

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

TIME: 8:30 a.m. – 11:30 a.m., Thursday, May 11, 2017

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	Approval of Minutes: RFTA Board Meeting, April 13, 2017, pg. 3		Approve	8:31 a.m.
3	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	8:32 a.m.
4	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	8:40 a.m.
5	Consent Agenda:			
	A. Intergovernmental Agreement for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities – Dan Blankenship, CEO page 10	4.2.5	Approve	8:45 a.m.
6	Presentation/Action Items:			
	A. Federal Transit Administration LoNo Grant Application – Kenny Osier, Director Maintenance and Dan Blankenship, CEO, pg. 11	4.2.5	Discussion/ Direction	8:50 a.m.
	B. Upper Valley Mobility Study – Ralph Trapani, Parsons, page 14	4.2.1	Discussion/ Direction	9:10 a.m.
	C. Grand Avenue Bridge Transit Mitigation Plan – Kelley Collier, COO, page 16	4.2.5	Discussion/ Direction	9:55 a.m.
7	Public Hearing:			
	A. Second Reading: Rio Grande Corridor Access Control Plan Update – Dan Blankenship, CEO and Angela Henderson, Assistant Director of Project Management and Facilities Operations, page 18	1.1	Approve	10:10 a.m.
8	Board Governance Process:			
	A. RFTA Board Strategic Planning Retreat – David Johnson, Director of Planning, page 22	4.3.2.A	Direction	11:10 a.m.
9	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 23	2.8.6	FYI	11:15 a.m.
10	Issues to be Considered at Next Meeting:			
	To Be Determined at May 11, 2017 Meeting	4.3	Meeting Planning	11:20 a.m.
11	Next Meeting: 8:30 a.m. – 12:00 p.m., June 8, 2017 at Carbondale Town Hall	4.3	Meeting Planning	11:25 a.m.
12	Adjournment:		Adjourn	11:30 a.m.

Mission/Vision Statement:

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

Values Statements:

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

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
April 13, 2017**

Board Members Present:

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

Voting Alternates Present:

Alyssa Shenk (Town of Snowmass Village)

Non-Voting Alternates Present:

Ben Bohmfalk (Town of Carbondale); Kathryn Trauger (City of Glenwood Springs); Bernie Grauer (Town of Basalt)

Staff Present:

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial and Administrative Officer (CFAO); Kelley Collier, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Mike Hermes, Angela Henderson, Dina Farnell, Facilities & Trails Department; David Johnson, Planning Department; Paul Hamilton, Director of Finance.

Visitors Present:

John Krueger (City of Aspen); Debra Figueroa, City Manager, Karl Hanlon, City Attorney, Tanya Allen, Transportation Manager, Terri Partch, City Engineer, (City of Glenwood Springs); and Amy Fulstone (Citizen)

Agenda

1. Roll Call:

George Newman called the RFTA Board of Directors to order at 8:31 a.m.

Newman declared a quorum to be present (8 member jurisdictions present) and the meeting began at 8:32 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 8:34 a.m.

A. Two Matters: Paul Taddune, General Counsel:

1. Pursuant to C.R.S. 24-6-402(4) (b) conference with attorney for the purposes of receiving legal advice on specific legal questions; and C.R.S. 24-6-402(4) (d) specialized details of investigations: **Accident at GMF under Investigation.**
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 instructing negotiators; and 24-6-402 (4) (a); the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interests: **Cole Subdivision.**

RFTA staff present at the Executive Session included: Dan Blankenship, Paul Taddune, Kelley Collier, Nicole Schoon, Mike Hermes, and Angela Henderson.

Jacque Whitsitt moved to adjourn from Executive Session into the regular Board Meeting, Dan Richardson seconded the motion, and it was unanimously approved. Executive Session adjourned at 9:12 a.m.

3. Approval of Minutes:

Jacque Whitsitt moved to approve the minutes of the March 9, 2017 Board Meeting and Dan Richardson seconded the motion. The motion was unanimously approved.

4. Public Comment:

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

George Newman closed Public Comment at 9:15 a.m.

5. Items Added to Agenda – Board Member Comments:

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

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

Jacque Whitsitt commented that she and George Newman attended the RFTA End of Season Party and it was wonderful. She encouraged other Board members to attend in the future because the comradery between employees is remarkable and the awards ceremony is a recognition of some of RFTA's best employees.

Dan Blankenship stated that the event is a team effort, but specifically thanked Linda Forgacs, Director of Human Resources, the entire HR staff, and Nicole Schoon, who was the Mistress of Ceremony.

George Newman thanked Steve Skadron, Kelley Collier, and David Johnson who represented RFTA at the APTA Legislative Conference in Washington, DC on March 12-14, 2017. He also thanked Dan Blankenship for his continued presence and testimony at the Colorado State Capitol in Denver to support HB 17-1242.

Jeanne McQueeney stated that she had resigned from the RFTA Board for approximately a month but was then reinstated. This absence was due to testimony being heard by the County Commissioners regarding a land use matter, which involved possible financial impacts to RFTA. There was concern that her dual role as a RFTA Board member could potentially be an ethics violation. This concern was referred to the State of Colorado Independent Ethics Commission to obtain an opinion. Because it is statutorily required that Elected Officials make up the RFTA Board, a RFTA Board member can also preside over land use matters in their roles as Elected Officials while remaining a RFTA Board member.

Steve Skadron commented that he, Kelley Collier and David Johnson met with Colorado Legislative members, Scott Tipton (Representative, Colorado 3rd District); Michael Bennet (Colorado Senator); and Cory Gardner (Colorado Senator, 12th District) at the APTA Legislative Conference in Washington, DC. He discussed the cuts taking place in Federal Transit funding and that RFTA's success is directly related to the ability to obtain Federal Transit Administration (FTA) funding. They shared the forecast that regional bus services could experience a 26% increase in ridership over the next twenty years, as well as the need for RFTA to replace outdated buses and invest in the upkeep of equipment and facilities. In order to sustain and maintain RFTA over the next twenty years, funding of approximately \$50 million will be required. Senator Gardner's staff stated that he views mass transit as an anti-

congestion tool and supports mass transit agencies. The message relayed to Senator Gardner was that the largest rural mass transit system in the country exists in the State of Colorado and it should be a model for other states. The message relayed in Representative Tipton's office was that in *his* District (3rd District) there are eight jurisdictions working collectively to manage and direct the operations and ensure the continued success of RFTA. It is hoped that these Legislators will take this message forward to help secure much needed FTA funding. He complimented Collier and Johnson on their knowledge and ability to deliver the message of RFTA's need for FTA funding.

Newman closed Board comments at 9:28 a.m.

6. Consent Agenda:

A. Memorandum of Understanding: Governor's Office of Information Technology and RFTA Regarding Statewide Digital Trunked Radio System Upgrade – Phil Schultz, Director of IT

Jacque Whitsitt moved to approve the Memorandum of Understanding: Governor's Office of Information Technology and RFTA Regarding Statewide Digital Trunked Radio System Upgrade and Dan Richardson seconded the motion. The motion was unanimously approved.

7. Presentation/Action Items:

A. Overview of 2017 Rio Grande Recreational Trail Update – Dan Blankenship, CEO and Angela Henderson, Assistant Director of Project Management and Facilities Operations

At the March meeting, Board members requested additional information about the how the Recreational Trails Plan Update relates to the ACP Update. Concerns were also expressed about the extent to which new trail connections to the Rio Grande Trail should be approved. Blankenship informed the Board that the 2005 Recreational Trails Plan and the 2016 Pitkin County Trails Design and Management Workbook both encourage trail connections, particularly in more urbanized areas, to facilitate use of the Rio Grande Trail. However, Blankenship said that too many trail connections could degrade the experience for trail users, so there could be different standards regarding trail connections in the rural areas than there are in the more urban areas. Blankenship recommended that proposed trail connections should be evaluated based upon their merits and unique circumstances with an eye towards mitigating adverse impacts on the quality of the trail user's experience.

Blankenship provided a brief overview of relevant provisions of the 2005 Recreational Trails Plan, which addressed trail linkages, the user experience, and safety. He assured the Board that there would be an opportunity to address issues related to trail connections, including the quality of trail user's experiences, during the 2017 Recreational Trails Plan update process, which will get underway after the Access Control Plan Update is adopted. He recommended that the Board adopt the 2017 Access Control Plan Update prior to updating the 2017 Recreational Trails Plan.

Jacque Whitsitt excused herself from the Board Meeting at 9:45 a.m., however, Bernie Grauer became the voting member for the Town of Basalt. This was an information item, so no action was taken by the Board.

8. Public Hearing:

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

Blankenship informed the Board that RFTA's railroad attorneys, William Mullins and Walter Downing performed final reviews of the proposed ACP Update and recommended adding provisions that, in their opinions, would strengthen RFTA's ability to preserve the corridor.

Mr. Mullins recommends adding language similar to that which is contained in the City of Glenwood Springs' 8th Street Easement Agreement to Section IV, 17.0 of the ACP as follows:

Easements for public roadway crossings and utilities, which are conveyed by RFTA to jurisdictions, shall contain the following provision:

Railbanking Protection. "Jurisdiction" acknowledges that RFTA's Corridor is not abandoned and is under the jurisdiction of the federal Surface Transportation Board. "Jurisdiction" further acknowledges that the Corridor is "railbanked" under the National Trails System Act, 16 U.S.C. §1247(d), so that RFTA is required to preserve the Corridor for future rail use. "Jurisdiction's" improvements and use shall not interfere with RFTA's use of the Corridor for transportation, shipping, trail, and/or conservation purposes and that no disturbance or interference of said any such uses shall be allowed hereunder without the prior written approval of RFTA. This Easement shall not be deemed to give "Jurisdiction" exclusive possession of any part of the Easement area described, and nothing shall be done or suffered to be done by "Jurisdiction" at any time that shall in any manner impair the usefulness or safety of the Corridor or of any track or other improvement on the Corridor or to be constructed thereon by RFTA in the future. If RFTA in its sole discretion upon advice of legal counsel believes that an action permitted by this Easement has or will cause a severance of the Corridor from the UPRR main line, RFTA shall notify the "Jurisdiction" and RFTA and the "Jurisdiction" shall work together to revise this Easement to correct the potential severance or impediment to freight rail service. Only in the event no modification can be agreed upon, may RFTA terminate this Easement.

Mr. Downing recommended adding the following provision to Section V, 5.0, A:

Notwithstanding anything in this document to the contrary, nothing herein is intended to grant to or permit any adjacent landowner or public entity any greater rights of access over, under, along or across the Corridor than they would otherwise have under Colorado law or to impair or limit RFTA's rights as a public entity and landowner in managing its Corridor.

Blankenship then highlighted some of the notable differences between the adopted 2005 ACP Update and the proposed 2017 ACP Update, as follows:

- a. The 2017 ACP makes it clear that RFTA must maintain the corridor's Railbanked status in order to keep the 34-mile contiguous corridor intact.
- b. It assures parties proposing public or private uses of the corridor that RFTA will work cooperatively with them, consistent with the provisions of the ACP and Design Guidelines (DG).
- c. It allows for approval of public, at-grade crossings if they will not impair RFTA's ability to reactivate freight rail or commuter rail service.
- d. If a grade-separated crossing is proposed, it should be constructed in accordance with RFTA's ACP and DG. The RFTA Board can grant a variance from the ACP and DG through an agreement with the project sponsors.
- e. If a public crossing is designed consistent with RFTA's DG or approved by the RFTA Board, RFTA will grant an easement to the project sponsor, subject to certain reservations and/or other terms and conditions as the RFTA Board determines.
- f. Denials of crossing proposals can be appealed to the RFTA Board.

Blankenship said that the DG are being reviewed by the City of Glenwood Springs and will be available for review prior to the Second Reading, May 11, 2017. Blankenship reminded the Board that adoption of the Comprehensive Plan Update requires a unanimous vote of the seven (7) original constituent members of the Roaring Fork Railroad Holding Authority (RFRHA).

Staff recommended that the RFTA Board approve the First Reading: 2017 Draft ACP Update, including the revisions recommend by Messrs. Mullins and Downing.

Newman asked if there were any comments from the public.

Amy Fulstone stated that since she owns property on both sides of the corridor, it is very important to her to see that the corridor stays continuous. She stated that the wording seems to come across as engaging and friendly to the homeowners, but that RFTA was less than pleasant with her, and she continues to contest her property rights. She interpreted, from past and present conversations, freight rail would at no time be reinstated on the corridor, and that legally it is RFTA's responsibility to maintain the corridor for freight rail, in order to maintain railbanking status. She commended the Board on their identification of the problem and the search for solutions to maintaining a continuous passage for the trail.

Paul Taddune responded that it is not a farce that freight rail will ever be reactivated on the corridor, because it is a possibility, RFTA is simply not operating freight rail at this time.

John Krueger expressed his gratitude to RFTA staff on the hard work they put in to complete the ACP Update. He was grateful for staff's ability to work with the different jurisdictions to find acceptable wording, which represents a fair document. He stated that it was comforting to see Messrs. Mullins and Downing realize the ACP wording was sufficient and met the needs of the jurisdictions appropriately. He reiterated the significance of the corridor and its impact on each of the communities, and once again thanked RFTA staff and the Board for its contribution to the ACP Update.

Newman closed public comment period and asked if there were any questions or comments from the Board members. After significant Board questions and answers by staff, a Roll Call Vote was taken to move the 2017 Rio Grande Corridor Access Control Plan Update to Second Reading:

George Newman	Aye
Mike Gamba	Aye
Art Riddile	Aye
Dan Richardson	Aye
Jeanne McQueeney	Aye
Steve Skadron	Aye
Bernie Grauer	Aye
Alyssa Shenk	Aye

First Reading: 2017 Rio Grande Corridor Access Control Plan Update was unanimously approved and moved to Second Reading.

B. Resolution 2017-06: 2017 Supplemental Budget Appropriation – Michael Yang, CFAO

Michael Yang stated that there are three (3) areas in which additional appropriations are being requested and he provided the following overview of them:

1. **Legal Fees** – Eminent Domain Attorney services for ongoing matters; Sos vs. RFTA.
Appropriation needed:
 \$37,400 increase to Transit Expenditures

2. **Additional Employee Housing** –To accommodate the increased number of bus operators during the GAB project. Additional employee housing units in Snowmass Village and the Town of New Castle have been secured.
Appropriation needed:
 \$65,200 increase to Transit Expenditures
 \$35,600 increase to Other Income

3. **Additional Facilities Technician II** – The Facilities Maintenance Department requires an additional Maintenance Technician II to support the RFTA Operating Facilities, offices, BRT stations, bus stops, and employee housing. Costs are allocated 60% to the General Fund and 40% to the Bus Stops & Park and Ride Special Revenue Fund (SRF). A transfer to the Bus Stops & PNR SRF is needed to fund 40% of the allocated costs.
Appropriations needed:
 \$16,900 increase to Transit expenditures
 \$14,800 increase to Other Financing Uses

4. **Bus Stops & PNR Special Revenue Fund** – Costs related to the additional position and funding via transfer from the General Fund:
 \$14,800 increase to other financing sources
 \$14,800 increase to Transit expenditures

Yang stated that the overall impact to the 2017 Fund Balance is a decrease of \$98,700.

Newman asked if there were any comments from the public. There were no comments from the public.

Newman closed public comment period and asked if there were any questions or comments from the Board members. There were no questions or comments from the Board.

A Roll Call Vote was taken to approve Resolution 2017-06: 2017 Supplemental Budget Appropriation:

George Newman	Aye
Mike Gamba	Aye
Art Riddile	Aye
Dan Richardson	Aye
Jeanne McQueeney	Aye
Steve Skadron	Aye
Bernie Grauer	Aye
Alyssa Shenk	Aye

Resolution 2017-06: 2017: Supplemental Budget Appropriation was unanimously approved.

9. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

Kelley Collier, COO, discussed the RFTA Leadership Academy, which will include five (5) full-day sessions consisting of 28 managers and supervisors. The Academy will be hosted by Andrea Palm-Porter, Roaring Fork Center for Community Leadership, and topics will include Communication, Decision Making, Coaching, Empowering, Leading Change, and Conflict Management.

Blankenship stated that HB 17-1242 has passed out of the House and will move on to the Senate. He stated that the bill would refer a ballot question to statewide voters at the November 2017 statewide election. To view the full bill and amendments please visit the Colorado Legislative website: <http://leg.colorado.gov/bills/hb17-1242>.

10. Issues to be Considered at Next Meeting:

11. Next Meeting: 8:30 a.m. – 12:00 p.m., May 11, 2017 at Carbondale Town Hall, 511 Colorado Avenue.

12. Adjournment:

Steve Skadron made a motion to adjourn the Board meeting and Dan Richardson seconded the motion. The motion was unanimously approved.

Newman adjourned the Board meeting at 11:30 a.m.

Respectfully Submitted:

Nicole R. Schoon

Secretary to the RFTA Board of Directors

RFTA BOARD OF DIRECTORS MEETING
“CONSENT AGENDA” AGENDA SUMMARY ITEM # 5. A.

Meeting Date:	May 11,2017
Agenda Item	Intergovernmental Agreement for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities
POLICY #:	4.2.5: Board Job Products
Strategic Goal:	Build partnerships with Garfield County and Western Garfield County communities.
Presented By:	Dan Blankenship, Chief Executive Officer
Recommendation:	Authorize the Chair to Execute the IGA Renewal Letter
Core Issues:	<ol style="list-style-type: none"> 1. In December 2009, the RFTA Board approved the IGA for Transit Services (the Hogback agreement). The agreement committed Garfield County to providing up to \$614,000 in operating assistance to RFTA for the Grand Hogback bus service in 2010. 2. In 2011, Garfield County amended the IGA by adding a paragraph that will allow its \$650,000 contribution to the Grand Hogback bus service (and its contributions in subsequent years) to be approved by means of an Intergovernmental Agreement Renewal or Change Order Letter instead of amending the IGA every year. 3. For 2017, Garfield County has crafted a new IGA, which incorporates most of the provision included in the original 2010 IGA, but which updates the language and eliminates some of the unnecessary provisions. 4. RFTA greatly appreciates the willingness of the County to increase its contribution for this worthwhile commuter bus service in 2017 to \$703,000, which is 3% over the \$682,500 amount provided in 2016. Garfield County has also agreed to contribute an additional \$25,000 to RFTA in 2017 for the Grand Avenue Bridge Transit Mitigation Service. 5. Staff is seeking the Board’s authorization for the RFTA Board Chairman to execute the IGA, which will formalize Garfield County’s \$703,000 contribution for the Grand Hogback bus service. The IGA has been reviewed and approved as to form by the RFTA General Counsel.
Background:	See Core Issues
Policy Implications:	Board Job Products Policy 2.4.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
Fiscal Implications:	Garfield County has budgeted \$703,000 for the Hogback bus service in 2017. RFTA relies on this funding to help support the Hogback bus service.
Background Info:	Yes, please see “IGA for Transit Services (002).pdf” that is included in the May 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATIONS/ACTION” AGENDA ITEM SUMMARY # 6. A.

Meeting Date:	May 11, 2017
Agenda Item:	Federal Transit Administration (FTA) LoNo Grant Application
Policy #:	4.2.5: Board Job Products
Strategic Goal:	Support Upper Valley Mobility Study (UVMS)
Presented By:	Kenny Osier, Director of Maintenance Jason White, Assistant Planner Dan Blankenship, CEO
Recommendation:	Authorize staff to submit a FTA LoNo grant application for incremental grant funding for up to eight Battery Electric Buses and two charging stations.
Core Issues:	<p>Over the past 18 months, RFTA and the City of Aspen have been researching the feasibility of a Battery Electric Bus (BEB) Program. On May 3rd, the City of Aspen, RFTA, and a group of local stakeholders participated in the Battery Electric Bus Workshop held at the Aspen Institute. Representatives from five BEB manufacturers participated in the workshop and much useful information was exchanged during the daylong event. At the conclusion of the workshop, those attending concluded that transitioning to BEB’s for a portion of the City of Aspen and RFTA bus fleets is feasible.</p> <p>On April 27, 2017, the Federal Transit Administration (FTA) issued a Notice of Funding Availability (NOFA) for the Federal Fiscal Year (FY) 2017 Section 5339 Low or No Emission Grant Program (LoNo). This program incentivizes the purchase of BEB’s and other alternative fuel vehicles. The current administration may reduce funding for or eliminate many FTA-related programs in the future. As such, FY2017 could be the last year for LoNo grants, and this could be RFTA’s best opportunity to apply for and capitalize upon this funding for its transition to BEB’s.</p> <p>RFTA’s Integrated Transportation System Plan (ITSP) and the UVMS planning processes have accelerated the region’s research on and interest in the feasibility BEB’s. Parsons Transportation Group (PTG), which is leading the consultant team on both studies, is recommending that RFTA and the City of Aspen pursue a BEB Program, in order to transition to a cleaner and quieter bus technology.</p> <p>RFTA staff believes that an initial fleet of eight BEB’s would provide an adequate number of vehicles with which to conduct a BEB pilot program. Four of the buses would be used on City of Aspen routes and four would be used initially on RFTA transit routes in the upper Roaring Fork Valley, until issues related to battery range and on-route charging can be addressed.</p> <p>PTG’s recommendation is based on a number of factors, including, but not limited to:</p> <ul style="list-style-type: none"> • The City of Aspen is concerned that the increasing number of diesel and CNG buses circulating within Aspen’s core (approximately 500/day during peak seasons) will eventually degrade the City’s social, environmental and economic vitality. • An eight-bus fleet can create a viable BEB pilot program and should be competitive for FY17 LoNo Grant funds, due to the high level of proposed local match.

	<ul style="list-style-type: none"> • The high cost and operational issues associated with LRT and other fixed-guideway solutions make the interim transition to electric buses appear to be financially feasible, particularly if LoNo funding is awarded to RFTA. • The relatively short loops available for buses to operate within the City of Aspen and in the upper valley, should work well in terms of battery range and access to a central charging station. • A BEB pilot program is implementable in the short term and expanded to regional routes in the future as part of routine bus replacements, as battery ranges improve. <p>RFTA Procurement staff intends to solicit qualifications in order to obtain a BEB manufacturer partner for the LoNo grant. Subject to RFTA Board authorization, staff intends to submit an application to CDOT by June 19th which, in turn, will submit a consolidated LoNo grant, before FTA's June 26th deadline, on behalf of Colorado's rural transit agencies.</p> <p>Given the short time frame for submitting the LoNo grant, there are several issues that need to be finalized prior to grant submission, as follows:</p> <ol style="list-style-type: none"> 1. Obtain conceptual authorization to submit the LoNo grant from the RFTA Board of Directors. 2. Confirm potential local match funding contributions from the City of Aspen and the Elected Officials Transportation Committee (EOTC). 3. Select a BEB manufacturer to partner on the LoNo grant with RFTA. 4. Finalize the BEB cost estimate, which could be higher or lower than the estimate attached below, once a BEB manufacturer partner has been selected and better pricing information becomes available. Also, depending upon funding commitments from the City of Aspen and the EOTC, the number of BEB's included in the LoNo grant application could be reduced. 5. Finalize the LoNo grant application 6. Submit LoNo application to CDOT. <p>Staff recommends that the Board provide conceptual authorization for staff to develop and submit a LoNo grant application. An update regarding the likely finalized grant submittal and financing plan will be provided to the RFTA Board at the June13th meeting.</p>
Background Info:	See Core Issues.
Policy Implications:	Board Job Products Policy 2.4.5 states, "The Board will approve RFTA's annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy)."
Fiscal Implications:	See LoNo Battery Electric Bus Preliminary Financing Plan attached below.
Attachments:	Please see LoNo Battery Electric Bus Grant Preliminary Financing Plan attached below.

**LoNo Battery Electric Bus Grant
Preliminary Financing Plan**

	Item	Quantity	Unit Cost	Total Cost		
1	40-foot Battery Electric Buses (BEB)	8	\$ 900,000	\$ 7,200,000	*	
2	Charging Stations (two each)	4	\$ 80,000	\$ 320,000		
3	Infrastructure Installation	1	\$ 80,000	\$ 80,000		
4	Total	N/A	N/A	\$ 7,600,000		
	Sources of Funding			Total		
5	FY18 Statewide FASTER Grant			\$ 1,686,000		
6	RFTA FASTER Grant Local Match			\$ 425,000	**	
7	City of Aspen			\$ 1,000,000	***	
8	EOTC			\$ 500,000	***	
9	Additional RFTA Funding			\$ 789,000	**	
10	Subtotal Local BEB Funding			\$ 4,400,000	58%	Local
11	Estimated LoNo Grant Funding			\$ 3,200,000	42%	LoNo
	Item	Quantity	Unit Cost	Total Cost		
12	BEB Cost	8	\$ 900,000	\$ 7,200,000		
13	Diesel Bus Cost	8	\$ 500,000	\$ 4,000,000		
14	Estimated Incremental Cost of BEB	8	\$ 400,000	\$ 3,200,000		
	<i>*Four buses for the City of Aspen and four buses for RFTA</i>					
	**Total Estimated RFTA Funding			\$ 1,214,000		
	***Not yet committed			\$ 1,500,000		

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA ITEM SUMMARY # 6. B.

Meeting Date:	May 11, 2017
Agenda Item:	Upper Valley Mobility Study (UVMS) Update
Policy #:	4.2.5: Board Job Products
Strategic Goal:	Complete Stage 2 and undertake and complete Stages 3 and 4 of Phase I of the Regional Integrated Transportation System Plan (ITSP)
Presented By:	Ralph Trapani, Parsons Transportation Group (PTG)
Recommendation:	Discuss progress of the UVMS and the ITSP and provide comments
Core Issues:	<p>The main issues at this stage of the ITSP and the UVMS relate to the outcomes of the UVMS. Based on extensive study of travel times, costs, forecast ridership and other aspects of BRT and LRT, the consultant team makes the following findings:</p> <ul style="list-style-type: none"> • LRT and BRT ridership is virtually the same • LRT would reduce number of buses at Rubey Park and improve air/noise quality more than current BRT • LRT capital cost is more than 2X BRT capital cost • LRT O&M cost is nearly 2X BRT O&M cost • Bus service plan refinements would help reduce number of buses and improve efficiency (higher passenger loads) • Battery Electric Buses (BEB) would improve air/noise quality at Rubey Park • Phased BRT improvements set the stage for future LRT if desired <p>Consistent with the findings that forecast BRT and LRT ridership are anticipated to be equivalent, and that BEB will improve air quality and reduce noise and vibration issues associated with traditional buses, Parsons Transportation Group recommends buying electric buses initially for routes within the City of Aspen and the upper Roaring Fork Valley (including to Snowmass Village). Gradually, as battery range technology improves and RFTA becomes more experienced with operating BEB's, RFTA can begin replacing regional commuter buses, as appropriate, with BEB's.</p>
Background Info:	<p>RFTA and Parsons Transportation Group have completed Stage 1 of the ITSP: Define the Vision and Stage 2: Determine Future Needs. We are now in Stage 3: Analyze Options.</p> <p>Based on the outreach efforts of Stage 1 and the forecasted needs of Stage 2, RFTA and PTG have developed a list of proposed service and capital alternatives to consider for evaluation in Stage 3, to be packaged into as many as three sets of integrated, multimodal system plan alternatives.</p> <p>These alternatives include potential BRT or fixed guideway options for State Highway 82 between Aspen and Brush Creek. The Elected Officials Transportation Committee (EOTC) recognized that these transportation issues required significantly more study than the ITSP envisioned, so the EOTC created an additional budget and scope for Upper Valley Mobility Study (UVMS).</p>

	Both BRT and LRT alternatives developed in the UVMS are being incorporated into the ITSP.
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>In 2016, RFTA budgeted a total of \$560,000 for Stages I and II of the ITSP, and \$494,000 budgeted for the Upper Valley Mobility Study, funded by the EOTC.</p> <p>Phase I of the ITSP has 4 stages:</p> <ol style="list-style-type: none"> 1. Define the Vision 2. Determine Future Needs 3. Analyze Options 4. Develop Financial Sustainability/Financing Plan <p>Phase I, Stages 1 and 2 were completed in early 2017; Stage 3 and possibly Stage 4 will be completed by end of 2017.</p> <p>Phase II of the ITSP will be the implementation phase, assuming the Board decides to move forward with any of the preferred multi-modal transportation alternatives identified in Phase I.</p>
Attachments:	Yes, to review the slides for this presentation, please see “RFTA Board May_2017_ITSP Final Trapani.pdf:” included in the May 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA ITEM SUMMARY # 6. C.

Meeting Date:	May 11, 2017
Agenda Item:	Grand Avenue Bridge Transit Mitigation Plan Update
Policy #:	4.2.5: Board Job Products
Strategic Goal:	<p>Organizational: Successfully implement Grand Avenue Bridge Replacement project transit mitigation plan</p> <p>Operations: Continue to update transit mitigation plans for the Grand Avenue Bridge replacement</p>
Presented By:	Kelley Collier, Chief Operating Officer
Recommendation:	FYI – For discussion purposes, since the revised plan is anticipated to impact the 2017 RFTA budget to a greater extent than original estimated.
Core Issues:	<p><u>Proposed Mitigation Services are:</u></p> <ul style="list-style-type: none"> • 27th St. to Amtrak: 12-15 minute headways between 5:45am and 7:30pm providing passenger access between the base of the pedestrian bridge on the south and the 27th Street BRT station via 8th St. and Grand Ave. • West Glenwood Park and Ride to 27th St.: 15-20 minute headways between 6:00am and 7:30pm travelling between West Glenwood Park and Ride and the 27th Street BRT Station along Wulfsohn Rd. and Midland Ave. • West Glenwood Mall to North Bridge (6th St.): 15-20 minute headways between 6:00am and 8:00pm connecting the Glenwood Springs Mall and the base of the pedestrian bridge on the north along Donegan. Staff has been working with the City of Glenwood Springs to develop an additional weekday shuttle to maintain 15-minute headways during peak travel times. The fully-allocated cost of this service would be approximately \$52,546, however, due to the enormous financial impacts on the City related to the GAB construction project, staff recommends that RFTA charge the City its direct cost, estimated to be approximately \$19,389. • Additional Hogback service from Parachute to North Bridge (6th St.) - 5 additional eastbound trips in the AM and 6 additional westbound trips in the PM (that will be extended to Parachute) serving the north side pedestrian bridge and West Glenwood Mall and all Hogback buses will serve the Garfield County Fairgrounds. <p><u>Park and Ride Locations:</u></p> <ul style="list-style-type: none"> • Parachute: Staff is finalizing the land lease agreement with a private landowner in South Parachute. RFTA will supply and install fencing, poles, signs, and a bike rack to support parking for 50 vehicles. • Rifle: Garfield County has agreed to allow bus operations at the Rifle Fairgrounds temporarily and will supply necessary infrastructure. The Town of Rifle is working with CDOT to stripe the existing Park and Ride on Railroad Ave.

- **Silt:** Staff is finalizing a land lease agreement for utilization of a parcel on Silver Spur in east Silt near the existing Co-op bus stop on SH 6 to allow for parking of 50 additional vehicles.
- **New Castle:** So far, staff has unsuccessfully attempted to work with a property owner to increase capacity in New Castle by 40-50 parking spaces. At this time, the existing Park and Ride has capacity to support about 50 additional cars during the transit mitigation.

An estimate of some of the known extra costs that RFTA will incur due to the GAB Transit Mitigation Service is as follows:

Item	Cost
Park and Ride Leases and Improvements	\$11,500
Additional Employee Housing	\$29,600
Total	\$41,100

RFTA will also be incurring an unknown amount of costs for potential backup services for both the Grand Hogback and Regional BRT and Commuter Bus services, depending upon demand.

Staff intends to reach out to the EOTC and Garfield County as more gets known about RFTA's additional costs resulting from the GAB project, to see whether they might be willing to contribute additional funding to the effort.

Also, during the GAB closure, it might be advisable to begin Board meetings at 10:00 a.m. to allow Board members and staff living in the I-70 corridor more time to get to Carbondale, or allow Board members and staff to attend via skype or GoToMeeting.

Background Info:

The Grand Avenue Bridge Project will have temporary impacts to RFTA regional bus routes and bus schedules.

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:

In the above service plan, the City of Glenwood Springs requested, additional, peak-hour, weekday Mall Bridge shuttle would cost **\$52,546** if fully allocated cost methodology was used. However, if the same methodology were used as the North/South Connector shuttle, the cost to the City of Glenwood Springs would be **\$19,389** for service from August 14, 2017 November 22, 2017.

The Elected Officials Transportation Committee (Aspen, Snowmass Village, and Pitkin County) committed to providing **\$335,000** to RFTA to fund the transit mitigation plan for the anticipated 3-month Grand Avenue Bridge closure at 5 day/week service. The RFTA Board approved an additional allocation of **\$146,000** in the 2017 budget to provide 7 days/week service for the full 117 day fall season for a total cost of **\$481,000**. Garfield County contributed **\$25,000** to help fund a portion of the mitigation operating costs as well.

Attachments:

Yes, please see "RFTA GAB 2017 SERVICE PLAN 05-11-17.pdf" included in the May 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

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

Meeting Date:	May 11, 2017
Agenda Item:	Rio Grande Railroad Corridor Access Control Plan Update
Policy #:	1.1: The Rio Grande Corridor is Appropriately Protected and Utilized
Strategic Goal:	Complete all sections of the updated Rio Grande Railroad Corridor Comprehensive Plan
Presented By:	Dan Blankenship, CEO Angela Henderson, Assistant Director, Project Management and Facilities Operations
Recommendation:	Approve the 2017 draft ACP Update on Second Reading with the proposed revisions recommended by RFTA’s railroad attorneys and staff.
Core Issues:	<ol style="list-style-type: none"> 1. The 2001 Great Outdoors Colorado (GOCO) Legacy grant stipulates that the Corridor Comprehensive Plan (CCP) should be updated every five years. The CCP was last updated in 2005 and adopted in 2006. Technically, the CCP should have been updated in 2010 or 2011, however, due to the staff effort required to implement BRT, the CCP update process was postponed until 2014. 2. Elements of the CCP that should be updated on the 5-year cycle are: <ol style="list-style-type: none"> a. Access Control Plan (ACP): The update addresses revisions to access control policies as well as updates the inventory of existing and anticipated uses of the corridor, such as crossings, utilities, and encroachments. b. Recreational Trails Plan (RTP): The update will address the interim recreational trail, which was completed in 2008, as well as any changes to goals and policies. c. Overview of Compliance with requirements of the GOCO Legacy Grant: The overview will serve as a reset to bring actions taken on the corridor since the last update current with GOCO. 3. Adoption of the components of the Comprehensive Plan Update requires a unanimous vote of the seven original constituent members of the Roaring Fork Railroad Holding Authority (RFRHA). The New Castle Board Member can vote on the Access Control Plan, but his/her vote would not be binding because New Castle was not a constituent member of RFRHA. 4. At the April 13, 2017 meeting, the RFTA Board unanimously agreed to schedule the draft 2017 ACP Update for Second Reading at the May 11, 2107 meeting. 6. As was reported at the April 13 meeting, RFTA’s railroad attorneys, William Mullins and Walter Downing performed a final review of the ACP in April and wrote letters, each with a recommendation they believed would strengthen the ACP document. 7. Mr. Mullins recommended adding language similar to that which is contained in the City of Glenwood Springs’ 8th Street Easement Agreement to Section IV, 17.0 of the ACP as follows: <p style="margin-left: 40px;">Easements for public roadway crossings and utilities, which are conveyed by RFTA to jurisdictions shall contain the following provision:</p> <p style="margin-left: 40px;"><u>Railbanking Protection.</u> “Jurisdiction” acknowledges that RFTA's Corridor is not abandoned and is under the jurisdiction of the federal Surface</p>

Transportation Board. "Jurisdiction" further acknowledges that the Corridor is "railbanked" under the National Trails System Act, 16 U.S.C. §1247(d), so that RFTA is required to preserve the Corridor for future rail use. "Jurisdiction's" improvements and use shall not interfere with RFTA's use of the Corridor for transportation, shipping, trail, and/or conservation purposes and that no disturbance or interference of said any such uses shall be allowed hereunder without the prior written approval of RFTA. This Easement shall not be deemed to give "Jurisdiction" exclusive possession of any part of the Easement area described, and nothing shall be done or suffered to be done by "Jurisdiction" at any time that shall in any manner impair the usefulness or safety of the Corridor or of any track or other improvement on the Corridor or to be constructed thereon by RFTA in the future. If RFTA in its sole discretion upon advice of legal counsel believes that an action permitted by this Easement has or will cause a severance of the Corridor from the UPRR main line, RFTA shall notify the "Jurisdiction" and RFTA and the "Jurisdiction" shall work together to revise this Easement to correct the potential severance or impediment to freight rail service. Only in the event no modification can be agreed upon, may RFTA terminate this Easement.

8. Mr. Downing recommended adding the following provision to Section V, 5.0, A:

Notwithstanding anything in this document to the contrary, nothing herein is intended to grant to or permit any adjacent landowner or public entity any greater rights of access over, under, along or across the Corridor than they would otherwise have under Colorado law or to impair or limit RFTA's rights as a public entity and landowner in managing its Corridor.

9. The Board indicated that it was amenable to including the suggested revisions (above) of the ACP in the final draft of the ACP that is being presented for adoption at the May 11, 2017 Second Reading. That document, along with the Design Guidelines (DG) and the 2017 – 2005 ACP Comparison Matrix Revised 05-11-17, and other supporting documentation can be found under the heading of "ACCESS CONTROL PLAN UPDATE," by following this link: <https://www.rfta.com/trail-documentation/>. **Note:** Inadvertently, three sections of the Table of Contents in the 02/28/17 draft ACP Update were omitted. These sections have been added to the Table of Contents and are highlighted in red font in the draft ACP copy posted on the RFTA website.

10. As was reported at the April 13, 2017 Board meeting, the major differences between the proposed 2017 ACP Update and the 2005 ACP Update are as follows:

- a. The 2017 ACP Update makes it clear that maintaining the corridor's Railbanked status **is of utmost importance** in order to keep the 34-mile continuous railroad corridor intact.
- b. The 2017 ACP Update assures parties proposing public or private uses of the corridor that RFTA will endeavor to work cooperatively with them, consistent with the policies stated in the ACP and DG, to help them achieve their objectives in the most efficient and cost-effective manner possible, including collaborating with sponsors during the planning and design processes for their projects. Notwithstanding this assurance, the ACP also states that no action which, in the opinion of RFTA's railroad engineers and attorneys, would jeopardize the railbanked status of the railroad corridor will be approved.

- c. The 2017 ACP Update allows for the approval of public at-grade crossings that are consistent with RFTA's ACP and Design Guidelines (DG) if they will not preclude or unreasonably impair RFTA's ability to reactivate freight rail service or to activate commuter rail, subject to such terms and conditions as approved by the RFTA Board. Private at-grade crossings consistent with the ACP and DG can be approved by a terminable license agreement.
- d. The 2017 ACP Update states that if a grade-separated crossing is proposed before rail is active in the corridor, it should be constructed in accordance with RFTA's DG and be consistent with the ACP. However, the RFTA Board can grant a variance from the ACP and DG subject to an agreement to restore the corridor or remove any temporary impediment at such time that RFTA elects to reactivate freight rail service.
- e. The 2017 ACP Update states that if a public crossing is designed consistent with RFTA's DG or otherwise approved by the RFTA Board of Directors, RFTA will grant an easement to the project sponsor, subject to the approval of the RFTA Board of Directors and/or the CPUC. The easement, however, will be subject to the following reservation and such other terms and conditions as the RFTA Board, in its sole discretion, may determine at the time of issuance:

Should RFTA need to extend, modify, or relocate a crossing to accommodate the activation of freight or passenger rail service on the Corridor by RFTA, RFTA shall be entitled to do so as long as the extension, modification, or relocation does not substantially and materially interfere with the connectivity of the crossing after review and approval of plans detailing the extension, modification, or relocation by the public entity holding the easement, which approval will not be unreasonably withheld, and if applicable, approval by the CPUC. If the sole cause of the need for such extension, modification, or relocation is the needs of RFTA, such cost will be borne by RFTA if RFTA approves the project and costs thereof; it being understood that any funding for such a project is subject to appropriation of funding. If the public entity holding the easement should desire to extend, modify, replace, relocate, or remove the crossing to further its needs, then such cost shall be borne by the public entity. Any such extension, modification, relocation, or replacement or repair by the public entity shall only be made in accordance with plans prepared by the public entity and reviewed and approved by RFTA, which approval will not be unreasonably withheld, and approval by the CPUC, if CPUC jurisdiction is exercised. For extensions, modifications, or relocations that are jointly caused and will benefit both parties, the allocation of costs shall be by further agreement, or if no agreement, then as determined by the CPUC in a hearing.

Easements for public roadway crossings and utilities, which are conveyed by RFTA to jurisdictions shall contain the following provision:

Railbanking Protection. "Jurisdiction" acknowledges that RFTA's Corridor is not abandoned and is under the jurisdiction of the federal Surface Transportation Board. "Jurisdiction" further acknowledges that the Corridor is "railbanked" under the National Trails System Act, 16 U.S.C. §1247(d), so that RFTA is required to preserve the Corridor for future rail use. "Jurisdiction's" improvements and use shall not interfere

	<p>with RFTA's use of the Corridor for transportation, shipping, trail, and/or conservation purposes and that no disturbance or interference of said any such uses shall be allowed hereunder without the prior written approval of RFTA. This Easement shall not be deemed to give "Jurisdiction" exclusive possession of any part of the Easement area described, and nothing shall be done or suffered to be done by "Jurisdiction" at any time that shall in any manner impair the usefulness or safety of the Corridor or of any track or other improvement on the Corridor or to be constructed thereon by RFTA in the future. If RFTA in its sole discretion upon advice of legal counsel believes that an action permitted by this Easement has or will cause a severance of the Corridor from the UPRR main line, RFTA shall notify the "Jurisdiction" and RFTA and the "Jurisdiction" shall work together to revise this Easement to correct the potential severance or impediment to freight rail service. Only in the event no modification can be agreed upon, may RFTA terminate this Easement</p> <p>e. The 2017 ACP Update states that access and increased connections to the trail should be encouraged to maximize use by, between, and among neighborhoods and communities.</p> <p>f. Unless an emergency exists, amendments of the ACP will require two readings by the RFTA Board of Directors prior to adoption and can only be adopted in the same manner that the ACP is adopted, i.e. by a unanimous vote of the seven original RFRHA member jurisdictions.</p> <p>g. Denials of crossing proposals can be appealed to the RFTA Board.</p> <p>11. The Design Guidelines (DG) are still undergoing a review by City of Glenwood Springs staff and will be included for review prior to the Second Reading of the draft ACP Update on May 11, 2017. The DG are considered advisory, as is other information included as Appendices to the ACP. Staff believes these documents should be allowed to be updated and revised as necessary without further action of the Board.</p> <p>12. Staff recommends that the RFTA Board approve the 2017 draft ACP Update on Second Reading with the proposed revisions recommended by William Mullins, Walter Downing, and staff.</p> <p>13. Following approval of the ACP, staff will begin working on the update of the Recreational Trails Plan and other sections of the Rio Grande Railroad Corridor Comprehensive Plan. Each section of the Plan, as well as the overall Comprehensive Plan will require a unanimous vote of the seven constituent governments of the Roaring Fork Railroad Holding Authority. Adoption of the ACP Update will provide staff with policies by which to review future proposed uses of the corridor and enable staff to devote its full attention to completing the Comprehensive Plan.</p>
Policy Implications:	Board End Statement 1.1 says, "The Rio Grande Corridor is Appropriately Protected and Utilized."
Fiscal Implications:	Approximately \$150,000 has been budgeted in 2017 for the Comprehensive Plan Update and other corridor management-related tasks.
Attachments:	Yes, please see Draft ACP Update Revised 05-11-17.pdf" and "2017 ACP Comparison Matrix Revised 05-11-17.pdf" included in the May 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

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

Meeting Date:	May 11, 2017
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:	Please provide direction regarding: <ul style="list-style-type: none"> • Potential Agenda topics • 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, it might be best to conduct the Retreat in September or October, due to the Grand Avenue Bridge Closure, and so that finalized service alternatives derived from the Integrated Transportation System Plan can be presented and discussed. 4. Staff is seeking RFTA Board members to serve on the Board Retreat Subcommittee. Subcommittee members will work with the Board Chair to establish the topics and the agenda. Board input on the Retreat can be provided at subsequent Board meetings or through the Board Subcommittee. 5. Staff also seeks input on selection of a facilitator.
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: May 11, 2017

Chief Operating Officer – Kelley Collier, COO

Transportation HB 17-1242 Update:

HB 17-1242, New Transportation Infrastructure Funding Revenue, was postponed indefinitely when it failed to pass through the Senate Finance Committee on April 25, 2017. While next steps aren't clear at this time, Senate President Kevin Grantham issued a statement: "The 71st General Assembly won't complete its work until (May 10), so we'll keep working on the issue, through this session and next, unless something is put on the ballot in the meantime that can win voter support. While I'm disappointed by this particular vote, I remain confident that the work we did on this issue won't go to waste and will move us closer than we were before to the fix we all seek."

Grand Avenue Bridge Transit Mitigation Outreach:

Staff will be attending the Glenwood Springs and CDOT Employer Roundtable May 10th and a Colorado Mountain College Administrative meeting May 18th to provide trip planning assistance for Grand Avenue Bridge travel options. Staff will continue public outreach efforts to inform local residents and businesses of available transit services.

Executive Assist. to the CEO, Secretary to the Board, and Compliance Officer - Nicole Schoon

RFTA Board Video Recordings:

RFTA is finalizing a contract with Audio Video (AV) Experts, who will provide remote video recordings for RFTA Board meetings. AV Expert's one (1) year contract total is \$5,511.50 (\$1,680 one-time set up fee and \$3,920 per year) and includes; picture above picture remote video recording service, hardware and equipment installation, system setup, and technical support. AV Experts will verify that the recording picture is set up, audio levels are appropriate, and download the final recording to an onsite Hard Drive. AV Experts will be able to utilize a considerable amount of Carbondale Town Hall's video equipment, which helps lower the set-up fees incurred by RFTA. Nicole Schoon, will be editing the Board videos, which includes, deleting the Executive Session, creating a Video Agenda document containing hyperlinks, posting the video to YouTube, and emailing the YouTube video link to Marketing for posting to RFTA's Website.

Planning Department Update – David Johnson, Director of Planning

The "05-11-17 Planning Department Update.pdf," can be found in the May 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

2017 Actuals/Budget Comparison (March YTD)

2017 Budget Year				
General Fund				
	March YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales tax (1)	\$ 2,307,731	\$ 2,300,998	0.3%	\$ 21,288,000
Grants	\$ 130,359	\$ 130,359	0.0%	\$ 3,628,703
Fares (2)	\$ 1,047,288	\$ 982,985	6.5%	\$ 4,869,000
Other govt contributions	\$ 750,387	\$ 747,622	0.4%	\$ 1,780,517
Other income	\$ 182,949	\$ 180,556	1.3%	\$ 539,140
Total Revenues	\$ 4,418,713	\$ 4,342,520	1.8%	\$ 32,105,360
Expenditures				
Fuel	\$ 486,207	\$ 595,942	-18.4%	\$ 1,408,112
Transit	\$ 4,758,170	\$ 4,937,142	-3.6%	\$ 20,542,634
Trails & Corridor Mgmt	\$ 49,566	\$ 51,314	-3.4%	\$ 471,720
Capital	\$ 381,708	\$ 381,690	0.0%	\$ 6,611,351
Debt service	\$ 395,396	\$ 395,395	0.0%	\$ 1,902,244
Total Expenditures	\$ 6,071,048	\$ 6,361,483	-4.6%	\$ 30,936,061
Other Financing Sources/Uses				
Other financing sources	\$ -	\$ -	0.0%	\$ 1,330,900
Other financing uses	\$ (594,422)	\$ (594,422)	0.0%	\$ (3,357,485)
Total Other Financing Sources/Uses	\$ (594,422)	\$ (594,422)	0.0%	\$ (2,026,585)
Change in Fund Balance (3)	\$ (2,246,756)	\$ (2,613,385)	14.0%	\$ (857,286)

- (1) Sales tax revenue is budgeted and received 2 months in arrears (i.e. January sales tax is received and reflected in March).
- (2) Through March, fare revenue is down approx. 6% 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 March 2016/2017 comparison of actual fare revenues and ridership on RFTA fare services:

Fare Revenue:	Mar-16	Mar-17	Increase/ (Decrease)	% Change
Regional Fares	\$ 973,018	\$1,044,329	\$ 71,311	7%
Advertising	\$ 15,567	\$ 2,959	\$ (12,608)	-81%
Total Fare Revenue	\$ 988,585	\$1,047,288	\$ 58,703	6%
Ridership on RFTA Fare Services:	Mar-16	Mar-17	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	210,258	209,256	(1,002)	0%
BRT	257,817	267,766	9,949	4%
SM-DV	37,669	37,915	246	1%
Grand Hogback	25,761	26,733	972	4%
Total Ridership on RFTA Fare Services	531,505	541,670	10,165	2%
Avg. Fare/Ride	\$ 1.83	\$ 1.93	\$ 0.10	5%

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

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage March 2017 YTD				Hours March 2017 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	1,155,982	1,151,449	4,533	0.4%	53,131	53,055	76	0.1%
City of Aspen	162,495	161,212	1,283	0.8%	17,779	17,727	52	0.3%
Aspen Skiing Company	175,840	187,731	(11,891)	-6.3%	12,976	12,600	376	3.0%
Ride Glenwood Springs	30,032	29,764	268	0.9%	2,422	2,406	16	0.7%
Grand Hogback	55,376	54,922	454	0.8%	2,153	2,188	(34)	-1.6%
X-games/Charter	4,027	4,147	(120)	-2.9%	469	423	46	10.9%
Senior Van	4,248	4,422	(174)	-3.9%	638	451	188	41.7%
Total	1,588,000	1,593,647	(5,647)	-0.4%	89,568	88,850	719	0.8%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report				
Service	Mar-16	Mar-17	#	%
	YTD	YTD	Variance	Variance
City of Aspen	488,124	568,934	80,810	16.56%
RF Valley Commuter	789,588	783,704	(5,884)	-0.75%
Grand Hogback	25,761	26,733	972	3.77%
Aspen Skiing Company	435,902	445,067	9,165	2.10%
Ride Glenwood Springs	49,353	45,291	(4,062)	-8.23%
Glenwood N/S Connector		-	-	N/A
X-games/Charter	28,978	28,265	(713)	-2.46%
Senior Van	984	1,094	110	11.18%
MAA Burlingame			-	N/A
Maroon Bells	-	-	-	N/A
Total	1,818,690	1,899,088	80,398	4.42%
Subset of Roaring Fork Valley Commuter Service with BRT in 2016				
Service	YTD Feb 2016	YTD Feb 2017	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	209,256	210,258	1,002	0%
BRT	257,817	267,766	9,949	4%
Total	467,073	478,024	10,951	2%

2016 Financial Statement Audit – Schedule

Date	Activity	Status
5/1/2017 – 5/5/2017	Start of Audit – auditors conducting onsite fieldwork	COMPLETED
6/15/2017 - 6/30/2017	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 has been sent to Audit Subcommittee to establish date & location of meeting.</i>
7/7/2017	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/13/2016	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

Facilities and Bus Stop Maintenance May 11, 2017
Capital Projects Update

Basalt Underpass:

The Basalt underpass is currently on schedule and there are no significant issues to report.

- The concrete for the anchor slab and walkway for the south side of the underpass has been poured.
- The walls for the south side are currently being formed and poured.
- Work is continuing on the south side as final grades are set and walkways placed.

Glenwood Springs Expansion Phase 1:

The project to expand parking at the GMF is moving forward and is on schedule.

- All the excavations and trucking operations and have been completed.
- The base course for the asphalt surface is being placed and paving should occur sometime towards the end of May.
- At this time, staff anticipates the new parking area will be available for use by the first week of July.

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 **83%** 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 **89%**.
- As of May 5, 2017, RFTA has turned the seasonal units back over to Burlingame.
- RFTA signed a master lease agreement with SKICO for 4, four bedroom summer seasonal units, similar to the lease RFTA has with Burlingame. Staff will begin transitioning employees currently housed in Burlingame over to the SKICO housing and will utilize any remaining bedrooms for the summer new hires.
- RFTA is in the process of signing a master lease agreement with Preferred Properties for two townhomes in New Castle, 1 three bedroom unit and 1 two bedroom unit. Staff will also be utilizing the New Castle units for the summer new hires.

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 2017:

- RFTA has filed a "Notice of Intent to Partially Vacate and Modify the Notice of Interim Trail Use (NITU)" with the Surface Transportation Board (STB). This process will remove the East Leg of the WYE area in Glenwood Springs and designate the West Leg of the WYE as our main connection to the Interstate Rail System. A copy of the filing is available the STB website at this link: [https://www.stb.gov/filings/all.nsf/ba7f93537688b8e5852573210004b318/aa7b27903e1b5a528525803e00688992/\\$FILE/241632.pdf](https://www.stb.gov/filings/all.nsf/ba7f93537688b8e5852573210004b318/aa7b27903e1b5a528525803e00688992/$FILE/241632.pdf) . The State Historic Preservation Office (SHPO) filed an intervention due

to historic (4F) concerns related to removal of the East Leg of the WYE. The City worked with SHPO to develop a Memorandum of Agreement (MOA) that outlines the potential adverse effect to the historic Railroad Corridor and the stipulations the City has agreed to undertake as a result of the adverse effect. The MOA should satisfy the concerns of the Surface Transportation Board (STB) and allow them to terminate the interim trail use on the East leg of the WYE, recognize the interim trail use on the West Leg of the WYE which will now serve as RFTA's connection to the interstate rail system and issue RFTA a replacement Notice of Interim Trail Use (NITU). RFTA anticipates receipt of the updated NITU within the next two weeks.

- An update to the 2005 Comprehensive Plan. ***The first document to be updated is the Access Control Plan. This item was on the agenda for the April 13th meeting and was successfully and unanimously passed. It is on the agenda for a second reading May 11th.***

Once the draft versions of ACP and DG are finalized and approved by the RFTA Board then staff will send out both documents to GOCO, with an updated list of crossings including existing crossings that have not been previously approved, any potential new crossings being proposed as well as any new crossings that might be on the horizon, to secure GOCO's approval of the ACP, DG and updated list of crossings. ***A final version of the ACP and DG with all associated documentation is available on the RFTA website at <http://www.rfta.com/trail-documentation/>.***

- With acceptance of the ACP by the RFTA Board of Directors, staff will work with the attorneys to review and update the existing templates & formats that RFTA is using for licensing in the Rail Corridor.
- The final version of the ACP and DG will also allow staff to finalize a process for RFTA that may 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 has been finalized, staff will begin updating the rest of the Comprehensive Plan. We will begin with an update to the Recreational Trails Plan and then update the Executive Summary documents to bring back to the RFTA Board for review and direction.
- Staff continues working on issues related to the Federal Grant Right-of-Way (fgrow) areas identified up and down the Railroad Corridor. One of the fgrow areas encompasses a neighborhood in Glenwood Springs referred to as the Cole subdivision; this neighborhood is located directly across the street from the Walmart Shopping center at 32nd Street (see the survey sheet below). ***(UPDATE) Staff is in the process of finalizing the scope of the project and will be bringing an update to the RFTA Board at the June 8th meeting.***



- **Recreational Trails Plan Update** - Staff will begin working on the update for the Recreational Trails Plan sometime in 2017. Staff will be using the Pitkin County Rio Grande Trail Management Plan as the starting point for the update and will be inviting the public to participate in this process. Staff will also be working with the Pitkin County Open Space and Trails team to establish a permanent location for their 20' trail easement. Staff will provide an update at the June 8th board meeting.
- **South Bridge – No new updates this month.**
- **8th Street Crossing Project by CDOT and the City of Glenwood Springs** - Staff has executed the Temporary Easement Agreement and the Construction agreements with CDOT. CDOT has built a temporary detour at 8th Street in Glenwood Springs. CDOT is also in the middle of updating the Environmental Assessment (EA) for the Grand Avenue Bridge project. Staff will meet with the City of Glenwood Springs on May 10th to discuss an updated IGA to allow for a longer-term solution for the 8th Street crossing. Staff will provide updates on the CDOT EA process and the City project as updates are made available.
- **Covenant Enforcement Commission (CEC)** – The annual CEC meeting is usually held in November but this year's meeting will be held on **May 22nd from 6pm to 8pm**, to coincide with the second reading of the ACP. The CEC was established as a result of an agreement between RFTA, 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 getting federal funding for future RFRHA transportation projects, the Conservation Easement was removed from the entire 34 miles of the Corridor and replaced with Conservation Covenants, in ten discrete areas. GOCO allowed modification of its original grant agreement in return for RFRHA identifying the covenants. 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. Based on the annual CEC meeting, a draft recommendation letter is prepared for and reviewed by the RFTA Board of Director's for review and comment and then a final letter is sent to GOCO, along with a copy of the report. The 2016 Conservation Area Report has been prepared by Newland Project Resources, Inc. - Tom Newland. The staff report will be put together by Brett Meredith, RFTA's Trails Manager. Both reports will be available on the website beginning April 21st and emailed to the CEC members, along with an agenda in preparation for the meeting. To date the meeting invitation emails have been sent and the meeting has been scheduled.



Rio Grande Trail Update

- Staff has been researching and preparing for 2017 projects; which include cleaning debris from retaining walls, goats, revegetation, ArtWay projects, and bridge repair.
- Staff continues working to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
 - Funding is still needed for an irrigation system, picnic areas, art installations, native landscapes, a Latino Folk Art Garden, and creating a Youth Art Park
 - A volunteer work day to build single track occurred on April 8th

- 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.
 - Construction on this project began but has been temporarily halted until staff and the contractor can work on some safety concerns involving construction of the trail and some concerns involving the quality of the construction of some retaining walls along the right of way
- Staff is preparing for spring and trail season along the corridor.
 - The gates at Catherine Bridge and Rock Bottom have been reopened as of 5pm April 30th
 - Staff has been out on the trail picking up trash, trimming trees, and removing weeds
- Staff noticed a construction project taking place in the corridor, without RFTA permission. Cedar Networks, a utility company had a contractor out trenching and installing conduit for Fiber Optic. The utility company was notified of the damage to the Corridor and the contractor has agreed to hire a company to hydromulch and reseed the entire area.