

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

TIME: 8:30 a.m. – 11:30 a.m., Thursday, April 12, 2018

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

(This Agenda may change before the meeting.)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	8:30 a.m.
2	Executive Session: Paul Taddune, General Counsel: One matter: Pursuant to C.R.S. 24-6-402(4)(b)(1) conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions concerning potential and pending litigation: 02-25-18 Bus Accident		Executive Session	8:31 a.m.
3	Approval of Minutes: RFTA Board Meeting, March 8, 2018, page 3		Approve	8:45 a.m.
4	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	8:48 a.m.
5	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	8:55 a.m.
6	Public Hearing: A. Resolution 2018-10 : 2018 Supplemental Budget Resolution - Michael Yang, CFAO page 8	4.2.5	Approve	9:05 a.m.
7	Presentation/Action Items: A. Covenant Enforcement Commission (CEC) 2017 Report – Angela Henderson, Assistant Director of Project Management and Facilities Operations, page 13 B. Destination 2040 Update (formerly Integrated Transportation System Plan) – Ralph Trapani, PTG, and Bill Ray, WR-Communications, page 14	1.1.B 4.1.2	Discussion/ Direction Discussion/ Direction	9:15 a.m. 9:30 a.m.
8	Board Governance Process: A. 2018 RFTA Board of Directors Strategic Retreat Planning – David Johnson, Director of Planning, page 16	4.3.2.A	Agenda Planning	11:00 a.m.
9	Information/Updates: A. CEO Report – Dan Blankenship, CEO, page 17	2.8.6	FYI	11:10 a.m.
10	Issues to be Considered at Next Meeting: To Be Determined at the April 12, 2018 Meeting	4.3	Meeting Planning	11:20 a.m.
11	Next Meeting: RFTA Board Strategic Retreat 8:30 a.m. – 3:00 p.m., May 10, 2018, Location TBD	4.3	Meeting Planning	11:25 a.m.
12	Adjournment:		Adjourn	11:30 a.m.

Mission/Vision Statement:

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

Values Statements:

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

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

Board Members Present:

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

Voting Alternates Present:

Bob Sirkus (Town of Snowmass Village)

Non-Voting Alternates Present:

Greg Russi (Town of New Castle); Ben Bohmfalk (Town of Carbondale);

Staff Present:

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

Visitors Present:

Ralph Trapani (Parsons); Bill Ray (WR Communications); Elena Wilken (Executive Director, Colorado Association of Transit Agencies); John Krueger (City of Aspen); Tanya Allen (City of Glenwood Springs); Scott Condon (Aspen Times); Paula Stepp (Garfield County Commissioner Candidate); John Roshenberg (citizen)

Agenda

1. **Roll Call:**

George Newman called the RFTA Board of Directors to order at 8:30 a.m. Newman declared a quorum to be present (7 member jurisdictions present) and the meeting began at 8:31 a.m.

2. **Executive Session:**

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

A. One Matter: Paul Taddune, General Counsel:

- 1) Pursuant to C.R.S. 24-6-402(4)(b)(1): Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions concerning potential and pending litigation: February 25, 2018 Bus Accident

RFTA staff present at the Executive Session included: Paul Taddune, General Counsel; Dan Blankenship, CEO; Kurt Ravenschlag, COO; Michael Yang, CFAO; and Nicole Schoon, Secretary to the Board of Directors

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

No action was taken during the Executive Session. The Executive Session adjourned at 8:42 a.m.

3. **Approval of Minutes:**

Mike Gamba moved to approve the minutes of the February 8, 2018 Board Meeting, as amended, and Whitsitt seconded the motion. The motion was unanimously approved.

4. **Public Comment:**

Newman asked if any member of the public would like to address the Board or make a comment. No members of the public had any comments.

Newman closed Public Comments at 8:46 a.m.

5. **Items Added to Agenda – Board Member Comments:**

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

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

Riddile stated that current Board Alternate, Greg Russi, Town Councilor of New Castle will be stepping down from his position. Riddile will inform the Board as soon as a new Alternate from New Castle is chosen.

Gamba informed the Board that Kathryn Trauger, City of Glenwood Springs Alternate, has stepped down from her position. Gamba will inform the Board when her replacement has been chosen.

6. **Consent Agenda:**

A. **Resolution 2018-04: 2018 RFTA Title VI Program Update and 2018 Limited English Proficiency (LEP) Plan Update** – Nicole Schoon, Title VI & LEP Compliance Officer

Riddile moved to approve the Resolution 2018-04: 2018 RFTA Title VI Program Update and 2018 Limited English Proficiency (LEP) Plan Update and Dan Richardson seconded the motion. The motion was unanimously approved.

B. **Resolution 2018-05: 2018-2021 RFTA Equal Employment Opportunity/Affirmative Action Plan (EEO/AAP) Update** – Nicole Schoon, EEO/AAP Compliance Officer

Riddile moved to approve the Resolution 2018-05: 2018-2021 RFTA Equal Employment Opportunity/Affirmative Action Plan (EEO/AAP) Update and Richardson seconded the motion. The motion was unanimously approved.

C. **Resolution 2018-06: 2018 RFTA ADA Complementary Paratransit and Traveler Policies & Procedures and ADA Complementary Paratransit Guide to Ride** – Nicole Schoon, Regulatory Compliance Officer

Riddile moved to approve the Resolution 2018-06: 2018 RFTA ADA Complementary Paratransit and Traveler Policies & Procedures and ADA Complementary Paratransit Guide to Ride and Richardson seconded the motion. The motion was unanimously approved.

7. **Public Hearing:**

A. **Resolution 2018-07: 2017 Supplemental Budget Appropriation Resolution** – Michael Yang, CFAO

Michael Yang stated that all of the December 2017 bills have been received and paid. The following project budgets and related revenues are needing to be carried forward from 2017 and re-appropriated in 2018.

In the General Fund, there will be a \$121,773 decrease in Capital Outlay for ITSP, \$137,722 decrease in Capital Outlay for the Public Outreach/Engagement Plan, \$301,889 decrease in Capital Outlay for the Preliminary Design/Planning of the GMF Expansion Project, and \$21,000 decrease in Capital Outlay and \$6,224 decrease in Grant Revenue (FHWA RTP) both for the Rio Grande Trail Soft Surface Project. These items will be increased in the 2018 Budget in Capital Outlay.

Newman asked if any member of the public would like to address the Board or make a comment. There were no comments. Newman closed public comments at 8:54 a.m.

Whitsitt moved to approve Resolution 2018-07: 2017 Supplemental Budget Appropriation Resolution and Richardson seconded the motion. The motion was unanimously approved.

B. **Resolution 2018-08: 2018 Supplemental Budget Appropriation Resolution** – Michael Yang, CFAO

One addition to the 2018 Budget is for the City of Aspen's replacement of four (4) Cutaway vehicles, in which wiring harnesses are required. RFTA will purchase the wiring harnesses and the City of Aspen will reimburse RFTA for this expense. This requires an appropriation of \$28,000 increase in Other Governmental Contributions and a \$28,000 increase in Capital Outlay.

Newman asked if any member of the public would like to address the Board or make a comment. There were no comments. Newman closed public comments at 8:55 a.m.

Whitsitt moved to approve Resolution 2018-08: 2018 Supplemental Budget Appropriation Resolution and Richardson seconded the motion. The motion was unanimously approved.

8. **Presentation/Action Items:**

A. **Resolution 2018-09: Policy Prohibiting Open Alcoholic Containers On-Board Roaring Fork Transportation Authority Buses** – Kurt Ravenschlag, COO, Kent Blackmer and John Hocker, Co-Directors of Operations

Kurt Ravenschlag stated that due to the ongoing discussion about the increase in the number of alcohol-related disturbances on buses, staff recommends that the current policy be changed to ban open alcoholic containers on-board RFTA buses. The current policy prohibits passengers from bringing open containers of alcohol on the bus, but does not explicitly prohibit them from consuming alcohol once they board the bus.

To ensure that Bus Operators are equipped to educate the RFTA riding public about the proposed policy change, without distracting from safely operating the bus, every Bus Operator will receive policy training during the April and May in-service training period. Bus Operators will not be responsible for enforcement of the policy, instead automated passenger announcements and signage will be posted on buses. If a rider does not comply with the policy, RFTA Supervisors, Colorado Protective Services, or Local Law Enforcement will be involved in resolving the situation.

Upon approval of this proposed policy change, RFTA will begin public education and outreach about it. The new policy will take effect in conjunction with RFTA's June 2018 summer service changes. The following types of educational material and outreach dates were presented to the Board:

- Bus Operator Training
 - ♦ April through May, during in-service training;
- Public Education and Outreach
 - ♦ May 1: Press release and information on the RFTA website
 - ♦ May 5: Public service announcements to community calendars and chamber organizations
 - ♦ May 5 – June 9: Newspaper Ads posted in the Aspen Times, Post Independent and Aspen Daily News, 1-2 ads per week and radio advertising on KSPN and partner stations
 - ♦ May 15: Delivery of “No Open Container Policy” to local hotel concierges/front desks, Music school, Belly Up Aspen, and other related venues and RFTA News email blast with upcoming summer schedules and new open container policy
 - ♦ May 15 – June 9: Social media blasts and sponsored ads
 - ♦ May 15 – 31: In-bus signage and advertising starts
 - ♦ June 9 - throughout summer: Ongoing education and outreach, to include large events and holidays

Richardson moved to approve Resolution 2018-09: Policy Prohibiting Open Alcoholic Containers On-Board Roaring Fork Transportation Authority Buses and Whitsitt seconded the motion. The motion was unanimously approved.

- B. [Integrated Transportation System Plan Update](#)** – Ralph Trapani, PTG, Bill Wray, WR-Communications, and Elena Wilken, Executive Director, Colorado Association of Transit Agencies

Ralph Trapani stated that RFTA is in the process of updating the current messaging tagline. The current messaging that has been presented is “Destination 2040: Our region’s future is riding on RFTA.” Secondary tagline options were also presented, such as: Making community connections; Innovative, reliable and sustainable transportation for our region; Investments in reliable and sustainable transportation for our region; and, A vision for our region’s mobility. Within the messaging there will be categories, such as, reduced congestion and improved mobility, transportation improvements, and environmental concerns.

Several Board members suggested alternative primary taglines. Dan Blankenship stated that it would be possible for RFTA to create a survey where individuals could vote on their choice for the tagline. Board members will email Blankenship their suggestions and a survey will be distributed.

Trapani discussed the current transit funding issues in Colorado and how they are impacting not only RFTA but all transit organizations in the state. Since 2008, funding for transit in the state of Colorado has decreased and several Bills that would help transit funding have failed.

Elena Wilken, Executive Director of the Colorado Association of Transit Agencies (CASTA) stated that CASTA helps transit agencies in their professional development as well as advocacy at both the state and federal level. Wilken outlined the four (4) competing/complementary measures that are moving through the processes at the state level, dealing with transportation funding and, if approved, how those funds would be dispersed.

Trapani reviewed the next ITSP steps that will be taken, which include public meetings, outreach to key stakeholders and media, and developing a coalition in support of the ballot question. The ballot language will continue to be fine-tuned and the second poll will be developed.

C. Electric-Bikes (E-Bikes) Update – Angela Henderson, Assistant Director of Project Management & Facilities Operations

Angela Henderson stated that RFTA, along with Pitkin County Open Space and Trails, will be requesting the public's input on the use of E-bikes on the hard-surface bike paths from New Castle to Aspen. The public comment period will run from March 19 to April 20, 2018 and will be collected via electronic surveys, paper surveys and comment cards. This input will help to determine the proper recommendation to the RFTA Board of Directors, whether or not to allow class 1 and 2 E-bikes and on which trails.

9. Information/Updates:

A. [CEO Report](#) – Dan Blankenship, CEO

Yang discussed the upcoming 2017 financial statement audit. John Lewis from Eagle County, who had previously been a part of the RFTA financial statement audits, is no longer with Eagle County and RFTA staff is current reaching out to other local governments to fill the independent financial expert position. Yang requested Board volunteers for the audit subcommittee and stated that in recent years Markey Butler and Ann Mullins were members of the subcommittee.

Newman stated that he believed that Butler and Mullins planned to be the Board members on that subcommittee. Michael Yang will speak to both them and confirm their interest in the audit subcommittee.

10. Issues to be Considered at Next Meeting:

11. Next Meeting: 8:30 a.m. – 11:30 a.m., April 12, 2018 at Carbondale Town Hall, 511 Colorado Avenue.

12. [Adjournment:](#)

George Newman adjourned the March 8, 2018 Board Meeting at 10:50 a.m.

Respectfully Submitted:

Nicole R. Schoon

Secretary to the RFTA Board of Directors

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

Meeting Date:	April 12, 2018						
Agenda Item:	Resolution 2018-10: 2018 Supplemental Budget Appropriation						
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Finance Director						
POLICY #:	2.5: Financial Planning/Budgeting						
Strategic Goal:	N/A						
Recommendation:	Adopt Supplemental Budget Appropriation Resolution 2018-10						
Core Issues:	<p>Based on our monthly review, staff has identified new items not currently reflected in the budget which will require additional appropriations.</p> <p>General Fund:</p> <ol style="list-style-type: none"> 1. Fare Study – one of the major goals identified in RFTA’s 2018 Strategic Work Plan includes a fare study to address fare equity, loss prevention, and ease of purchasing fare media. Staff recently received a cost estimate for the fare study (which is anticipated to take approximately 4 months to complete) and the following appropriation is needed: <ol style="list-style-type: none"> a. \$27,355 increase in Capital Outlay <p>Service Contract Special Revenue Fund (SRF):</p> <ol style="list-style-type: none"> 1. Additional City of Aspen Service – the City of Aspen requested additional service between Brush Creek/Intercept Lot and Rubey Park from May 1 through June 8 during the City’s Castle Creek Bridge construction project. The City may request additional service during the fall season when construction continues, but has not yet made any commitments. For now, the following appropriation is needed to fund and operate the additional service between May 1 through June 8, which will be paid for by the City of Aspen: <ol style="list-style-type: none"> a. \$52,000 increase in Service Contract Revenues b. \$46,000 increase in Operating c. \$3,500 increase in Fuel d. \$2,500 increase in Capital 						
Policy Implications:	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”						
Fiscal Implications:	<p>Net increase (decrease) to 2018 fund balance by fund:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>General Fund</td> <td style="text-align: right;">\$ (27,355)</td> </tr> <tr> <td>Service Contract SRF</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$ (27,355)</td> </tr> </table>	General Fund	\$ (27,355)	Service Contract SRF	-	Total	\$ (27,355)
General Fund	\$ (27,355)						
Service Contract SRF	-						
Total	\$ (27,355)						
Attachments:	Yes, please see Resolution 2018-10 attached.						

Director _____ moved adoption of the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2018-10
2018 SUPPLEMENTAL BUDGET RESOLUTION**

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

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

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

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

WHEREAS, upon due and proper notice, published in accordance with the state budget law, said supplemental budget was open for inspection by the public at a designated place, a public hearing was held on, April 12, 2018 and interested taxpayers were given an opportunity to file or register any objections to said supplemental budget.

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

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General Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
No change		

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

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Capital	\$ 27,355	Fare Study
Total	\$ 27,355	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$ 1,433,758	-	\$ 1,433,758
Transit	21,708,348	-	21,708,348
Trails & Corridor Mgmt	540,120	-	540,120
Capital	7,129,690	\$ 27,355	7,157,045
Debt service	1,512,971	-	1,512,971
Other financing uses	2,757,871	-	2,757,871
Total	\$ 35,082,758	\$ 27,355	\$ 35,110,113

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

Revenues and other financing sources	\$ -
Less Expenditures and other financing uses	(27,355)
Net increase (decrease) in fund balance	\$ (27,355)

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			\$ 18,306,836*
2017-12 & 2017-13	\$ 18,306,836	\$ (499,767)	17,807,069
2018-02	17,807,069	(895,106)	16,911,963
2018-08	16,911,963	(576,160)	16,335,803
2018-10	16,335,803	(27,355)	16,308,448
Total Change		\$ (1,998,388)	

* Budgeted

Service Contract Special Revenue Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Service Contract Revenue	\$ 52,000	Additional COA Service (Intercept Lot/RP – 5/1-6/8)
Total	\$ 52,000	

Revenue & OFS Summary	Previous	Change	Current
Service contract revenue	\$ 10,927,132	\$ 52,000	\$ 10,979,132
Grant revenue	30,000	-	30,000
Other financing sources	148,731	-	148,731
Total	\$ 11,105,863	\$ 52,000	\$ 11,157,863

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Fuel	\$ 3,500	Cost allocation for additional COA service
Operating	46,000	Cost allocation for additional COA service
Capital	2,500	Cost allocation for additional COA service
Total	\$ 52,000	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$ 663,342	\$ 3,500	\$ 666,842
Operating	9,613,920	46,000	9,659,920
Capital	828,601	2,500	831,101
Total	\$ 11,105,863	\$ 52,000	\$ 11,157,863

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

Revenues and other financing sources	\$ 52,000
Less Expenditures and other financing uses	(52,000)
Net increase (decrease) in fund balance	\$ -

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			\$ -*
2017-12 & 2017-13	-	-	-
2018-10	-	-	-
Total Change		\$ -	

* Budgeted

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

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

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 12th day of April, 2018.

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

By: _____
George Newman, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on April 12, 2018 (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this ____ day of _____, 2018.

Nicole R. Schoon, Secretary to the Board of Directors

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

Meeting Date:	April 12, 2018
Agenda Item:	Covenant Enforcement Commission (CEC) 2017 Report
Policy #:	1.1.B: The Rio Grande Corridor Open Space is Protected
Strategic Goal:	To protect the railbanked status of the Rio Grande Corridor for future transportation uses. In the interim, the Rio Grande Trail will be managed for non-motorized uses and preservation of the scenic, open space and wildlife of the corridor.
Presented By:	Angela M. Henderson, Assistant Director, Project Management & Facilities Operations
Recommendation:	FYI with Question & Answer Session following Presentation
Core Issues:	Measurement of RFTA Staff’s performance related to GOCO’s requirement to manage and maintain the nine conservation areas along the Rio Grande trail.
Background Info:	<ul style="list-style-type: none"> • RFRHA, with \$1.5 million in assistance from Great Outdoors Colorado (GOCO) and \$3 million in assistance from Colorado Department of Transportation (CDOT), purchased the Rio Grande Corridor, a 33.4 mile stretch of property running from Glenwood Springs to Woody Creek. • As part of the Purchase agreement, RFTA and GOCO agreed to place a Covenant on approximately half of the corridor to preserve the “Conservation Values” on the property. • One of the requirements of GOCO was the formation of the Covenant Enforcement Commission (CEC). The CEC monitors management by RFTA of the conservation areas called out in the Comprehensive plan. • RFTA hires an independent consultant to survey the entire length of the Corridor and report potential violations in the nine designated conservation areas. • RFTA staff also develops a report on the state of the Railroad Corridor. • The CEC committee meets annually to review the both the independent consultant and staff reports to prepare recommendations for the RFTA Board. • The three main items that the CEC requested that staff discuss with the RFTA Board are: <ol style="list-style-type: none"> 1. Consider providing additional funding for a summer intern program and goats. 2. TOSV asked for Brett Meredith to come and make a trail etiquette presentation during spring 2018. Staff will follow up with TOSV at the Board meeting on April 12th. 3. The CEC Board would like for RFTA to consider a Hub/Spoke expansion as a part of the Recreational Trails Plan.
Policy Implications:	RFTA Board of Directors’ End Statement 1.1.B. states, “The Rio Grande Corridor Open Space is Protected.”
Fiscal Implications:	N/A
Attachments:	<p>Yes, please see “RFTA Board 04.12.18 CEC Letters and Reports.pdf,” included in the April 2018 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet. In that document, please find:</p> <ul style="list-style-type: none"> • 2017 CEC Assessment -NPR • 2017 RFTA Staff Assessment • 2017 CEC Letter to the RFTA Board

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

Meeting Date:	April 12, 2018
Agenda Item:	Destination 2040 (formerly Integrated Transportation System Plan) Update
Policy #:	4.2.1: Board Job Products
Strategic Goal:	Complete Stages 3 and 4 of the Integrated Transportation System Plan (ITSP)
Presented By:	Ralph Trapani, Parsons Transportation Group (PTG) Bill Ray, WR Communications
Recommendation:	Review and discuss progress of the ITSP, Phase I: Stage 3: Alternatives Analysis and Funding Update State 4: Public Policy Update Provide feedback and direction on project priorities, messaging and next steps
Core Issues:	<p>The Parsons’ Consultant Team and RFTA staff have completed development of scopes and conceptual cost estimates for the various service and capital alternatives that emerged as long-term priorities during Stages 1, 2, and 3. These alternatives were initially packaged into short-term (0-5 years), medium-term (6-10 years) and long-term (11-20+ years) scenarios, but are now grouped into three categories, i.e., Environmental Improvements, Congestion and Mobility Improvements, and Transportation Improvements..</p> <p>Alternatives include service expansion; replacement and expansion of fleet and construction of facilities; station improvements, park and rides expansion, grade-separated pedestrian crossings, and trail improvements and construction; and other improvements.</p> <p>RFTA will need to secure additional, long-term funding to achieve public demands for safe, reliable transportation as regional population and employment growth continues. Preliminary polling indicated a favorable response to the projects and benefits, and to a potential property tax mill levy.</p> <p>This month’s Board update consists of the following components:</p> <ul style="list-style-type: none"> • Summary of public meetings and work sessions to date • Review of future public meetings and work sessions • Proposed 30-year program of projects and schedule • Priority list discussion • Mill levy straw poll • Financial Model Update (Stage 4)
Background Info:	See Core Issues
Policy Implications:	Board Job Products Policy 4.2.1. A. & B. states, “The Board is the link between the “ownership” and the operation organization. The Board will assess the needs of the ownership as they relate to RFTA’s activities and scope of influence, and will develop Ends policies identifying the results RFTA is to produce to meet those needs. The Board will inform the ownership of the organizations expected future results, and its present accomplishments and challenges.”

Fiscal Implications:	<p>Stage 3 will be completed by mid-2018. In 2017, the RFTA Board approved the Stage III budget of \$367,000; the unexpended portion of which has been rolled forward into 2018. The additional effort required to gauge public support for and develop policy regarding a potential mill levy increase will cost approximately \$158,000. Additionally, \$110,000 is needed for the development of a Financial Planning Model. Both of these costs have already been approved and budgeted by the RFTA Board. The Stage 4 budget for Parsons is \$237,200 and that amount was approved and included in the 2018 budget.</p>
Attachments:	<p>Yes, please find the following documents included in the April 2018 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet:</p> <ol style="list-style-type: none"> 1. April 2018 RFTA Board Meeting Presentation-V2.pdf 2. Board 8-4-18.pdf 3. Draft RFTA Funded Project List with Priorities 4-2-18.pdf

RFTA BOARD OF DIRECTORS MEETING
“GOVERNANCE PROCESS” AGENDA ITEM SUMMARY # 8. A.

Meeting Date:	April 12, 2018
Agenda Item:	RFTA Board Strategic Planning Retreat
Policy #:	4.3.2.A: Agenda Planning
Strategic Goal:	Update RFTA 5-Year Strategic Plan
Presented By:	David Johnson, Director of Planning
Recommendation:	<p>Please provide direction regarding:</p> <ul style="list-style-type: none"> • Potential Agenda topics in addition to Destination 2040 • Designate Retreat Agenda Board Subcommittee members • Input on facilitator selection and other issues and preferences
Core Issues:	<ol style="list-style-type: none"> 1. According to the Board’s Agenda Planning Policy 4.3.1, “The Board’s annual planning cycle concludes on the last day of July, so that administrative planning and budgeting can be based on accomplishing a one year segment of long-term Ends,” however, the Board has generally opted to conduct its retreat earlier. 2. Policy 4.3.2.A. states, “The annual (planning) cycle will start with the Board’s development of its agenda plan for the next year. The Board will identify its priorities for Ends and other issues to be resolved in the coming year, and will identify information gathering necessary to fulfill its role. This may include methods of gaining ownership input, governance education, and other education related to Ends issues, (e.g. presentations by futurists, advocacy groups, demographers, other providers, staff, etc.). 3. Each year, the RFTA Board typically conducts a 7-hour Strategic Planning Retreat in lieu of the regularly scheduled June or July Board meeting. This year, staff recommends that the Retreat primarily be focused on determining whether RFTA will move forward with a property tax mill levy ballot question in November 2018 and, if so, what the proposed mill levy will be, and what the priorities will be for service and capital improvements. 4. Staff is seeking RFTA Board members to serve on the Board Retreat Subcommittee, which will work with the Board Chair to establish the agenda. 5. Staff also seeks input on selection of a facilitator and the location of the Retreat.
Background Info:	See Core Issues.
Policy Implications:	See Core Issues.
Fiscal Implications:	Budget for facilitation is approximately \$3,500
Attachments:	No.

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

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: April 12, 2018

APTA Legislative Conference – Update

The American Public Transportation Association (APTA) Legislative Conference was held on March 18-20, 2018 in Washington, D.C. The 3-day event included General Sessions, presentations from Legislators, and visits with delegations on Capitol Hill. Steve Skadron, Mayor of Aspen, David Johnson, RFTA Director of Planning, and Michael Yang, RFTA CFAO served as the delegation for RFTA and met with Senator Michael Bennet (D-CO), Representative Scott Tipton (R-CO), and the legislative assistant for Senator Cory Gardner (R-CO), to share RFTA’s story and value to the regional community while advocating for increased federal funding for transit and capital investment programs.



Photo above: Steve Skadron, Becky Weber (Managing Director at Prime Policy Group), Sen. Michael Bennet, Michael Yang, and David Johnson



Photo above: David Johnson, Steve Skadron, Rep. Scott Tipton, Becky Weber, and Michael Yang

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report				
	Feb-17	Feb-18	#	%
Service	YTD	YTD	Variance	Variance
City of Aspen	385,825	351,531	(34,294)	-8.89%
RF Valley Commuter	526,961	523,767	(3,194)	-0.61%
Grand Hogback	17,453	16,985	(468)	-2.68%
Aspen Skiing Company	303,132	274,774	(28,358)	-9.36%
Ride Glenwood Springs	29,249	25,539	(3,710)	-12.68%
X-games/Charter	28,265	23,483	(4,782)	-16.92%
Senior Van	605	656	51	8.43%
MAA Burlingame	-	-	-	N/A
Maroon Bells	-	-	-	N/A
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	1,291,490	1,216,735	(74,755)	-5.79%
Subset of Roaring Fork Valley Commuter Service with BRT in 2018				
Service	YTD Feb 2017	YTD Feb 2018	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	140,835	138,628	(2,207)	-2%
BRT	179,261	179,829	568	0%
Total	320,096	318,457	(1,639)	-1%

2018 Actuals/Budget Comparison (February YTD)

2018 Budget Year				
General Fund	February YTD			Annual Budget
	Actual	Budget	% Var.	
Revenues				
Sales and Use tax (1)	\$ 22,512	\$ 21,107	6.7%	\$ 21,591,000
Grants	\$ -	\$ -	0.0%	\$ 3,930,870
Fares (2)	\$ 754,372	\$ 759,547	-0.7%	\$ 5,021,000
Other govt contributions	\$ 757,666	\$ 757,666	0.0%	\$ 1,733,191
Other income	\$ 147,485	\$ 147,485	0.0%	\$ 651,440
Total Revenues	\$ 1,682,035	\$ 1,685,805	-0.2%	\$ 32,927,501
Expenditures				
Fuel	\$ 292,557	\$ 324,683	-9.9%	\$ 1,433,758
Transit	\$ 3,894,314	\$ 4,078,205	-4.5%	\$ 21,708,348
Trails & Corridor Mgmt	\$ 23,891	\$ 24,758	-3.5%	\$ 540,120
Capital (3)	\$ 48,823	\$ 32,945	48.2%	\$ 6,519,306
Debt service	\$ 130,465	\$ 130,465	0.0%	\$ 1,512,971
Total Expenditures	\$ 4,390,050	\$ 4,591,055	-4.4%	\$ 31,714,503
Other Financing Sources/Uses				
Other financing sources	\$ -	\$ -	0.0%	\$ 150,000
Other financing uses	\$ (464,194)	\$ (464,194)	0.0%	\$ (2,757,871)
Total Other Financing Sources/Uses	\$ (464,194)	\$ (464,194)	0.0%	\$ (2,607,871)
Change in Fund Balance (4)	\$ (3,172,209)	\$ (3,369,444)	-5.9%	\$ (1,394,873)

- 1) Timing issue, as the majority of January and February sales and use tax revenue will be deposited in March and April, respectively.
- 2) Through February, fare revenue is up 5% and ridership relatively flat compared to the prior year. Over the course of the year, the timing of bulk pass orders by outlets and businesses can affect the % change. The chart below provides a YTD February 2017/2018 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 2/2017	YTD 2/2018	Increase/ (Decrease)	% Change
Regional Fares	708,742	743,297	34,555	5%
Ridership on RFTA Regional Services*:				
Highway 82 (Local & Express)	140,835	138,628	(2,207)	-2%
BRT	179,261	179,829	568	0%
Carbondale Shuttle	25,176	27,695	2,519	10%
SM-DV	26,213	26,436	223	1%
SM-INT	12,675	12,253	(422)	-3%
Grand Hogback	17,453	16,985	(468)	-3%
Total Ridership on RFTA Fare Services	401,613	401,826	213	0%
Avg. Fare/Ride	\$ 1.76	\$ 1.85	\$ 0.09	5%

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

- 3) The excess of actuals over budget is a timing issue. Resolution 2018-08: Supplemental Budget Appropriation adopted on March 8, 2018 carried forward unexpended capital budget from 2017 to 2018 which will fund the excess reflected in February.
- 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 within budget.

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage February 2018 YTD				Hours February 2018 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	752,977	756,232	(3,255)	-0.4%	34,526	34,917	(391)	-1.1%
City of Aspen	105,289	107,244	(1,955)	-1.8%	11,772	11,821	(49)	-0.4%
Aspen Skiing Company	115,301	123,067	(7,766)	-6.3%	8,612	8,260	352	4.3%
Ride Glenwood Springs	19,460	19,781	(321)	-1.6%	1,585	1,588	(3)	-0.2%
Grand Hogback	36,091	36,142	(51)	-0.1%	1,403	1,415	(11)	-0.8%
Specials/Charters	4,834	4,027	807	20.0%	561	469	92	19.6%
Senior Van	2,934	2,406	528	21.9%	272	262	10	3.9%
Total	1,036,886	1,048,899	(12,013)	-1.1%	58,732	58,733	(1)	0.0%

2017 Financial Statement Audit – Schedule

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

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

RFTA Employee Housing

- The Main Street apartment complex in Carbondale, a 5 unit complex with 7 beds, is currently at **100%** occupancy.
- The Parker House apartment complex in Carbondale, a 14 unit complex with 24 beds unit, is currently at **73%** 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 **81%**.

- As of January 1, 2018, RFTA has 12 seasonal two bedroom seasonal units at Burlingame. The Burlingame seasonal housing is currently at 75% occupancy.
- RFTA is in the process of working with the Operations and Maintenance Departments to establish the number of beds needed for the summer season. RFTA has access to seven, 3 bedroom SKICO tiny houses located at the Basalt Campground.
- RFTA is also in the process of securing some additional two bedroom seasonal Burlingame units for the 2018/2019 winter season.

RFTA Railroad Corridor

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

- Staff has begun to utilize a new review process for projects proposing to make use of the Railroad Corridor. This process will allow staff to have railroad and legal experts review, assess and report on proposed development impacts along the Railroad Corridor along with making recommendations regarding potential mitigation for the impacts that RFTA can provide to permitting jurisdictions.
- **Recreational Trails Plan (RTP)** – The Planning staff will be leading the process for an update to the Recreational Trails Plan. There will be an update on this process at the May meeting.
- **E-Bikes** - At the behest of Pitkin County, staff assisted with organizing an initial meeting amongst the local jurisdictions and the various trail organizations, to begin a regional discussion regarding the use of E-Bikes on the various paved trail systems in the Roaring Fork and Colorado valleys. Pitkin County has since contracted with PR Studio to run a public outreach process to solicit comments regarding the use of E-Bikes on the paved trails in the Roaring Fork Valley and the Colorado Valley. PR Studio has created a website specifically to collect survey data and to provide information regarding the use of E-Bikes <http://ebikesroaringforkvalley.com>. PR Studio will also be holding E-Bike demonstrations from New Castle to Aspen over the next couple of weeks. The dates for the E-Bike demonstrations and the survey are both available on the website. Please feel free to direct people to the website if they are interested in filling out a survey or trying an E-Bike at one of the demos. The data will be collected and the results posted on the website May 11, 2018.
- **Covenant Enforcement Commission (CEC)** – The annual CEC meeting was held on December 6th and staff will be providing a report to the RFTA Board at the April 12th board meeting. As a reminder, the CEC was established as a result of an agreement between RFTA’s predecessor, the Roaring Fork Railroad Holding Authority (“RFRHA”), and the Board of Trustees of Great Outdoors Colorado (“GOCO”). GOCO provided funds for the purchase of the Corridor in 1997. Originally RFRHA was required to place a conservation easement on the entire Corridor. Based on concerns about securing federal funding for future RFRHA transportation projects, the Conservation Easement was removed from the entire 33.4 miles of the Corridor and replaced with Restrictive Covenants, in ten discrete areas. The obligations of the Restrictive Covenants now belong to RFTA. GOCO allowed modification of its original grant agreement in return for RFRHA managing the restrictive covenants and setting up the CEC. The CEC is made up members from the original members of RFRHA, Pitkin County Open Space and Trails (POST) and two at-large community members that reside in Pitkin County and Eagle County. In practice, a consultant with familiarity with the Corridor and the Covenants

performs an inspection of the Conservation areas and presents a report to the CEC. The CEC then reviews the report and sends a letter of recommendations to the RFTA Board for review.

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



Rio Grande Trail Update

- Staff continues working to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
 - The Masterplan is on RFTA's website. <http://www.rfta.com/trail-documentation/>.
 - Please feel free to reach out to Brett Meredith, bmeredith@rfta.com if you have any questions, comments and/or concerns regarding this process.
 - Funding is needed for an irrigation system, picnic areas with shelters, art installations, native landscapes, a Latino Folk Art Garden, creating a Youth Art Park, and adding historical interpretive signs.
 - Staff is working with the Carbondale Rotary clubs, Carbondale Arts, and DHM Design to design DeRail Park (SH 133 across from the Park and Ride) site. Construction has begun and a new fence has been installed, the soft surface trail has been built, topsoil and wood mulch have also been spread on site. Some trees, shrubs, and ground cover have also been planted with the help of volunteers.
 - Completion of the Irrigation system and a shade sail is next up for DeRail Park.
 - The ArtWay entryway Arch is currently being designed as well.
 - The Latino Folk Art Garden at 8th St in Carbondale has been designed and site clean-up with volunteers has begun!
 - A soft surface trail and picnic area infrastructure has also been placed.
 - A "single track" has been constructed (with the help of over 50 volunteers!) in the corridor adjacent to the asphalt from 8th St down to DeRail Park.
 - The public has been supportive and interested groups and businesses are signing up for participation.
- Staff secured a Colorado Parks and Wildlife grant to fund a soft-surface trail through Carbondale and shoulder repairs along the lower 20 miles of corridor.
 - The project has been completed and staff will be submitting for a final reimbursement and closing out the grant.
- Staff has been researching and preparing for 2018 projects; which includes tree trimming/removal, asphalt repair, goats, revegetation, ArtWay projects, pavement striping, and bridge repair.
- We are hoping to repair the Sopris Creek Bridge and the Roaring Fork Bridge in 2018.
- Staff is staying busy refinishing trash cans, dog poop bag dispensers, and trailhead kiosks.