

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

TIME: 8:30 a.m. – 12:00 p.m., Thursday, November 12, 2015

USUAL LOCATION: *Town Hall (Room 1), 511 Colorado, Carbondale, CO*

(This Agenda may change before the meeting.)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	8:30 a.m.
2	Executive Session:			
	A. Paul Taddune, General Counsel: 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.	3.5.2	Executive Session	8:32 a.m.
3	Approval of <u>Minutes</u>: RFTA Board Meeting, October 8, 2015, pg. 3		Approve	9:15 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	9:20 a.m.
5	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	9:30 a.m.
6	Consent Agenda:			9:35 a.m.
	A. Resolution 2015-17: Supporting a Colorado <u>Parks</u> and Wildlife State Trails Program Non-Motorized Recreational Trails Large Construction and Maintenance Grant Application – Jason White, Assistant Planner, page 11	2.8.9	Adopt	
	B. Resolution 2015-18: Supporting <u>Department</u> of Local Affairs Alternative Fuels Grant Application – Jason White, Assistant Planner, page 14	2.89	Adopt	
	C. <u>IGA</u> Between Garfield County and RFTA for Joint Use of RFTA Fueling Facilities – Dan Blankenship, CEO, page 17	4.2.5		
7	Presentations/Action Items:			
	A. Presentation of 3rd Draft of 2016 RFTA <u>Budget</u> – Mike Yang, Director of Finance, page 18	4.2.5	Discussion/ Direction	9:40 a.m.
	B. First Review of Final Draft of Proposed Rio Grande Railroad <u>Corridor</u> Access Control Plan Update – Angela Henderson, Assistant Director, Project Management and Facilities Operations, page 34	1.1.C	Discussion/ Direction	10:15 a.m.
	C. <u>Integrated</u> Transportation System Plan Update/Draft 2016 5-Year Strategic Plan Update/Adoption – David Johnson, Director of Planning, page 37	4.3.2.A	Discussion/ Direction	11:15 a.m.
(Agenda Continued on Next Page)				

	Agenda Item	Policy	Purpose	Est. Time
8	Public Hearing:			
	A. Resolution 2015-19: Supplemental Budget Resolution – Mike Yang, Director of Finance, page 42	4.2.5	Adopt	11:30 a.m.
9	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 47	2.8.6	FYI	11:35 a.m.
10	Issues to be Considered at Next Meeting:			
	To Be Determined at November 12, 2015 Meeting	4.3	Meeting Planning	11:45 a.m.
11	Next Meeting: 8:30 a.m. – 10:00 a.m., December 10, 2015 at Carbondale Town Hall.	4.3	Meeting Planning	11:50 a.m.
12	Adjournment:		Adjourn	12:00 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
October 8, 2015**

Board Members Present:

Stacey Patch Bernot, Chair (Town of Carbondale); Kathy Chandler-Henry, Vice-Chair (Eagle County); Bob Gordon (Town of New Castle); Steve Skadron (City of Aspen); Mike Gamba (City of Glenwood Springs); Michael Owsley (Pitkin County).

Voting Alternates Present:

Alyssa Shenk (Town of Snowmass Village).

Non-Voting Alternates Present:

George Newman (Pitkin County).

Staff Present:

Dan Blankenship, Chief Executive Officer (CEO); Kelley Collier (COO); Paul Taddune, General Counsel; Edna Adeh, Board Secretary; Mike Hermes, Angela Henderson, Abbey Pascoe, Amy Burdick, Brett Meredith, Facilities & Trails Department; Michael Yang, Finance Department; David Johnson, Jason White, Planning Department; John Hocker, Operations Dept.; Kenny Osier, Maintenance Dept.; Ed Cortez RFTA Bus Operator & President of ATU Local #1774.

Visitors Present:

John Kruger, City of Aspen; Mirte Mallory, WE-Cycle; Alan Harvey & Heather McGregor, GCE; John Stroud, Scott Condon, Reporters; Karl Hanlon, Jeff Hecksel, Geoff Guthrie, City of Glenwood Springs; Alycin Bektesh, Aspen Public Radio.

Agenda

1. **Roll Call:**

Stacey Bernot, Chair, declared a quorum to be present (6 member jurisdictions present) and the meeting began at 8:35 a.m.

2. **Public Hearing:**

For the winter season 2015-2016, RFTA proposes to eliminate the 5:45 p.m. BRT run from Snowmass Village to points down-valley due to very limited ridership. RFTA intends to add a 4:45 p.m. down-valley direct from Snowmass Village where ridership demand has shifted and increased – John Hocker, Co-Director of Operations.

Bernot opened the public hearing at 8:35 a.m. There were no public comments. Bernot closed the public hearing at 8:35 a.m.

3. **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 made the motion for the RFTA Board to adjourn into Executive Session. Michael Owsley seconded the motion and it was unanimously approved. The Board adjourned into Executive Session at 8:36 a.m.

RFTA staff present at the Executive Session included: Dan Blankenship, Kelley Collier, Edna Adeh, Paul Taddune, Mike Hermes, Angela Henderson for the first session of the Executive Session. For the second section of the Executive Session, Jeff Hecksel and Karl Hanlon from City of Glenwood Springs joined the session.

Mike Gamba arrived at 8:45 a.m.

Michael Owsley 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 9:34 a.m.

4. **Approval of Minutes:**

Kathy Chandler-Henry moved to approve the minutes of the September 10, 2015 Board Meeting and Bob Gordon seconded the motion. The motion was unanimously approved.

5. **Public Comment:**

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

Ed Cortez, President, ATU #1774, commented that Bob Gordon, RFTA Board member representing Town of New Castle had proposed having a Board member present on the contract negotiation committee. Cortez agreed with Gordon's proposal, and asked the Board to consider it.

6. **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.

Mike Gamba stated that City of Glenwood Springs approved and signed the letter of support addressed to CIRSA.

Bernot asked, again, if any member of the public is present to address the Board or make a comment regarding Item #1, Public Hearing. There was no comment.

Blankenship stated that Sub-item B from Consent Agenda should be removed because RFTA did not appear to be an eligible applicant for specific type of State Trails/GOCO grant.

7. **Consent Agenda**

- A. **State Trails Program Letter of Support for LOVA Trail Grant** – Jason White, Assistant Planner

Mike Gamba made a motion to adopt Consent Agenda Item A. and Kathy Chandler-Henry seconded the motion. The motion passed unanimously.

- B. **Resolution 2015-17: Supporting the Grant Application for a Planning Grant from Great Outdoors Colorado for a Rio Grande ArtWay Plan in the Rio Grande Railroad Corridor in Carbondale, CO** – Jason White, Assistant Planner

Dan Blankenship requested that this item be removed from the Consent Agenda.

8. **Presentations/Action Items:**

- A. **Presentation of Second Draft of 2016 RFTA Budget** – Mike Yang, Director of Finance

Michael Yang, Director of Finance, directed the Board's attention to page 17 of the Board packet. Yang stated that he has been updating the draft 2016 budget since the September Board meeting to incorporate the Board's requested changes, preparing for December final budget adoption. Yang summarized the most important budget highlights.

Health Costs

Yang confirmed that premiums are decreasing by 5%, attributed to a new band rating methodology change made by County Health Pool. The increase in bands from 7 to 10 allows for smaller rate increases in the upper bands and allows for increased loss ratio percentages in the lower bands, resulting in lower rate increases (or decreases) for more entities. If they had not made the changes, RFTA would have experienced an increase of 5%. Staff reviewed the current plan and recommended no changes to employee contributions.

Merit Increases

Consistent with a recent market survey conducted by Mountain States Employer's Counsel (MSEC), Staff revised merit increase assumptions for bus drivers and mechanics. The proposed minimum scale for entry-level drivers was increased from \$18.00 to \$18.61.

Capital Purchases

Priority capital replacements for Year 2016 include bus replacement and initiation of Phase One of the GMF renovation and expansion. Based on an initial inspection of the entire bus fleet, Staff identified 6 buses that should be replaced with over-the-road coaches, preferably powered by CNG engines. RFTA will seek capital grants for the rolling stock and recommended financing the remaining amount through a lease-purchase agreement. RFTA is discussing with Bond Counsel the ability of issuing the remaining \$7.1 million of bonding authority approved by the voters during the November 2008 election, to be used to finance Phase One of the GMF renovation and expansion. There will be a significant drop in bond-related debts over the coming years, which will allow RFTA to take on additional debt to complete this project.

Michael Owsley asked how the 12-year manufacturer-recommended replacement cycle influences bus replacement. Blankenship responded that a number of factors are considered, including the age of the

vehicle, mileage, and vehicle condition. Within 18 years, RFTA will need to replace around 102 buses, including RFTA, City of Glenwood Springs and City of Aspen fleets. According to the Federal Transit Administration, the useful life of a bus is 12 years or 500,000 miles. RFTA has developed a rating system to assess the condition of each vehicle in the fleet. Maintenance decisions include whether to rehabilitate the entire vehicle, replace the engine, or overhaul specific parts. RFTA generally makes the buses last 15 years and up to 1 million miles; refurbishment may allow them last up to 20 years in some instances. Kenny Osier, RFTA Director of Maintenance, added that 650,000 to 750,000 miles is an appropriate replacement interval for buses, and that the status of the bus manufacturer is another critical consideration in maintenance and replacement decisions. For instance, Lamar, Colorado-based bus manufacturer Neoplan is out of business and no longer supplies parts, so that is also an important factor in maintenance and replacement decisions. The Neoplans were semi-retired about 5-6 years ago, but they still run 30,000 to 50,000 miles per year because of the growth in ridership. They are a high priority for replacement.

Maroon Bells

It was a record ridership year for the Maroon Bells bus service, said Yang. During the last weekend of Maroon Bells operation, 15 buses were required to operate the service; normally it requires 5 buses. At the end of October, RFTA, the Forest Service, Ski Co, and Pitkin County will meet to discuss service levels and pricing for next year. Blankenship reported that the Maroon Bells bus service ticket price is \$6 round trip for adults, \$4 for seniors and \$2 for children. These prices have been in effect for 6-8 years. In consideration of the overwhelming demand and the costs of supporting the service with backup buses and staff, we might want to consider increasing the fares.

Certificates of Participation/Fund Balances

Yang stated that cash was set aside in a reserve fund for final payment of the 2005 COPs. The final payment of \$412,775 will reduce fund balance, but will free up bond repayment obligations to pay for debt service on a bond issuance in 2016 and for capital lease financing for the 6 bus replacements. Newman asked about Tabor funds reserve in the general fund. Yang explained that pages 28 and 29 show all the funds, including the Tabor-related restricted funds. The remaining unassigned amount of \$6.3 million may be used for future capital needs.

New Castle Park and Ride

Bernot asked if we have made progress with CDOT on the New Castle Park and Ride Project. Collier responded that she had scheduled a meeting with CDOT in the next two weeks to discuss potential solutions to move funds forward. Bernot stated that this project needs to be a priority.

Integrated Transit System Plan

Bernot also requested more discussion on priorities for the ITSP. The Board did not complete its review of the ITSP during past meetings, and she hoped to provide better direction about priorities in FY 2016. Blankenship commented that we can determine what projects should be conducted in-house with existing staff, and what can be done by an on-call consultant team. We need to identify additional revenue to replace buses, so we need to work on an overall Financial Plan and Capital Plan. We have been investing a lot of effort into putting fleet and facilities data into our Asset Management databases, which will help us build a better plan.

2016 Budget Finalization

Bernot said that traditionally the Board chooses not to meet in December, but she would prefer to schedule a meeting in December pending more information and outcomes of the contract negotiations. Yang said the budget has to be adopted by end of 2015, but there is a grace period. Chandler-Henry and Skadron concurred with Bernot about meeting in December.

Blankenship said he was unsure if contract negotiations would conclude by the December 2015 Board meeting. Bernot commented that we should at least have a better idea by early December, and the

agenda can be limited to budget adoption. Yang said the next draft of the budget will be in November, and will be focused on updated sales tax forecasts.

Kathy Chandler-Henry asked who would be carrying the sunset extension of the property tax authority contained in the Transportation Authority Law, as well as the Eminent Domain Power. Blankenship responded that the property tax sunset amendment would be led by Representative Diane Mitsch Bush. Bob Gordon supported the idea of maintaining the option of levying property tax (with voter approval).

George Newman pointed out that the cost estimate for Basalt's underpass was substantially higher than expected. He inquired if RFTA could budget additional contribution. Bernot suggested that the Board discuss it at a later date. Blankenship responded bond proceeds might be allocated to the project and RFTA supports funding the crossing, but the ballot question will need to be reviewed to determine if bond proceeds could be used for that purpose, and the GMF project is also likely to use most if not all of the remaining bond proceeds. Newman commented that the Basalt pedestrian underpass project will probably be re-engineered and put out for bid again.

The Board took a break from 10:30 to 10:45 a.m.

B. 2016 Non-Profit Organization Grant Requests – Mike Yang, Director of Finance

- WE-cycle – Mirte Mallory
- Garfield Clean Energy (GCE) – Heather McGregor and Allyn Harvey
- Region Transportation Coordinating Council –Kelley Collier (on behalf of RTCC staff and representatives)

Bernot asked Yang if more discussion is needed regarding the three organizations requesting grants. She commented that there is a \$50,000 annual threshold for grants to Non-Profit Organizations, and there are \$54,000 in requests. Yang responded that it is the Board's decision whether to exceed the \$50,000 threshold.

Garfield Clean Energy (GCE):

Heather McGregor pointed out that Jason White, RFTA Assistant Planner, has done an outstanding job on the GCE Board, especially representing the transportation perspective. McGregor highlighted a number of ongoing initiatives and achievements of GCE, including:

- Working closely with RFTA staff to use the Energy Navigator monitor at 7 RFTA facilities;
- Using GCE-related data to help RFTA staff apply for energy efficiency grants;
- Verification of the Farnsworth Group's estimated energy reductions resulting from Aspen Maintenance Facility re-commissioning;
- Assisting RFTA staff with energy reduction assumptions for the TIGER grant;
- Engaging every community in Garfield County on Bike to Work Day;
- Planning a Regional Transportation Workshop with the Utah Transportation Coalition;
- Coordinating the grant proposal for the CNG station in Rifle, which will open soon (as a result, this region will have CNG stations in Parachute, Rifle and Glenwood Springs).

Allyn Harvey thanked RFTA for its participation in GCE and for bringing a focus on transportation.

Bernot stated that she appreciates the regional collaboration, and that GCE may help with the collaboration and coordination if transit expands further into western Garfield County. Newman asked if GCE will assist in funding We-Cycle. McGregor responded that We-cycle would be a new concept for GCE. She was unsure about GCE's ability to provide direct funding, but expressed confidence in assisting with coordination and cross-promotion.

Bernot asked the Board members to consider volunteering to serve as RFTA representative on the GCE Board with Jason White as alternate member. Harvey added that the Board is comprised mostly of elected officials.

Regional Transportation Coordinating Council (RTCC):

Kelley Collier stated that John Hoffmann and Rich Burns are representatives on the Board of the RTCC. The RTCC serves seniors, veterans, and disabled individuals in facilitating the cross-boundary transportation needs and options. They also coordinate the Medicaid billing for most of the counties in the region. The \$4,000 is a match for a federal grant. The RTCC is also seeking matching funds from Eagle County Transit, Summit Stage, and Steamboat Springs Transit.

WE-cycle:

Mirte Mallory stated that WE-cycle is completing its 3rd season, and is likely to exhibit double the amount of ridership since its opening year. WE-cycle added two new stations at Red Brick and 8th Street, for a total of 16 stations throughout the Aspen area. The 8th Street station has been particularly successful; WE-cycle has had to increase the number of bicycle docks and replenish the supply of bicycles by 7:00 a.m. at that location.

Mallory hopes to open WE-cycle stations in Basalt in 2016, and eventually expand to Carbondale and Glenwood Springs. On the WE-cycle website, the CycleFinder App shows a system map and real-time bike and dock availability. Mallory hopes to integrate WE-cycle information with RFTA information through a newly developed Transit App, and eventually to integrate WE-cycle and RFTA passes.

In August, the Town of Basalt adopted a resolution to implement WE-cycle and asked WE-cycle to help find private and public partners for capital and operating funding. Mallory requested that RFTA join as a founding partner.

Steve Skadron said he supports the We-cycle system. He has used it in Minneapolis, New York City and Washington D.C., and it has become an expectation of his to use bike share in major cities. Bernot said that WE-cycle should be part of the potential narrative to approach the voters for property tax funding. Bernot added that she would like to see helmet rental be part of the system.

Owsley commented that tourists like WE-cycle too, and that it integrates everything we value. Chandler-Henry said that it holds potential to help bridge the first and last mile, and at less cost than transit circulators. Newman concurred, comparing WE-cycle to last mile Broadband connectivity in rural areas.

Blankenship stated that RFTA supports including WE-cycle in the 2016 budget, but we need to check the status of the RFTA budget as we get closer to December. Blankenship praised Mallory for her efforts and dedication. Most of WE-cycle's growth, he said, is attributable to Mallory, as a visionary and a member of a very small staff. If we want bike share to develop region-wide, we need a public finance component. Since this is a major tourist benefit, perhaps a visitor benefit fee could be a funding source, to allow tourists to get around on bikes and transit. Tourists would be paying for it in large part.

Bernot commented that WE-cycle expansion to Basalt should be addressed as a separate agenda item. Bernot said she is supportive of the combined \$54,000 contribution for all three requests.

Ed Cortez, present in the meeting as RFTA bus operator, said we have to discourage WE-cycle bikes on the buses, as bike capacity is extremely limited. Mallory concurred.

C. **Appointment of RFTA Board Member to Serve on Garfield Clean Energy Board of Directors** – Dan Blankenship, CEO

Bernot suggested moving to the next agenda item, since Board members have not volunteered to represent RFTA on GCE Board. Jason White will continue to serve as the Primary on the GCE Board until a RFTA Board member is appointed.

D. **Update Regarding Proposed Rio Grande Railroad Corridor Access Control Plan** - Angela Henderson, Assistant Director, Project Management and Facilities Operations

Henderson stated that the work group meetings have concluded. RFTA placed ads in the local newspapers and on the RFTA website requesting comments on the updated plan. Final reviews and comments should be finished within 30 days. The first reading of the plan will likely occur in November, and final adoption will be requested at the January 2016 Board meeting. Latest changes include clarifying that at-grade crossings are acceptable as long as they are consistent with guidelines.

Bernot stated that Town of Carbondale has been working diligently to make crossing licenses more permanent. It would be difficult, she stated, to obtain a construction grant for a crossing if crossing license can be rescinded on short notice. She plans to meet with the Garfield County Commissioners for their comments. Gamba echoed Bernot's concerns, questioning that validity of going through an expensive planning and construction process for a 30-day revocable license.

Henderson responded that she had this discussion with City of Glenwood Springs and CDOT. A master lease agreement for the life of that asset will be acceptable in this federal rail corridor. RFTA negotiated similar master lease agreements with CDOT for BRT, and that was accepted by FTA, and that will work also for the rail corridor crossings. RFTA can craft agreements that can provide permanence, until rail should become an option.

Skadron asked if all easements are equal. For instance, ACES proposed an access to the trail, but that's different than a public crossing. Henderson said that not every license is the same. It depends on the entity and the nature of the request. ACES, for example, has a 30-day revocable agreement, while Source Gas has something different. Blankenship stated that RFTA's intent is not to impose harsh dictates arbitrarily, but to craft agreements that do not pass the costs of crossing upgrades to others in the future and make it infeasible to implement future rail. We are trying to create reasonable, rational standards, said Blankenship, and RFTA staff is motivated and willing to work with jurisdictions to make this happen. The corridor was acquired by every one of the jurisdictions sitting on this Board. Some of the language and tone of language used in the initial ACP caused dissatisfaction, which was not RFTA's intention.

Gamba asked Blankenship if there are alternatives to rail banking. Blankenship responded that RFTA has been investigating. RFTA has to approach the Board in November, Blankenship added, with a supplemental budget appropriation, not only for ACP-related work but to work on clearing up the Cole Subdivision title issues as well.

Gamba also mentioned that he had informal discussions with CDOT and private property owners adjacent to the federal portion of the 200-ft corridor. Everyone has indicated a potential willingness to leave a 100-ft ROW. No one wants the trail to go away. Blankenship said that RFTA might consider discussing this option, as well as the option of filing for abandonment. Then we would not need to go through the process of clearing up the title.

Henderson reminded the Board of the Covenant Enforcement Commission meeting that will need to be scheduled in November. Only a fraction of the Board has responded to emails from Abby Pascoe regarding the CEC.

D. **Integrated Transportation System Plan Update** – David Johnson, Director of Planning

For review, Johnson reported that RFTA staff developed an outline for the ITSP per Board recommendation from the Board Retreat Session in June. This outline is the basis for the plan's scope of work. We will likely revisit the scope of work at the November Board meeting. The next step is to advertise a Request for Qualifications (RFQ) to solicit a team of Planning consultant expertise to develop the ITSP and other critical projects. Having an on-call team will allow RFTA to implement this project in a flexible manner. Flexibility will be important, as the ITSP project will be an evolving process, sub-projects will be need to be prioritized, and other plans and projects will likely be added and integrated.

RFTA is also providing an update to the 2015 5-year plan and a draft 2016 Plan. At the end of the year, staff will provide a final report on the 2015 Plan, and will update the 2016 Plan, based on what was accomplished in 2015 and what needs to be moved forward. It is a lot of review, but that is the nature of 5-year Plan monitoring, reporting and updating.

Bernot expressed that it would be more than sufficient to provide updates two times per year, rather than quarterly. Blankenship suggested that staff continue to report quarterly, but in a more abbreviated fashion, focusing primarily on variances from the plan.

9. **Board Governance Process:**

A. **CEO Performance Review** – Dan Blankenship, CEO

Bernot asked for volunteers to serve on CEO Performance Review Sub-committee. There were no new volunteers from the Board. Kathy Chandler-Henry and Jacque Whitsitt will continue serving on that sub-committee.

10. **Information/Updates:**

1. **CEO Report** – Dan Blankenship, CEO

Owsley asked if RFTA should have the Bustang schedule on its website since it connects the Roaring Fork Valley to the Front Range. Blankenship responded that he will coordinate that request with Jamie Tatsuno, RFTA Marketing Manager, who is working on reconstruction of the RFTA website.

11. **Issues to be Considered at Next Meeting:** To be determined at November 12, 2015 Meeting.

12. **Next Meeting/Retreat:** 8:30 – 12:00 p.m., November 12, 2015 at Carbondale Town Hall

13. **Adjournment:**

Bernot adjourned the Board meeting at 12:18 p.m.

Respectfully Submitted:

Edna Adeh
Board Secretary

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

Meeting Date:	November 12, 2015								
Agenda Item:	Resolution 2015-17: Supporting a Colorado Parks and Wildlife State Trails Program Non-Motorized Recreational Trails Large Construction and Maintenance Grant Application								
Policy #:	2.8: Board Awareness and Support								
Strategic Goal:	Facilities: Complete Rio Grande Trail Management/Maintenance Plan								
Presented By:	Jason White, Assistant Planner								
Recommendation:	Adopt Resolution 2015-17								
Core Issues:	<ul style="list-style-type: none"> Staff is applying for a Colorado Parks & Wildlife State Trails Grant Application for a <i>Rio Grande Trail Enhancement/Maintenance Plan</i> to start replacing unsafe shoulder material, as well as provide an opportunity to start building a parallel trail for passive users along overused trail sections. This plan will also allow RFTA to work collaboratively with local groups on trail enhancement projects such as the Rio Grande ArtWay in Carbondale. Staff is applying for \$200,000 in grant funding, representing 80% of the estimated total eligible project cost of \$286,000. RFTA is proposing to provide \$86,000 (already included in the 2016 RFTA budget), or a 20% local match (see chart below): <p>Proposed grant funding:</p> <table border="1"> <thead> <tr> <th>Element</th> <th>State Trails</th> <th>RFTA</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Rio Grande Trail Enhancement/Maintenance Plan</td> <td>\$200,000</td> <td>\$86,000</td> <td>\$286,000</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The Colorado Parks & Wildlife (CPW) State Trails Program requires applicants for grant funds to provide resolutions from their Board of Directors authorizing the submission of the applications and local match if a grant is awarded. Staff recommends that the Board adopt Resolution 2015-17 <i>attached</i> below. 	Element	State Trails	RFTA	Total	Rio Grande Trail Enhancement/Maintenance Plan	\$200,000	\$86,000	\$286,000
Element	State Trails	RFTA	Total						
Rio Grande Trail Enhancement/Maintenance Plan	\$200,000	\$86,000	\$286,000						
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 State Trials Grant it would receive up to \$200,000 in revenue for a <i>Rio Grande Trail Enhancement/Maintenance Plan</i> . The 2016 RFTA Budget includes \$100,000 for Trail repairs, which can be used as match for this grant.								
Attachments:	Yes, please see Resolution 2015-17, below.								

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2015-17

Resolution Supporting a Colorado Parks and Wildlife State Trails Program Non-Motorized Recreational Trails Large Construction and Maintenance Grant Application

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 Great Outdoors Colorado (GoCo), and

WHEREAS, RFTA has submitted a Grant Application for the **Rio Grande Trail Enhancement & Maintenance Plan** requesting a total award of **\$200,000**; and

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

1. The above recitals are hereby incorporated as findings by the RFTA Board of Directors.
2. The RFTA Board of Directors strongly supports the Grant Application submitted by RFTA and has appropriated **\$86,000** in matching funds of for a grant with the State Trails Program.
3. When the grant is awarded, the RFTA Board of Directors strongly supports the completion of the project within two (2) years.
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 State Trails Program.
5. The Rio Grande Railroad Corridor is owned by RFTA and will be owned by RFTA for at least the next 25 years. The RFTA Board of Directors will continue to maintain the Rio Grande Railroad Corridor in a high quality condition and will appropriate funds for maintenance annually.
6. When a grant is awarded, the RFTA Board of Directors hereby authorizes the CEO to execute a Grant Agreement with the State Trails Program.

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INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 12th day of November, 2015.

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

By: _____
Stacey Patch 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 November 12, 2015 (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 _____, 2015.

Edna Adeh, Secretary to the Board of Directors

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

Meeting Date:	November 12, 2015								
Agenda Item:	Resolution No. 2015-18: Supporting a Department of Local Affairs Alternative Fuels Grant Application								
Policy #:	2.8: Board Awareness and Support								
Strategic Goal:	Fleet: Continue to work on a 3-5 year Growth and Vehicle Replacement Plan								
Presented By:	Jason White, Assistant Planner								
Recommendation:	Adopt Resolution 2015-18								
Core Issues:	<ul style="list-style-type: none"> Staff intends to apply for a Colorado Department of Local Affairs (DOLA) Alternative Fuels Grant for the Incremental Cost of Six (6) Compressed Natural Gas (CNG) Commuter Coaches for RFTA Regional Transit Services. Staff intends to apply for an estimated \$651,681 in grant funding, representing 14% of the estimated total eligible project cost of \$4,553,220. RFTA is proposing to provide \$3,901,539 (total base vehicle cost for 6 buses) or an 86% local match (see chart below): <p>Proposed grant funding:</p> <table border="1"> <thead> <tr> <th>Element</th> <th>DOLA</th> <th>RFTA</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Incremental Cost of 6 CNG Engines for CNG Commuter Coaches</td> <td>\$651,681</td> <td>\$3,901,539</td> <td>\$4,553,220</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The CO Dept. of Local Affairs requires applicants for grant funds to provide resolutions from their Board of Directors authorizing the submission of the applications and local match if a grant is awarded. RFTA Staff will coordinate with DOLA Staff for the most appropriate grant cycle for this CNG bus application. Staff recommends that the Board adopt Resolution 2015-18 <i>attached</i> below. 	Element	DOLA	RFTA	Total	Incremental Cost of 6 CNG Engines for CNG Commuter Coaches	\$651,681	\$3,901,539	\$4,553,220
Element	DOLA	RFTA	Total						
Incremental Cost of 6 CNG Engines for CNG Commuter Coaches	\$651,681	\$3,901,539	\$4,553,220						
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 DOLA Alt Fuels Grant it would receive up to \$635,000 in revenue for the Incremental Cost of Six (6) Compressed Natural Gas (CNG) Commuter Coaches for RFTA Regional Transit Services.								
Attachments:	Yes, please see Resolution 2015-18, below.								

BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2015-18

Resolution Supporting the Grant Application for a Grant from the Colorado Department of Local Affairs (DOLA) Alternative Fuels Program for the Incremental Cost, Over Standard Diesel, of Six (6) Compressed Natural Gas (CNG) Commuter Coaches for RFTA Regional Transit Services

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 Colorado Department of Local Affairs and

WHEREAS, RFTA intends to submit a Grant Application for the INCREMENTAL COST OF CNG VEHICLES requesting an estimated total award of \$651,681.

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 a Grant Application submitted by RFTA, in coordination with DOLA Staff for the most appropriate grant cycle, and has appropriated matching funds for a grant with the Colorado Department of Local Affairs.
3. If the grant is awarded, the RFTA Board of Directors strongly supports the completion of the project.
4. The Board of Directors of RFTA authorizes the expenditure of funds necessary to meet the terms and obligations of any grant awarded pursuant to a Grant Agreement with the Colorado Department of Local Affairs.
5. The vehicles will be owned by RFTA and will be operated by RFTA for the next 15 years. The RFTA Board of Directors will continue to maintain the CNG vehicles in high quality condition and will appropriate funds for annual maintenance.
6. If a grant is awarded, the RFTA Board of Directors hereby authorizes the CEO to execute a Grant Agreement with the Colorado Department of Local Affairs.

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INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 12th day of November, 2015.

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

By: _____
Stacey Patch 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 November 12, 2015 (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 _____, 2015.

Edna Adeh, Secretary to the Board of Directors

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

Meeting Date:	November 12, 2015
Agenda Item:	IGA Between Garfield County and RFTA for Joint Use of RFTA Fueling Facilities
Policy #	4.2.5 Board Job Products
Strategic Goals	CEO: Build Partnerships with Garfield County and Western Colorado Communities
Presented By:	Dan Blankenship, CEO
Recommendation:	Authorize the CEO to Execute the IGA subject to approval as to form by the RFTA General Counsel.
Core Issues:	<ol style="list-style-type: none"> 1. About two years ago, the Garfield County Manager requested RFTA to consider allowing the County to fuel its vehicles at the RFTA Glenwood Maintenance Facility (GMF). 2. For County vehicles staged in Glenwood Springs, the nearest County-owned fueling facility is located south of Glenwood Springs near Cattle Creek. 3. The County staff time involved in shuttling vehicles between Glenwood Springs and the County’s fueling facility is significant and inefficient. 4. RFTA has the capability to provide fuel for the County, which would help to strengthen its partnership with the County (a Strategic Initiative), and to the extent the County vehicles use CNG fuel provided by RFTA, it would help to reduce RFTA’s CNG fuel costs by allocating a portion of the debt service on CNG infrastructure and the annual O&M costs on the compressor station to the County on a per Gas Gallon Equivalent basis. 5. The delay in bringing this agreement to the Board previously was due to the need to work out some software issues with RFTA’s vehicle maintenance program, so that the County’s fueling and billing activities could be segregated from RFTA’s fleet data. This issue has now been resolved and RFTA is ready to begin fueling the County’s vehicles. 6. The details regarding how RFTA will price the fuel for the County are still being developed and agreed upon by RFTA and the County over the next several weeks. Staff’s goal is to provide fuel to the County at RFTA’s cost, plus a modest fee for administration. 7. Staff recommends that the Board authorize the CEO to execute the IGA subject to approval as to form by the RFTA General Counsel. That way, staff will be able to get the fueling program for the County up and running prior to year-end or by January 1st. However, if the Board prefers, the IGA can be brought back for approval in January.
Background Info:	See Core Issues above.
Policy Implications:	N/A
Fiscal 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).”
Attachments:	Yes, please see “RFTA_Garfield_Agreement Joint Use of Fueling Facilities.clean.11.3.15.pdf,” included in the November 2015 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

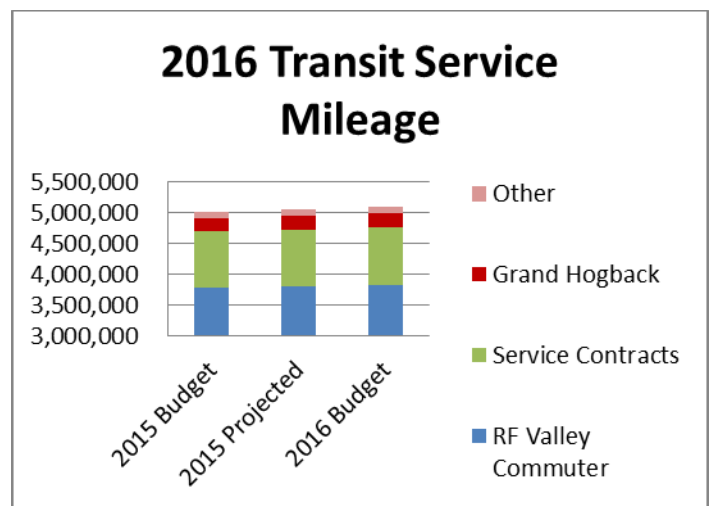
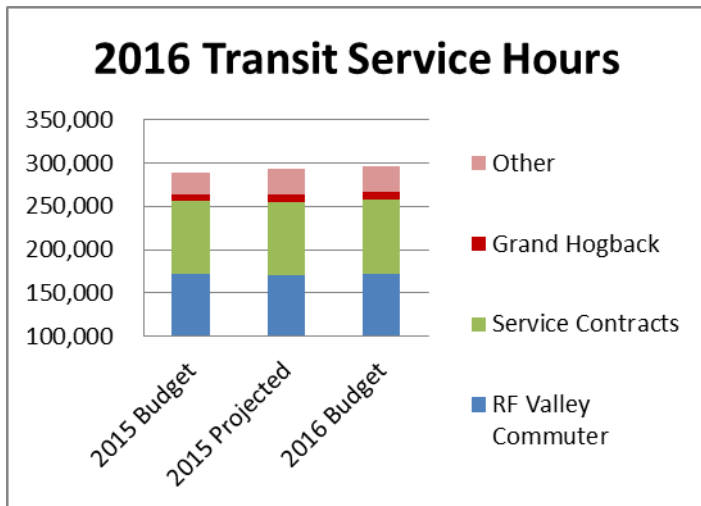
**RFTA BOARD OF DIRECTORS MEETING
PRESENTATIONS AGENDA SUMMARY ITEM # 7. A**

Meeting Date:	November 12, 2015
Agenda Item:	2016 3 rd - Draft Budget Presentation
POLICY #:	2.4.5: Board Job Products
Action Requested:	Approval of 2016 Budget priorities, revenue and expenditures assumptions.
Presented By:	Michael Yang, Director of Finance
Core Issues:	Limited financial resources for 2016 Budget require the establishment of priorities and expenditures assumptions to meet the 2016 budget goals established by the Board at the August 2015 Board meeting.
Background Info:	<p>At the August 2015 Board meeting, staff presented the 2016 budget initiatives, assumptions and issues. In September, the 1st draft of the budget was prepared based on the approved budget initiatives and assumptions. In October, the 2nd draft of the budget incorporated revised estimates and other items based on new information since the previous month.</p> <p>The 3rd draft of the budget reflects revised estimates and other items based on new information since the previous month:</p> <ul style="list-style-type: none"> • Adjustments to compensation resulted in the largest budgetary impact which added approximately \$300,000 to expenditures. • \$25,000 was added for services to video record RFTA Board meetings. • Overall, the 3rd draft reflects a balanced budget. <p>The 3rd draft of the budget will be presented in the following order (<i>with updates highlighted in yellow</i>):</p> <ol style="list-style-type: none"> 1. Services 2. Issues 3. Consolidated Financial Overview 4. Estimated Revenue Composition and Assumptions 5. Budgeted Expenditures by Program/Department and Assumptions 6. Budgeted Other Financing Sources/Uses 7. Staffing 8. Major Goals 9. Fund Balance & Operating Reserves 10. Background information <p>The budget is a work-in-progress and may be refined further for December's final budget presentation for adoption by the Board.</p>
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:	Limited resources will require prioritization of Authority projects; revenue and expenditures assumptions could affect Fund balance.
Options:	Approve, revise and approve, or provide direction to revise the draft budget prioritization, assumptions and change in Fund balance.
Staff Recommends:	Approve prioritization and assumptions of the 2016 Budget with revisions as the Board feels necessary.
Attachments:	Yes, please see 2016 - 3 rd Draft Budget presentation on the following pages.

2016 RFTA BUDGET – 3rd DRAFT PRESENTATION

1. Services:

- Assumes status quo service levels with updates for seasonal changes and one additional day in February as a result of 2016 being a leap year.
- Increased service levels for the City of Aspen’s Burlingame route *has been confirmed* for the 2015/2016 winter season.
- After a record season in 2015, the Forest Service *has confirmed* to continue the increased service levels for the Maroon Bells bus tour in 2016.



2. Challenges, Issues and Opportunities

- As the Authority’s primary funding mechanism, Sales and Use tax revenues can be volatile and growth can vary among our eight member jurisdictions. The Authority relies on each member jurisdiction’s Finance Department’s assumptions and trend analysis for estimate preparation. Staff reached out to each Finance Department to obtain their sales tax estimate for 2016. Of the eight jurisdictions, staff has heard back from *seven* and made our own assumptions for the remaining *one* jurisdiction until new information becomes available. As a result, Sales tax revenues are estimated to increase by almost 3% while Use tax is conservatively estimated at 70% of 2015 projections.
- Transit fuel prices are known to be volatile. Similar to previous years, management obtained a fixed price transit diesel and gasoline fuel contracts to manage this volatility resulting in an 18% decrease from the current year’s weighted average cost per gallon.
- Healthcare costs have continued to increase; however Staff received new information from our healthcare provider that Medical premiums will actually decrease by 5% with no changes in Dental, Vision and Life/AD&D. The decrease was attributable to a renewable band methodology change made by our provider, County Health Pool, who will increase the number of bands from 7 to 10. The increase in bands allows for smaller rate increases in the upper bands and allows for increased loss ratio percentages in the lower bands; therefore more entities have lower rate increases. Staff has reviewed the current plan design and will keep employee contributions at the same levels. *The annual open enrollment for the 2016 benefits year started in October and should be completed in November.*
- Historically, the high cost of living in the Roaring Fork Valley has negatively affected the Authority’s ability to hire and retain qualified transit personnel. Combined with today’s stronger economy, the Authority

faces increased challenges to attract and maintain adequate staffing levels. Management continues to review and refine the Authority's compensation package with respect to wages, incentive programs and benefit enhancements, including employee housing, in order to remain competitive in the local job market. As part of the compensation review, a market survey for all job descriptions started in September. *The recent market survey included all positions. The last time all positions were surveyed was 2 years ago. "Hard-to-recruit" positions deemed by staff were surveyed last year. In general, the results indicate that the market average has increased for almost all grades; however, not all grades moved at the same rate. Staff has discussed and reviewed the information received and recommends adjusting compensation and the merit increase accordingly based on the survey results in order to remain competitive with the market.*

- *Contract negotiations with Amalgamated Transit Union (ATU) Local 1774 are anticipated to begin after the final week of November. If possible, any budgetary impacts may be included in the final 2016 budget presented at the December Board meeting for adoption. If not, then staff will present a 2016 supplemental budget appropriation resolution at a future Board meeting for approval.*

- Management will need to develop a funding strategy for the short and long term capital needs, which may include: financing options, seeking out grant opportunities, the use of reserves in fund balance, seeking additional revenue streams dedicated to capital replacement, and reducing operating expenditures. The immediate capital needs include bus replacements and Phase 1 of the GMF renovation and expansion project.

- Bus replacements: Staff has completed an initial State of Good Repair inspection of almost the entire fleet of transit buses. The initial results identified approximately 6 over-the-road coaches that need to be replaced. Staff recommends replacing these with CNG powered buses with an estimated lead time of around 12-16 months. This would require that appropriations will need to be budgeted and buses will need to be ordered in 2016 with delivery and payment in the early part of 2017. To fund these replacements, staff recommends to actively seek capital grants and to finance the remaining amount through securing a capital lease purchase agreement of up to \$5 million.

- Phase I of GMF: Staff has reviewed the current plans for the multi-phase GMF renovation and expansion project and determined the critical need to complete Phase I which will provide storage, maintenance and operations support for our regional transit services, including BRT, and also the storage of additional buses needed for the anticipated transit mitigation during the CDOT Grand Avenue Bridge replacement. The preliminary cost estimate is approximately \$5 million and staff recommends issuing the remaining \$7.1 million of bonding authority approved by voters during the November 2008 election. Staff has consulted with Bond Counsel regarding the financing plans and staff will have more work to do over the next month; however, there doesn't appear to be any major challenges in moving forward with our financing plan for Phase I.

3. Consolidated Financial Overview

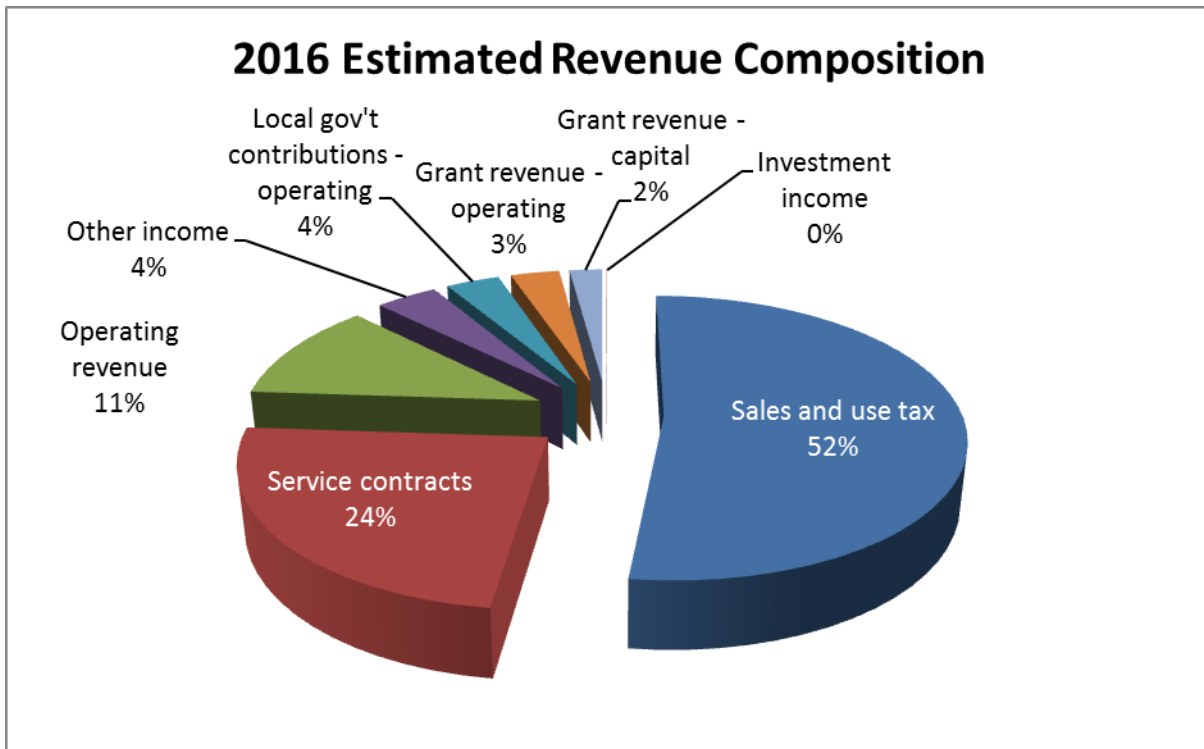
(1,000's)	General Fund	Service Contracts	Bus Stops/ PNR SRF	Mid Valley Trails SRF	Capital Projects Fund*	Debt Service Fund	2016 Total Budget	%
Beginning fund balance (Budget).	\$ 15,846	\$ -	\$ 80	\$ 116	\$ -	\$ 2,499	\$ 18,541	
Revenues:								
Sales and use tax	\$ 20,699	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ 20,749	52%
Service contracts	\$ -	\$ 9,563	\$ -	\$ -	\$ -	\$ -	\$ 9,563	24%
Operating revenue	\$ 4,507	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,507	11%
Grant revenue - operating	\$ 1,215	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ 1,245	3%
Grant revenue - capital	\$ 834	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 834	2%
Local gov't contrib - operating	\$ 1,364	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,364	3%
Local gov't contrib - capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other income	\$ 435	\$ -	\$ 461	\$ -	\$ -	\$ 679	\$ 1,575	4%
Investment income	\$ 14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14	0%
Total revenue	\$ 29,068	\$ 9,593	\$ 461	\$ 50	\$ -	\$ 679	\$ 39,851	100%
Program expenditures:								
Fuel	\$ 1,696	\$ 739	\$ -	\$ -	\$ -	\$ -	\$ 2,435	5%
Transit	\$ 19,614	\$ 8,988	\$ 626	\$ -	\$ -	\$ -	\$ 29,228	57%
Trails & Corridor Mgmt	\$ 437	\$ -	\$ -	\$ 66	\$ -	\$ -	\$ 503	1%
Subtotal operating exp.	\$ 21,748	\$ 9,726	\$ 626	\$ 66	\$ -	\$ -	\$ 32,167	62%
Capital	\$ 6,935	\$ -	\$ -	\$ -	\$ 6,691	\$ -	\$ 13,626	26%
Debt Service	\$ 2,319	\$ -	\$ -	\$ -	\$ 142	\$ 3,358	\$ 5,819	11%
Total expenditures	\$ 31,002	\$ 9,726	\$ 626	\$ 66	\$ 6,833	\$ 3,358	\$ 51,612	100%
Other financing sources	\$ 5,172	\$ 133	\$ 165	\$ -	\$ 7,330	\$ 2,951	\$ 15,752	
Other financing (uses)	\$ (3,203)	\$ -	\$ -	\$ -	\$ (272)	\$ -	\$ (3,475)	
Change in Fund Balance	\$ 35	\$ 0	\$ 0	\$ (16)	\$ 225	\$ 272	\$ 516	
Ending fund balance	\$ 15,881	\$ 0	\$ 80	\$ 100	\$ 225	\$ 2,771	\$ 19,057	

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

*While the 2015 budget reflects that the remaining capital project funds are to be expended, any unexpended budget will need to be re-budgeted in 2016. These capital projects include BRT, Aspen Maintenance Facility (AMF) Recommissioning Project, Rubey Park Renovation, and Carbondale Park & Ride Expansion. The following schedule shows the underlying capital project funds that make up the total Capital Projects Fund:

(1,000's)	VSS BRT CPF	AMF CPF	Series 2013A CPF	Series 2016A CPF	Total Capital Projects Fund
Beginning fund balance (Budget).	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues:					
Total revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Program expenditures:					
Capital	\$ -	\$ -	\$ -	\$ 6,691	\$ 6,691
Debt Service	\$ -	\$ -	\$ -	\$ 142	\$ 142
Total expenditures	\$ -	\$ -	\$ -	\$ 6,833	\$ 6,833
Other financing sources	\$ -	\$ 225	\$ -	\$ 7,105	\$ 7,330
Other financing (uses)	\$ -	\$ -	\$ -	\$ (272)	\$ (272)
Change in Fund Balance	\$ -	\$ 225	\$ -	\$ -	\$ 225
Ending fund balance	\$ -	\$ 225	\$ -	\$ -	\$ 225

4. Estimated Revenue Composition & Assumptions



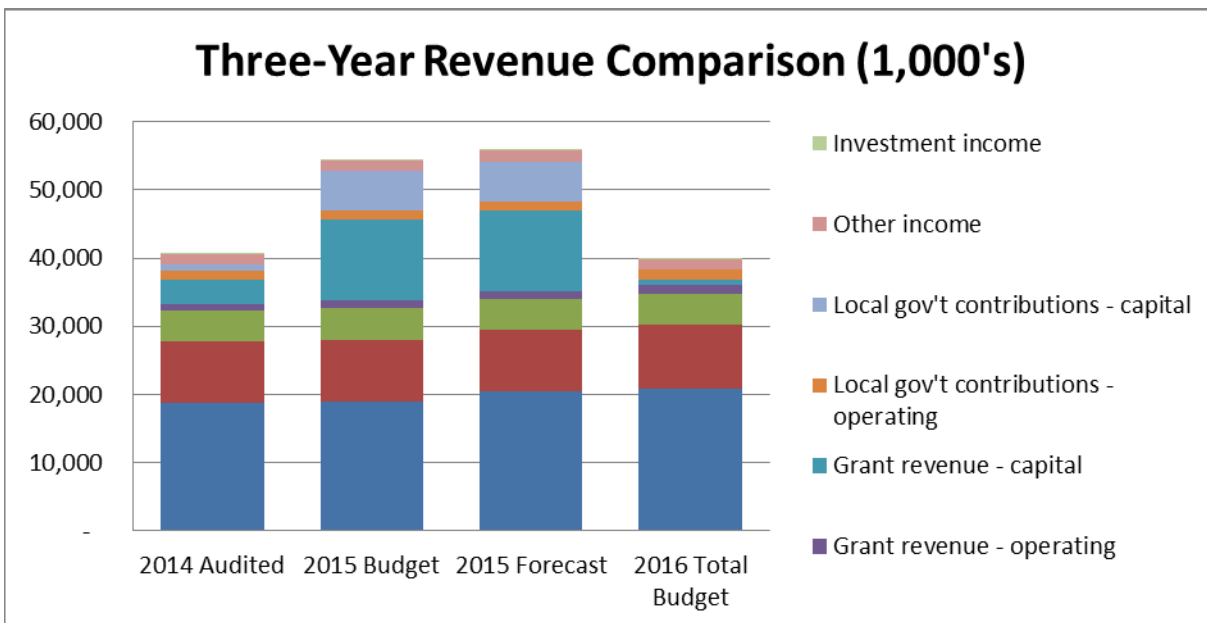
- Sales tax revenues are dedicated taxes collected from member jurisdictions based on intergovernmental agreements
 - The chart below shows estimates by jurisdiction:

Member Jurisdictions	2016 % Increase
Aspen	4.0%
Basalt*	2.0%
Carbondale	4.0%
Glenwood Springs	2.0%
Eagle County	3.0%
New Castle	2.0%
Pitkin County	4.5%
Snowmass Village	3.0%

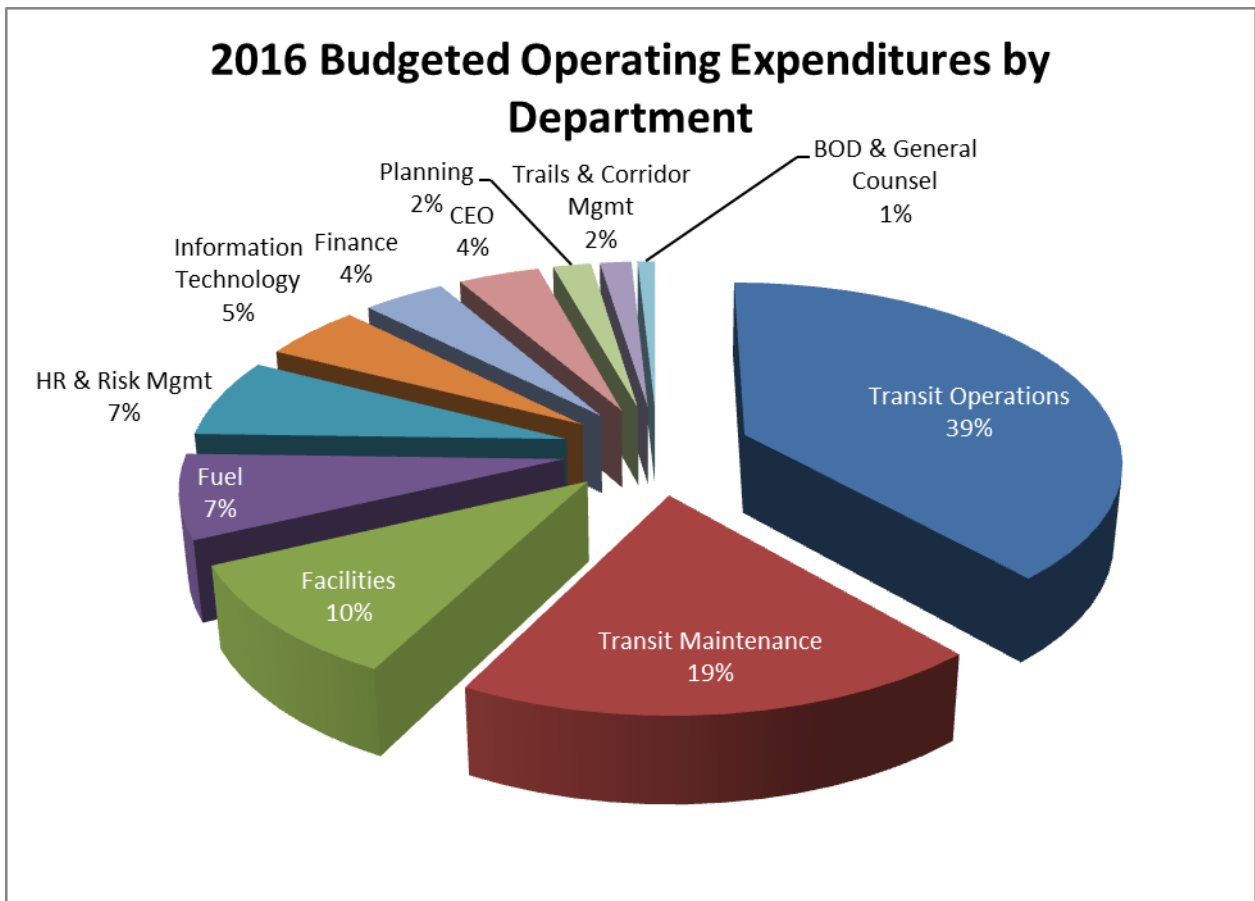
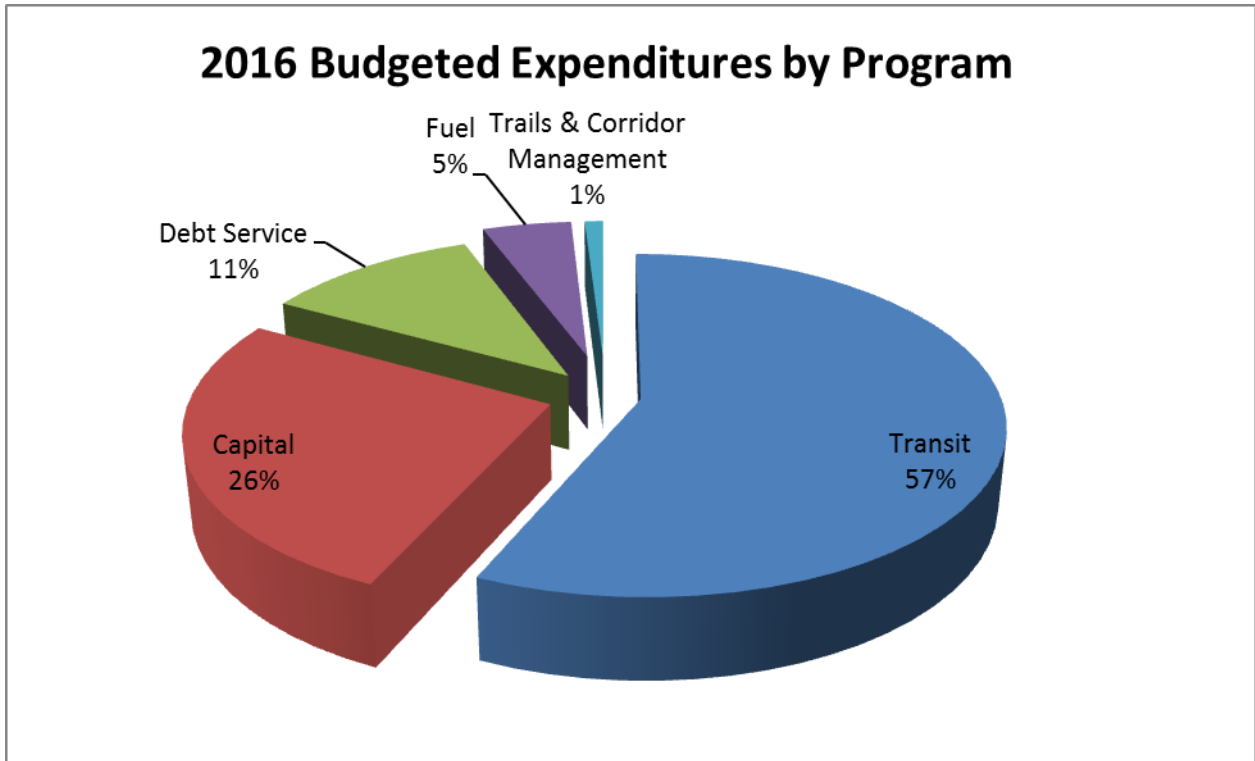
**Assumption by RFTA until information is provided by the jurisdiction.*

- Service contract revenues are for contracted transit services which are billed monthly based on miles and hours by route. The Authority has service contract agreements with the Aspen Skiing Company, the City of Aspen, the City of Glenwood Springs and Garfield County (Travelers Program);
 - The Authority estimated hours and miles by route for each service contract agreement and calculated costs in accordance with each service contract agreement.
- Operating revenues reflect transit fares collected primarily on regional routes traveling on Highway 82 and the I-70 Corridor as well as fares related to the Maroon Bells service;

- 2% increase in transit fares as a result of anticipated increase in regional ridership. At this time, there is no **regional** upward fare adjustment planned for 2016. **However, staff-level discussions regarding possible fare adjustments to the Maroon Bells service have been scheduled in November by the Forest Service.**
- The Authority receives operating and capital grant revenues from the Federal Transit Administration and the Colorado Department of Transportation;
 - \$1,014,500 from the FTA Section 5311 operating grant (flat from 2015);
 - **\$200,000 from CDOT FASTER operating grant**
 - \$834,000 of capital grants for various transit capital needs including New Castle PNR and revenue vehicle for the Carbondale shuttle;
 - Staff will be seeking capital grant funds to help fund various capital needs. Funds will be appropriated after grants have been awarded.
 - Additional grant revenues may be added to the final budget in December.
- Local governmental contributions are received to primarily help fund transit programs;
 - Assumes that the Elected Officials Transportation Committee (EOTC) will continue to provide funding of approximately \$621,658 for the no-fare Aspen/Snowmass regional transit service. Staff is seeking review of the EOTC contribution amount.
 - **Assumes that Garfield County's support for the Grand Hogback bus service will increase by 5% to \$682,500.**
 - Assumes that the town of Rifle's support for the Grand Hogback bus service will remain the same at \$20,000.
- Other income primarily consists of employee housing rental revenue in the General Fund, vehicle registration fees in the Bus Stop/Park & Ride Special Revenue Fund, and credits from the Federal Government representing a reimbursement on a portion of the interest paid on the Series 2009B Build America Bonds and Series 2012A and 2013A Qualified Energy Conservation Bonds in the Debt Service Fund.
 - Assumes year-round employee housing rental revenue will remain the same.
 - Assumes vehicle registration fees will remain the same.
 - Assumes a 6.8% sequestration rate on refundable credits applicable to the Authority's Build America Bonds and the Qualified Energy Conservation Bonds. The sequestration rate is subject to change.



5. Expenditure by Program/Department & Assumptions



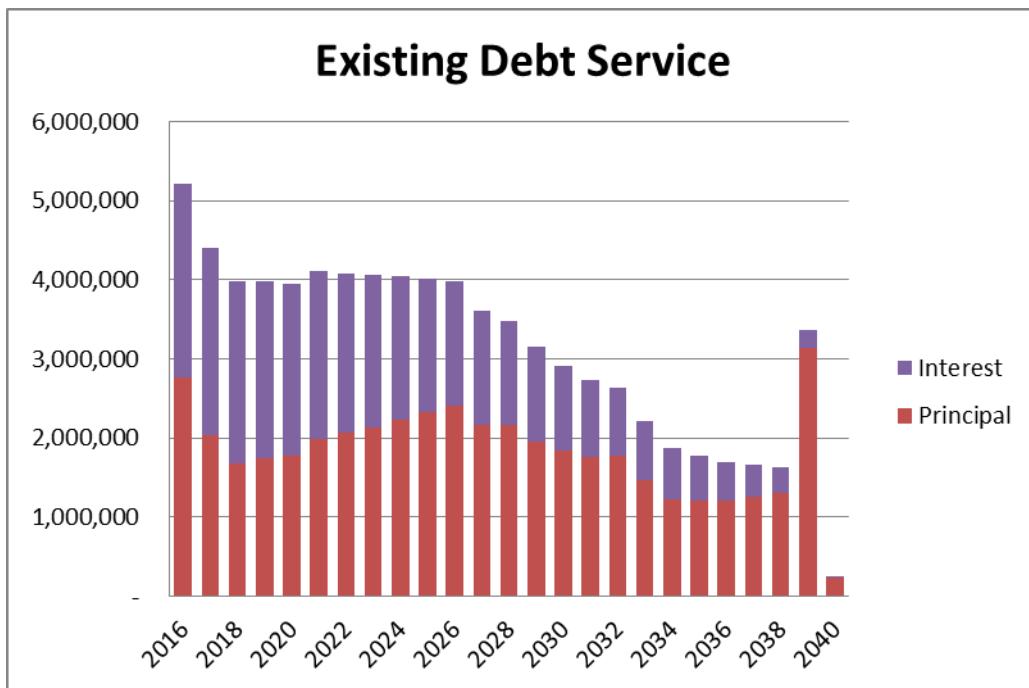
Department (1,000's)	General Fund	Service Contracts	Bus Stops/ PNR SRF	Mid Valley Trails SRF	2016 Total Budget	%
Fuel	\$ 1,696	\$ 717	\$ -	\$ -	\$ 2,413	8%
Transit Maintenance	\$ 4,312	\$ 1,838	\$ -	\$ -	\$ 6,150	19%
Transit Operations	\$ 8,212	\$ 4,175	\$ -	\$ -	\$ 12,386	39%
CEO	\$ 920	\$ 389	\$ -	\$ -	\$ 1,308	4%
Finance	\$ 930	\$ 393	\$ -	\$ -	\$ 1,323	4%
Planning	\$ 431	\$ 182	\$ -	\$ -	\$ 613	2%
HR & Risk Mgmt	\$ 1,593	\$ 673	\$ -	\$ -	\$ 2,266	7%
Information Technology	\$ 1,123	\$ 474	\$ -	\$ -	\$ 1,597	5%
Facilities	\$ 1,899	\$ 803	\$ 626	\$ -	\$ 3,328	10%
BOD & General Counsel	\$ 196	\$ 83	\$ -	\$ -	\$ 278	1%
Trails & Corridor Mgmt	\$ 437	\$ -	\$ -	\$ 66	\$ 503	2%
Total	\$ 21,748	\$ 9,726	\$ 626	\$ 66	\$ 32,167	100%

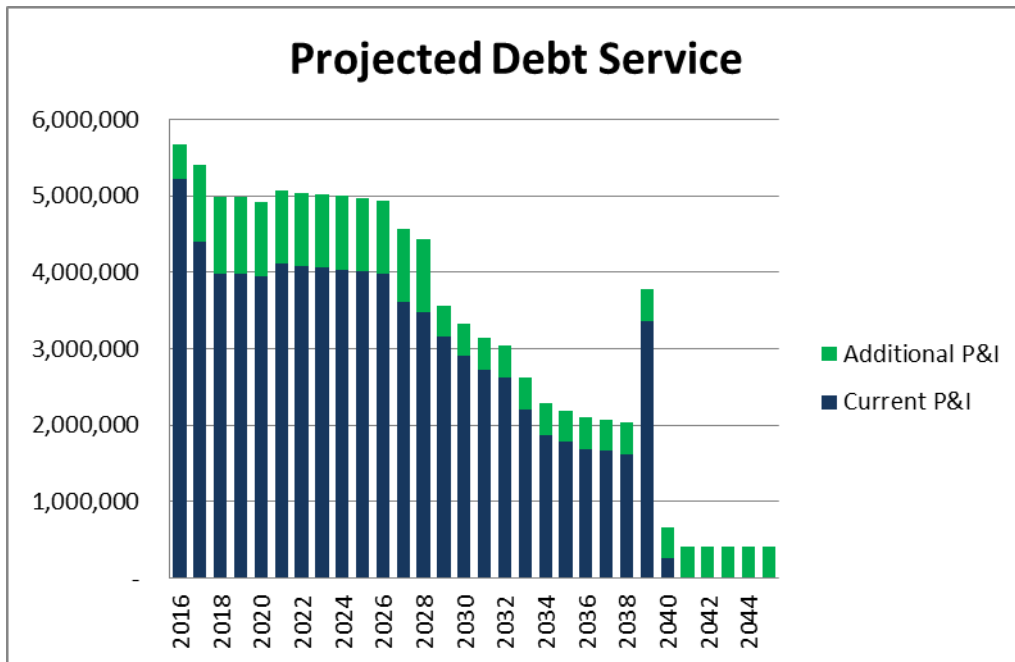
- Based on the market survey conducted by our third party consultant, the budget reflects the assumptions in the following order:
 - New minimum adjustments at the beginning of the year
 - Certain positions with employees whose pay rate is under the new minimums will be brought up accordingly at beginning of the year. Many of these fall within the Operations and Vehicle Maintenance departments. The budgeted starting wage for CDL Bus Operators is \$18.70 per hour.
 - Market adjustments to salary grades using a tiered approach at the beginning of the year
 - Salary grades are tiered based on market average percentage changes and varying adjustments will be applied to each tier.
 - Merit increases of up to 4% for all positions effective at each employee's next annual performance review date.
 - As a reference, the chart below illustrates the impacts for each merit increase scenario:

Merit Increase Analysis (1,000's)				
Merit Increase Scenario	General Fund	Bus Stop/PNR SRF	Service Contract SRF (Traveler)	Total
1.0%	\$ 78	\$ 1	\$ 2	\$ 79
	0.46%	0.54%	0.47%	0.45%
2.0%	\$ 153	\$ 3	\$ 4	\$ 158
	0.91%	1.62%	0.93%	0.91%
3.0%	\$ 229	\$ 4	\$ 7	\$ 237
	1.36%	2.16%	1.64%	1.36%
4.0%	\$ 305	\$ 5	\$ 9	\$ 317
	1.82%	2.70%	2.10%	1.82%

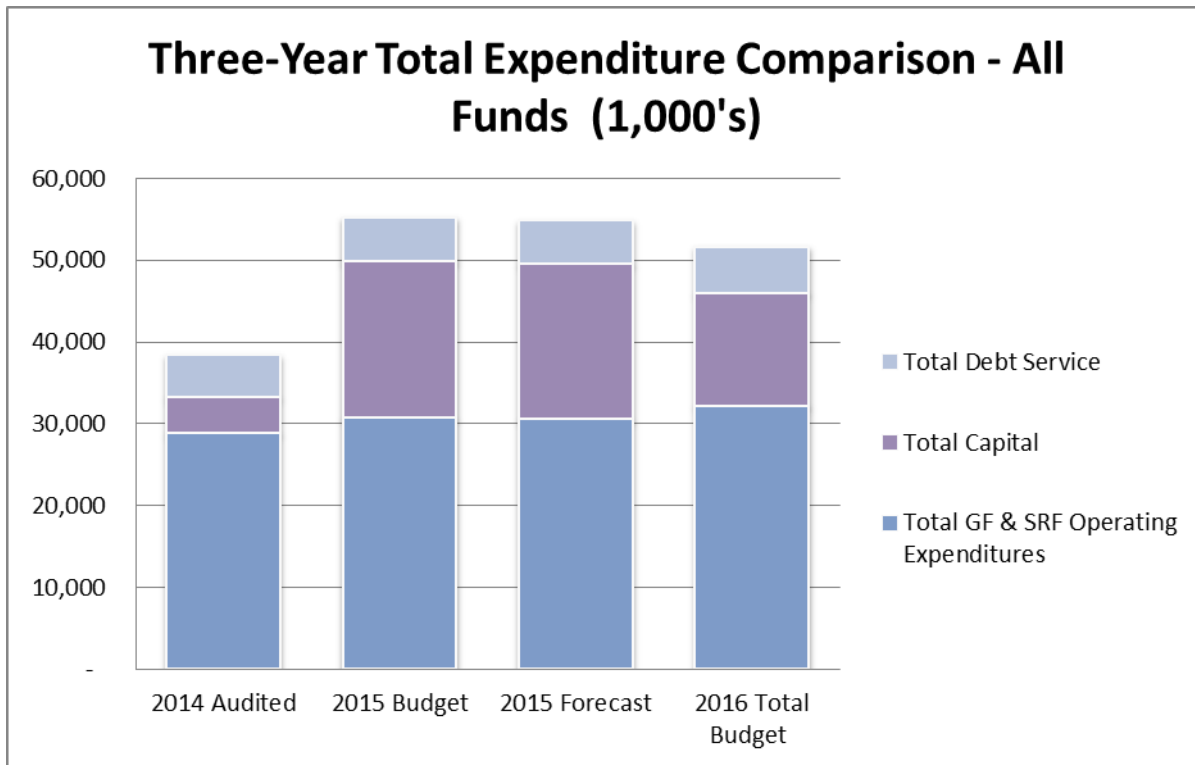
- The Authority received the Request for Funding Application Forms from three organizations **which are assumed in the budget**:
 - \$25,000 from WE-cycle, a 501(c)(3) non-profit organization in Aspen to support night and weekend bike sharing operations;
 - \$25,000 from Garfield Clean Energy to support three key program areas and projects: (1) Energy Efficiency for Governments – for energy consulting services for RFTA, (2) Active Transportation – for helping to expand and promote multi-modal transportation, and (3) Alternative fuels – for building knowledge and demand for CNG and electric vehicles and fueling infrastructure..

- \$4,000 from Northwest Colorado Council of Governments to help fund the match for their Section 5310 Mobility Management grant from CDOT.
- Approximately \$13.6 million of capital outlay has been budgeted.
- \$6.9 million of capital outlay has been included in the General Fund that includes New Castle PNR project, 6 bus replacements, Basalt Pedestrian Underpass Contribution, engine and transmission rebuilds, 5 non-revenue vehicle replacements, and minor transit equipment.
- \$6.7 million of capital outlay has been included in the Capital Project Fund to fund Phase I of the GMF renovation and expansion project.
- *At a future meeting early next year, Staff anticipates presenting to the Board a supplemental budget appropriation resolution in order to roll forward any unexpended capital budget from 2015 to 2016 due to timing issues. The Myers Road project, estimated at approximately \$82,000, is assumed in the current Very Small Starts budget; however, if additional funding over and above the existing budget is needed, then staff will need to request to appropriate funds at a later time.*
- The existing annual debt service is approximately \$5.2 million. The 2005 Certificates of Participation are set to mature in 2016 with its final payment of \$412,775. The 2008 Capital Lease for buses will also mature in 2016. The 2007 Capital Lease for buses will mature in 2017. As a result of the upcoming final payments on these three particular debt over the next two years, RFTA will have the capacity to pay the additional estimated debt service from a bond issuance in 2016 and capital lease financing for the 6 bus replacements.





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



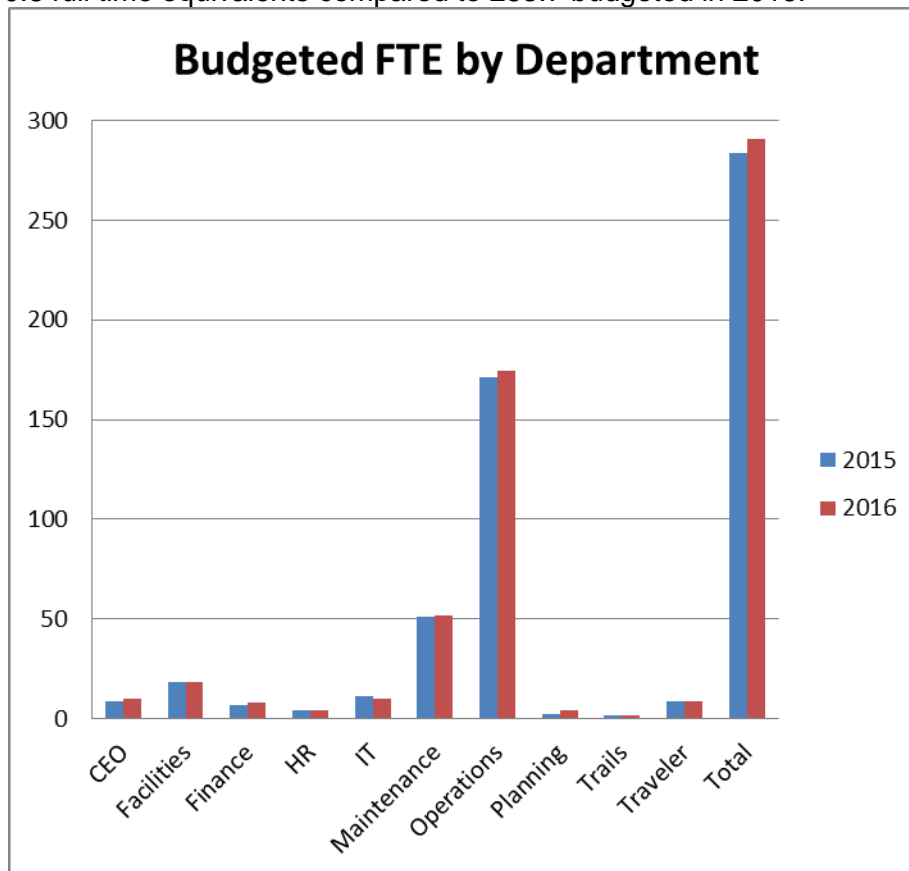
6. Other Financing Sources and Uses Assumptions

- Approximately \$5.172 million of estimated Capital Lease Proceeds will be deposited into the General Fund for the capital lease purchase 6 replacement buses and 5 non-revenue support vehicles. If the delivery of the buses will occur in 2017, the budgeted capital outlay and capital lease proceeds will need to be re-appropriated in 2017.

- Approximately \$7.105 million of Bond Proceeds will be deposited into the Capital Projects Fund after the completion of the 2016 bond issuance to fund Phase I of the GMF renovation and expansion project. Approximately \$272,000 of bond proceeds will be transferred to the Debt Service Fund to satisfy the additional Debt Reserve requirement.
- Approximately \$165,000 of current available resources will be transferred from the General Fund to the Bus Stops/Park and Ride Special Revenue Fund to fund the costs to operate and maintain the BRT stations & park and rides and other stops.
- RFTA will continue to contribute to the Traveler Program on behalf of its members located in Garfield County as reflected by the transfer of approximately \$133,000 of current available resources from the General Fund to the Service Contract Special Revenue Fund.
- In accordance with bond resolutions, approximately \$2.7 million of current available resources will be transferred from the General Fund to the Debt Service fund which will be used to fund current debt service payments on RFTA's outstanding bonds from 2009, 2012, 2013, and a new issuance in 2016.
- \$225,000 of current available resources will be transferred from the General Fund to the Capital Projects Fund to be used as local match for a \$900,000 CDOT/FTA Section 5311 capital grant designated for Phase IV of the AMF recommissioning project.

7. Staffing

- Assumes 290.8 full time equivalents compared to 283.7 budgeted in 2015:



8. Major Goals

Budget status of the 2016 major goals identified in the preliminary 2016 5-Year Strategic Plan document:

Items included in draft budget:

- Create and recruit Chief Financial and Administrative Officer
- Update CEO and Management Team Succession Plan
- Update Long-Term Capital Replacement Financing Plan
- Negotiate Collective Bargaining Agreement
- Provide on-going support for WE-Cycle
- Work with legislature to extend sunset on Transportation Authority Law to include property tax authority and Eminent Domain Power beyond 2019
- Complete New Castle Park & Ride construction (there is a chance that this could be delayed to 2017)
- Develop Regional Integrated Transportation Plan (RITP)
- Secure funding for Phase I (at minimum) of the GMF renovation and expansion project

Items not reflected in draft budget:

- Purchase one bicycle kiosk for RFTA BRT station - may need to review feasibility study in the mid-valley area before budgeting for one kiosk (*Note: If revenue assumptions improve prior to the adoption of the budget on December 10th, or after the year begins in 2016, staff recommends that the Board consider approving funding for this project.*)

9. Fund Balance & Operating Reserves

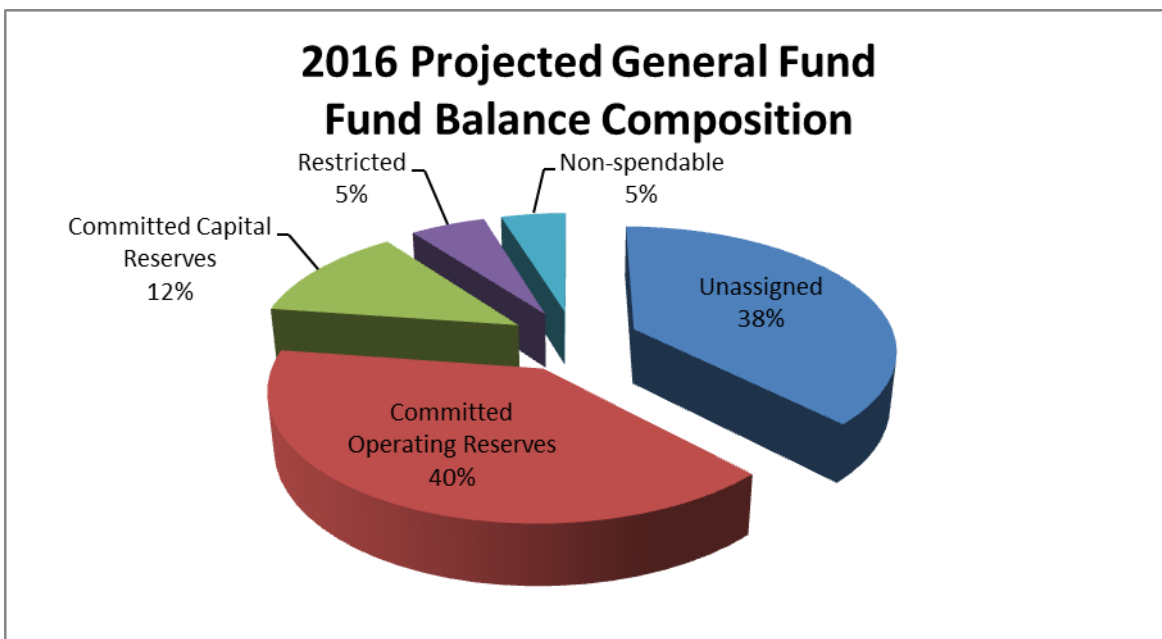
	General	Service	Bus	Mid	Capital	Debt	
(1,000's)	Fund	Contracts	Stops/ PNR	Valley Trails	Projects Fund	Service Fund	Total
Beginning fund balance (budgeted)	\$ 15,846	\$ -	\$ 80	\$ 116	\$ -	\$ 2,499	\$ 18,541
Revenues	\$ 29,068	\$ 9,593	\$ 461	\$ 50	\$ -	\$ 679	\$ 39,851
Expenditures	\$ (31,002)	\$ (9,726)	\$ (626)	\$ (66)	\$ (6,833)	\$ (3,358)	\$ (51,612)
Other financing source/(use)	\$ 1,969	\$ 133	\$ 165	\$ -	\$ 7,058	\$ 2,951	\$ 12,277
Change in net assets	\$ 35	\$ 0	\$ 0	\$ (16)	\$ 225	\$ 272	\$ 516
Ending fund balance	\$ 15,881	\$ 0	\$ 80	\$ 100	\$ 225	\$ 2,771	\$ 19,057
Ending fund balance composition:							
Non-spendable fund balance	\$ 750						\$ 750
Restricted fund balance	\$ 872		\$ 80	\$ 100	\$ 225	\$ 2,771	\$ 4,048
Committed fund balance:							
Operating reserves	\$ 6,281						\$ 6,281
Facilities capital reserves	\$ 775						\$ 775
Transit capital reserves	\$ 535						\$ 535
Trails capital reserves	\$ 675						\$ 675
Unassigned fund balance	\$ 5,993						\$ 5,993
Ending fund balance	\$ 15,881	\$ -	\$ 80	\$ 100	\$ 225	\$ 2,771	\$ 19,057

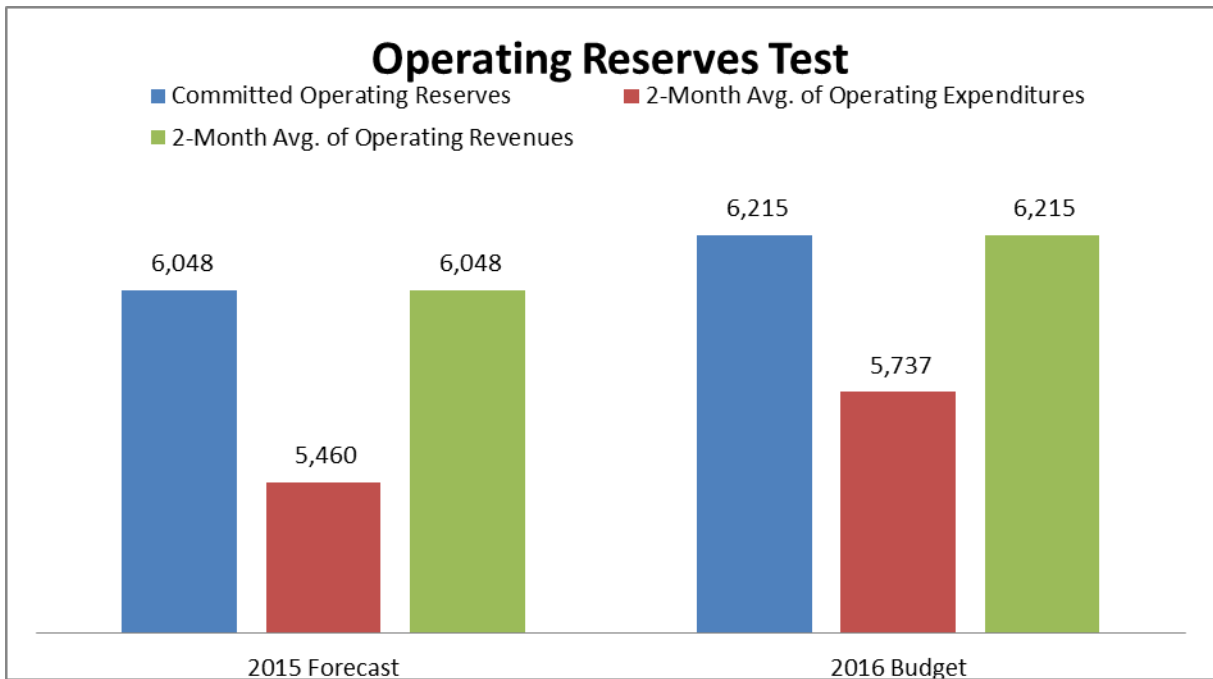
- As previously noted above, the 2005 Certificates of Participation are set to mature in 2016 with its final payment of \$412,775. At the time of issuance, a reserve was created using a portion of proceeds and recorded as an asset on RFTA's balance sheet and, therefore, comprised a small portion of the General Fund's fund balance. After recently consulting with our independent financial statement auditors, staff confirmed that the final payment will be paid using funds in the existing reserve which, in turn, may reduce the overall fund balance in the General Fund.

Fund balance definition

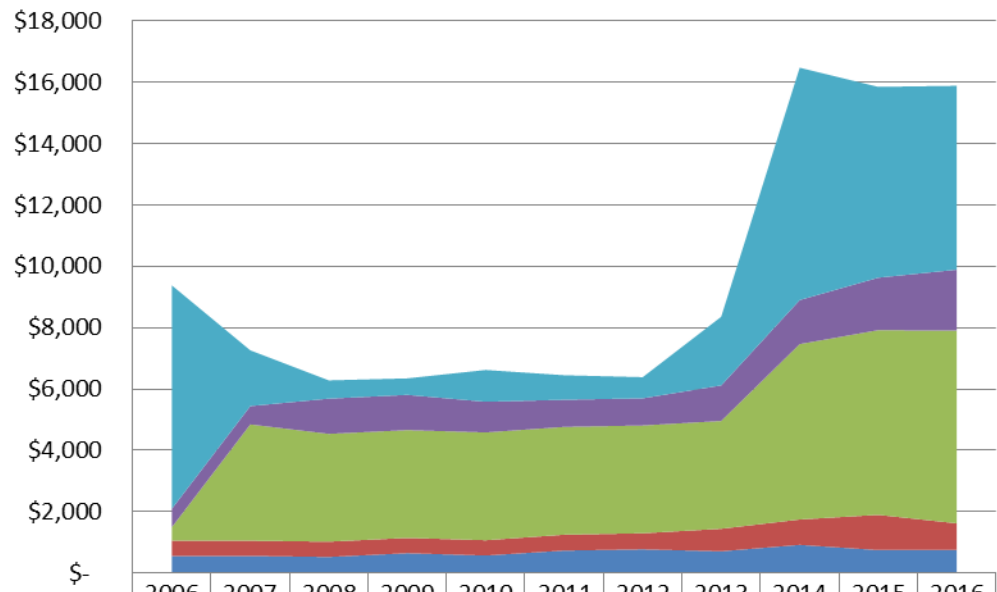
Fund balance is the difference between assets and liabilities and is divided between Non-spendable and Spendable. **Non-spendable** fund balance includes amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints. **Spendable** fund balance is comprised of Restricted, Committed and Unassigned fund balance:

- **Restricted** fund balance includes amounts that are constrained for specific purposes that are externally imposed by providers.
- **Committed** fund balance includes amounts that are constrained for specific purposes that are internally imposed by the Board.
- **Unassigned** fund balance includes residual amounts that have not been classified within the previously mentioned categories and is a measure of current available financial resources.





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



	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Unassigned	\$7,278	\$1,816	\$593	\$537	\$1,037	\$798	\$688	\$2,237	\$7,572	\$6,220	\$5,993
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	\$6,018	\$6,281
Restricted	\$498	\$498	\$498	\$498	\$498	\$519	\$524	\$733	\$826	\$1,148	\$872
Non-spendable	\$556	\$559	\$526	\$649	\$573	\$734	\$775	\$711	\$921	\$750	\$750

10. Background information

Fund and fund structure

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

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

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

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

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

Capital Projects Fund:

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

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

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

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

Debt Service Fund:

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

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

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

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

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

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

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

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

Meeting Date:	November 12, 2015
Agenda Item:	First Review of Final Draft of Proposed Corridor Access Control Plan (ACP) Update
Policy #:	1.1: The Rio Grande Corridor is Appropriately Protected and Utilized
Strategic Goal:	Complete Corridor Access Control Plan Update
Presented By:	Angela Henderson, Assistant Director, Project Management & Facilities Operations
Recommendation:	Review the final draft of the ACP, discuss and make any necessary revisions to it, and set it for a Public Hearing and adoption on January 14, 2016.
Core Issues:	<ol style="list-style-type: none"> 1. The ACP Work Group made significant progress with recommended revisions of the proposed ACP Update and staff has attempted to incorporate as many of the recommended revisions as possible into the ACP while still providing the protections necessary to maintain the Railroad Corridor’s “Railbanked” status, which will keep the Corridor intact and contiguous between Glenwood Springs and Woody Creek. 2. The last updated draft version of the ACP and the DGS was e-mailed to each of RFTA’s member jurisdictions, Garfield County, CDOT and also made available to the public for an additional 30-day review period from October 1st – October 31st. Changes in that version were highlighted in teal. 2. Minor changes from the previous version presented to the RFTA Board at the October 8, 2015 meeting are highlighted in yellow in the final draft. These changes were made in response to recent comments received on the proposed ACP update from the City of Glenwood Springs, Town of Carbondale, and Garfield County. One common issue noted in these comments was a concern about the impermanent nature of revocable licenses for crossings and utilities. Staff has attempted to address this concern by including language in the final draft that includes the ability to enter into long-term leases and agreements for crossings and utilities. Whether licenses, leases, or agreements, staff believes that provisions can be included that would enable the improvements to remain in place for extended periods of time and also condition termination of licenses, leases and agreements on a 2/3rds majority vote of the RFTA Board of Directors. Such agreements, however, should always include the flexibility for RFTA to relocate and reconstruct the improvements if necessary for the implementation of a commuter rail service or other legitimate reasons. 3. Final comments received on the ACP and DGS documents have been received, will be reviewed and, to the extent feasible, incorporated into the final draft ACP update presented to the Board in January 2016; however staff believes, absent Board direction, most additional changes will be relatively minor. Staff intends to formally respond to the comments received as soon as practicable. Staff is presenting the final draft of the ACP update and DGS for a first review by the Board at the November 12, 2015 meeting. A Public Hearing will be scheduled for a second review of the final draft ACP, prior to adoption at the January 14th RFTA Board of Director’s meeting. A link to the comments and the Final Draft of the Proposed Rio Grande Corridor Update can be found at: http://www.rfta.com/traildocs.html .

	<ol style="list-style-type: none"> 4. Staff believes the current draft of the ACP and the DGS meets the requirements for maintaining the ‘Railbanked’ status of the Railroad Corridor. 5. Staff believes the current draft of the ACP meets the intent of the GOCO requirements for preserving the Conservation Covenant Areas in the Railroad Corridor. 6. Staff believes the current draft of the ACP and DGS will protect the Railroad Corridor now and into the future in a manner that is compatible with freight rail reactivation. Preservation of the corridor will enable residents of and visitors to the Roaring Fork Valley to continue utilizing the popular Rio Grande Trail, which attracts roughly 75,000 users per year. The ACP will also help preserve the Corridor for its long-term intended use as a public transportation corridor. 7. At the request of Garfield County, staff will be attaching some additional historic documents as exhibits to the final version of the ACP: <ol style="list-style-type: none"> A. Appendix C - 1997 First Amended and Restated Intergovernmental Agreement B. Appendix D - 1997 Identified Accesses and Uses for the Roaring Fork Railroad Corridor C. Appendix E - 2001 Great Outdoors Colorado and Roaring Fork Railroad Holding Authority Agreement 8. Staff also plans to create an Appendix for a number of other agreements that have placed conditions on the corridor, such as State Trails’ Land and Water Conservation Fund grants that RFTA received to construct portions of the Rio Grande Trail. 9. The commenters referenced above also encourage RFTA to continue investigating other means of protecting the Railroad Corridor, as an alternative to Railbanking. Along with property owners in the Cole Subdivision in Glenwood Springs, they also requested RFTA to work diligently to clear up title issues associated with Federal Land Grant Areas in Glenwood Springs and elsewhere along the corridor. Staff is continuing to work on these issues.
Policy Implications:	Board End Statement 1.1 says, “The Rio Grande Corridor is Appropriately Protected and Utilized.
Fiscal Implications:	RFTA’s team of legal and railroad engineering consultants is under contract and has been working on the ACP and an overall update to the Comprehensive Plan. Approximately \$150,000 was budgeted in 2015 for the Comprehensive Plan Update and other corridor management-related tasks. An additional \$70,000 in funding will need to be appropriated for this project in 2015. The extensive ACP public involvement process RFTA undertook in 2015, the need to resolve Federal Land Grant issues involving adjacent property owners, and other corridor-related efforts, are requiring more funding for legal, engineering, and other consulting services, than was originally foreseen.
Attachments:	The ACP Review and Adoption Timeline (Updated) can be found below. Also, please see “Final Draft (11-05-15) Proposed Rio Grande Corridor Access Control Plan Update.pdf,” included in the November 2015 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

ACP REVIEW AND ADOPTION TIMELINE

ACP & DG out to rail attorneys and engineers for one final review	10/1/2015	10/15/2015
ACP & DG out to each RFTA member jurisdiction, Garfield County and CDOT for a 30 day review period	10/1/2015	10/31/2015
ACP & DG out for a 30 day public comment review period on the RFTA website at http://www.rfta.com/traildocs.html	10/1/2015	10/31/2015
This is where we are in the process:		
Presentation and 1st review of the final draft ACP & DG by the RFTA Board of Director's	11/12/2015	11/12/2015
Presentation and 2nd final review, Public Hearing, and adoption of ACP & DG	1/14/2016	1/14/2016

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

Meeting Date:	November 12, 2015
Agenda Item:	Integrated Transportation System Plan (ITSP) Update/Draft 2016 5-Year Strategic Plan Update/Adoption
Policy #	4.3.2.A: Agenda Planning
Strategic Goal	Develop Integrated Transportation System Plan (ITSP)/Update 5-Year Strategic Plan
Presented By:	David Johnson, Director of Planning
Recommendation:	Provide comments and direction on development of the ITSP and 5-Year Strategic Plan
Core Issues:	<p><u>ITSP:</u></p> <p>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.</p> <p>The ITSP has been divided into two phases. The Phase I Scope of Work, attached below, reflects the most important projects that can be completed within the 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 completed in Years 2017-2018. The phasing, scope, schedule and budget will be refined later in 2016, based on the outcomes of Phase I.</p> <p><u>2016 5-Year Strategic Plan:</u></p> <p>An initial draft of the 2016 5-Year Strategic Plan was provided to the Board at its Retreat in June 2015. Subsequent drafts have been provided to the Board in July, August, September, and October. Adoption of the 2016 5-Year Strategic Plan is slated for the January 14, 2015 Board meeting, although the plan should be considered a living document, which will be modified as Strategic Initiatives are added, deleted, or revised. Also, when the final achievements for 2015 are known after year end, the Strategic Plan will be updated and any uncompleted 2015 Strategic Initiatives will most likely be added to the 2016 Strategic Plan.</p>
Background Info:	The ITSP is intended to identify gaps and opportunities in RFTA structure and services now and in the future. The 5-year plan will allow staff to accomplish identified goals and objectives to support these opportunities.
Policy Implications:	<p>RFTA Board Management Limitations Policy 2.10 states, “With respect to Long-Range Strategic Planning, the CEO shall not:</p> <p>2.10.1 Fail to update the Five-Year Strategic Plan annually.</p> <p>2.10.2 Fail to align the subsequent year’s Strategic Planning Initiatives with the annual budget process.</p> <p>2.10.2 Fail to solicit RFTA Board and staff input on the Five-Year Strategic Plan on an annual basis.</p>

	2.10.3 Fail to monitor progress towards implementation of the current year's Strategic Initiatives and report to the RFTA Board of Directors on a quarterly basis regarding any significant variances from the plan.”
Fiscal Implications:	Planning studies and projects will be contracted by task order to the Planning Consultant Team selected through the RFQ process to complete the ITSP as Task 1. Costs will be determined during the scoping of each task order. Total project cost is estimated for be \$300,000 to \$400,000. The project will be phased over a two-year period or longer, for schedule and budget purposes. Approximately \$200,000 has been budgeted for the planned Phase I ITSP elements in 2016.
Attachments:	Yes, please see ITSP Phase 1 Scope of Work on next page and find the following documents included in the November 2015 Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet: <ul style="list-style-type: none"> 1. DRAFT RFTA Integrated Transp Plan Outline and Phasing.pdf 2. RFTA_2016StategicPlan.pdf

Integrated Transportation System Plan (ITSP) – Phase I Scope of Work

Background

The entire ITSP (attached) encompasses the totality of issues that should be addressed to help RFTA and its constituents understand RFTA’s long-term vision, “RFTA pursues excellence and innovation in providing preferred transportation choices that connect and support vibrant communities.” The purpose of this document is to provide a more detailed scope of work for Phase I, addressing the most important priorities, and doing so within necessary budgets and time frames.

Phase I will assess RFTA’s needs—in terms of facilities, fleet, human capital, capital and operating budgets and other resources—based on its current roles and responsibilities. Phase I will also establish forecasts of growth in the transit system, and outline what RFTA must do to sustain this growth. Phase I needs to culminate in a compelling narrative for what RFTA plans to do and be in the future, how it will generate the requisite financial resources, and why it has chosen its intended path to financial and operational sustainability.

Key Elements

The Phase I scope of work consists of the following tasks:

1. Organizational Capacity and Efficiency Review

The purpose of this task is to help RFTA and its constituents understand RFTA’s abilities to address its current and future responsibilities. The components of this review should include:

Inventory and Capacity of Existing Assets – Quantity, condition, and efficiency of the Organization, including the following elements

- Financial – Revenue, Expenses, Fund Balances
- Organizational Structure and Staffing
- Facilities – Fleet, Storage and Maintenance Facilities, Bus Stops and Park and Rides, Operations and Administrative Space
- Employee Housing
- Trails
- Land

Inventory of Services –RFTA’s scope of services and responsibilities, such as

- Transit routes, schedules, operating hours, operating miles
- Boarding areas and park and rides
- Regional planning responsibilities
- Other core functions, such as construction management

Efficiency Review – This task will assess

- Strengths and weaknesses of RFTA’s current approach to managing its services and responsibilities
- Areas of excess capacity and of deficiencies (in terms of fleet, facilities, organizational structure and staffing, and other resources)
- How RFTA can better manage under current conditions and priorities

2. Demand Forecasts

The purpose of this task is to evaluate and quantify future demands upon RFTA’s fleet, facilities and staff. Components of this process will likely include:

Ridership Forecasts -- Reasonable estimates of future transit ridership, in 5-year increments, for a 20-25 year period.

These forecasts could be based upon conditions such as:

- Previous growth in transit ridership;
- Employment trends
- Population trends
- Anticipated enhancement and expansions of transit service
- Land use forecasts and residential and commercial build-out analysis

Other Needs Estimates -- Estimates of other future demands upon RFTA, such as Rio Grande ROW operations and maintenance, bicycle-pedestrian programs, regional planning, construction management, and special projects and programs

Impact Assessment -- Based on the forecasts of ridership and other demands, the consultant should estimate the impacts upon RFTA, in terms of:

- Transit Operating Hours and Miles
- Fleet (Expansion and Replacement)
- Facilities (Operating, Administrative, Housing, Maintenance, etc.)
- Organizational Structure and Staffing

3. Capital Plan

The purpose of this task is to develop a capital plan, based on current conditions and forecasts of needs and responsibilities for the next 15-20 years. The capital plan will address expansion and replacement needs and priorities, and cost estimates.

4. Service Alternatives Plan

The purpose of this task is to develop transit service alternatives, based on current conditions and forecasts of needs and responsibilities for the next 15-20 years. Operating plans will include estimated operating budgets based on factors including but not limited to:

- Fleet operating hours and miles
- Organizational Structure and staffing

5. Financial Sustainability/Financing Plan

The purpose of this task is to gain an understanding of projected revenue and projected capital and operating expenses, and determine strategies to ensure that income and expenses, financial goals and agency operational goals are aligned.

The consultant should evaluate potential sources of revenue and develop forecasts of anticipated revenues for a 15-20 year period. These forecasts can be based on previous trends, anticipated sales tax revenues, anticipated grant revenues, and other appropriate factors.

The consultant should then discuss strategies to ensure financial sustainability. These strategies could include:

- Increasing fares (to increase revenues and control demand)
- Identifying financing options, such as lease-purchases and bonding
- Public-private partnerships
- Reducing levels of transit service or other responsibilities
- Proposing new or additional sales taxes, lodging taxes, property taxes, etc.

RFTA and the consultant will then determine the most feasible and appropriate financial sustainability strategies and create a plan and timetable for implementation.

6. Potential Property Tax Levy and/or other Financing Mechanism(s) Planning and Implementation

Based on RFTA's current analysis, fleet replacement will be a critical challenge. RFTA must replace over 80 vehicles within the next 18 years. The cost of a transit vehicle is between \$500,000 and \$750,000 in today's dollars. Regional Transportation Authorities (RTAs) are authorized to levy a property tax of up to 5 mills, with voter approval. RFTA believes that a property tax in its service area of approximately 1 mill would generate sufficient revenue to fund 75% of fleet replacement. It is currently assumed that approximately 25% of fleet replacement costs could be defrayed by State and Federal grants.

The consultant team, in coordination with RFTA Bond Counsel, will determine whether this is a valid financial sustainability strategy. The team will evaluate whether a ballot measure should be pursued and, if so, it will develop a plan and schedule to place the matter before voters prior to January 2019 (the date at which the RTA property tax authorization sunsets), if advisable and authorized by the RFTA Board of Directors.

Plan elements include:

- Evaluating the opportunities and constraints of a pursuing a ballot measure in 2016, 2017, or 2018
- Polling the public to determine public support for a mill levy at different rates
- Creating and implementing a public education campaign
- Determining appropriate ballot language, developing a schedule, and following appropriate processes to place the referendum on the ballot.

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

Meeting Date:	November 12, 2015
Agenda Item:	Resolution 2015-19: 2015 Supplemental Budget Appropriation
Presented By:	Michael Yang, Director of Finance
Recommendation:	Adopt Supplemental Budget Appropriation Resolution 2015-19
POLICY #:	4.2.5: Financial Planning/Budgeting
Core Issues:	<p>As a result of our ongoing monitoring, staff identified the items described below, which require additional budget appropriations, some of which relate to adjusting previously budgeted revenue and expenditure items based on current information.</p> <p>In terms of revenue, staff is taking a conservative approach regarding growth from a budgetary perspective. The amount of additional Sales Tax revenue being appropriated represents excess collections through August while revenues may continue to exceed budget for the remainder of the year.</p> <p>General Fund:</p> <ol style="list-style-type: none"> 1. \$935,000 net increase in revenues comprised of the following items: <ol style="list-style-type: none"> a. \$980,000 <i>increase</i> to Sales tax revenue <ol style="list-style-type: none"> i. Through September collections for YTD August revenues, actuals exceed budget by approx. 9% b. \$100,000 <i>increase</i> to Grant revenue <ol style="list-style-type: none"> i. Awarded CDOT FASTER Operating Grant to support the regional Hogback service along the I-70 Corridor. c. \$155,000 <i>decrease</i> to Fare revenue <ol style="list-style-type: none"> i. Through September revenues, actuals are approx. 5% less than budget d. \$10,000 <i>increase</i> to Other Governmental Contributions <ol style="list-style-type: none"> i. Recognizing Glenwood Springs’ contribution for wye easement-related consulting services 1. \$136,000 increase in expenditures comprised of the following items: <ol style="list-style-type: none"> a. \$70,000 <i>increase</i> to Trails & Corridor Management for additional corridor-related legal, engineering and consulting services b. \$66,000 <i>increase</i> to Transit <ol style="list-style-type: none"> i. \$56,000 of additional funds need for general counsel based on current estimates ii. \$10,000 for additional spare components used inside Ticket Vending Machines in order to help maintain business continuity for all 11 machines.
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).”

<p>Fiscal Implications:</p>	<p>The items above will result in a net change of \$799,000 to the General Fund's fund balance.</p> <p>Prior to this resolution, the General Fund's budget reflected a deficit (or use of fund balance) of approx. \$624,249. Two main factors creating this deficit are the use of fund balance of approx. \$227,000 from insurance recoveries for a bus replacement and the use of fund balance of approx. \$196,000 for a one-time cash purchase portion of the solar array investment).</p> <p>After this resolution, the General Fund's budget will reflect a <i>surplus</i> of approx. \$174,751.</p>
<p>Attachments:</p>	<p>Yes, please see Resolution 2015-19 attached below.</p>

Director _____ moved adoption of the following Resolution:

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2015-19

2015 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 2015 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, November 12, 2015 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 2015 budget as summarized herein:

General Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Sales tax	\$ 980,000	True Up based on YTD August actuals exceeding budget
Grants	100,000	CDOT FASTER Operating Grant for Hogback Service
Fares	(155,000)	Adjustment based on YTD September actuals being down
Other govt contributions	10,000	City of GWS contribution for wye easement-related consulting services
Total	\$ 935,000	

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$ 18,934,000	\$ 980,000	\$ 19,914,000
Grants	7,005,046	100,000	7,105,046
Fares	4,668,000	(155,000)	4,513,000
Other govt contributions	7,258,752	10,000	7,268,752
Other income	413,000	-	413,000
Other financing sources	1,453,285	-	1,453,285
Total	\$ 39,732,083	\$ 935,000	\$ 40,667,083

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Trails & Corridor Mgmt	\$ 70,000	True up for corridor-related legal, engineering, consulting fees
Transit	56,000	True up for RFTA legal expenses
Transit	10,000	TVM spare components
Total	\$ 136,000	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$ 1,957,723	-	\$ 1,957,723
Transit	18,265,220	\$ 66,000	18,331,220
Trails & Corridor Mgmt	398,960	70,000	468,960
Capital	14,681,988	-	14,681,988
Debt service	2,339,409	-	2,339,409
Other financing uses	2,713,032	-	2,713,032
Total	\$ 40,356,332	\$ 136,000	\$ 40,492,332

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

Revenues and other financing sources	\$ 935,000
Less Expenditures and other financing uses	(136,000)
Net increase (decrease) in fund balance	\$ 799,000

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			\$ 16,470,415*
2014-24 & 2014-25	\$ 16,470,415	\$ 381,826	16,852,241
2015-03	16,852,241	(521,000)	16,331,241
2015-08	16,331,241	(178,607)	16,152,634
2015-09	16,152,634	(195,713)	15,956,921
2015-11	15,956,921	(110,755)	15,846,166
2015-19	15,846,166	799,000	16,645,166
		\$ 174,751	

* Audited

That the amended budget as submitted and herein above summarized be, and the same hereby is approved and adopted as the amended 2015 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 12th day of November, 2015.

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

By: _____
Stacey Patch-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 November 12, 2015 (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 € 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 _____, 2015.

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

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: November 12, 2015

Transportation Legislation Review Committee (TLRC): A proposed amendment to extend the sunset on the Regional Transportation Authority Act property tax authorization, beyond January of 2019, failed on November 2nd to pass out of the TLRC by a 9 to 9 vote along strict party lines. Representative Diane Mitsch-Bush, who serves on the TLRC, is currently evaluating the merits of sponsoring the amendment herself. Staff will continue to keep the Board informed about this issue.

VelociRFTA Featured in YouTube Video: <http://greatergreaterwashington.org/post/28680/this-transit-nerd-music-video-is-the-best-thing-ever/> VelociRFTA is highlighted several minutes into this amusing music video that features a number of U.S. public transit systems.

September 2015 Year-to-Date Ridership Report

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report				
	Sep-14	Sep-15	#	%
Service	YTD	YTD	Variance	Variance
City of Aspen	873,021	820,665	(52,356)	-6.00%
RF Valley Commuter	2,114,480	2,151,958	37,478	1.77%
Grand Hogback	64,805	66,510	1,705	2.63%
Aspen Skiing Company	449,187	441,194	(7,993)	-1.78%
Ride Glenwood Springs	162,402	155,089	(7,313)	-4.50%
X-games/Charter	36,205	38,942	2,737	7.56%
Senior Van	3,160	2,907	(253)	-8.01%
MAA Burlingame	40,016	31,709	(8,307)	-20.76%
Maroon Bells	116,600	164,017	47,417	40.67%
Total	3,859,876	3,872,991	13,115	0.34%
Subset of Roaring Fork Valley Commuter Service with BRT in 2015				
	YTD Sept.	YTD Sept.	Dif +/-	% Dif +/-
Service	2014	2015		
Highway 82 Corridor Local/Express	850,872	849,317	(1,555)	0%
BRT	641,364	654,089	12,725	2%
Total	1,492,236	1,503,406	11,170	1%

Note: RFTA has determined that regional ridership was inflated to a degree in 2014 due to the duplication of riders associated with the Highway 82 Commuter Service and the Carbondale Local shuttle. The problem should be corrected soon, at which time the extent to which the ridership was duplicated will be fully determined and reported.

Finance Department Update – Michael Yang, Director of Finance

2015 Budget Year				
General Fund				
	September YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales tax (1)	\$ 12,530,833	\$ 11,544,302	8.5%	\$ 18,934,000
Grants	\$ 3,363,085	\$ 3,339,603	0.7%	\$ 7,005,046
Fares (2)	\$ 3,188,706	\$ 3,343,757	-4.6%	\$ 4,668,000
Other govt contributions	\$ 1,934,744	\$ 1,934,744	0.0%	\$ 7,258,752
Other income	\$ 315,953	\$ 312,098	1.2%	\$ 413,000
Total Revenues	\$ 21,333,321	\$ 20,474,503	4.2%	\$ 38,278,798
Expenditures				
Fuel (3)	\$ 1,511,935	\$ 1,565,066	-3.4%	\$ 1,957,723
Transit	\$ 13,859,547	\$ 13,694,985	1.2%	\$ 18,265,220
Trails & Corridor Mgmt	\$ 333,525	\$ 309,049	7.9%	\$ 398,960
Capital	\$ 5,403,921	\$ 5,390,091	0.3%	\$ 14,681,988
Debt service	\$ 1,292,946	\$ 1,292,944	0.0%	\$ 2,339,409
Total Expenditures	\$ 22,401,873	\$ 22,252,136	0.7%	\$ 37,643,300
Other Financing Sources/Uses				
Other financing sources	\$ 1,453,285	\$ 1,453,285	0.0%	\$ 1,453,285
Other financing uses	\$ (1,787,237)	\$ (1,787,237)	0.0%	\$ (2,713,032)
Total Other Financing Sources/Uses	\$ (333,952)	\$ (333,952)	0.0%	\$ (1,259,747)
Change in Fund Balance (4)	\$ (1,402,503)	\$ (2,111,584)	33.6%	\$ (624,249)

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

(2) Through September, overall fare revenue is down approx. 2% compared to the prior year. The 6% decrease in regional fares is being offset by the 47% 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 September YTD 2014/2015 comparison of actual fare revenues and ridership on RFTA fare services:

Fare Revenue:	Sept 14 YTD	Sept 15 YTD	Increase/ (Decrease)	% Change
Regional Fares	\$ 2,931,460	\$ 2,749,005	\$ (182,455)	-6%
Other Service/Maroon Bells	\$ 287,554	\$ 423,551	\$ 135,997	47%
Advertising	\$ 20,390	\$ 16,151	\$ (4,239)	-21%
Total Fare Revenue	\$ 3,239,404	\$ 3,188,707	\$ (50,697)	-2%
Ridership on RFTA Fare Services:				
	Sept 14 YTD	Sept 15 YTD	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	850,872	849,317	(1,555)	0%
BRT	641,364	654,089	12,725	2%
SM-DV	57,506	50,578	(6,928)	-12%
Maroon Bells	116,600	164,017	47,417	41%
Grand Hogback	64,805	66,510	1,705	3%
Total Ridership on RFTA Fare Services	1,731,147	1,784,511	53,364	3%
Avg. Fare/Ride	\$ 1.82	\$ 1.70	\$ (0.12)	-7%
Avg. Fare/Ride MB	\$ 2.47	\$ 2.58	\$ 0.12	5%

(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 September 2015 YTD				Hours September 2015 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	2,982,355	2,912,603	69,752	2.4%	133,241	132,312	929	0.7%
City of Aspen	379,401	387,417	(8,016)	-2.1%	42,346	42,208	138	0.3%
Aspen Skiing Company	204,679	211,094	(6,415)	-3.0%	14,297	14,154	143	1.0%
Ride Glenwood Springs	92,520	89,716	2,804	3.1%	7,310	7,276	34	0.5%
Grand Hogback	162,160	163,423	(1,263)	-0.8%	6,119	6,333	(214)	-3.4%
MAA/Burlingame	23,140	24,617	(1,477)	-6.0%	1,678	1,670	8	0.5%
Maroon Bells	63,082	44,987	18,095	40.2%	5,193	3,697	1,496	40.5%
Specials/Charter	9,489	11,029	(1,540)	-14.0%	945	1,526	(581)	-38.1%
Senior Van	13,848	15,051	(1,203)	-8.0%	1,416	1,388	28	2.0%
Total Service	3,930,674	3,859,937	70,737	1.8%	212,545	210,564	1,981	0.9%

2016 RFTA Annual Budget – Schedule

2016 Annual Budget Schedule		
Date	Activity	Status
8/13/2015	Discussion/Direction/Action: Preliminary planning initiatives, assumptions and issues.	<i>Completed</i>
9/10/2015	Presentation/Direction/Action: 1 st draft budget presentation	<i>Completed</i>
10/8/2015	Presentation/Direction/Action: 2 nd draft budget presentation	<i>Completed</i>
11/12/2015	Presentation/Direction/Action: 3 rd draft budget presentation	<i>On schedule</i>
12/10/2015	Public Hearing: Final budget presentation and adoption	<i>On schedule</i>

Line of Credit

The annual renewal process is underway for the \$1 million line of credit with Alpine Bank with a maturity date of December 15, 2016. [For the purposes of complying with the requirements of the Authority's diesel and gasoline fuel provider, \$100,000 of the line of credit amount will continue to be restricted for the Letter of Credit for the benefit of the vendor.]

Background: The RFTA Board adopted Resolution 2009-07 authorizing the establishment of a \$1 million line of credit with Alpine Bank. Staff interprets this resolution to be perpetual in nature and intends to renew the line of credit each year, unless the Board directs otherwise. To date, RFTA has never drawn down against this line of credit.

Planning Department Update – David Johnson, Director of Planning

The "11-12-2015 Planning Department Update.pdf" can be found in the November 2015 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

Facilities and Bus Stop Maintenance November 12, 2015

Capital Projects Update

Rubey Park Renovation Project:

The construction at Rubey Park is in its final phase and the focus is on the remaining site work and the fit and finish of the buildings required to make the facility operational by Thanksgiving. Everyone on the PCL, RFTA and City of Aspen project team are working hard to make that happen. The current schedule shows the facility open and operational by Thanksgiving, but much depends on the weather and the construction proceeding on the current schedule. Staff believes that the facility will be functional by the target date but that fit and finish activities will continue into December as the details of the project are wrapped up.

AMF Phase 3- Indoor Bus Storage:

FCI has completed this year's work on the third phase of the AMF renovation project and has demobilized from the site for the winter. The deep utilities relocations, most of the civil work, and the curb and gutter replacement at the entrance to the facility have been completed. Over the winter RFTA staff will be working with the FCI team to refine the work plan for 2016 and do everything possible to ensure a successful project in 2016. This preparation includes approving all the project submittals and materials for the remaining work, developing detailed phasing plans and stockpiling as much material as possible in anticipation of the commencement of construction in the spring. The quantity of work that needs to be completed during the 2016 construction season and the requirement that the facility must remain operational during this construction is going to make this a challenging project to complete in the time period between April 15th and November 20th.

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

The funds for this project are mainly derived from a FTA 5311 grant that was awarded to RFTA in March of 2015. This grant is administered by CDOT and staff has been waiting for CDOT to apply to the FTA for these funds so that a grant agreement can be executed between CDOT and RFTA and work on the project can begin. Staff has been informed by CDOT that they still have not received the 2015 grant funds from the FTA, so they cannot process our grant agreement. Due to this delay the project is beginning to fall behind schedule and is compressing the time we will have to complete all the required due diligence with CDOT before they will issue RFTA a notice to proceed and the project can go out to bid. The prime bidding window for projects in the Roaring Fork Valley is between January 1st and the end of April and if this time frame is missed, the risk that bids will exceed the projects budget increases. With the economy recovering and the competition for general contractors increasing, staff is becoming concerned with the delay in the release of the CDOT grant agreement.

West Glenwood Springs Park and Ride project:

On October 29 staff held the FOR meeting for this project at the RFTA bank offices and reviewed the 90% plans with the SGM design engineer. The plan set review went well and a final set of plans should be issued in about 30 days. Once these final plans are completed, staff will set the procurement schedule for the project and begin the RFP process. CDOT DTR and Region 3 staff were notified and invited to this FOR meeting and were invited to attend either in person or by conference call but no one from CDOT participated in the FOR review. RFTA staff is meeting with the city of Glenwood Spring staff on November 9th to begin the community development process and set the schedule for this activity.

GMF expansion project:

Staff received four responses to the RFQ for a design build team, or "AE1", to assist RFTA staff with the design build process that will be used to deliver the first phase of the GMF expansion project. The two top scoring teams will be interviewed November 5th and contract negotiations with the top scoring team from the interview process will begin immediately. Once the team is under contract work will begin on the

performance criteria and the design build documents package. The project is still on schedule and staff anticipates construction to begin early in the April/May time frame.

Carbondale Park and Ride

The Carbondale Park and Ride expansion project is proceeding on schedule and the parking lot was paved the week of October 26th. The striping and lighting will be completed over the next few weeks and the parking lot should be available by Thanksgiving for public use. This project will provide the public with an additional 78 parking spaces in Carbondale as well as additional bike parking and a restroom with facilities for the public and RFTA drivers.

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 & Ride Lots:

- There are no significant items to report.

Facilities Updates

New Castle Park and Ride:

- There is no significant progress to report.

Glenwood Maintenance Facility:

- There are no significant items to report.

Carbondale Maintenance facility:

- There are no significant items to report

Aspen Maintenance Facility:

- There are no significant items to report.

RFTA Bus Stops and Park and Ride Lots:

- There are no significant items to report.

Facilities, Rail Corridor & Trail Update

RFTA Employee Housing

- The Main Street apartment complex in Carbondale, a 5 unit complex with 7 beds, is currently at **100%** occupancy.
- The Parker House apartment complex in Carbondale, a 15 unit complex with 24 beds unit, is currently at **96%** occupancy.
- RFTA's allotment of long-term housing at Burlingame in Aspen, consisting of four one-bedroom units, is currently at **100%** occupancy.
- RFTA Permanent employee housing is currently at **98%**.
- RFTA has begun renting 10 seasonal 2 bedroom units at the Burlingame apartment complex as of September 1, 2015 and is currently at 7% occupancy.
- RFTA secured 10 additional 2 bedroom seasonal units at the Burlingame apartment complex. 5 of the additional units have been turned back over to Burlingame as of October 31st. RFTA will retain the remaining five units or turn them back over to Burlingame by the deadline date of November 30th.

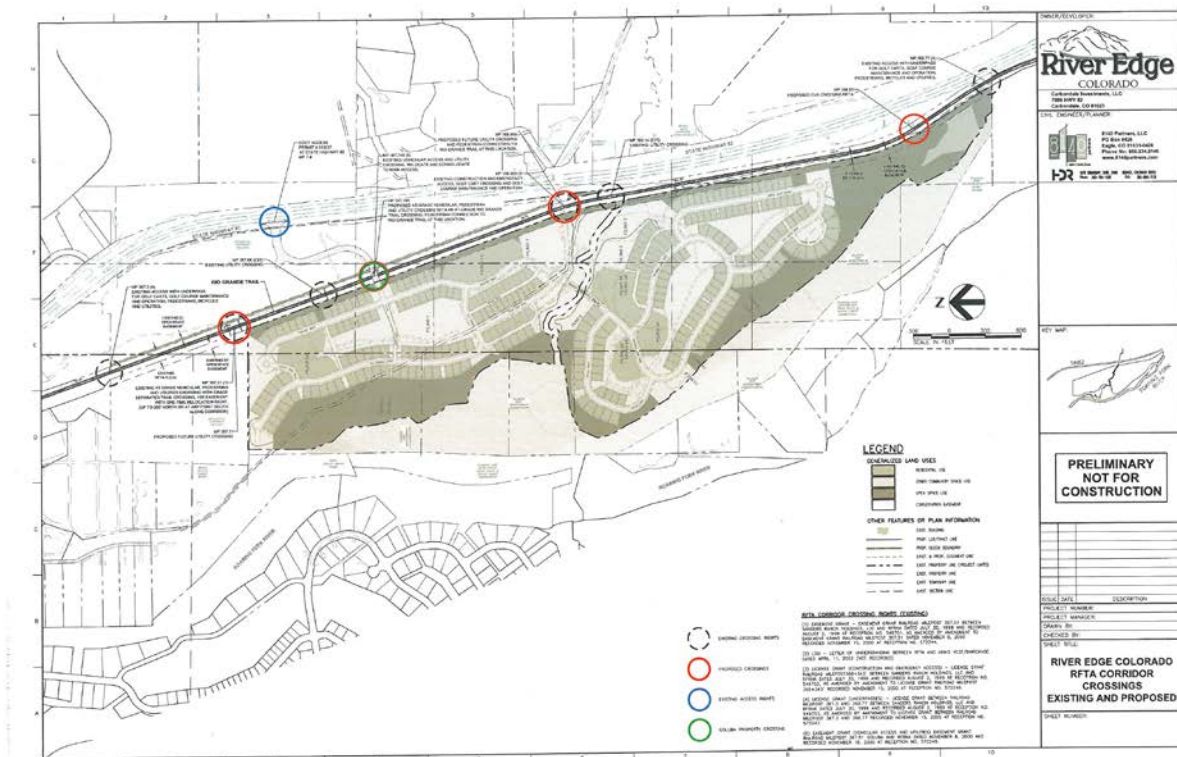
RFTA Railroad Corridor

Covenant Enforcement Commission (CEC) Annual Meeting: Staff is in the process of scheduling the annual CEC meeting for some time in **early December**. In preparation for the annual meeting, Abbey Pascoe has sent out a doodle poll to all of the CEC members and will hard schedule the meeting as soon as she hears from the majority of the CEC members. ***Just an FYI, the CEC board requires two at-large members to serve on the CEC Commission. Staff would like a member from Pitkin County and a member from Eagle County. If anyone has recommendations for the at-large members, staff would love to have them.*** The at-large members should be familiar with the Rio Grande Trail, hopefully use it on a regular basis and be willing to serve as a commission member for the next three years.

Right-of-Way Land Management Project: Along with its legal and engineering consultants, RFTA staff is working on completing the following tasks in 2015 and 2016:

- An update to the 2005 Comprehensive Plan. The first document to be updated is the Access Control Plan. This is in process and is on the November agenda for a discussion and a review (see separate agenda item). Final review, a Public Hearing, and adoption are slated for January 14, 2016.
- Once the draft versions of ACP and DGS guidelines are finalized and approved by the RFTA Board, staff will send out both documents to GOCO, with an updated list of crossings including existing crossings that have not been previously approved, any potential new crossings being proposed currently as well as any new crossings that might be on the horizon, to secure GOCO's approval of the ACP, DG and updated list of crossings.
- With the final version of the ACP adopted by the RFTA Board of Director's, staff will work with the attorneys to review and update the existing templates & formats that RFTA will be using for licensing, leases, and agreements in the Rail Corridor.
- The final version of the ACP and DG will also allow staff to finalize a process and fee structure for RFTA that will enable it to have railroad and legal experts review, assess, and report on proposed development impacts along the corridor along with recommendations regarding potential mitigation of the impacts that RFTA can provide to permitting jurisdictions.

- Once the process for the ACP is complete and the forms and review process 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)*;
- UPRR Easement Acquisition. Staff has retained a consultant to assist RFTA and the City with the acquisition discussions involving the UPRR. Staff will keep the RFTA Board updated on this process. *(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 to RFTA staff for review and approval. Staff will begin reviewing the application for completeness and provide a letter with conditions and a cost estimate for an engineering and legal review for the proposed project. *(Ongoing)*;



- 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.
- **South Bridge**_ Nothing new to report this month. *(Ongoing)*;

- **8th Street Crossing Project by CDOT and the City of Glenwood Springs**—Staff has received a Request for Entry from CDOT’s engineering firm to begin survey and environmental work for this project. Staff will be providing a response on Friday, November 6th. (*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

- Staff is coordinating with CCAH to discuss art in the corridor and overall beautification through Carbondale.
- Staff has been actively participating with the Carbondale Creative District, specifically the Wayfinding and Connectivity task force. It is anticipated that some wayfinding signs will be installed in the corridor, directing people to the creative districts and downtown.
- Staff has been coordinating with the Town of Carbondale and an artist to get artwork installed in the corridor.
- Staff is actively working to beautify the corridor through Carbondale:
 - Staff will begin to install a single track/dirt trail adjacent to the paved surface in Carbondale, where space allows. Impact will be very minimal to regular trail use.
 - Staff purchased 156 truckloads of dirt for the corridor through Carbondale.
 - The plan is to seed the dirt with a native, drought tolerant seed mix, so no maintenance is required
 - Staff is writing grants in order to fund and continue the project
 - We need money for picnic areas, art installations, native landscapes, a Latino Folk Art Garden, and creating a play area for youth
- Staff has been participating in the RFTA Regional Bike, Pedestrian, and Transit Access Plan.
- Staff has been clearing sight lines along the trail by removing tree limbs and brush.
- Staff completed the first pass with the flail mower to clear the shoulders of brush. A second pass will likely occur. 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 has been trying out a Bobcat ToolCat and a few implements. The ToolCat would be a much safer alternative to the tractor. We have found it to be much easier to change implements and to operate.
- Staff has been working with the ACES crew on the Rock Bottom Ranch connections to the Rio Grande Trail.
- Staff coordinated with True Nature Staff and removed the Siberian Elm trees that border our properties and replaced the taken trees with more appealing species of trees and shrubs.
- Staff has begun 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 has been coordinating with RFOV to see what kind of projects we can work together on; improvements to river access at the Satank Bridge is most likely the front runner, with smaller projects to occur as well.
- Staff completed the Covenant Enforcement Committee tour with Tom Newland in which we check on the condition of the corridor and check for any violation of the conservation covenants.
 - No new violations were observed.