

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA**
TIME: 8:30 a.m. – 11:30 a.m., Thursday, March 8, 2018
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: Paul Taddune, General Counsel: One matter: Pursuant to C.R.S. 24-6-402(4)(b)(1) 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: 02-25-18 Bus Accident		Executive Session	8:31 a.m.
3	Approval of Minutes: RFTA Board Meeting, February 8, 2018, 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. Resolution 2018-04: 2018 RFTA Title VI Program Update and 2018 Limited English Proficiency (LEP) Plan Update – Nicole Schoon, Title VI & LEP Compliance Officer, page 8	2.8.11	Approve	
	B. Resolution 2018-05: 2018-2021 RFTA Equal Employment Opportunity/Affirmative Action Plan (EEO/AAP) Update – Nicole Schoon, EEO/AAP Compliance Officer, page 11	2.8.11	Approve	
	C. Resolution 2018-06: 2018 RFTA ADA Complementary Paratransit and Traveler Policies and Procedures and ADA Complementary Paratransit Guide to Ride – Nicole Schoon, Regulatory Compliance Officer, page 14	2.8.11	Approve	
7	Public Hearing:			9:25 a.m.
	A. Resolution 2018-07: 2017 Supplemental Budget Appropriation Resolution - Michael Yang, CFAO, page 17	4.2.5	Approve	
	B. Resolution 2018-08: 2018 Supplemental Budget Appropriation Resolution - Michael Yang, CFAO, page 21	4.2.5	Approve	
8	Presentation/Action Items:			
	A. Resolution 2018-09: Policy Prohibiting Open Alcoholic Containers On-Board Roaring Fork Transportation Authority Buses – Kurt Ravenschlag, COO, Kent Blackmer and John Hocker, Co-Directors of Operations, page 25	4.1.2	Discussion/ Direction	9:35 a.m.
	B. Integrated Transportation System Plan Update – Ralph Trapani, PTG, Bill Ray, WR-Communications, and Elena Wilken, Exec. Director, Colorado Association of Transit Agencies, page 29	4.2.5	Discussion/ Direction	10:05 a.m.
<i>(This Agenda Continued on Next Page)</i>				

	Agenda Item	Policy	Purpose	Est. Time
9	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, <i>page 31</i>	2.8.6	FYI	11:15 a.m.
10	Issues to be Considered at Next Meeting:			
	To Be Determined at the March 8, 2018 Meeting	4.3	Meeting Planning	11:20 a.m.
11	Next Meeting: 8:30 a.m. - 11:30 a.m., April 12, 2018, Carbondale Town Hall	4.3	Meeting Planning	11:25 a.m.
12	Adjournment:		Adjourn	11:30 a.m.

Mission/Vision Statement:

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

Values Statements:

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

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
February 8, 2018**

Board Members Present:

George Newman-Chair (Pitkin County); Jeanne McQueeney-Vice-Chair (Eagle County); Art Riddile (Town of New Castle); Dan Richardson (Town of Carbondale); Jacque Whitsitt (Town of Basalt); Mike Gamba (City of Glenwood Springs); Steve Skadron (City of Aspen)

Non-Voting Alternates Present:

Greg Poschman (Pitkin County); Ann Mullins (City of Aspen); Greg Russi (Town of New Castle)

Staff Present:

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial and Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Angela Henderson, Brett Meredith, Mike Hermes, and Amy Burdick, Facilities & Trails Department; David Johnson and Jason White, Planning Department; Jamie Tatsuno, Communications; Tammy Sommerfeld, Procurement; Paul Hamilton, Director of Finance; Kent Blackmer, Co-Director of Operations; and Ed Cortez, Operations and ATU Local 1774 President

Visitors Present:

Ralph Trapani and Emily Kushto (Parsons); Bill Ray (WR Communications); Todd Vitale (Vitale and Associates); John Krueger (City of Aspen); Karl Hanlon, City Attorney (City of Glenwood Springs); Tom Dalessandri (Colorado Protective Services); Tanya Allen (City of Glenwood Springs); Sheryl Bower (Garfield County); Scott Condon (Aspen Times); Jeanette Darnauer (Darnauer Communications); David Peckler (Town of Snowmass Village); and Amy Fulstone (Citizen)

Agenda

1. [Roll Call:](#)

George Newman called the RFTA Board of Directors to order at 8:30 a.m. Newman declared a quorum to be present (8 member jurisdictions present) and the meeting began at 8:31 a.m.

2. [Executive Session:](#)

Mike Gamba moved to adjourn into Executive Session, Jacque Whitsitt seconded the motion, and it was unanimously approved. The Board adjourned into Executive Session at 8:32 a.m.

A. One Matter: Paul Taddune, General Counsel:

- 1) Pursuant to C.R.S. 24-6-602(e) and (f): CEO Performance Review

RFTA staff present at the Executive Session included: Paul Taddune and Nicole Schoon

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

No action was taken during the Executive Session. The Executive Session adjourned at 9:06 a.m.

Following the Executive Session, **Whitsitt moved to add an Agenda Item, CEO Compensation, to the February 8, 2018 Board Agenda, as discussed during the Executive Session. Dan Richardson seconded the motion, and it was unanimously approved.**

Newman explained that the contract with Dan Blankenship, CEO, which is a three-year contract, is set to expire December 31, 2018. The new contract will extend Blankenship's contract for another three-years, expiring December 31, 2021. Along with the new contract the Board has approved a compensation increase of 8% over last years' salary, with a bonus of 2%.

Richardson made the motion to extend Dan Blankenship's contract until December 31, 2021 with an 8% compensation increase and a 2% bonus, with the instruction for Paul Taddune, Legal Counsel to finalize the agreement and submit to the RFTA Chair for signature. Art Riddile seconded the motion, and it was unanimously approved.

3. [Approval of Minutes:](#)

Riddile moved to approve the minutes of the January 11, 2018 Board Meeting and Richardson seconded the motion. The motion was unanimously approved.

4. [Public Comment:](#)

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

Newman closed Public Comments at 9:16 a.m.

5. [Items Added to Agenda – Board Member Comments:](#)

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

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

Dan Blankenship introduced RFTA's new Chief Operating Officer (COO), Kurt Ravenschlag.

Kurt Ravenschlag introduced himself to the RFTA Board of Directors and gave a brief detail of this career background. He earned a Bachelor of Arts, majoring in Sociology and Political Science, at Colorado State University, and earned a Masters of Urban and Regional Planning from the University of Colorado. From 2004 until 2007, he served as the Senior Transportation Planner for the City of Fort Collins and oversaw short- and long-range strategic transit planning. From 2007 until 2012, he served as the Assistant General Manager of Transfort, as the Project Manager for special capital projects, which included the development of the City's \$87 million BRT system.

In his most recent career, he served as the General Manager of Transfort/Dial-A-Ride/Parking Services in Fort Collins, CO. Transfort provides fixed-route, Bus Rapid Transit (BRT), and ADA Complementary Paratransit services. He was responsible for overseeing a \$22 million annual operating and capital budget, 200 employees, three transit centers, a maintenance facility, over 500 bus stops, and a fleet of 55 heavy-duty buses. He also directed and managed the Parking Services Department, which included three parking structures, seven surface lots, and on-street parking and residential parking permits. He was also a United States Marine for four years.

RFTA Board members congratulated Ravenschlag and stated that they are looking forward to working with him.

6. [Consent Agenda:](#)

A. **1340 Main Street Ditch Easement Agreement** – Mike Hermes, Director of Property Facilities and Trails

Mike Hermes stated that with the construction of the Crystal River Marketplace in Carbondale, the Rockford irrigation ditch will need to be realigned to facilitate the development of the parcel. This request is to consolidate the two branches of the current Rockford ditch into one ditch within a new easement. This consolidation will also benefit RFTA by eliminating the two easements and combining them into one smaller easement, which will offer a covered irrigation ditch.

Whitsitt moved to approve the 1340 Main Street Ditch Easement Agreement and Markey Butler seconded the motion. The motion was unanimously approved.

B. **General Executive Constraint Policy 2.0 Certification** – Dan Blankenship, CEO

Dan Blankenship presented the General Executive Constraint monitoring report. Blankenship stated that the report was inadvertently omitted in February 2017. The General Executive Constraint – Policy 2.0 covers 2 years and ensures that is in compliance with CEO requirements.

Whitsitt moved to approve the General Executive Constraint Policy 2.0 Certification and Butler seconded the motion. The motion was unanimously approved.

7. [Public Hearing:](#)

A. [Second Reading: Rio Grande Railroad Corridor Access Control Plan Update](#) – Dan Blankenship, CEO and Angela Henderson, Assistant Director of Project Management and Facilities Operations

Blankenship recapped several of the changes that were made to the ACP to ensure that RFTA would maintain its railbanked status. Board members expressed appreciation to RFTA staff and jurisdiction members that were involved in the final Rio Grande Railroad Corridor Access Control Plan Update.

Newman asked if any member of the public would like to address the Board or make a comment regarding the Second Reading of the Rio Grande Railroad Corridor Access Control Plan Update. No comments from the public.

Newman closed Public Comments at 9:56 a.m.

Gamba moved to approve Rio Grande Railroad Corridor Access Control Plan Update upon Second Reading and Skadron seconded the motion.

A Roll Call Vote was taken:

George Newman – Yes
Jeanne McQueeney – Yes
Steve Skadron – Yes
Mike Gamba – Yes
Jacque Whitsitt – Yes
Dan Richardson – Yes
Markey Butler – Yes
Art Riddile – Yes

The motion was unanimously approved.

8. Presentation/Action Items:

A. [Integrated Transportation System Plan Update](#) – Ralph Trapani, PTG

Trapani stated that there is only one Outreach meeting left to complete, which is with the Rifle Regional Economic Development Council, which will be held March 1, 2018. One item that was discussed during the Eagle county meeting was a concern that Eagle County residents who reside in the RFTA jurisdiction could potentially be being double taxed. It was suggested that an IGA be considered to resolve the issue if RFTA Board moves ahead with the property tax ballot. Eagle County is also preparing a Mid-Valley plan.

Trapani discussed the possible next steps for the ballot initiatives, including a Board discussion on the draft ballot language, project lists and finance projections at the March Board meeting.

Todd Vitale, pollster, shared several valuable data points regarding RFTA services and the Roaring Fork Valley, including:

- 79% give RFTA an “A-B” rating for delivering transportation services;
- 68% believe they receive a “good value” for their taxes;
- 53% believe traffic congestion is “extremely or very serious”;
- 63% of the responses believe that the region is on the right track.

Vitale stated that the responses received will help form a strong base of support and trust for RFTA in order to proceed with a public-finance proposal.

Vitale presented, in depth, the full, analyzed results of the polling survey with the Board.

B. [Bus Operator and Passenger Security Policies, Procedures and Plans Update](#) – Kurt Ravenschlag, COO

Ravenschlag presented the security enhancement recommendations, which were compiled from information received from the Driver Safety Taskforce, Colorado Protective Services, Union Representatives, and Bus Operations. The security enhancements are due to the increased concerns regarding the safety of drivers due to unruly and sometimes violent passengers being confrontational and assaulting RFTA bus drivers or other passengers. The security enhancement recommendations presented to RFTA Board members were:

- Maintaining existing security service levels shared by RFTA and City of Aspen;
- Increasing security staffing on Friday and Saturday to one additional security officer for additional bus security up valley, with a focus on Snowmass runs, with continued presence to Snowmass Village at 2:15 a.m.;
- Adding random security shifts to provide coverage in the morning, midday, and early evening;
- Adding a down valley security person to ride Glenwood to El Jebel with coverage in Carbondale at 10:00pm and Glenwood at 12:00 a.m.;
- Working with local law enforcement agencies to request more police presence at key stop locations and on buses;
- Working with District Attorney’s office to prosecute individuals who have physically assaulted a Bus Operator or other passenger;
- Continuing to work with local law enforcement to ensure an effective passenger exclusion policy that holds passengers accountable for violations of RFTA Code of Conduct;
- Adding on-bus signage that reminds passengers of the RFTA firearm ban on all public buses;
- Revising the RFTA Code of Conduct signage that includes language that clearly illustrates that the hindrance of Bus Operators is a violation of the RFTA Code of Conduct and a crime in the State of Colorado.

Ravenschlag stated that RFTA staff is considering banning open containers of alcohol on buses. This will require changes to the current policy, which will be presented to the Board at a future Board meeting.

Tom Dalessandri stated that the significant increase in the homeless population in the area has increased the need for security in several areas of the RFTA bus routes. Dalessandri stated that in the past when the homeless population is left unchecked, they begin to develop a “turf” and they protect it against other homeless and regular passengers. However, when security arrives the homeless tend to become more compliant.

The Board indicated full support of the proposed safety improvements that were presented.

9. [Information/Updates:](#)

A. CEO Report – Dan Blankenship, CEO

Blankenship stated that RFTA was the recipient of the Community Transit Association of America (CTAA) Three-Year Safety and Security Accreditation. The CTAA conducted a two-day on-site review and were impressed that the review satisfied their standards in all nine areas, with no remedial or corrective action necessary. This accreditation will certify RFTA for three years, through January 5, 2021.

Blankenship presented several issues that were raised during the CNG inspection, including unattended diesel buses in the fueling bay, being fueled. There was a lack of CNG training with office staff, dispatch, drivers, and hostlers. The memorandum from Kurt Ravensschlag, COO, indicated that CNG training will be more consistent and videos will be created to help with continued training. Drivers and other personnel will be reminded that they are not permitted in the fueling bay, only hostlers and building maintenance are authorized to be in the fueling bay.

Blankenship reminded the Board that the APTA Legislative Conference will be held March 18-20, 2018 in Washington, D.C. RFTA representatives attending this conference will be Michael Yang, CFAO and David Johnson, Director of Planning. Blankenship encouraged Board members to attend and if interested in attending to contact Michael Yang for assistance with reservations.

10. Issues to be Considered at Next Meeting:

11. Next Meeting: 8:30 a.m. – 11:30 a.m., March 8, 2018 at Carbondale Town Hall, 511 Colorado Avenue.

12. Adjournment:

Newman adjourned the February 8, 2018 Board Meeting at 11:47 a.m.

Respectfully Submitted:
Nicole R. Schoon
Secretary to the RFTA Board of Directors

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

Meeting Date:	March 8, 2018
Agenda Item:	Resolution 2018-04: 2018 Title VI Program Update & 2018 Limited English Proficiency (LEP) Plan Update
Presented By:	Nicole Schoon, Regulatory Compliance Officer
Recommendation:	Approve and Adopt Title VI Program & Limited English Proficiency Plan (LEP) Update Report by Resolution 2018-04 so that it can be submitted to the Colorado Department of Transportation (CDOT) for review and approval.
POLICY #	2.8.11 Board Awareness & Support
Core Issues:	<ul style="list-style-type: none"> ➤ The Colorado Department of Transportation (CDOT), Division of Transit & Rail, is planning a visit to RFTA in mid-May 2018 to review records related to programs, purchases, and expenditures funded by the Federal Transit Administration (FTA). ➤ CDOT has requested that RFTA update the Title VI Program and Limited English Proficiency Plan to coincide with the May 2018 site review. ➤ CDOT will adjust the three-year submittal date to reflect this update, the next update will be submitted to CDOT in 2021. ➤ In accordance with FTA Title 49 CFR Section 21.7(a) RFTA, as a condition of receiving Federal financial assistance from the Federal Transit Administration (FTA), must carry out the Title VI Program of the Civil Rights Act of 1964 in compliance with U.S. Department of Transportation (USDOT) regulations; ➤ RFTA must compile, maintain, and submit in a timely manner, Title VI information required by FTA Circular 4702.1B, that was last updated as of October 1, 2012 and in compliance with the USDOT’s Title VI Regulation, 49 CFR, Part 21; ➤ RFTA is obligated to submit an updated Title VI Program & LEP Plan to CDOT’s Civil Rights Officer, every three years; ➤ The last RFTA updated Title VI Compliance Report was submitted and approved by CDOT in June 2017; ➤ RFTA provides its programs and services without regard to race, color, sex, age, national origin, or disability in accordance with Title VI of the Civil Rights Act; ➤ RFTA’s programs and services are shared equitably throughout its service area; ➤ The level and quality of bus services are sufficient to provide equal access to all riders in its service areas; ➤ RFTA has made it known to the public that any person or persons alleging discrimination on the basis of race, color, sex, age, national origin, or disability, as it relates to the provision of transit services and transit related benefits may file a complaint with RFTA, FTA, CDOT and/or USDOT; ➤ As soon as the attached Resolution is approved, RFTA’s Title VI & LEP information will be available online at www.rfta.com . ➤ FTA regulations require that the RFTA Board formally approve the Title VI Report & LEP Plan by adopting the attached Resolution 2018-04.
Policy Implications:	RFTA Board Governing Policy 2.8.11 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:	None
Attachments:	Yes, please see the completed updated “2018 Title VI Program & 2018 LEP Plan.pdf” included the March 2018 Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet. Resolution 2018-04 is attached below.

Director _____ moved adoption of the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2018-04**

**APPROVAL AND ADOPTION OF
2018 RFTA TITLE VI PROGRAM
AND
2018 RFTA LIMITED PROFICIENT (LEP) PLAN**

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

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

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

WHEREAS, Section 601 of Title VI of the Civil Rights Act of 1964 states, “no person in the United States shall on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance;”

WHEREAS, Roaring Fork Transportation Authority is a recipient of Federal financial assistance from the Colorado Department of Transportation (CDOT), and is subject to Title VI of the Civil Rights Act of 1964, (42 U.S.C. 2000d), and

WHEREAS, the Roaring Fork Transportation Authority has or will provide all annual certifications and assurances to the Colorado Department of Transportation, required for the Title VI Program; and

WHEREAS, the Roaring Fork Transportation Authority assures that no person or group of persons on the basis of race, color, national origin, sex, age, or disability, including Limited English Proficient (LEP) persons are subjected to discrimination in the level and quality of transportation services, programs and activities provided, whether federally funded or not; and

WHEREAS, The Roaring Fork Transportation Authority is responsible for managing its grant programs in accordance with Federal requirements, and CDOT is responsible for ensuring that recipients follow Federal statutory and administrative requirements. The CDOT, Civil Rights Officer requires organizations, as a condition of eligibility for Federal financial assistance from the FTA, to submit, every three years, their Title VI Compliance Program and Limited English Proficiency Plan (LEP) to the Civil Rights Department of the Colorado Department of Transportation for approval; and

WHEREAS, Title VI is a Federal law that applies to recipients and sub-recipients of Federal financial assistance. FTA recipients must ensure that their programs, policies, and activities comply with the Colorado Department of Transportation’s (CDOT) Title VI regulations. Under Title VI, CDOT has the responsibility to provide oversight of recipients and to enforce their compliance with Title VI, to ensure that recipients do not use Federal funds to subsidize discrimination based on race, color, national origin, sex, age, or disability.

NOW, THEREFORE, BE IT RESOLVED by the Roaring Fork Transportation Authority Board of Directors, that the RFTA Board of Directors authorize the Title VI Compliance Officer to submit the **RFTA 2018 TITLE VI PROGRAM AND RFTA 2018 LIMITED ENGLISH PROFICIENCY PLAN (LEP)**, to the Federal Transit Administration/CDOT.

RESOLVED FURTHER, that the foregoing resolution shall remain in full force and effect, through probable requested updating and/or amendment by the Colorado Department of Transportation, Civil Rights Officer; and

RESOLVED FURTHER, that the foregoing resolution was adopted in accordance with the governing documents of the Organization, and that such resolution is now in full force and effect.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 8th day of March 2018.

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

By: _____
George Newman, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on March 8, 2018 (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 8th day of March 2018.

Nicole R. Schoon, Secretary to the Board

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

Meeting Date:	March 8, 2018
Agenda Item:	Resolution 2018-05: 2018-2021 Equal Employment Opportunity/Affirmative Action Plan (EEO/AAP) Update
Presented By:	Nicole Schoon, Regulatory Compliance Officer
Recommendation:	Approve and Adopt 2018-2021 Equal Employment Opportunity/Affirmative Action Plan (EEO/AAP) Update Report by Resolution 2018-05, so that it can be submitted to the Colorado Department of Transportation (CDOT) for review and approval.
POLICY #	2.8.11 Board Awareness & Support
Core Issues:	<ul style="list-style-type: none"> ➤ Roaring Fork Transportation Authority is a sub-recipient of Federal financial assistance from the Federal Transit Administration and is required to ensure compliance with Title VI and Title VII of the Civil Rights Act of 1964, and by incorporation, the Rehabilitation Act, Equal Pay Act, Age Discrimination in Employment Act, Vietnam Veterans’ Readjustment Assistance Act of 1974 (as amended), and in Part II, Section 110(a) of the FTA standard grant contract, as part of the grant approval process. ➤ Roaring Fork Transportation Authority is required to comply with both Executive Order 11246 and FTA Circular 4704.1, requiring that the Equal Employment Opportunity/Affirmative Action Plan (EEO/AAP) includes the following: <ul style="list-style-type: none"> ○ Statement of Policy ○ Dissemination of Information ○ Designation of Personnel Responsibility ○ Utilization Analyses ○ Goals and Timetables ○ Assessment of Employment Practices to Identify Causes of Underutilization ○ Monitoring and Reporting System ➤ Roaring Fork Transportation Authority is responsible for managing its grant programs in accordance with Federal requirements, and FTA is responsible for ensuring that sub-recipients follow Federal statutory and administrative requirements. ➤ The FTA Administrator requires organizations, as a condition of eligibility for financial assistance from FTA, to submit, every four years, their EEO/AAP to the Civil Rights Division of the Colorado Department of Transportation (CDOT) for approval. ➤ The update of RFTA’s EEO/AAP is currently due.
Policy Implications:	RFTA Board Governing Policy 2.8.11 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:	None
Attachments:	Yes, please see the completed updated “2018-2021 Equal Employment Opportunity-Affirmative Action Plan.pdf” included the March 2018 Board Meeting Portfolio .pdf attached to the e-mail transmitting the Board Agenda packet. Resolution 2018-05 is attached below.

Director _____ moved adoption of the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2018-05**

**APPROVAL AND ADOPTION OF
2018-2021 RFTA EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PLAN (EEO/AAP)**

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

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

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

WHEREAS, Roaring Fork Transportation Authority is a sub-recipient of Federal financial assistance from the Federal Transit Authority and it is required to ensure compliance with Title VI and Title VII of the Civil Rights Act of 1964, and by incorporation, the Rehabilitation Act, Equal Pay Act, Age Discrimination in Employment Act, Vietnam Veterans’ Readjustment Assistance Act of 1974 (as amended), and in Part II, Section 110(a) of the FTA standard grant contract, as part of the grant approval process, and

WHEREAS, the Roaring Fork Transportation Authority will comply with both Executive Order 11246 and FTA Circular 4704.1, requiring that the EEO/AAP include the following:

1. Statement of Policy
2. Dissemination of Information
3. Designation of Personnel Responsibility
4. Utilization Analyses
5. Goals and Timetables
6. Assessment of Employment Practices to Identify Causes of Underutilization
7. Monitoring and Reporting System; and

WHEREAS, The Roaring Fork Transportation Authority is responsible for managing its grant programs in accordance with Federal requirements, and FTA is responsible for ensuring that sub-recipients follow Federal statutory and administrative requirements. The FTA Administrator requires organizations, as a condition of eligibility for financial assistance from FTA, to submit, every four years, their Equal Employment Opportunity/Affirmative Action Plan to the Civil Rights Division of the Colorado Department of Transportation (CDOT) for approval.

NOW, THEREFORE, BE IT RESOLVED by the Roaring Fork Transportation Authority Board of Directors, that the RFTA Board of Directors authorize the EEO/AAP Compliance Officer to submit the **RFTA 2018-2021 Equal Employment Opportunity/Affirmative Action Plan**, to the Colorado Department of Transportation.

RESOLVED FURTHER, that the foregoing resolution shall remain in full force and effect, through probable requested updating and/or amendment by the CDOT Civil Rights Officer; and

RESOLVED FURTHER, that the foregoing resolution was adopted in accordance with the governing documents of the Organization, and that such resolution is now in full force and effect.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 8th day of March 2018.

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

By: _____
George Newman, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on March 8, 2018 (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 8th day of March 2018.

Nicole R. Schoon, Secretary to the Board

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

Meeting Date:	March 8, 2018
Agenda Item:	Resolution 2018-06: 2018 ADA Complementary Paratransit and Traveler Policies and Procedures and ADA Complementary Paratransit Guide to Ride
Presented By:	Nicole Schoon, Regulatory Compliance Officer
Recommendation:	Approve and Adopt 2018 ADA Complementary Paratransit and Traveler Policies and Procedures and ADA Complementary Paratransit Guide to Ride by Resolution #2018-06.
POLICY #	2.8.11 Board Awareness & Support
Core Issues:	<ul style="list-style-type: none"> ➤ The Americans with Disabilities Act (ADA) of 1990 defines an individual with a disability as, a person who has a physical or mental impairment that substantially limits one or more life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. ➤ ADA Complementary Paratransit service is provided to individuals who, because of an assessed disability, are unable to independently ride a bus, get on/off a bus, or get to/from a bus stop. ➤ In accordance with the requirements of the Americans with Disabilities Act of 1990 (ADA), the U.S. Department of Transportation (DOT) regulations for implementing ADA (49 CFR Parts 27, 37 and 38), and applicable state laws and regulations; ➤ The ADA Complementary Paratransit and Traveler services were developed to provide safe and efficient transportation within the City of Glenwood Springs, the Town of Carbondale, the City of Aspen, and Garfield County areas, to individuals with an assessed disability; ➤ The RFTA provides its programs and services without regard to race, color, sex, age, national origin, or disability in accordance with Title VI of the Civil Rights Act; ➤ RFTA’s programs and services are shared equitably throughout its service area; ➤ The level and quality of bus services are sufficient to provide equal access to all riders in its service areas; ➤ RFTA has made it known to the public that any person or persons alleging discrimination on the basis of race, color, sex, age, national origin, or disability, as it relates to the provision of transit services and transit related benefits may file a complaint with RFTA, FTA, CDOT and/or USDOT; ➤ As soon as the attached Resolution is approved, RFTA’s ADA Policy & Procedures document will be available online at www.rfta.com.
Policy Implications:	RFTA Board Governing Policy 2.8.11 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:	None
Additional Info:	Yes, please see the 2018 ADA Policy & Procedures Document.pdf included the March 2018 Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet. Resolution 2018-06 is attached below.

Director _____ moved adoption of the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2018-06**

**APPROVAL AND ADOPTION OF
2018 RFTA ADA COMPLEMENTARY PARATRANSIT AND TRAVELER POLICIES AND PROCEDURES
AND ADA COMPLEMENTARY PARATRANSIT GUIDE TO RIDE**

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

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

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

WHEREAS, Section 601 of Title VI of the Civil Rights Act of 1964 states, “no person in the United States shall on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance;” and

WHEREAS, Roaring Fork Transportation Authority In accordance with the requirements of the Americans with Disabilities Act of 1990 (ADA), the U.S. Department of Transportation (DOT) regulations for implementing ADA (49 CFR Parts 27, 37 and 38), and applicable state laws and regulations; and

WHEREAS, the Roaring Fork Transportation Authority’s ADA Complementary Paratransit and Traveler service is provided to individuals who, because of an accessed disability, are unable to independently ride a bus, get on/off a bus, or get to/from a fixed-route bus stop; and

WHEREAS, The Americans with Disabilities Act (ADA) of 1990 defines an individual with a disability as, a person who has a physical or mental impairment that substantially limits one or more life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment; and

WHEREAS, The Roaring Fork Transportation Authority is responsible for managing its grant programs in accordance with Federal requirements, and CDOT is responsible for ensuring that recipients follow Federal statutory and administrative requirements; and

WHEREAS, RFTA has made it known to the public that any person or persons alleging discrimination on the basis of race, color, sex, age, national origin, or disability, as it relates to the provision of transit services and transit related benefits may file a complaint with RFTA, FTA, CDOT and/or USDOT.

NOW, THEREFORE, BE IT RESOLVED by the Roaring Fork Transportation Authority Board of Directors, that the RFTA Board of Directors authorize the Regulatory Compliance Officer to submit the **2018 RFTA ADA COMPLEMENTARY PARATRANSIT AND TRAVELER POLICIES AND PROCEDURES**, to the Colorado Department of Transportation.

RESOLVED FURTHER, that the foregoing resolution shall remain in full force and effect, through probable requested updating and/or amendment by the Colorado Department of Transportation, Civil Rights Officer; and

RESOLVED FURTHER, that the foregoing resolution was adopted in accordance with the governing documents of the Organization, and that such resolution is now in full force and effect.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 8th day of March 2018.

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

By: _____
George Newman, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on March 8, 2018 (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 8th day of March 2018.

Nicole R. Schoon, Secretary to the Board

**RFTA BOARD OF DIRECTORS MEETING
 “PUBLIC HEARING” AGENDA SUMMARY ITEM # 7.A.**

Meeting Date:	March 8, 2018				
Agenda Item:	Resolution 2018-07: 2017 Supplemental Budget Appropriation				
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance				
POLICY #:	2.5: Financial Planning/Budgeting				
Strategic Goal:	N/A				
Recommendation:	Adopt Supplemental Budget Appropriation Resolution 2018-07				
Core Issues:	<p>At the January Board meeting, the Board approved Resolutions 2018-01 and 2018-02 to carry-forward unexpended capital outlay and related grants from 2017 to 2018 for bus replacements/refurbishments to the subsequent budget year as a result of timing issues. It was also communicated to the Board that staff would be coming back at the March Board meeting to carry-forward additional unexpended budget from 2017 to 2018 for various capital projects after the December bills have been received and paid.</p> <p>Based on the continuation of our year-end review, staff has identified the following project budgets and related revenues that will need to be carry-forward from 2017 and re-appropriated in 2018 due to timing issues:</p> <p>General Fund:</p> <ol style="list-style-type: none"> 1. Integrated Transportation System Plan <ol style="list-style-type: none"> a. \$121,773 decrease in Capital Outlay 2. Public Outreach/Engagement Plan <ol style="list-style-type: none"> a. \$137,722 decrease in Capital Outlay 3. Preliminary Design/Planning GMF Expansion Project <ol style="list-style-type: none"> a. \$301,889 decrease in Capital Outlay 4. Rio Grande Trail Soft Surface Project <ol style="list-style-type: none"> a. \$6,224 decrease in Grant Revenue (FHWA RTP) b. \$21,000 decrease in Capital Outlay 				
Policy Implications:	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”				
Fiscal Implications:	Net increase (decrease) to 2017 fund balance by fund:				
	<table border="1"> <tr> <td>General Fund</td> <td align="right">\$ 576,160</td> </tr> <tr> <td>Total</td> <td align="right">\$ 576,160</td> </tr> </table>	General Fund	\$ 576,160	Total	\$ 576,160
General Fund	\$ 576,160				
Total	\$ 576,160				
Attachments:	Yes, please see Resolution 2018-07 attached.				

Director _____ moved adoption of the following Resolution:

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2018-07

2017 SUPPLEMENTAL BUDGET RESOLUTION

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

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

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

WHEREAS, certain revenues will become available and additional expenditures have become necessary that were not anticipated during the preparation of the 2017 budget; and

WHEREAS, upon due and proper notice, published in accordance with the state budget law, said supplemental budget was open for inspection by the public at a designated place, a public hearing was held on, March 8, 2018 and interested taxpayers were given an opportunity to file or register any objections to said supplemental budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Roaring Fork Transportation Authority that the following adjustments will be made to the 2017 budget as summarized herein:

[Rest of this page intentionally left blank]

General Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Grants	\$ (6,224)	FHWA RTP - C/F to 2018
Total	\$ (6,224)	

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$ 21,628,000	-	\$ 21,628,000
Grants	2,598,203	\$ (6,224)	2,591,979
Fares	4,869,000	-	4,869,000
Other govt contributions	1,780,517	-	1,780,517
Other income	654,940	-	654,940
Other financing sources	197,933	-	197,933
Total	\$ 31,728,593	\$ (6,224)	\$ 31,722,369

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Capital	\$ (121,773)	ITSP - C/F to 2018
Capital	(137,722)	Public Outreach/Engagement Plan - C/F to 2018
Capital	(301,889)	Preliminary Design/Planning GMF Expansion - C/F to 2018
Capital	(21,000)	Rio Grande Trail Soft Surface Project - C/F to 2018
Total	\$ (582,384)	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$ 1,408,112	-	\$ 1,408,112
Transit	20,487,733	-	20,487,733
Trails & Corridor Mgmt	471,720	-	471,720
Capital	5,329,851	\$ (582,384)	4,747,467
Debt service	1,902,244	-	1,902,244
Other financing uses	3,187,285	-	3,187,285
Total	\$ 32,786,945	\$ (582,384)	\$ 32,204,561

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

Revenues and other financing sources	\$ (6,224)
Less Expenditures and other financing uses	582,384
Net increase (decrease) in fund balance	\$ 576,160

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			\$ 18,789,028*
2016-16 & 2016-17	\$ 18,789,028	\$ 773,357	19,562,385
2017-02	19,562,385	(1,217,301)	18,345,084
2017-05	18,345,084	(413,341)	17,931,743
2017-06	17,931,743	(82,100)	17,849,643
2017-10	17,849,643	(990,967)	16,858,676
2018-01	16,858,676	872,000	17,730,676
2018-06	17,730,676	576,160	18,306,836
Total Net Change		\$ (482,192)	

* Audited

That the amended budget as submitted and herein above summarized be, and the same hereby is approved and adopted as the amended 2017 budget of the Roaring Fork Transportation Authority, and be a part of the public records of the Roaring Fork Transportation Authority.

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

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 8th day of March, 2018.

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

By: _____
George Newman, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on March 8, 2018 (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 _____, 2018.

RFTA BOARD OF DIRECTORS MEETING
“PUBLIC HEARING” AGENDA SUMMARY ITEM # 7. B.

Meeting Date:	March 8, 2018				
Agenda Item:	Resolution 2018-08: 2018 Supplemental Budget Appropriation				
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance				
POLICY #:	2.5: Financial Planning/Budgeting				
Strategic Goal:	N/A				
Recommendation:	Adopt Supplemental Budget Appropriation Resolution 2018-08				
Core Issues:	<p>At the January Board meeting, the Board approved Resolutions 2018-01 and 2018-02 to carry-forward unexpended capital outlay and related grants from 2017 to 2018 for bus replacements/refurbishments to the subsequent budget year as a result of timing issues. It was also communicated to the Board that staff would be coming back at the March Board meeting to carry-forward additional unexpended budget from 2017 to 2018 for various capital projects after the December bills have been received and paid.</p> <p>Based on the continuation of our year-end review, staff has identified project budgets and related revenues that will need to be carry-forward from 2017 and re-appropriated in 2018 due to timing issues.</p> <p><u>General Fund:</u></p> <ol style="list-style-type: none"> 1. Due to timing, the following budgets will need to be carry-forward from 2017 and re-appropriated in 2018: <ol style="list-style-type: none"> a. Integrated Transportation System Plan <ol style="list-style-type: none"> i. \$121,773 increase in Capital Outlay b. Public Outreach/Engagement Plan <ol style="list-style-type: none"> i. \$137,722 increase in Capital Outlay c. Preliminary Design/Planning GMF Expansion Project <ol style="list-style-type: none"> i. \$301,889 increase in Capital Outlay d. Rio Grande Trail Soft Surface Project <ol style="list-style-type: none"> i. \$6,224 increase in Grant Revenue (FHWA RTP) ii. \$21,000 increase in Capital Outlay 2. New budget item <ol style="list-style-type: none"> a. Wiring Harnesses for COA Cutaways – the City of Aspen is replacing 4 Cutaway vehicles; however, wiring harnesses are required and will be purchased by RFTA who, in turn, will be fully reimbursed by the City. As such, the additional appropriation is needed to move forward to execute the order: <ol style="list-style-type: none"> i. \$28,000 increase in Other Governmental Contributions ii. \$28,000 increase in Capital Outlay 				
Policy Implications:	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”				
Fiscal Implications:	Net increase (decrease) to 2018 fund balance by fund: <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>General Fund</td> <td>\$ (576,160)</td> </tr> <tr> <td>Total</td> <td>\$ (576,160)</td> </tr> </table>	General Fund	\$ (576,160)	Total	\$ (576,160)
General Fund	\$ (576,160)				
Total	\$ (576,160)				
Attachments:	Yes, please see Resolution 2018-08 attached.				

Director _____ moved adoption of the following Resolution:

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2018-08

2018 SUPPLEMENTAL BUDGET RESOLUTION

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

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

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

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

WHEREAS, upon due and proper notice, published in accordance with the state budget law, said supplemental budget was open for inspection by the public at a designated place, a public hearing was held on, March 8, 2018 and interested taxpayers were given an opportunity to file or register any objections to said supplemental budget.

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

[Rest of this page intentionally left blank]

General Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Grants	\$ 6,224	CPW STP - C/F from 2017
Other govt contributions	28,000	COA Contribution - Wiring Harnesses
Total	\$ 34,224	

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$ 21,591,000	-	\$ 21,591,000
Grants	3,930,870	\$ 6,224	3,937,094
Fares	5,021,000	-	5,021,000
Other govt contributions	1,733,191	28,000	1,761,191
Other income	651,440	-	651,440
Other financing sources	150,000	-	150,000
Total	\$ 33,077,501	\$ 34,224	\$ 33,111,725

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Capital	\$ 121,773	ITSP - C/F from 2017
Capital	137,722	Public Outreach/Engagement Plan - C/F from 2017
Capital	301,889	Preliminary Design/Planning GMF Expansion - C/F from 2017
Capital	21,000	Rio Grande Soft Surface Trail - C/F from 2017
Capital	28,000	Wiring Harnesses - COA Cutaway
Total	\$ 610,384	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$ 1,433,758	-	\$ 1,433,758
Transit	21,708,348	-	21,708,348
Trails & Corridor Mgmt	540,120	-	540,120
Capital	6,519,306	\$ 610,384	7,129,690
Debt service	1,512,971	-	1,512,971
Other financing uses	2,757,871	-	2,757,871
Total	\$ 34,472,374	\$ 610,384	\$ 35,082,758

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

Revenues and other financing sources	\$ 34,224
Less Expenditures and other financing uses	(610,384)
Net increase (decrease) in fund balance	\$ (576,160)

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			\$ 18,306,836*
2017-12 & 2017-13	\$ 18,306,836	\$ (499,767)	17,807,069
2018-02	17,807,069	(895,106)	16,911,963
2018-07	16,911,963	(576,160)	16,335,803
Total Net Change		\$ (1,971,033)	

* Budgeted

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

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

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 8th day of March, 2018.

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

By: _____
George Newman, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on March 8, 2018 (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 _____, 2018.

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 8. A.

Meeting Date:	March 8, 2018
Agenda Item	Resolution 2018-09: Policy Prohibiting Open Alcoholic Containers On-Board Roaring Fork Transportation Authority Buses
Policy #:	4.1.2: Governing Style and Values
Strategic Goal:	Safety: Create Policy Prohibiting Alcohol on Buses
Staff Recommends:	Staff recommends Board adoption of Resolution 2018-08.
Presented By:	Kurt Ravenschlag, Chief Operating Officer
Core Issues:	<p>At the February 8th meeting, the RFTA Board, staff, and Colorado Protective Services, discussed concerns about the current policy that prohibits passengers from bringing open containers of alcohol on the bus, but does not prohibit the consumption of alcohol once they are on the bus. Because the number of alcohol-related disturbances on buses appears to be on the rise, the general consensus is that the current policy should be changed. To that end, staff recommends a policy change to prohibit open alcoholic containers on buses to improve behavior and reduce potential hazardous incidents.</p> <p>It is recommended that the proposed policy change to ban open alcoholic containers on-board buses take effect in conjunction with RFTA’s June 2018 summer service changes and corresponding public outreach.</p> <p>The following represents the roll out of this proposed policy change if approved by the Board of Directors.</p> <p>Bus Operator Training of Policy Change April – May during In-service Training</p> <p>Public Education and Outreach of Policy Change May 1: Press release and information on RFTA website May 5: Public service announcements to community calendars and chamber organizations May 5 - June 9: Newspaper Ads - 1-2 ads/week in Aspen Times, Post Independent and Aspen Daily News May 5 - June 9: Radio advertising on KSPN and partner stations May 15 – Delivery of No Open Container policy to local hotel concierges/front desks, Music School, BellyUp and other related venues May 15 - June 9: Social media blasts and sponsored ads May 15: RFTA News Email blast with upcoming summer schedules and new open container policy May 15 - 31: In-Bus signage and advertising start June 9 - throughout summer: Ongoing education and outreach to include large events and holidays</p>
Background Info:	In an effort to improve Safety and Security of RFTA personnel and passengers, RFTA has engaged in a review of various safety and security issues identified by staff and passengers. This has resulted in increased security measures as presented at the February 2018 RFTA Board Meeting. Through this process, the issue of the allowance of

	<p>open alcoholic containers has come up numerous times in regards to being a contributing factor in many of the issues on-board the bus. The allowance of the consumption of alcohol on the bus has created an atmosphere that gives the impression that anything goes, which has led to other problematic and disruptive behavior.</p> <p>RFTA staff has been reluctant to change the alcohol policy in the past due to concerns of enforcement and safety of the Bus Operator. This issue was discussed with the Board in February and March of 2017, with RFTA staff recommending to leave the current policy in place. However, based upon feedback received from the RFTA Board of Directors, ATU Local 1774, the RFTA Safety Task Force, and Colorado Protective Services, regarding their concerns about the current policy that allows drinking of alcoholic beverages once on-board the bus, and the atmosphere that is created from that behavior, RFTA staff recommends the policy be changed to ban open alcoholic containers on buses to improve behavior and reduce potential hazardous incidents.</p> <p>RFTA staff believes that through proper training, Bus Operators will be equipped to provide education to the riding public about this proposed change in policy without distracting from their primary duties of operating the bus. Bus Operators will not be tasked with enforcement of the policy, but rather through automated passenger announcements on buses and signage, voluntary compliance is expected in most cases. When soft messaging and education are not adequate to address situations that arise, RFTA Supervisors, Colorado Protective Services or Local Law Enforcement will be engaged to address the situation, leaving the Bus Operators to focus on their driving duties. All Bus Operators would receive this training during the April and May In-service training period to understand RFTA’s expectations of their involvement with enforcement of this proposed policy change.</p>
Policy Implications:	Board Governance Process Policy 4.1.2 states, “The Board will direct, control and lead the organization through the careful establishment of written policies reflecting the Board’s values and perspectives. The Board’s major focus will be on RFTA’s intended long-term impacts, with appropriate regard to the administrative or programmatic means of attaining those effects.”
Fiscal Implications:	This proposed policy change would be accommodated within the current RFTA budget.
Attachments:	Yes, please see Resolution 2018-09, attached below.

Director _____ moved adoption of the following Resolution:

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2018-09

Policy Prohibiting Open Alcoholic Containers On-Board Roaring Fork Transportation Authority Buses

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

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

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

WHEREAS, Roaring Fork Transportation Authority has engaged in a review of various safety and security issues identified by staff and passengers; and

WHEREAS, the issue of open alcoholic containers on buses has been identified as a contributing factor to many incidents on-board Roaring Fork Transportation Authority buses; and

WHEREAS, the current policy allows for alcoholic containers to be opened and consumed once on-board the bus; and

WHEREAS, alcohol-related disturbances on-board buses are on the rise and the Roaring Fork Transportation Authority believes it necessary to adopt a policy prohibiting open alcoholic containers on buses in order to improve behavior and reduce potential hazardous incidents; and

WHEREAS, Roaring Fork Transportation Authority intends to implement this policy change banning open alcoholic containers on-board buses in conjunction with its June 2018 summer service changes and corresponding public outreach.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Roaring Fork Transportation Authority that open alcoholic containers are prohibited from all Roaring Fork Transportation Authority Buses, effective the beginning of the 2018 summer season.

[Rest of page intentionally left blank]

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 8th day of March, 2018.

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

By: _____
George Newman, Chairman

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on March 8, 2018 (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 _____, 2018.

Secretary

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA ITEM SUMMARY # 8. B.

Meeting Date:	March 8, 2018
Agenda Item:	Integrated Transportation System Plan (ITSP) Phase I Stage 3 Update: Analyze Options and Public Policy Development
Policy #:	4.2.1: Board Job Products
Strategic Goal:	Complete Stages 3 and 4 of the Integrated Transportation System Plan (ITSP)
Presented By:	Ralph Trapani, Parsons Transportation Group (PTG) Bill Ray, WR Communications Elena Wilken, Colorado Association of Transit Agencies (CASTA)
Recommendation:	Review and discuss progress of the ITSP, Phase I, Stage 3: Alternatives Analysis and and; Stage IV: Public Policy Update. Provide feedback and direction on project priorities, messaging and next steps
Core Issues:	The Parsons’ Consultant Team and RFTA staff have completed development of scopes and conceptual cost estimates for the various service and capital alternatives that emerged as long-term priorities during Stages 1, 2, and 3. These alternatives were packaged into short-term (0-5 years), medium-term (6-10 years) and long-term (11-20+ years) scenarios. Alternatives include service expansion; replacement, renovation and expansion of fleet and facilities; station improvements, park and rides expansion, grade-separated pedestrian crossings, and trail improvements and construction; and other improvements. RFTA will need to secure additional, long-term funding to achieve public demands for safe, reliable transportation as regional population and employment growth continues. At the last Board meeting, Todd Vitale of Vitale and Associates, discussed the outcomes of a survey of approximately 300 likely voters, which indicated a positive response to the projects and benefits, and to a potential property tax mill levy. Consultants and staff will continue to perform due diligence on project priorities, costs, funding plans, and messaging. This month’s Board update consists of the following components: <ul style="list-style-type: none"> • Project List: Priority and Cost Update • Messaging Update • Transit Funding in Colorado—Overview and Discussion • Next Steps
Background Info:	See Core Issues

Policy Implications:	Board Job Products Policy 4.2.1. A. & B. states, “The Board is the link between the “ownership” and the operation organization. The Board will assess the needs of the ownership as they relate to RFTA’s activities and scope of influence, and will develop Ends policies identifying the results RFTA is to produce to meet those needs. The Board will inform the ownership of the organizations expected future results, and its present accomplishments and challenges.”
Fiscal Implications:	Stage 3 will be completed by mid-2018. In 2017, the RFTA Board approved the Stage III budget of \$367,000; the unexpended portion of which has been rolled forward into 2018. The additional effort required to gauge public support for and develop policy regarding a potential mill levy increase will cost approximately \$158,000. Additionally, \$110,000 is needed for the development of a Financial Planning Model. Both of these costs have already been approved and budgeted by the RFTA Board. The Stage 4 budget for Parsons is \$237,200 and that amount was approved and included in the 2018 budget.
Attachments:	Yes, please see “RFTA Board 030818 ITSP State III-v3_DRAFT Final.pdf” included in the March 2018 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet

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

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: March 8, 2018

Planning Department Update – David Johnson, Director of Planning

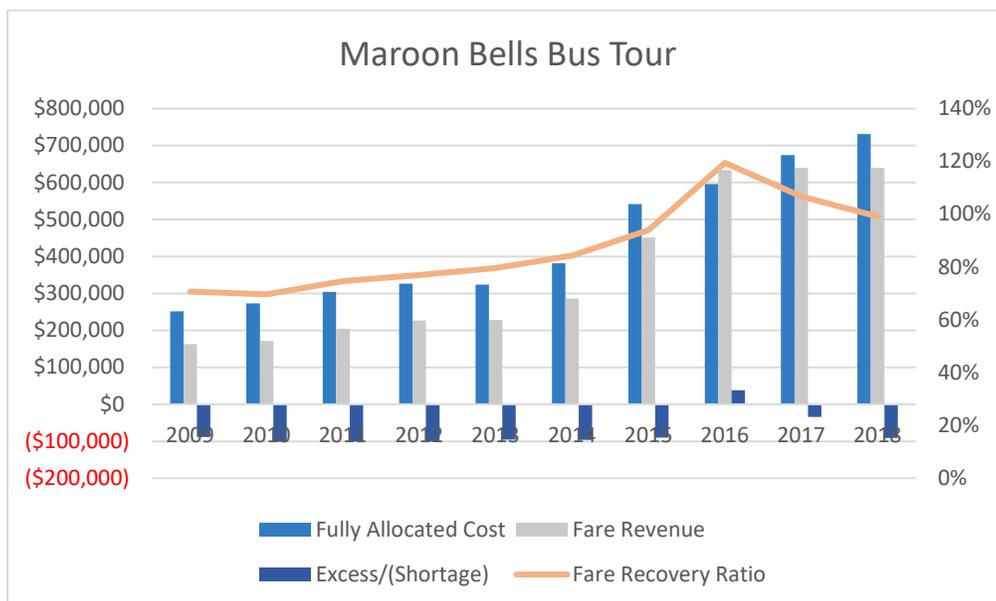
Monthly Planning Department Update: The “03-08-18 Planning Department Update.pdf,” can be found in the February 2018 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

2018 Strategic Work Plan: Based on Board input, the Strategic Plan has been reformatted into a Strategic Work Plan. The plan is essentially a list of 2018 tasks, however, each 2018 task has been assigned to one of the Board’s six Strategic Objectives. The “2018 5-Year Strategic Work Plan FINAL March Board.pdf” can be found in the 2018 RFTA Board Meeting Portfolio.pdf.

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

Maroon Bells Bus Tour Update

In 2017, there was no fare increase on the Maroon Bells Bus Tour (\$8 for adult, \$6 for senior/youth, and \$0.65 per each ticket sold remitted to the Forest Service). In addition, the Aspen Highlands parking lot continued to charge a \$5 fee, but raised it to \$10 on the weekends. New in 2017, the Buttermilk parking lot was utilized to address overflow parking concerns at Highlands and RFTA implemented no-fare shuttle service between Buttermilk and Highlands for 3 3-day peak weekends (resulting in 1,883 additional miles and 261 additional hours). RFTA experienced an 8% increase in rides from 199,768 to 215,562, which includes the new Buttermilk-Highlands shuttle. However, net fare revenues experienced a 1% increase. As shown in the graph below, preliminary numbers indicate that in 2017, the increase in demand and service provided resulted in the estimated fully allocated cost for the Maroon Bells Bus Tour and Buttermilk-Highlands shuttle service exceeding the fares collected.



2017 Preliminary Actuals/Budget Comparison (December YTD)

2017 Budget Year			
General Fund	December YTD (as of 2/28/18)		
	Preliminary Actuals (1)	Amended Budget (2)	% Var.
Revenues			
Sales tax	\$ 22,100,371	\$ 21,628,000	2.2%
Grants	\$ 2,591,979	\$ 2,591,979	0.0%
Fares	\$ 4,837,781	\$ 4,869,000	-0.6%
Other govt contributions	\$ 1,850,257	\$ 1,780,517	3.9%
Other income	\$ 710,994	\$ 654,940	8.6%
Total Revenues	\$ 32,091,382	\$ 31,524,436	1.8%
Expenditures			
Fuel	\$ 1,238,805	\$ 1,408,112	-12.0%
Transit (3)	\$ 19,696,127	\$ 20,487,734	-3.9%
Trails & Corridor Mgmt	\$ 484,060	\$ 471,720	2.6%
Capital	\$ 4,587,925	\$ 4,747,467	-3.4%
Debt service	\$ 1,900,088	\$ 1,902,244	-0.1%
Total Expenditures	\$ 27,907,005	\$ 29,017,277	-3.8%
Other Financing Sources/Uses			
Other financing sources	\$ 189,794	\$ 197,933	-4.1%
Other financing uses	\$ (3,006,162)	\$ (3,187,285)	-5.7%
Total Other Financing Sources/Uses	\$ (2,816,368)	\$ (2,989,352)	-5.8%
Change in Fund Balance (4)	\$ 1,368,009	\$ (482,193)	-383.7%

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

(2) Reflects supplemental budget appropriation resolution 2018-06.

(3) Savings in the following areas: Administration, Vehicle Maintenance, Operations, and Facilities.

(4) The unaudited surplus exceeds staff projections.

2018 Actuals/Budget Comparison (January YTD)

2018 Budget Year				
General Fund	January YTD			Annual Budget
	Actual	Budget	% Var.	
Revenues				
Sales and Use tax (1)	\$ -	\$ -	0.0%	\$ 21,591,000
Grants	\$ -	\$ -	0.0%	\$ 3,930,870
Fares (2)	\$ 413,239	\$ 451,521	-8.5%	\$ 5,021,000
Other govt contributions	\$ 3,333	\$ 3,333	0.0%	\$ 1,733,191
Other income	\$ 54,669	\$ 54,669	0.0%	\$ 651,440
Total Revenues	\$ 471,241	\$ 509,524	-7.5%	\$ 32,927,501
Expenditures				
Fuel	\$ 158,907	\$ 180,054	-11.7%	\$ 1,433,758
Transit	\$ 2,198,019	\$ 2,250,282	-2.3%	\$ 21,708,348
Trails & Corridor Mgmt	\$ 9,930	\$ 10,128	-2.0%	\$ 540,120
Capital	\$ 12,807	\$ 10,620	20.6%	\$ 6,519,306
Debt service	\$ 65,232	\$ 65,232	0.0%	\$ 1,512,971
Total Expenditures	\$ 2,444,895	\$ 2,516,316	-2.8%	\$ 31,714,503
Other Financing Sources/Uses				
Other financing sources	\$ -	\$ -	0.0%	\$ 150,000
Other financing uses	\$ (203,304)	\$ (203,304)	0.0%	\$ (2,757,871)
Total Other Financing Sources/Uses	\$ (203,304)	\$ (203,304)	0.0%	\$ (2,607,871)
Change in Fund Balance (3)	\$ (2,176,959)	\$ (2,210,096)	-1.5%	\$ (1,394,873)

- 1) Timing issue, as January sales and use tax revenue will be deposited in March.
 2) Through January, fare revenue and ridership is lower by 3% and 4%, respectfully, compared to the prior year. Over the course of the year, the timing of bulk pass orders by outlets and businesses can affect the % change. The chart below provides a YTD January 2017/2018 comparison of actual fare revenues and ridership on RFTA fare services:

	YTD 1/2017	YTD 1/2018	Increase/ (Decrease)	% Change
Fare Revenue:				
Regional Fares	426,933	413,239	(13,694)	-3%
Advertising	-	2,979	2,979	#DIV/0!
Total Fare Revenue	426,933	416,218	(10,715)	-3%
Ridership on RFTA Fare Services:				
Highway 82 (Local & Express)	78,659	74,498	(4,161)	-5%
BRT	101,841	98,070	(3,771)	-4%
SM-DV	14,353	14,180	(173)	-1%
Grand Hogback	8,966	8,805	(161)	-2%
Total Ridership on RFTA Fare Services	203,819	195,553	(8,266)	-4%
Avg. Fare/Ride	\$ 2.09	\$ 2.11	\$ 0.02	1%

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

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage January 2018 YTD				Hours January 2018 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	396,421	399,890	(3,469)	-0.9%	18,166	18,525	(359)	-1.9%
City of Aspen	55,154	56,411	(1,257)	-2.2%	6,152	6,238	(86)	-1.4%
Aspen Skiing Company	60,293	64,662	(4,369)	-6.8%	4,451	4,340	111	2.6%
Ride Glenwood Springs	10,274	10,435	(161)	-1.5%	830	836	(7)	-0.8%
Grand Hogback	18,823	18,970	(147)	-0.8%	739	749	(11)	-1.5%
Specials/Charters	4,834	4,027	807	20.0%	561	469	92	19.6%
Senior Van	1,506	1,124	382	34.0%	141	131	10	7.8%
Total	547,305	555,519	(8,214)	-1.5%	31,040	31,288	(249)	-0.8%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report				
Service	Jan-17	Jan-18	#	%
	YTD	YTD	Variance	Variance
City of Aspen	210,281	187,993	(22,288)	-10.60%
RF Valley Commuter	296,651	282,326	(14,325)	-4.83%
Grand Hogback	8,966	8,805	(161)	-1.80%
Aspen Skiing Company	165,428	148,860	(16,568)	-10.02%
Ride Glenwood Springs	15,434	13,297	(2,137)	-13.85%
X-games/Charter	28,265	23,483	(4,782)	-16.92%
Senior Van	291	328	37	12.71%
MAA Burlingame	-	-	-	N/A
Maroon Bells	-	-	-	N/A
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	725,316	665,092	(60,224)	-8.30%
Subset of Roaring Fork Valley Commuter Service with BRT in 2018				
Service	YTD Jan 2017	YTD Jan 201	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	78,659	74,498	(4,161)	-5%
BRT	101,841	98,070	(3,771)	-4%
Total	180,500	172,568	(7,932)	-4%

2017 Financial Statement Audit – Schedule

Date	Activity	Status
5/7/2018 – 5/11/2018	Start of Audit – auditors conducting onsite fieldwork	<i>On schedule</i>
6/18/2018 - 6/29/2018	During this period, staff anticipates that the Audit Report will be reviewed by the RFTA Board Audit Subcommittee . A meeting will be held at a RFTA office in Carbondale between the Audit Subcommittee, the auditor and staff to discuss the audit in detail.	<i>Email will be sent to Audit Subcommittee to establish date & location of meeting.</i>
7/6/2018	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/12/2018	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

McMahan & Associates, LLC will conduct the 2017 financial statement audit. **At this time, staff requests that the RFTA Board confirm the Board members who will serve on the Audit Subcommittee (see below for list of members). Due to the departure of John Lewis from Eagle County, staff will reach out to other local governments to fill his vacancy.** Staff will correspond via email with the Subcommittee to establish the date and location of the meeting which is expected to be held during the second half of June before the July Board meeting where the final audit report will be presented to the RFTA Board.

Prior Year's Audit Subcommittee Members:

1. **Markey Butler**, RFTA board member,
2. **Ann Mullins**, RFTA board member, and
3. **John Lewis**, independent financial expert and Eagle County Director of Finance

Anticipated guests include:

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

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

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

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

**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 14 unit complex with 24 beds unit, is currently at **75%** occupancy.
- RFTA's allotment of long-term housing at Burlingame in Aspen, consisting of four one-bedroom units, is currently at **100%** occupancy.
- RFTA Permanent employee housing is currently at **83%**.
- As of January 1, 2018, RFTA has 14 seasonal two bedroom seasonal units at Burlingame. The Burlingame seasonal housing is currently at 75% occupancy.

- RFTA has signed a master lease agreement with Preferred Properties for two townhomes in New Castle, 1- three bedroom unit and 1- two bedroom unit. The New Castle housing is currently at 20% occupancy. Staff will be turning the New Castle units back over to the Property Management Company in the spring of 2018.

RFTA Railroad Corridor

Right-of-Way Land Management Project: Along with its legal and engineering consultants, RFTA staff has been working on completing the following tasks in 2018:

- An update to the 2005 Comprehensive Plan. ***The first document to be updated was the Access Control Plan. This item was on the agenda for a second reading at the February 8th agenda and was unanimously passed.***
- With acceptance of the ACP by the RFTA Board of Directors, staff will now begin to work with the attorneys to review and update the existing templates & formats that RFTA is using for licensing in the Railroad Corridor.
- Staff has begun to utilize a new review process for projects proposing to make use of the Railroad Corridor. This process will allow staff to have railroad and legal experts review, assess and report on proposed development impacts along the Railroad Corridor along with making recommendations regarding potential mitigation for the impacts that RFTA can provide to permitting jurisdictions.
- ***Recreational Trails Plan (RTP)*** – Staff is in the process of updating the Recreational Trails Plan and will be making a presentation to the RFTA Board at the May or June Board meeting. In the interim, and at the behest of Pitkin County, staff assisted with organizing a meeting amongst the local jurisdictions and trail organizations to begin a valley-wide discussion regarding the use of E-Bikes on the various trails systems in the valley and the surrounding areas.

In a similar but separate process, directly related to the Recreational Trails Plan update, staff is planning to hold several public open houses in the next few months, to allow the local jurisdictions and the general public to provide input into the future use and potential expansion of uses up and down the Rio Grande Trail (RGT). This will include opportunities for additional amenities, discussions involving the current uses, including the use of E-bikes and connections to the Rio Grande Trail, both formal and informal connections, after which staff will compile a list of comments, organize them and bring a summary of the comments to the RFTA Board for review and direction.

- **Covenant Enforcement Commission (CEC)** – The annual CEC meeting was held on December 6th and staff will be providing a report to the RFTA Board at the April 12th board meeting. As a reminder, the CEC was established as a result of an agreement between

RFTA's predecessor, the Roaring Fork Railroad Holding Authority ("RFRHA"), and the Board of Trustees of Great Outdoors Colorado ("GOCO"). GOCO provided funds for the purchase of the Corridor in 1997. Originally RFRHA was required to place a conservation easement on the entire Corridor. Based on concerns about securing federal funding for future RFRHA transportation projects, the Conservation Easement was removed from the entire 33.4 miles of the Corridor and replaced with Restrictive Covenants, in ten discrete areas. The obligations of the Restrictive Covenants now belong to RFTA. GOCO allowed modification of its original grant agreement in return for RFRHA managing the restrictive covenants and setting up the CEC. The CEC is made up members from the original members of RFRHA, Pitkin County Open Space and Trails (POST) and two at-large community members that reside in Pitkin County and Eagle County. In practice, a consultant with familiarity with the Corridor and the Covenants performs an inspection of the Conservation areas and presents a report to the CEC. The CEC then reviews the report and sends a letter of recommendations to the RFTA Board for review.

- **Federal Grant Right of Way (fgrow) project** – Staff continues to identify and approach adjacent property owners located in the fgrow areas in an attempt to negotiate the exchange of Bargain and Sale deeds. This will be an ongoing process *(NO new update this month)*
- **South Bridge** – *(NO new update this month)*
- **8th Street Crossing Project by CDOT and the City of Glenwood Springs** – *(NO new update this month)*



Rio Grande Trail Update

- Staff continues working to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
 - The Masterplan is on RFTA's website. <http://www.rfta.com/trail-documentation/>.
 - ◆ Please feel free to reach out to Brett Meredith, bmeredith@rfta.com if you have any questions, comments and/or concerns regarding this process.
 - Funding is needed for an irrigation system, picnic areas with shelters, art installations, native landscapes, a Latino Folk Art Garden, creating a Youth Art Park, and adding historical interpretive signs.
 - Staff is working with the Carbondale Rotary clubs, Carbondale Arts, and DHM Design to design DeRail Park (SH 133 across from the Park and Ride) site. Construction has begun and a new fence has been installed, the soft surface trail has been built, topsoil and wood mulch have also been spread on site. Some trees, shrubs, and ground cover have also been planted with the help of volunteers.
 - ◆ Completion of the Irrigation system and a shade sail is next up for DeRail Park.

- ◆ The ArtWay entryway Arch is currently being designed.
- The Latino Folk Art Garden at 8th St in Carbondale has been designed and site clean-up with volunteers has begun!
 - ◆ A soft surface trail and picnic area infrastructure has also been placed.
- A “single track” has been constructed (with the help of over 50 volunteers!) in the corridor adjacent to the asphalt from 8th St down to DeRail Park.
- The public has been supportive and interested groups and businesses are signing up for participation
- Staff is waiting for the snow to fall. When it does snow, staff plows from Glenwood Springs to Carbondale and if we get enough snow, staff will groom Snowmass Drive to Catherine Bridge for cross-country skiing and fat biking.
- Staff has been researching and preparing for 2018 projects; which includes tree trimming/removal, goats, revegetation, ArtWay projects, pavement striping, and bridge repair.
- We are hoping to repair the Sopris Creek Bridge and the Roaring Fork Bridge in 2018.
- Staff is staying busy this winter refinishing trash cans, dog poop bag dispensers, and trailhead kiosks.
- Staff is gearing up for the Recreational Trails Plan update, as a part of the much larger Comprehensive Plan for the corridor.