To be determined at December 10, 2015 Meeting.

None were determined.

12. **Next Meeting/Retreat:** 8:30 – 12:00 p.m., January 14, 2016 at Carbondale Town Hall

13. **Adjournment:**

Bernot moved to adjourn the Board meeting at 10:46 a.m.

The Board Meeting adjourned at 10:46 a.m.

Respectfully Submitted:

Edna Akeh
Board Secretary

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

Meeting Date:	January 14, 2016
Agenda Item	2016 Intergovernmental Agreement (IGA) Renewal Letter (for Transit Services with Garfield County – Grand Hogback Bus Service)
POLICY #:	4.2.5: Board Job Products
Strategic Goal:	Build partnerships with Garfield County and Western Garfield County communities.
Presented By:	Dan Blankenship, Chief Executive Officer
Recommendation:	Authorize the Chair to Execute the IGA Renewal Letter
Core Issues:	<ol style="list-style-type: none"> 1. In December 2009, the RFTA approved the IGA for Transit – Services (the Hogback agreement). The agreement committed Garfield County to providing up to \$614,000 in operating assistance to RFTA for the Grand Hogback bus service in 2010. 2. In 2011, Garfield County amended the IGA by adding a paragraph that will allow its \$650,000 contribution to the Grand Hogback bus service (and its contributions in subsequent years) to be approved by means of an Intergovernmental Agreement Renewal or Change Order Letter instead of amending the IGA every year. 3. Staff is seeking the Board’s authorization for the RFTA Board Chair to execute the 2016 IGA Renewal Letter, which will formalize Garfield County’s \$682,500 contribution for the Grand Hogback bus service. 4. RFTA greatly appreciates the willingness of the County to increase its contribution for this worthwhile commuter bus service in 2016 by 5% over the \$650,000 amount provided in 2015.
Background:	See Core Issues
Policy Implications:	Board Job Products Policy 2.4.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
Fiscal Implications:	Garfield County has budgeted \$682,500 for the Hogback bus service in 2016. RFTA relies on this funding to help support the Hogback bus service.
Background Info:	Yes, please see “Intergovernmental Agreement - Renewal Letter 2016.pdf “ that is included in the January 2016 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

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

Meeting Date:	January 14, 2016
Agenda Item:	Resolution 2016-01: Supporting the Application for a Grant from the Garfield County Federal Mineral Lease District (GCFMLD) to purchase one 57-passenger over-the-road (OTR)-type transit coach.
Policy #:	2.8: Board Awareness and Support
Strategic Goal	Fleet Maintenance: Develop a 3-5 year Growth and Vehicle Replacement Plan
Presented By:	David Johnson, Director of Planning
Recommendation:	Approve Resolution 2016-01
Core Issues:	<ol style="list-style-type: none"> 1. Staff is seeking RFTA Board authorization to submit a \$300,000 grant application to the Garfield County Federal Mineral Lease District to purchase a 57-passenger over-the-road (OTR)-type transit coach, which will operate on Compressed Natural Gas. 2. Vehicle Replacement is RFTA's most significant long-term financial challenge. Grant funding from the GCFMLD and other sources will be required to ensure that RFTA's maintains a fleet of safe, reliable and comfortable vehicles. 3. Service life of a heavy-duty transit coach is 12 years/500,000 miles; RFTA routinely maintains buses for 15-years and 750,000 miles to minimize vehicle replacement costs. 4. In the 2016 Budget, RFTA has programmed up to \$5 million to replace six (6) transit vehicles that have significantly exceeded their service lives. 5. Staff recommends that the Board approve Resolution 2016-01.
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:	If RFTA is awarded this grant, it will receive up to \$300,000 in revenue to fund the vehicle replacement. Total cost of the vehicle is approximately \$750,000. RFTA will provide matching funds through capital lease proceeds, which are contemplated in the 2016 Budget.
Attachments:	Yes, please see Resolution 2016-01 below.

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2016-01**

A Resolution Supporting the Grant Application for a Grant from Garfield County Federal Mineral Lease District (“GCFMLD”) to Assist with the Purchase of One 57-Passenger Transit Coach (“TRANSIT BUS”)

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 GCFMLD; and

WHEREAS, RFTA will submit a Grant Application for the Transit Bus, requesting a total award of \$300,000

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 will appropriate matching funds;
3. If the grant is awarded, the RFTA Board of Directors strongly supports the acquisition of the TRANSIT BUS;
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 TRANSIT BUS will be owned and operated by RFTA for the next 12 years, minimum. The RFTA Board of Directors will maintain the TRANSIT BUS in a high quality condition and will appropriate funds for maintenance annually; and
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 14th day of January, 2016.

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

By: _____

Stacey Bernot, 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 January 14, 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 ITEMSUMMARY # 6. C.

Meeting Date:	January 14, 2016
Agenda Item:	Agreement Between Amalgamated Transit Union, Local 1774, and Roaring Fork Transportation Authority
Policy #:	2.8: Board Awareness and Support
Strategic Goal	Negotiate Collective Bargaining Agreement
Presented By:	Dan Blankenship, CEO
Recommendation:	Approve Collective Bargaining Agreement
Core Issues:	<ol style="list-style-type: none"> 1. At approximately 7:45 p.m. on Saturday, December 5, 2015, representatives of ATU Local 1774 and RFTA management reached tentative agreement on all of the articles in the 2016 – 2018 Collective Bargaining Agreement. 2. According to the Aspen Daily News, on December 21, 2015 members of ATU Local 1774 voted ratify the Agreement. 3. The Agreement is now subject to RFTA Board approval in order to become effective as of January 1, 2016. 4. A tremendous willingness to collaborate was demonstrated by the parties and everyone genuinely appeared to approach the negotiations with the best interests of RFTA in mind. 5. Ed Cortez, President, Local 1774, and the members of his negotiating team are to be commended for the professional and positive tone that they maintained throughout the negotiations. 6. RFTA’s lead negotiator, Kent Blackmer, and team members, Kelley Collier, Michael Yang, Linda Forgacs, John Hocker, and consultant Paul Hilts, performed with tremendous poise, proficiency and professionalism. Their invaluable assistance and dedication made it possible to strike an accord with the union in record time. 7. Please the attached Overview, which follows on the next page for details regarding the Agreement. Staff recommends approval of the Agreement.
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:	See Overview attached below.
Attachments:	Yes, please see the Agreement Overview attached below and “FINAL RFTA-ATU Local 1774 CBA.pdf.” included in the January 2016 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

OVERVIEW

Agreement between ATU and RFTA Kent Blackmer –RFTA Lead Negotiator

January 10, 2015

Saturday, December 5, 2015, ATU Local 1774 and RFTA management reached tentative agreement on all of the articles in the attached Collective Bargaining Agreement. The proposed 2016-2018 Collective Bargaining Agreement was patterned to a large extent on the 2001 Agreement that RFTA previously had with ATU Local 1748. A summary of highlights follows:

Article II – Recognition

RFTA management and the Union agreed that the contract applies only to members of the bargaining unit, meaning only benefited, Year Round CDL Bus Operators.

Article III – Rights of Management

The Union and RFTA management arrived at Rights of Management language that was acceptable to both parties.

Article XIII - Scheduling

The Union wanted input and a better understanding of RFTA schedules Bus Operators. Management felt that given how complicated RFTA's scheduling process has become, that having Union participation in the process would be helpful to all concerned. Therefore, management agreed to pay for two Union officials or their designees to sit with the two members of our Scheduling Department for four hours on a quarterly basis to monitor the scheduling process.

Article VII – Work Stoppages

The Union agreed to no work slowdowns, sick outs, work stoppages or strikes for the life of this contract.

Article IX - Grievance

RFTA's previous contract with ATU made provisions for a grievance procedure. By and large, management and the Union adopted the same provisions that were in the original contract. When we operated with these grievance provisions fifteen years ago we found them workable. The key to making this readopted procedure work in so far as management is concerned is following the notification and response timelines laid out in this article. Management will be working with Operations' supervisory staff to understand that timely notification and follow up is crucial to everyone's interests.

Article X - Discipline and Discharge

This section relates to written warnings, suspensions, discharge, retraining, promotions, etc. The Union initially proposed language stipulating, with the exception of our drug testing policies, a driver's performance record should only be considered going back one year. Since merit increases have been superseded by an automatic wage scale progression, this was a bit concerning to management. Instead, we agreed upon language that allowed management to review the previous five years of history and, if there was a pattern of unacceptable conduct for more than five years, that could be considered as well.

Article XI – Seniority (Relief Supervisors)

Traditionally, in a union environment, all driving work is 'union work.' However, RFTA's seasonal service demands fluctuate so dramatically that we have a hybrid system for 10 of our "Relief Supervisors," wherein they supervise 50% of the time and drive 50% of the time. The Union initially proposed that all of these Relief Supervisors become Supervisors without, by contract, being able to drive except in 'exigent' circumstances. Given the unique seasonal nature of RFTA's services, RFTA needs to maintain flexibility to appropriately manage seasonal service fluctuations, so an acceptable compromise was reached. In April of 2016, two of RFTA's 10 Relief Supervisors will be promoted into full-time supervisory positions.

Article XVI - Benefits

Benefits for members of Year Round Bus Operators remain the same as those for the rest of Full Time RFTA personnel. Management agreed to inform the Union of pending changes to RFTA's benefits' programs (primarily health insurance) prior to implementing new and different plans.

Article XV – Days Off: Winter Vacations

Given the demand for all Operations personnel to be available to work during the busy winter season, vacations during that time frame are typically not granted. However, management agreed to offer two winter vacation slots to Year Round CDL Drivers subject to manpower availability over the course of the winter.

Article XVII – Wage Scale

Both parties agreed to a 12-year wage progression with a 2% annual adjustment to wage steps in 2017 and in 2018. Additionally, Bus Operators subject to this agreement, who are capped at the top of the prior year's pay scale, will receive a \$500 gross bonus on the first full bi-weekly payroll of the subsequent calendar year.

Article XX - Term of Contract

Both parties agreed to a 3-year agreement, 2016-2018, and in the third year of the contract to begin negotiations 180 days prior to the termination of the contract to better coincide with RFTA's budgeting process.

Estimated Fiscal Impact of Collective Bargaining Agreement (CBA) above amount already assumed in 2016 RFTA Budget prior to adoption on December 10, 2015:

Estimated wage and benefit cost adjustments for full-time year-round CDL Bus Operators over and above the 5% amount already assumed in the 2016 budget:	\$114,287
Estimated additional wage and benefit costs associated with promotion of two Relief Supervisors to full-time Supervisors	\$9,373
Estimated additional cost to fill driving shifts of two promoted Relief Supervisors with CDL Bus Operators	\$58,563
Total Estimated 2016 Fiscal Impact of CBA above amount already assumed in 2016 RFTA Budget	\$182,223

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

Meeting Date:	January 14, 2016
Agenda Item:	Grand Avenue Bridge (GAB) Update
Policy #:	4.24: Board Job Products
Strategic Goal:	Operations: Continue to update transit mitigations plans for the Grand Avenue Bridge replacement
Presented By:	Angela Henderson, RFTA Assistant Director, Project Management & Facilities Operations with Tom Newland, CDOT Project Public Information Manager
Recommendation:	FYI
Core Issues:	<p>Tom Newland, CDOT Project Information Manager for the Grand Avenue Bridge Project will be giving an informational presentation about the project, which started on January 7th. The items Tom will cover are as follows:</p> <ul style="list-style-type: none"> • Project Overview • Project Phasing • Detour/8th Street Connection • Transportation Options during the Detour (Fall 2017) • Public Information Management • Upcoming Meetings <p>Tom will answer questions after the presentation as time allows.</p>
Background Info:	The Grand Avenue Bridge Project will have temporary impacts to RFTA bus routes and possibly to bus schedules.
Policy Implications:	RFTA Board Job Products governing policy 4.2.4 states, “The Board may take positions on transportation matters, including local, state, or federal issues that affect the organization’s regional goals and the organization’s ability to achieve its Ends.
Fiscal Implications:	The Elected Officials Transportation Committee (Aspen, Snowmass Village, and Pitkin County) committed to providing \$335,000 to RFTA to fund the transit mitigation plan for the anticipated 3-month Grand Avenue Bridge closure. RFTA staff is recommending that the fares for the Grand Hogback service be waived during the period that the bridge is closed to provide an incentive for people to leave their cars at home.
Attachments:	Yes, please see “Grand Ave. Bridge Project Update 01-14-16.pdf” and “RFTA GAB 2017 SERVICE PLAN ABBR.pdf” included in the January 2016 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

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

Meeting Date:	January 14, 2016
Agenda Item:	Integrated Transportation System Plan (ITSP) Update
Presented By:	David Johnson, Director of Planning
Recommendation:	Provide comments and direction on the progress of the ITSP
POLICY #:	4.2.6: Board Job Products
Core Issues:	<ol style="list-style-type: none"> 1. At the 2015 Board Retreat, RFTA staff received direction from the Board to begin working on an Integrated Transportation System Plan (ITSP). Since then, Staff developed an outline of the ITSP and a proposed RFQ solicitation document as a means for establishing the resources to deliver the ITSP. With Board input, staff has continued to refine the ITSP scope of work, priorities and budget. 2. The ITSP has been divided into two phases. Phase I reflects the priority projects that can be completed based on goals, schedule and resources available for Year 2016. All other tasks in the ITSP have been moved to Phase II. Phase II is intended to be complete in Years 2017-2018. The phasing, scope, schedule and budget will be refined later in 2016, based on the outcomes of Phase I. 3. On November 19, 2015, RFTA issued requests for qualifications for an on-call team of planning and planning-related professionals, primarily to conduct Phase I of the ITSP and to assist with performing due diligence to assess the feasibility of developing a potential ballot initiative for an approximately 1 mil property tax request in 2016 or a subsequent year, to support long-term bus replacement. 4. RFTA received three responsive team proposals on December 15th and interviewed two of those teams on January 7th. 5. RFTA intends to make a selection by Friday, January 15th. Thereafter, RFTA and the chosen Planning Team will review the goals and work plan for 2016 and establish a process and schedule for the ITSP and for evaluating the feasibility of a potential ballot initiative in 2016 or a subsequent year. <p>A draft ITSP Phase I scope and schedule, which will be reviewed and refined by the selected On-Call Planning Team, is attached.</p>
Policy Implications:	RFTA Board Job Products governing policy 4.2.6 states, “The Board will make determinations regarding all RFTA sales tax/bonding initiatives for transit or trails.”
Fiscal Implications:	RFTA has budgeted \$200,000 collectively, for Phase I of the ITSP and due diligence associated with a potential ballot initiative in 2016 or a subsequent year. These projects are intended to be complete by end of 2016.
Attachments:	Yes, please see “Phase I Integrated Transportation System Plan Outline and Schedule 01-14-16.pdf,” which is included in the January 2016 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board meeting Agenda packet.

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

Meeting Date:	January 14, 2016
Agenda Item:	RFTA Capital Reserve Policy
POLICY #:	2.5.5. Financial Planning/Budgeting:
Strategic Goal:	Refine RFTA’s Long Range Financial Forecast to include updated information pertaining to the Capital Investment and Replacement Plan
Presented By:	Michael Yang, Director of Finance
Staff Recommends:	<p>Modify Policy 2.5.5 to reflect Scenario B (refer to page 19 below) as it pertains to Capital Reserves.</p> <p>Modified language to Policy 2.5.5 (italicized below):</p> <p>“The CEO shall not allow budgeting that fails to allocate at least an average of two months of budgeted General Fund Revenues to Operating Reserves or an average of two months of budgeted General Fund Expenditures, whichever is larger. Revenues include sales and use tax, service contracts, fares, operating grants and contributions. Expenditures include operating expenditures, operating expenditures allocated to service contracts and debt service. Such Operating Reserves may be drawn upon on recommendation of CEO with Board approval to compensate for an expected shortfall. <i>At year-end, any available surplus in the General Fund will be allocated in the following manner: 75% to Committed Capital Reserves and 25% to Unassigned Fund Balance. The portion allocated to Committed Capital Reserves will be further allocated in the following manner: 75% Transit Capital Reserves, 20% Facilities Capital Reserves and 5% Trails Capital Reserves. Such Capital Reserves may be drawn upon on recommendation of CEO with Board approval to fund capital needs and replenished using year-end surpluses.</i>”</p>
Core Issues:	<p>The Capital Reserve policy should address:</p> <ol style="list-style-type: none"> 1. How to calculate Capital Reserves, and 2. Conditions under which Capital Reserves may be drawn upon. <p>Staff will present Capital Reserve Scenarios A and B to facilitate the Board discussion. Staff recommends Scenario B.</p>
Background Info:	<p>According to the Government Finance Officers Association (GFOA), it is essential that governments maintain adequate levels of fund balance to mitigate current and future risks. RFTA reports the extent to which it is bound to honor constraints on the specific purposes for which amounts in the fund can be spent. RFTA does this by establishing the following components of fund balance in accordance with GASB pronouncement 54:</p> <ul style="list-style-type: none"> • Non-spendable • Restricted • Committed • Unassigned

	<p>The last two components (Committed and Unassigned) together comprise “unrestricted fund balance” and are available for Operating and Capital Reserves and, therefore, considered in the reserve policy 2.5.5. Credit rating agencies monitor levels of fund balance and unrestricted fund balance in a government’s general fund to evaluate a government’s continued creditworthiness or liquidity – higher levels of fund balance are favored.</p> <p>At the March 13, 2014 RFTA Board meeting, the Board adopted Resolution 2014-04 which modified language to Policy 2.5.5 regarding the Operating Reserve Policy.</p> <p>As of December 31, 2014, the audited financial statements reflected a General Fund Unassigned Fund Balance of approximately \$7.6 million. Budget estimates assume that the Unassigned Fund Balance will decrease to approximately \$7 million in 2015 and \$6.7 million in 2016.</p> <p>As part of addressing RFTA’s long-term capital replacement financing plan, staff recommends increasing RFTA’s Capital Reserves by committing a significant portion of the estimated \$7 million of Unassigned Fund Balance as of December 31, 2015. This amount would also include any available 2015 year-end surplus. In future years, staff recommends increasing its Capital Reserves using available year-end surpluses by using the allocation methodology outlined in the recommendation above. Staff will also continue to seek alternative funding sources for long-term capital needs, which may include grants, financing, and additional revenue streams.</p>
<p>Policy Implications:</p>	<p>2.5.5. Financial Planning/Budgeting: “The CEO shall not allow budgeting that fails to allocate at least an average of two months of budgeted General Fund Revenues to Operating Reserves or an average of two months of budgeted General Fund Expenditures, whichever is larger. Revenues include sales and use tax, service contracts, fares, operating grants and contributions. Expenditures include operating expenditures, operating expenditures allocated to service contracts and debt service. Such Operating Reserves may be drawn upon on recommendation of CEO with Board approval to compensate for an expected shortfall. Annually, the Capital Transit and Capital Facilities Reserves must each be increased by \$100,000 and the Trails Capital Reserves must be increased by \$75,000”</p>
<p>Fiscal Implications:</p>	<p>None.</p>
<p>Attachments:</p>	<p>Please see following pages.</p>

Capital Reserve Policy

Scenario A reflects the current Policy 2.5.5.

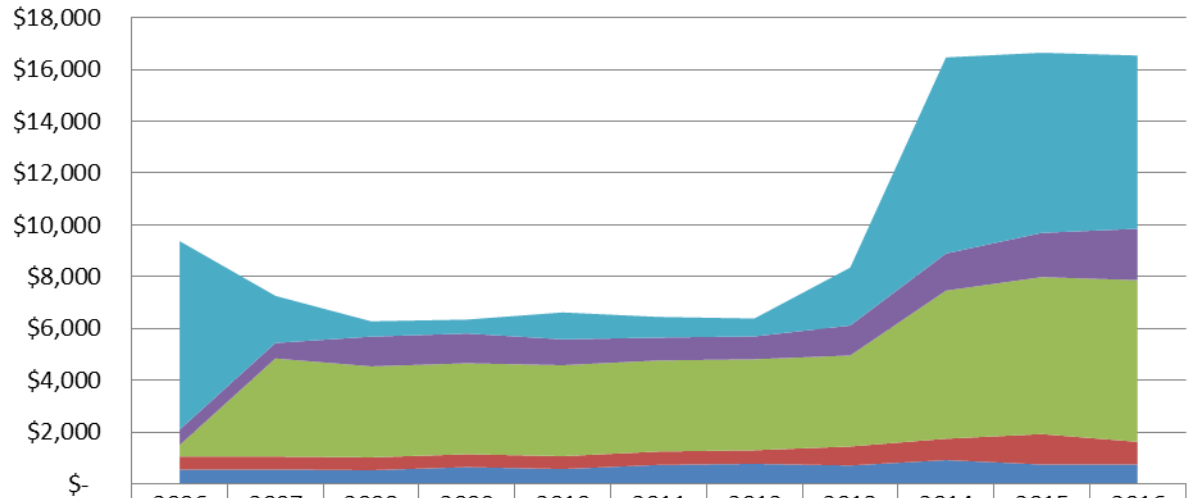
Scenario B reflects the proposed Policy 2.5.5 with modified language.

Exhibit 1:	A	B		C	D		E
		Policy 2.5.5 Scenario A			Policy 2.5.5 Scenario B		
	Audit	Budget	Budget		Budget	Budget	
	2014	2015	2016		2015	2016	
1	General Fund - Fund Balance						
2	Non-spendable	\$ 921	\$ 750	\$ 750	\$ 750	\$ 750	
3	Restricted	\$ 826	\$ 1,176	\$ 875	\$ 1,176	\$ 875	
4	Committed						
5	Committed Operating Reserves	\$ 5,717	\$ 6,058	\$ 6,244	\$ 6,058	\$ 6,244	
6	Committed Capital Reserves						
7	Transit Capital Reserves	\$ 335	\$ 435	\$ 535	\$ 4,401	\$ 4,401	
8	Trails Capital Reserves	\$ 525	\$ 600	\$ 675	\$ 796	\$ 796	
9	Facilities Capital Reserves	\$ 575	\$ 675	\$ 775	\$ 1,659	\$ 1,659	
10	Subtotal Capital Reserves	\$ 1,435	\$ 1,710	\$ 1,985	\$ 6,856	\$ 6,856	
11	Subtotal Committed	\$ 7,152	\$ 7,768	\$ 8,229	\$ 12,914	\$ 13,100	
12	Unassigned	\$ 7,572	\$ 6,953	\$ 6,689	\$ 1,807	\$ 1,819	
13	Total Fund Balance	\$ 16,470	\$ 16,648	\$ 16,543	\$ 16,648	\$ 16,543	

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:

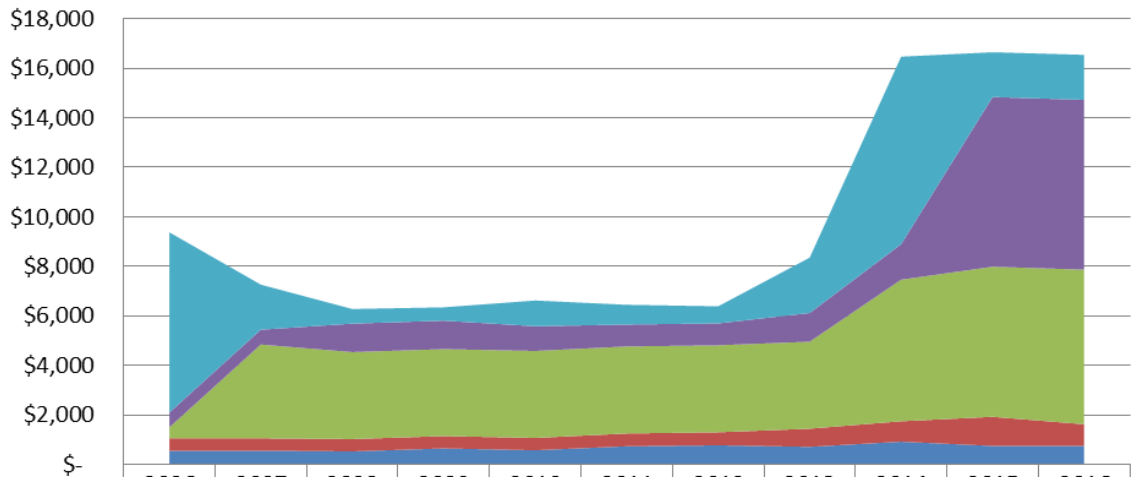
- **Restricted** fund balance includes amounts that are constrained for specific purposes that are externally imposed by providers.
- **Committed** fund balance includes amounts that are constrained for specific purposes that are internally imposed by the Board.
- **Unassigned** fund balance includes 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 (1,000's) - Scenario A



	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
■ Unassigned	\$7,278	\$1,816	\$593	\$537	\$1,037	\$798	\$688	\$2,237	\$7,572	\$6,953	\$6,689
■ Committed Capital Reserves	\$600	\$600	\$1,150	\$1,150	\$1,000	\$885	\$885	\$1,160	\$1,435	\$1,710	\$1,985
■ Committed Operating Reserves	\$444	\$3,788	\$3,513	\$3,513	\$3,513	\$3,513	\$3,513	\$3,513	\$5,717	\$6,058	\$6,244
■ Restricted	\$498	\$498	\$498	\$498	\$498	\$519	\$524	\$733	\$826	\$1,176	\$875
■ Non-spendable	\$556	\$559	\$526	\$649	\$573	\$734	\$775	\$711	\$921	\$750	\$750

General Fund's Fund Balance (1,000's) - Scenario B



	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
■ Unassigned	\$7,278	\$1,816	\$593	\$537	\$1,037	\$798	\$688	\$2,237	\$7,572	\$1,807	\$1,819
■ Committed Capital Reserves	\$600	\$600	\$1,150	\$1,150	\$1,000	\$885	\$885	\$1,160	\$1,435	\$6,856	\$6,856
■ Committed Operating Reserves	\$444	\$3,788	\$3,513	\$3,513	\$3,513	\$3,513	\$3,513	\$3,513	\$5,717	\$6,058	\$6,244
■ Restricted	\$498	\$498	\$498	\$498	\$498	\$519	\$524	\$733	\$826	\$1,176	\$875
■ Non-spendable	\$556	\$559	\$526	\$649	\$573	\$734	\$775	\$711	\$921	\$750	\$750

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

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: January 14, 2016

Tree Farm Development Proposal: As part of its initial land use proposal, the Tree Farm Development committed to providing 50 parking spaces on site. The proposal has gone through several iterations and the developer is now proposing to provide either \$500,000 in cash to RFTA which could be used to acquire parking off site somewhere in the vicinity or a combination of 18-20 on-site parking spaces for RFTA with the balance in cash. Staff believes that this proposed mitigation could be used to acquire parking spaces in the parking garage at Willits and is seeking Board authorization to develop a MOU with the developer that acknowledges RFTA's willingness to accept the proposed mitigation to acquire parking spaces in the Mid-Valley vicinity. The MOU would most likely be brought back for Board approval at the February 11, 2016 Board meeting.

Regional Transportation Authority Property Tax Authorization Bill to Extend Sunset to 2019: RFTA is proposing a Bill in the 2016 legislative session that would amend the Regional Transportation Authority Law to extend the current 2019 sunset on the 5 mill property tax authorization until 2029. Representative Diane Mitsch Bush has indicated that she will be the Bill's sponsor and staff will continue to work with her to shepherd the bill through the 2016 legislative process. Staff is soliciting letters of support for the proposed extension from its member jurisdictions, other Regional Transportation Authorities in Colorado, Chambers, and local businesses. Also, there will be a number of Committee hearings at the State Capitol in the coming weeks at which RFTA staff and, ideally, several Board Members, should be present. Staff will let the Board know the dates of the Committee meetings once they have been announced.

Compressed Natural Gas (CNG) Safety Monitoring Report: In 2013, Dan Richardson, SGM, was retained to monitor safety and maintenance procedures for RFTA's CNG operations at the Glenwood Maintenance Facility. The Executive Summary of his 2015 annual year-end report is as follows:

Executive Summary

Inspections were conducted and there are no significant areas of concern to report.

Noteworthy issues include:

- A new MCI fueled by CNG went into service on 12/30. John Filippone has begun training drivers and Blake Schultz has begun maintenance training videos. While it seems that CNG features remain the same, it is recommended that all training materials be updated to include MCI-specific information.
- John Filippone has updated the evacuation plans so that the color-coding is more intuitive. This is expected to better train RFTA staff. *The Emergency Response Plan (ERP) will need to be updated (if it hasn't been already) now that the evacuation plan has changed.*
- The annual combustible gas detector calibration inspection should be scheduled ASAP.
- Building maintenance staff continues to do a commendable job keeping equipment maintained so that CNG fueling is safe and as uninterrupted as possible.
- Staff that was interviewed about safety protocol generally was well informed.
- Grimes Service Co. Inc. (GSC) has subcontracted its equipment maintenance tasks to Al Ray's Heating and Air, Inc. (AR). There were no recent AR maintenance reports or invoices to review this period.

A complete copy of Mr. Richardson's report (RFTA_CNGsupport_MemoJan2016.pdf) can be found in the January 2016 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board meeting Agenda packet.

November 2015 Year-to-Date Ridership Report

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report				
Service	Nov-14	Nov-15	#	%
	YTD	YTD	Variance	Variance
City of Aspen	978,139	922,169	(55,970)	-5.72%
RF Valley Commuter	2,406,490	2,484,086	77,596	3.22%
Grand Hogback	78,843	81,840	2,997	3.80%
Aspen Skiing Company	456,157	449,091	(7,066)	-1.55%
Ride Glenwood Springs	194,546	186,015	(8,531)	-4.39%
X-games/Charter	36,205	38,942	2,737	7.56%
Senior Van	3,730	3,691	(39)	-1.05%
MAA Burlingame	40,016	31,709	(8,307)	-20.76%
Maroon Bells	123,128	174,202	51,074	41.48%
Total	4,317,254	4,371,745	54,491	1.26%
Subset of Roaring Fork Valley Commuter Service with BRT in 2015				
Service	YTD Nov.	YTD Nov.	Dif +/-	% Dif +/-
	2014	2015		
Highway 82 Corridor Local/Express	1,002,823	1,002,374	(449)	0%
BRT	737,411	748,769	11,358	2%
Total	1,740,234	1,751,143	10,909	1%

Finance Department Update – Mike Yang, Director of Finance

2015 Budget Year				
General Fund				
	November YTD			Annual Budget
	Actual	Budget	% Var.	
Revenues				
Sales tax (1)	\$ 15,846,167	\$ 15,743,628	0.7%	\$ 19,914,000
Grants	\$ 4,361,699	\$ 4,338,217	0.5%	\$ 7,105,046
Fares (2)	\$ 4,031,006	\$ 3,925,192	2.7%	\$ 4,513,000
Other govt contributions	\$ 2,360,238	\$ 2,359,002	0.1%	\$ 7,268,752
Other income	\$ 382,751	\$ 366,092	4.6%	\$ 413,000
Total Revenues	\$ 26,981,861	\$ 26,732,131	0.9%	\$ 39,213,798
Expenditures				
Fuel (3)	\$ 1,696,916	\$ 1,738,301	-2.4%	\$ 1,957,723
Transit	\$ 17,233,940	\$ 16,828,641	2.4%	\$ 18,328,720
Trails & Corridor Mgmt	\$ 381,191	\$ 364,650	4.5%	\$ 468,960
Capital	\$ 8,585,453	\$ 8,571,017	0.2%	\$ 14,681,988
Debt service	\$ 1,556,834	\$ 1,556,832	0.0%	\$ 2,339,409
Total Expenditures	\$ 29,454,334	\$ 29,059,441	1.4%	\$ 37,776,800
Other Financing Sources/Uses				
Other financing sources	\$ 1,453,285	\$ 1,453,285	0.0%	\$ 1,453,285
Other financing uses	\$ (2,193,749)	\$ (2,193,749)	0.0%	\$ (2,713,032)
Total Other Financing Sources/Uses	\$ (740,464)	\$ (740,464)	0.0%	\$ (1,259,747)
Change in Fund Balance (4)	\$ (3,212,936)	\$ (3,067,774)	-4.7%	\$ 177,251

(1) Sales tax is budgeted and received two months in arrears (i.e. October revenues are received in November). Through August, all member jurisdictions have exceeded budget.

(2) Through November, overall fare revenue is up approx. 2% compared to the prior year. The 2% decrease in regional fares is being offset by the 57% increase in the Maroon Bells bus tour sales. The decrease in regional fares is being monitored and appears to be

attributable to a combination of factors, including the timing of bulk pass orders by outlets and businesses and the increased popularity of the \$5 stored value card transit pass. The chart below provides a November YTD 2014/2015 comparison of actual fare revenues and ridership on RFTA fare services:

Fare Revenue:	Nov 14 YTD	Nov 15 YTD	Increase/ (Decrease)	% Change
Regional Fares	\$3,643,443	\$3,563,251	\$ (80,192)	-2%
Other Service/Maroon Bells	\$ 288,384	\$ 451,604	\$ 163,220	57%
Advertising	\$ 20,390	\$ 16,151	\$ (4,239)	-21%
Total Fare Revenue	\$3,952,217	\$4,031,006	\$ 78,789	2%

Ridership on RFTA Fare Services:	Nov 14 YTD	Nov 15 YTD	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	1,002,823	1,002,374	(449)	0%
BRT	737,411	748,769	11,358	2%
SM-DV	60,207	52,988	(7,219)	-12%
Maroon Bells	123,128	174,202	51,074	41%
Grand Hogback	78,843	81,840	2,997	4%
Total Ridership on RFTA Fare Services	2,002,412	2,060,173	57,761	3%

Avg. Fare/Ride	\$ 1.94	\$ 1.89	\$ (0.05)	-3%
Avg. Fare/Ride MB	\$ 2.34	\$ 2.59	\$ 0.25	11%

(3) Fuel appears to be under budget thus far and staff will continue to monitor this situation.

(4) Over the course of the year, there are times when RFTA operates in a deficit; however at this time, we are projecting that we will end the year with a surplus. Please note that the Board's approval of Resolution 2015-03 included a bus replacement purchase which will use approx. \$227,000 of insurance recoveries currently residing in fund balance to fund a portion of the purchase and Resolution 2015-09 includes a one-time cash purchase portion of the CEC solar array investment for approx. \$196,000

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage November 2015 YTD				Hours November 2015 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	3,447,334	3,374,518	72,816	2.2%	153,550	152,676	874	0.6%
City of Aspen	443,410	452,659	(9,249)	-2.0%	49,429	49,147	282	0.6%
Aspen Skiing Company	210,592	218,816	(8,224)	-3.8%	14,938	14,645	293	2.0%
Ride Glenwood Springs	112,963	110,128	2,835	2.6%	8,945	8,902	43	0.5%
Grand Hogback	194,179	199,197	(5,018)	-2.5%	7,410	7,718	(308)	-4.0%
MAA/Burlingame	23,140	24,617	(1,477)	-6.0%	1,678	1,670	8	0.5%
Maroon Bells	66,253	46,684	19,569	41.9%	5,432	3,837	1,595	41.6%
Specials/Charter	9,489	11,408	(1,919)	-16.8%	945	1,631	(686)	-42.1%
Senior Van	16,452	17,775	(1,323)	-7.4%	1,707	1,683	24	1.4%
Total Service	4,523,812	4,455,802	68,010	1.5%	244,034	241,909	2,125	0.9%

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

Rubey Park Renovation Project:

The new Rubey Park facility received its certificate of occupancy on Friday, December 18th allowing the facility to be opened to the public and RFTA to move its operations from the temporary trailers into the new facility. The new facility is a vast improvement over the old Rubey Park and the response by the public has been favorable. There are still a large number of construction and design issues to work through and the contractor and the design team will be working throughout the winter to address them. Sometime after April 15th the contractor will remobilize to complete the landscaping, green roof and the construction punch list. Since this project is substantially complete, staff will no longer be reporting on this project in the monthly Facilities' report unless there is an unusual event.

AMF Phase 3- Indoor Bus Storage:

There is no significant progress to report. This project is on hold until the spring construction season.

CDOT Grant Process

RFTA now has three construction projects that are partially funded either by FASTER grants which come directly from CDOT or FTA 5311 grants which are administered by CDOT. CDOT rules for grants administration dictate the no work that is eligible for reimbursement through a grant may be done prior to the execution of a grant agreement, including the receipt of concurrence with the procurement documents, plans set and the review and concurrence with the project's environmental, right of way and utility documents. These rules prohibit staff from moving the projects forward until an executed grant agreement is completed and all the required reviews have been done.

RFTA staff is meeting on a regular basis with representatives of the CDOT Division of Transit and Rail who are in charge of administering these grants to help advance each of our projects through the system but progress over the last several months has been very slow and these projects are beginning to fall behind schedule. These delays are beginning to eat into the procurement and construction schedules for these projects and will soon begin to jeopardize staff's ability to complete projects on time. Below is a list of projects currently awaiting grant agreements and approvals from CDOT.

- West Glenwood Spring park and ride- FTA 5311 grant
- GMF expansion Project Phase 1A – FASTER grant
- AMF Renovation Project phase 4 – FTA 5311 grant (Awaiting executed contract from CDOT – est. 1 month)

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

Staff has received the grant agreement from CDOT for this project and the contract is currently being circulated for signatures. This process generally takes between 2 to 4 weeks to complete. RFTA staff has submitted the plans set, procurement package and the right of way, utility and environmental documentation to CDOT for its review. The standard process at CDOT is to wait until the grant agreement has been signed to begin reviewing the project documentation, but RFTA staff has been working closely with CDOT staff and encouraging them to run these processes concurrently so that we save some time in the project schedule.

West Glenwood Springs Park And Ride Project:

There is no significant progress to report. This project is on hold until RFTA receives all the approvals required for the project from CDOT.

GMF Expansion Project:

On Wednesday, January 13, RFTA staff will be meeting with Shrewsbury Associates to kick off the design/build process for the first phase of the GMF expansion project. Staff is optimistic that this project delivery method will result in a faster and more efficient project.

New Castle Park and Ride:

There is no significant progress to report.

Facilities Updates

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:

The frequent snowfall and cold temperatures made snow plowing especially challenging over the holiday season this year and staff spent the week of January 4th catching up on snow removal at all of the transit system's stations and parking lots. Additionally, over the last three weeks, staff has towed twenty-three cars from RFTA Park and Rides and to date only one of these has been claimed by the owner.

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 24 beds, is currently at **93%** 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 8 seasonal 2 bedroom units at the Burlingame apartment complex as of January 1st and is currently at **81%** occupancy.

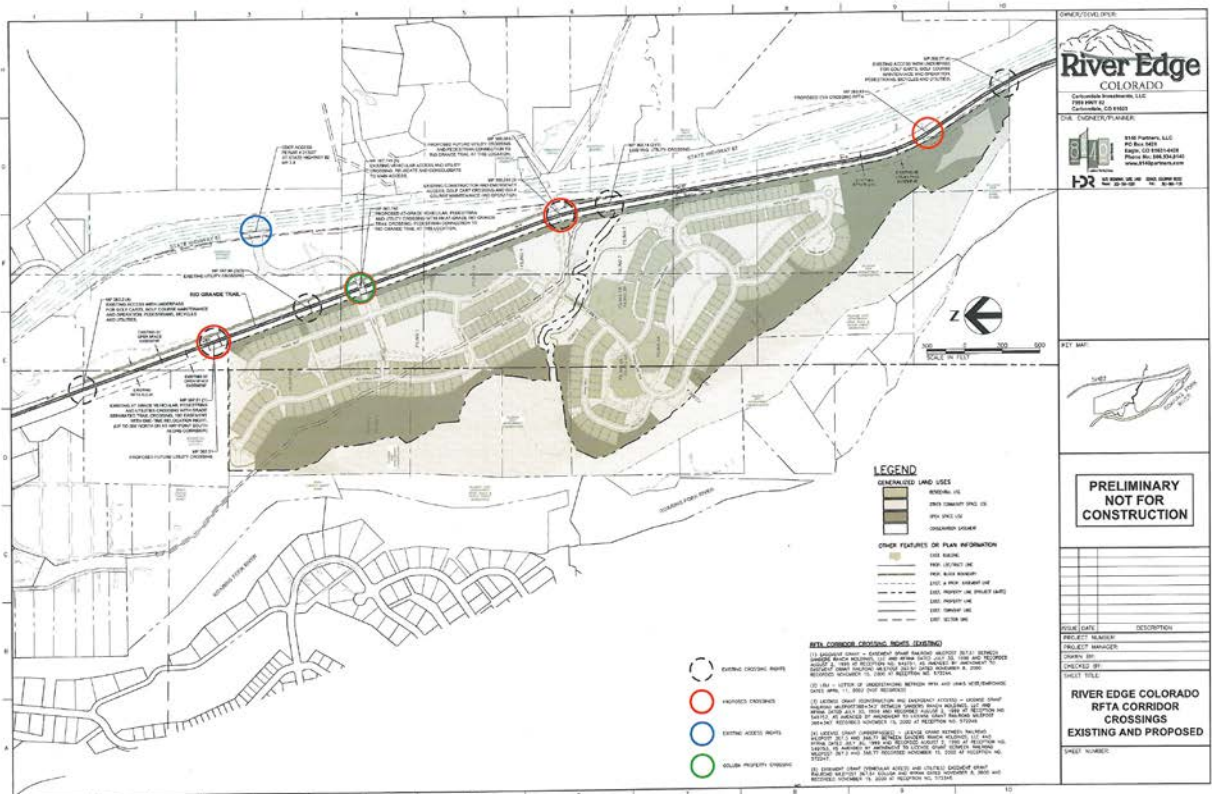
RFTA Railroad Corridor

Covenant Enforcement Commission (CEC) Annual Meeting: Staff held the **annual CEC meeting** on **Wednesday, December 9th** from 6pm to 8pm at the Carbondale RFTA Facility. Overall the Rio Grande Trail is in good shape and we have eliminated all but two encroachments in the Conservation Areas. Staff will be bringing a full report and letter to the RFTA Board for review at the February 11th meeting.

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

- An update to the 2005 Comprehensive Plan. ***The first document to be updated is the Access Control Plan. This is still in process and staff hopes to bring the final version to the March RFTA Board meeting for a public hearing and a vote. Now that the holidays are over, staff is focused on finalizing our responses to the public comments received during the second public comment period in October 2015.***
- Once the draft versions of ACP and DGS guidelines are finalized and approved by the RFTA Board then 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. ***Staff is in the process of geocoding all of the existing crossings into the GIS database. This updated list will be included in the ACP document for the March Board meeting.***
- With the final version of the ACP accepted by the RFTA Board of Directors, staff will work with the attorneys to Review and update the existing templates & formats that RFTA is using for licensing users of 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 it to have railroad and legal experts review, assess and report on proposed development impacts along the corridor along with recommendations regarding potential mitigation of the impacts that RFTA can provide to permitting jurisdictions.

- Once the process for the ACP is completed and the forms and review process have 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 areas identified up and down the Railroad Corridor and will provide updates as necessary (*Ongoing*);
- **River Edge Colorado** (*Sanders Ranch/Bair Chase/River Bend/Cattle Creek development*) Crossing Review and Coordination. The developer is proposing new road crossing locations as part of their application to Garfield County and the County is in the process of reviewing the developer's latest submittal. **The developer has submitted an application and fee reimbursement agreement to RFTA. This will allow RFTA staff to have our engineers and attorneys review the proposed development. As of January 6th, RFTA's engineers have completed an initial review of the traffic study and provided comments back to the developer. There were a few issues in the traffic study that needed to be corrected before the engineers could provide an adequate review and a recommendation for the type of crossing improvements needed for their crossing. Design comments have also been provided to the developer. The comments regarding the designs for the crossing, trail improvements, drainage, utility connections, etc., were very similar to the comments on the traffic study. There was simply not enough information for the engineers to provide an adequate response**



- **The developer is proposing one at-grade vehicle crossing, an at-grade trail crossing, an emergency vehicle crossing, several utility crossings and pedestrian connections to the Rio Grande Trail**
- **The developer has expressed a willingness to terminate all of the existing agreements and develop new agreements for the property (*Ongoing*);**

- **Glassier Open Space/Trail** – Pitkin County Open Space and Trails (POST) acquired a parcel of property out on Hooks Lane from the Glassier family for open space and a separate parcel for a new parking lot and soft surface trail adjacent to the Rio Grande Trail that will allow some parking and access to the new open space property. POST will build the new parking lot and will work jointly with RFTA to complete some improvements to the current Hooks Lane access location and develop a small soft surface trail section adjacent to the Rio Grande paved trail. RFTA will be issuing a license to POST for the soft surface improvements. Here are two renderings of the proposed improvements:



- **South Bridge** – Nothing new to report this month; (*Ongoing*);
- **8th Street Crossing Project by CDOT (for the Grand Avenue Bridge Replacement) and the City of Glenwood Springs**– RFTA’s state rail attorney, Walter Downing, has been working on an agreement with CDOT regarding the use of the 8th Street Rail location for the temporary detour during the Grand Avenue Bridge replacement project. Staff will be meeting the CDOT real estate department on Tuesday, January 12th to discuss the need for some temporary construction easements. Staff will provide updates on this project monthly as needed (*Ongoing*);
- **Industry Way, Carbondale** – Nothing new to report this month; (*On Hold*);
- **2nd Street, Carbondale** – Nothing new to report this month; (*Ongoing*);
- **TCI Lane Bridge Project** – Nothing new to report this month; (*Ongoing*).

Rio Grande Trail Update

Some **INCREDIBLE** news to share regarding the Rio Grande Trail- the Rio Grande Trail has been nominated for the Rails-to-Trails Conservancy’s Hall of Fame. Staff received the following email from the Rails-to-Trails Conservancy. ***We may be asking some of you to assist with interviews AND we will definitely be asking for your voting support! STAY TUNED!***

“I’m delighted to share the news that the Rio Grande Trail may become the next inductee in Rails-to-Trails Conservancy’s [Hall of Fame](#)! The year 2016 will mark RTC’s 30th anniversary and, in celebration of the occasion, we’re launching a public vote for the 30th entry into our Rail-Trail Hall of Fame. Your trail is among one of *only* five in country to be selected by our staff as a Hall of Fame nominee.

RTC began recognizing exemplary rail-trails across the country in 2007, but this is the first time we’ve had a public vote for our Hall of Fame. Inductees are selected on merits such as scenic value, high use, trail and trailside amenities, historical significance, excellence in management and maintenance of facility, community connection, and geographic distribution. Our staff nominated your trail because we felt it met all of those qualifications.

We welcome your participation in the process. Over the next five months, each of the trail nominees will receive a special “[Trail of the Month](#)” feature story in our e-newsletter to introduce our audience of 160,000 members and supporters to your trail’s unique traits and importance to the community. Our staff writer, Laura Stark, CC’d here, will be contacting you to arrange phone interviews for the story and to collect photographs of the trail.

The voting will commence in early June and we will alert you at that time, so that you can share the voting link on your website, newsletter, social media, or in other ways. We hope this will be a fun and friendly competition and provide a terrific opportunity for publicity and national attention for your trail!

The winner of the vote will be announced when the voting closes a few weeks later, and will receive additional benefits such as special Hall of Fame signage for the trail, assistance planning and promoting a celebratory event, and a story in our nationally distributed Rails to Trails magazine.

We hope to hear from you soon and wish you the best of luck in the competition!

Warm Regards,

Liz Thorstensen
Vice President, Trail Development
rails-to-trails conservancy
2121 Ward Court, NW 5th Floor
Washington, DC 20037-1213

Other updates for the Rio Grande Trail:

- Staff completed the Covenant Enforcement Committee report and held the annual CEC meeting.
 - No new violations were observed. Only 2 violations remain.
- Staff has been coordinating with Pitkin County Open Space and Trails regarding an equestrian/multi-use trail from the Hooks Ln Trailhead to the Glassier Open Space
- Staff shut the gates and closed the wildlife section for the winter on November 30. The gates will open back up on April 30.
- Staff is plowing the trail from Glenwood Springs up to Carbondale when we get a significant snow event.
- Staff has been grooming the cross country ski trail from Snowmass Drive to Catherine Bridge.
- Staff has continued to have issues with the tractor and implements; it has been down for most of the summer with one issue or another. It is difficult to find parts for the implements and to find a mechanic to work on them.
 - Staff ordered a boom flail mower that will hook directly into our existing Bobcat fleet.

Planning Department Update – David Johnson, Director of Planning

The 1-14-16 Planning Department Update.pdf can be found in the January 2016 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board meeting Agenda.

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

Meeting Date:	January 14, 2016
Agenda Item:	Resolution 2016-02: Election of RFTA Board Officers for 2016
Presented By:	Paul Taddune, General Counsel
Staff Recommends:	Elect a Chair and Vice Chair; appoint staff members, Edna Adeh as Secretary and Michael Yang, as Treasurer.
POLICY #:	Bylaws – Article VII, Section 7.02
Action Requested:	Elect RFTA Board Officers and adopt Resolution 2016-02.
Core Issues:	<ul style="list-style-type: none"> • RFTA’s bylaws call for the election of Officers at the first regular meeting of the Board each year. • A Chair, Vice Chair, Secretary and Treasurer/Budget Officer must be elected. The Board may appoint staff members to serve as Secretary and Treasurer • Section 7.04 of the By-laws, as amended in 2010 states: “Term. With the exception of the CEO, each Officer shall serve a one (1) year term commencing upon election or appointment by the Board. Each Officer shall serve until the end of his/her term or until his/her successor is elected or appointed or s/he is lawfully removed pursuant to State law, these bylaws or the I.G.A. No member may serve as Chair for more than two consecutive one-year terms. No member may serve as Vice-Chair for more than two consecutive one-year terms. The Secretary and Treasurer may serve unlimited terms.” • Stacey Bernot has served as RFTA Chair for one year and, according to the By-Laws, is eligible to serve another consecutive one-year term as the RFTA Chair. • Kathy Chandler-Henry, has served as RFTA Chair for one year and, according to the By-Laws, is eligible to serve another consecutive one-year term as Vice Chair. • Staff recommends that Edna Adeh be elected as Secretary and that Michael Yang be elected as Treasurer/Budget Officer.
Background Info:	See Core Issues
Policy Implications:	Election of officers to the RFTA Board is governed by its By-Laws. Article VII, Section 7.02 of the By-Laws provides that the Board shall elect Officers at the first regular meeting of the Board each year. The officers are a Chair, a Vice Chair, a Secretary and Treasurer/Budget Officer. The Board may appoint staff members to serve as the Secretary and Treasurer/Budget Officer.
Fiscal Implications:	None.
Attachments:	Yes, please see Resolution 2016-02 on following page.

**Director _____ moved adoption
Of the following Resolution:**

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2016-02
ELECTION OF RFTA BOARD OFFICERS FOR 2016**

WHEREAS, pursuant to Section 7.02 of the Bylaws of the Roaring Fork Transportation Authority (“RFTA”), the Board of Directors is required to elect Officers at the first annual meeting of each year.

Following a motion passed by the Board, the following persons were elected by consensus to serve as Officers of the Roaring Fork Transportation Authority Board of Directors for the year 2016.

_____, as Chairperson

_____, as Vice-chairperson

_____, as Secretary; and

_____, as Treasurer and Budget Officer.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ROARING FORK TRANSPORTATION AUTHORITY:

The above-named persons shall serve as Officers of the Roaring Fork Transportation Authority until a successor is named.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held January 14, 2016.

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

By: _____
Stacey Bernot, Chair

ATTEST: _____
Edna Adeh, Secretary to the Board