

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

**TIME:** 8:30 a.m. – 12:00 p.m., Thursday, February 11, 2016

**USUAL LOCATION:** *Town Hall, 511 Colorado, Carbondale, CO*

*(This Agenda may change before the meeting.)*

	Agenda Item	Policy	Purpose	Est. Time
1	<b>Call to Order / Roll Call:</b>		<b>Quorum</b>	<b>8:30 a.m.</b>
2	<b>Executive Session:</b>			
	A. <b><u>Three Matters:</u></b> Paul Taddune, General Counsel:  1) Pursuant to C.R.S. 24-6-402 4(e)(I) Determining positions that may be subject to negotiations; developing strategy for negotiations and instruction negotiators; and 24-6-402(4)(a) The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interests: a) Glenwood Springs Wye Area; and b) Blake St. Glenwood Springs Parcel  2) Pursuant to C.R.S. 24-6-602 (e) and (f) CEO Performance Review		<b>Executive Session</b>	<b>8:31 a.m.</b>
3	<b>Approval of <u>Minutes:</u></b> RFTA Board Meeting, January 14, 2016, <b>page 3</b>		<b>Approve</b>	<b>9:45 a.m.</b>
4	<b>Public Comment:</b> 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)		<b>Public Input</b>	<b>9:50 a.m.</b>
5	<b>Items Added to Agenda – Board Member Comments:</b>	<b>4.3.3.C</b>	<b>Comments</b>	<b>9:55 a.m.</b>
6	<b>Consent Agenda:</b>			<b>10:00 a.m.</b>
	A. <b><u>Intergovernmental</u></b> Agreement Between The City Of Aspen and the Roaring Fork Transportation Authority for Operation of the Rubey Park Transit Center – Mike Hermes, Director of Facilities, Property, and Trails, <b>page12</b>	<b>4.2.5</b>	<b>Approve</b>	
	B. <b><u>General</u></b> Executive Constraint Policy 2.0 Certification – Dan Blankenship, CEO, <b>page13</b>	<b>2.8</b>	<b>Approve</b>	
	C. <b><u>Approval</u></b> of Aspen Skiing Company Contract Amendments – Mike Yang, Director of Finance, <b>page15</b>	<b>2.8</b>	<b>Approve</b>	
7	<b>Presentations/Action Items:</b>			
	A. Update Regarding <b><u>Integrated</u></b> Transportation System Plan – David Johnson, Director of Planning, Ralph Trapani, Parsons, <b>page 17</b>	<b>4.1</b>	<b>Discussion /Direction</b>	<b>10:05 a.m.</b>
	B. RFTA <b><u>Solar</u></b> Array Performance Report Presentation – Jason White, Assistant Planner, Amy Thompson and Paul Maione, Clean Energy Collective, <b>page18</b>	<b>2.5.5</b>	<b>Discussion /Direction</b>	<b>10:50 a.m.</b>
	C. <b><u>Covenant</u></b> Enforcement Commission (CEC) Report – Angela Henderson, Assistant Director of Project Management and Facilities, <b>page20</b>	<b>1.1.C</b>	<b>Approve</b>	<b>11:20 a.m.</b>
<b>(This Agenda Continued on Next Page)</b>				

	<b>Agenda Item</b>	<b>Policy</b>	<b>Purpose</b>	<b>Est. Time</b>
8	<b>Information/Updates:</b>			
	A. <a href="#">CEO</a> Report – Dan Blankenship, CEO, <i>page 21</i>	<b>2.8.6</b>	<b>FYI</b>	<b>11:35 a.m.</b>
9	<b>Issues to be Considered at Next Meeting:</b>			
	To Be Determined at February 11, 2016 Meeting	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:50 a.m.</b>
10	<b>Next Meeting:</b> 8:30 a.m. – 12:00 p.m., March 10, 2016 at Carbondale Town Hall	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:55 a.m.</b>
11	<b>Adjournment:</b>		<b>Adjourn</b>	<b>12:00 p.m.</b>

**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  
January 14, 2016**

**Board Members Present:**

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

**Voting Alternates Present:**

**Non-Voting Alternates Present:**

George Newman (Pitkin County); John Hoffmann (Town of Carbondale).

**Staff Present:**

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Edna Adeh, Board Secretary; Kelley Collier (COO); Mike Hermes, Angela Henderson, Abbey Pascoe, Amy Burdick Facilities & Trails Department; Michael Yang, Finance Department; David Johnson, Planning Department; Ed Cortez, RFTA bus operator and ATU #1774 president; William Hahn, RFTA bus operator and ATU #1774 member.

**Visitors Present:**

Collin Szewczyk, Reporter (Aspen Daily News); John Kruger, and Lynn Rumbaugh (City of Aspen); Tom Newland, CDOT Project Public Information Manager; Karl Hanlon, City of Glenwood Springs.

**Agenda**

**1. Roll Call:**

Stacey Bernot, Chair, declared a quorum to be present (7 member jurisdictions present) and the meeting began at 8:36 a.m.

**2. Executive Session**

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

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

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

**Michael Owsley moved to adjourn into Executive Session and Mike Gamba seconded the motion and it was unanimously approved. The Board adjourned into Executive Session at 8:36 a.m.**

RFTA staff present at the Executive Session included: Dan Blankenship, Edna Adeh, Paul Taddune, Kelley Collier, Mike Hermes, Angela Henderson and Karl Hanlon for the first section of the Executive Session.

Kathy Chandler Henry joined the meeting at 8:41 a.m. The meeting continued with 8 member jurisdictions present.

**Mike Gamba moved to adjourn from Executive Session into the regular Board Meeting and Kathy Chandler Henry seconded the motion. The motion was unanimously approved.**

**No action was taken during the Executive Session. The Executive Session adjourned at 9:13 a.m.**

**3. Approval of Minutes:**

**Markey Butler moved to approve the minutes of the December 10, 2015 Board Meeting and Michael Owsley seconded the motion. The motion was unanimously approved.**

**4. Public Comment:**

Ed Cortez, RFTA bus operator and ATU Local 1774 president, thanked Dan Blankenship, the RFTA Board and staff, and the negotiating team members for working together to reach an agreement suitable for everyone.

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

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

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

**Rubey Park Bicycle Parking**

George Newman commented that Rubey Park Transportation Center lacks covered parking, and inquired if it could be constructed on site. Rubey Park is the Grand Central Station of BRT, he said, and it should have covered bike parking, similar to the other BRT stops. Kruger responded that the design team will review the possibility. Owsley concurred with Newman, saying that lack of bike parking was a critical omission by the design team.

**Public-Private Development**

Whitsitt suggested that RFTA consider donating land at or near BRT stations to developers to incentivize affordable housing development. It cannot be achieved wholly through public funds. Chandler-Henry agreed, suggesting that the public sector provide the land, and the private sector can do the rest. Gamba commented that The City of Glenwood Springs mandated that every developer build one unit of affordable housing for every 6 units of free market, and the program was not as successful as anticipated. When the recession hit, the projects went bankrupt and the affordable housing provisions were nullified. Eagle County had a similar experience as the City of Glenwood Springs, said Chandler-Henry. She concurred that housing regulations won't be effective; the public sector needs to make land contributions. Blankenship responded that RFTA will enlist consultants with experience in Public Private Partnerships to assist with examining these issues.

**Ballot Initiatives**

In regards to a ballot question, said Whitsitt, RFTA needs to be specific about what the public will receive with the additional tax. RFTA cannot request funding for operations. Though housing and day

care, for instance, are not RFTA's bailiwick, they may resonate with voters as important. RFTA Board members should attend the Transportation Summit in February and discuss neutral studies about transportation crisis in this region.

### **Regional Land Use and Transportation Impacts**

In terms of regional development, said Whitsitt, the upvalley governments cannot tell others what to do. We need to discuss what is happening with all these approvals, and the cumulative, regional impacts. We have one street (SH82), and development will impact it.

### **We-Cycle**

Gamba inquired if the City could acquire and implement We-Cycle infrastructure as part of the Grand Avenue Bridge mitigation plan. Blankenship said RFTA would support that. Skadron said he just sent an e-mail requesting Mirte Mallory, Director of We-Cycle, to contact Glenwood Springs Officials.

### **Garfield County Participation in RFTA**

Butler commented that she had a chance to talk to Rifle Council members about potentially joining RFTA; they did not express interest. Butler asked why Garfield County is not attending Board meetings and not part of RFTA. If we are going to be successful with a ballot initiative, said Butler, we need all parties at the table. Bernot responded that perhaps the Board needs to better foster relationships. It does not bode well for our narrative, however, when we let projects like the New Castle Park and Ride delay. Owsley said that Commissioner John Martin offered to attend RFTA Board meetings, but he has only attended once.

Blankenship responded that Garfield County increased its contribution by 5% this year, RFTA has received Garfield County Federal Mineral Lease District grants for vehicles, and RFTA and the County are working on a joint fueling agreement. RFTA is cultivating relationships with Garfield County. Garfield County may be more interested in joining RFTA in the future. However, Rifle has been hit hard by the oil and gas industry decline, and transit is seen as a means to export workers from Rifle, when Rifle trying to create jobs for them locally. About 7 or 8 years ago the RFTA Board stopped approaching the County to join, as proposals were repeatedly turned down.

Gordon suggested that the GAB project may be a catalyst. Garfield County, Rifle and Silt may see the necessity of the Grand Hogback system for transit mitigation. If we are patient, he said, perhaps there will be more support to join RFTA. Butler responded that Gordon had a lot of credibility in Western Garfield County. Gordon said he will try to work with some Council members in Rifle.

### **Other**

Bernot reported that, as the mother of teenagers, she has heard that they are not feeling welcome on the buses. Bernot acknowledged that kids can be difficult, and they are not angels, but she requested that this feedback be transmitted to RFTA. Bernot also suggested that RFTA post a sign outside the room clearly identifying when RFTA is in Executive Session, and in the spirit of transparency, RFTA should be more specific about topics of Executive Session.

## **6. Consent Agenda:**

- A. 2016 Intergovernmental Agreement (IGA) Renewal Letter (Grand Hogback Service for 2016) - Dan Blankenship, CEO**
- B. Resolution 2016-01: Supporting the Application for a grant from the Garfield County Federal Mineral Lease District (FMLD) Grant Program to Construct Components of the Glenwood Maintenance Facility Renovation and Expansion Project – David Johnson, Director of Planning**

**C. Agreement Between Amalgamated Transit Union, Local 1774, and Roaring Fork Transportation Authority – Dan Blankenship, CEO**

**Whitsitt made a motion to approve the Consent Agenda in its entirety and Gordon seconded the motion. The motion was unanimously approved.**

**7. Presentation/Action Items:**

**A. Grant Avenue Bridge Project Update – Tom Newland**

Tom Newland, CDOT Project Public Information Manager provided an overview of the Grand Avenue Bridge (GAB) Replacement Project. The purpose of this project, he explained, is to provide a safe, secure, and effective connection from downtown Glenwood Springs across the Colorado River and I-70 to the historic Glenwood Hot Springs area. The bridge was designed in 1953, and the piers are scouring and eroding. Load carry capacity is 55% of current standards, and many other aspects are substandard. Chunks of concrete are even falling away.

Funding comes from several sources; the final budget is \$125.6 million. The project started on January 4<sup>th</sup> and, according to the current schedule, the project will be complete in the spring of 2018. The project is divided into five phases. Phase I will include constructing a causeway to access piers on the south side of the river, installing a temporary walkway, and placing a retaining wall on the north side of I-70. There will be traffic control during this time, and it will be in place all year. The Hot Springs Pool will lose parking, but it has purchased the former Bighorn Toyota parcel and other smaller properties and will use them for parking, creating a net gain. Shuttle service will be provided to the outlying lots.

During the bridge closure and major construction activity, there will be a detour route from West Glenwood to 27<sup>th</sup> street. There will also be modifications to eastbound and westbound ramps and to the roundabouts to improve efficiency. Beginning in June 2016, 8<sup>th</sup> street will be cut through the UP rail line as a mitigation measure, to allow traffic to use 8<sup>th</sup> Street; however, the access is temporary. CDOT, the City and the UP Railroad are discussing the possibility of making the access permanent, by making the cut deeper to accommodate proper clearances and placing the tracks back over the cut. Henderson added that the plan is to keep the temporary easement in place for 28 months, to allow time to create a permanent crossing. At some point in the project, there will be an I-70 detour for ten nights. Wing Street will be closed to allow safe access to the pedestrian walkway. Upon completion, Wing Street will be closed permanently and made into a pedestrian mall. In Phase 4, August to December 2017, the bridge will be closed for 95 days.

Newland reviewed the various bus routes that will be operating, including:

- 27<sup>th</sup> Street to 7<sup>th</sup> Street Shuttle
- The Grand Hogback Route, extending from Rifle to 6<sup>th</sup> and Grand, on the north side of the river.
- Meadows Shopping Center to West Glenwood roundabouts, to 6<sup>th</sup> and Grand on the north side of I-70.
- West Glenwood PNR to 27<sup>th</sup> Street (via Midland Avenue)

Public information will be a key component of the project. There will be a team of people leading the public information campaign, including hand delivering information to area businesses, and soliciting feedback and information from travelers.

Butler asked what route should be taken for those who must drive. Newland responded that the only option is the West Glenwood route along Midland Avenue. Newland showed a graph of

projected traffic volumes and capacity along the route. The capacity is 1,400 vehicles per hour in each direction. During morning and evening peak periods during the 3 month bridge closure, in particular, level of service will fail without demand management measures, such as encouraging people to travel outside of peak hours, using transit, or simply not making the trip. The forecasts were based on an extensive survey of travel behavior.

Newman asked for detail about the transit plan. Blankenship provided more information. The Grand Hogback service will be free during the period of bridge closure, and the route will be extended to Parachute. RFTA needs to find a suitable location for a bus stop and park and ride in Parachute. RFTA will issue approximately \$7 million in bonds to renovate and expand the Glenwood Springs Maintenance Facility, primarily to increase bus capacity. RFTA also plans to purchase 6-7 high-capacity buses, and will use those primarily on the Grand Hogback service during bridge construction. Bridge closure and major construction activity will be concentrated, generally, within RFTA's off-season, so RFTA will have extra capacity, but a high amount of service. It will be like X Games service every day, Blankenship quipped. The EOTC is providing \$335,000 to support the extra service. There will likely be more cost impacts to RFTA than anticipated, which RFTA will have to absorb or approach the EOTC and other entities to help offset. Costs and impacts are unknown until the service is operating.

Butler reminded the Board that most of Snowmass Base Village construction starts in 2018. Moving all those workers will be a major challenge. Butler suggested creating temporary housing at Snowmass Village, to reduce the need for housing (and the ensuing traffic) in down valley areas.

Blankenship responded that GAB project stakeholders are trying to develop different ways for travelers to get around, such as walking, bicycling, transit, and changing the times that people travel. For some people, it may end up being a long-term change in commuting behavior to something better, such as incorporating walking into their daily routine. Garfield County is funding a trail extension along Midland Avenue and RFTA is working on expanding the West Glenwood Springs PNR. RFTA will be meeting with high-level CDOT officials to address the challenges with CDOT contracting and approvals that have hindered the New Castle PNR construction and other projects. Blankenship suggested a meeting between the region's elected officials and CDOT officials to discuss the importance of the timely progress of GAB-related projects. Gordon mentioned that the Talbot Family might be willing to allow their property to the east of City Market in New Castle to be used for parking. The parcel potentially accommodates about 150 vehicles.

Gamba pointed out that all on-street parking between 8th street and 9th street will be eliminated to streamline movement for vehicles and buses. Henderson said that GAB Public Information Manager Kathleen Wanatowicz will have an office above the Italian Underground Restaurant, overlooking the center of the project.

Skadron suggested that upvalley communities can examine ways to help alleviate traffic congestion in Glenwood Springs during the closure, though he cautioned that the City of Aspen is at a tipping point with the number of buses (about 900 daily) circulating through the community. "I do not want the community souring on RFTA." Bernot concurred with Skadron about helping with traffic mitigation, suggesting that the local governments should be considering changing operating hours for workers, where possible, to shift worker travel away from peak times.

The Board took a break from 10:27 to 10:38 a.m.

**B. Update Regarding Integrated Transportation System Plan (ITSP) – David Johnson, Director of Planning**

Johnson summarized efforts to date on the development of the Integrated Transportation System Plan (ITSP). At the 2015 Board Retreat, RFTA staff received direction from the Board to begin working on an ITSP. Since then, Staff developed an outline of the ITSP and a proposed RFQ solicitation document as a means for establishing the resources to deliver the ITSP. The ITSP has been divided into two phases. Phase I reflects the priority projects that can be completed based on goals, schedule and resources available for Year 2016. All other tasks in the ITSP have been moved to Phase II, which will be updated at the end of 2016, when Phase I elements are completed or nearing completion.

In November, RFTA issued requests for qualifications for an on-call team of planning and planning-related professionals, primarily to conduct Phase I of the ITSP and to assist with performing due diligence to assess the feasibility of developing a potential ballot initiative for an approximately 1 mil property tax request in 2016, or later year. RFTA received three responsive team proposals in December and is currently negotiating with its first choice project team. The work plan schedule will be refined once a consultant team has been selected.

Owsley stated that RFTA should focus first on developing a visionary document, which should be the basis of a potential ballot request. Newman hoped that this study will examine viable, long-term solutions beyond traditional rubber-tire buses. Butler concurred, believing that it may be premature to request funding for bus replacement when there may be more important options. Newman said that EOTC might be interested in piggybacking on the ITSP study to examine opportunities to better utilize the intercept lot and find long-term, sustainable transportation solutions that could garner support for a property tax increase.

Blankenship responded that this is a process that the Board drives and directs. We are not wedded to a quick path to a 2016 property tax ballot initiative, though there may be advantages to approaching voters during a Presidential Election year.

Bernot stated she was not sold on RFTA requesting property tax. What was the capital replacement plan, and was property tax our ticket, she inquired? We need to have more check-ins and Board conversations. We could not have embarked on BRT without knowing a replacement plan.

Whitsitt responded that she had been involved in the campaign to fund BRT. The economy was faltering, and people were losing jobs and houses, so they asked for the minimum. This time around, we need to determine what we really need, and request appropriately.

Blankenship stated that the BRT financial forecasts determined that RFTA would need to approach voters in the future. The forecasts today are not unlike what they were in 2008, and RFTA knew then that bus replacement would be a challenge. In 2014, Board and staff assessed whether to expand to meet public needs and expectations, or to live within RFTA's means. If RFTA chooses the latter, RFTA will need to scale back operations as ridership and demands for service are increasing.

Gamba stated that we need to understand what it will look like if we don't receive property tax. Whitsitt said that RFTA should survey voters and ask what they want, and offer various options to hone in on preferences. Moreover, the local governments and developers cannot keep saying that RFTA will absorb the transportation impacts. RFTA needs to make people aware that transportation demands are increasing.



Chandler-Henry pointed out that every audit states that RFTA is under-capitalized. Whitsitt replied that this needs to be more apparent to the public. Bernot and Newman said that RFTA should provide information about RFTA's capitalization issues for the Board Retreat, and expressed concern about the timeline for a potential request. Blankenship said that we need to make a decision whether we intend to pursue a ballot proposal by July 29, and have ballot language approved at the June Board meeting.

Markey Butler left at 11:03 a.m. The Board still maintained its quorum with 7 member jurisdictions present.

Hoffmann stated that RFTA won't need to replace buses until 2025. By 2018, when the GAB project is completed, RFTA may be more appreciated by the community. It may be worth RFTA's time to wait until the 2017 elections.

Bernot asked about the focus on replacement, and how RFTA can increase the fleet. Blankenship responded that RFTA can increase passenger capacity by simply replacing the standard 40-ft coaches (which hold about 36 seated passengers) with the over-the-road-style commuter coaches, which hold 57 seated passengers.

Skadron stated that he had been meeting with Rocky Mountain Institute in Boulder, mostly discussing the potential for driverless cars in Aspen. He is focused on how to increase mobility without adding more pavement. City of Aspen is at the tipping point with the number of cars and buses. We are missing the Grand Vision of transportation in the valley. "I want a clearer picture of what transportation looks like," including options beyond rubber-tire buses.

Cortez stated that, in spite of his financial conservatism, the expansion of transit options (such as rail) needs to be a goal. He was driving the bus recently during rush hour and was shocked at the gridlock in Aspen.

**C. Policy Discussion Regarding RFTA Capital Reserve Fund – Mike Yang, Director of Finance**

Yang stated that this item is a continuation of discussion in 2014, when RFTA modified language for operating reserves. Referring to page 17 of the Board Agenda packet, the recommendation is to modify Policy 2.55 to reflect Scenario B (on page 19).

*"At year-end, any available surplus in the General Fund will be allocated in the following manner: 75% to Committed Capital Reserves and 25% to Unassigned Fund Balance. The portion allocated to Committed Capital Reserves will be further allocated in the following manner: 75% Transit Capital Reserves, 20% Facilities Capital Reserves and 5% Trails Capital Reserves. Such Capital Reserves may be drawn upon on recommendation of CEO with Board approval to fund capital needs and replenished using year-end surpluses."*

This, in essence, directs staff to evaluate financial situation at end of year, and to allocate 75% to committed capital reserves, and 25% to unassigned Fund Balance. Page 19 compares the reserve policy as-is and what it can look like under the modified policy. Based on 2014 audit, RFTA had \$17.1m in committed fund balance. The main difference under the new policy is that RFTA will take the accumulated, unassigned fund balance and commit it to capital replacement. The purpose is to address long-term capital needs. We will continue to seek grants and other revenue streams.

Bernot commented that this will provide clarity to the RFTA Board and to the general public about how RFTA allocates its reserves. Chandler-Henry asked Yang if there were any risks to implementing Scenario B. Yang did not foresee any risks. If anything, leaving so much

unassigned balances, under the current policy, makes it appear that RFTA's financial commitments are unclear.

**Gordon made a motion to approve the Policy Regarding RFTA Capital Reserve Fund and Owsley seconded the motion. The motion passed unanimously.**

**9. Information/Updates:**

**A. CEO Report** – Dan Blankenship, CEO. Blankenship invited the Board's attention to two items:

**Tree Farm Proposal Park and Ride (PNR) Options:** The Tree Farm developer in the Willits area committed to providing 50 spaces for PNR use. The development is across State Highway 82 from the Willits Town Center and connected by a pedestrian crossing. The developer is now proposing to give RFTA \$500,000 cash in lieu and some parking on site. There is some possibility that we could partner with the Town of Basalt to acquire additional park and ride spaces at the Willits Town Center parking garage. The developer would like a letter of agreement or MOU stating that RFTA would approve this agreement if development is approved.

Owsley commented that the developer should provide the 50 parking spaces and questioned why RFTA would buy the existing parking.

Bernot stated that she was not opposed to a fee in lieu if we have a parking project specified, but we don't. The region keeps experiencing more transit impacts, and yet we keep reducing the level of commitment. Carbondale had a developer "flip out" when the Town of Carbondale changed the parking fee in lieu from \$10,000 to \$25,000 per space, and then the developer successfully sold the project. There were commitments made in the Tree Farm Sketch Plan that are not being fulfilled, and she does not want to promote this kind of deal-making. Newman concurred that the impetus needs to be on the developer to mitigate impacts. Whitsitt also concurred that we need all the PNR spaces possible, on both sides of the Willits pedestrian crossing.

Blankenship said he understood that the RFTA Board recommends that he accept the developer's original proposal of 50 parking spaces.

**Property Tax Sunset Extension:** The property tax sunset extension is being sponsored by Representative Diane Mitsch Bush, requesting to extend the sunset for regional transportation authority property tax authorization from 2019 to 2029. The first reading was yesterday (January 13, 2016). Blankenship plans to testify at the committee hearing, and suggested that elected officials attend and participate. This potential sunset extension is just another tool for revenue generation, said Blankenship, and even if extended, voters still need to approve any proposals to increase property taxes. While property tax is not the most popular form of transit revenue generation, it can be applied uniformly, and there is a cap on sales tax, which has been reached in some communities.

Owsley asked if the property tax can be split into separate jurisdictions, and if approvals from voters could occur incrementally. Blankenship responded that the tax has to be levied uniformly, and that he would examine how uniformly.

**Other:** Chandler Henry praised RFTA for its nomination into the Trail Hall of Fame for the Rio Grande Trail. Skadron also praised RFTA for the upgrades to its web site. Gamba reported that the LoVa trail in Garfield County will be selected as one of the top-16 priority trails and trail connections in the State by the Governor, which may help attain funding for the trail.

10. **Board Governance Process:**

A. **Resolution No. 2016-02: Election of RFTA Board Officers for 2016** – Paul Taddune, General Counsel

Paul Taddune stated that RFTA's Bylaws require new Board officers to be elected during the first Board meeting of each calendar year. Taddune added that the Chair and Vice-Chair are eligible to serve for two years in their positions but must be re-elected for a second year.

**Jacque Whitsitt made a motion to re-elect the 2015 RFTA Board officers to serve again in 2016.**

**Comments:** Kathy Chandler Henry announced that Jeanne McQueeney will be the new RFTA Board member starting in February and Kathy Chandler Henry will take the role of alternate member.

Whitsitt then revised her motion nominating Mike Gamba for the Vice-Chair position and Gamba accepted it. **Bob Gordon seconded the motion and it was unanimously approved.**

As a result, the 2016 RFTA Board officers are:

Chair – Stacey Patch Bernot, Town of Carbondale

Vice-Chair – Michael Gamba, City of Glenwood Springs

Secretary – Edna Adeh, RFTA Board Secretary; Executive Assistant to the CEO and Compliance Officer

Treasurer – Michael Yang, RFTA Director of Finance

Bob Gordon also announced that he will no longer be on the RFTA Board starting in February, and will inform RFTA of the new RFTA Board member and Alternate member.

11. **Issues to be Considered at Next Meeting:**

No specific issues were identified to be considered at the next RFTA Board meeting. Board members gave their collective compliments on the new RFTA web-site.

12. **Next Meeting/Retreat:** 8:30 a.m. – 12:00 p.m., February 11, 2016 at Carbondale Town Hall

13. **Adjournment:**

**Bernot adjourned the Board meeting at 11:47 a.m.**

Respectfully Submitted:  
Edna Adeh  
Board Secretary

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

<b>Meeting Date:</b>	February 11, 2016
<b>Agenda Item:</b>	Intergovernmental Agreement Between the City of Aspen and the Roaring Fork Transportation Authority for the Operation of the Rubey Park Transit Center
<b>POLICY #:</b>	<b>4.2.5: Board Job Products</b>
<b>Strategic Goal:</b>	<b>Facilities:</b> Complete final construction of the Rubey Park Transit Center in Aspen
<b>Presented By:</b>	Michael Hermes, RFTA Director of Facilities John Kruger, City of Aspen Transportation Director
<b>Recommendation:</b>	Staff recommends that the board approve the Intergovernmental Agreement.
<b>Core Issues:</b>	With the completion of the new Rubey Park facility there is the need to have an operating agreement between RFTA and the City of Aspen to define the duties and responsibilities of each party. RFTA and City staffs have been working for some time to define each party’s obligations and create an operating agreement acceptable to both organizations. This agreement addresses each party’s responsibilities in regards to the facility’s operations, maintenance, and capital expenses.
<b>Background Info:</b>	The new Rubey Park facility is a much larger and more sophisticated building than the facility it replaced. RFTA and City staffs have crafted a new operating agreement for the facility that addresses the needs of the new facility and incorporates the lessons staff has learned from years of cooperatively operating and managing the old Rubey Park facility. As the owner of the land on which Rubey Park sits and the major financial contributor to the project, it was agreed that the City would act as the owner of the facility and take a lead role in the management of the building and RFTA would focus on the operation of the transit service. Staff has worked to equitably divide expenses, obligations and responsibilities between the two organizations and believes we have crafted a fair and mutually beneficial document. Since it is not possible to foresee all the issues that may arise as both organizations learn to operate and maintain the facility, the agreement allows for minor changes to the agreement to be made at the staff level as the situation warrants.
<b>Policy Implications:</b>	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).
<b>Fiscal Implications:</b>	The new Rubey Park facility is significantly larger, with more amenities and more modern and sophisticated building systems than the old facility. This will certainly lead to higher operating expenses and staff has attempted to estimate and budget for these additional operating expense in the 2016 budget. The capital expenses for the facility should remain low in the near term and begin to rise over time as the building begins to age.
<b>Attachments:</b>	Yes, please see “RFTA-Aspen Rubey Park Maintenance Agreement .pdf,” which is included in the February 2016 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

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

<b>Meeting Date:</b>	February 11, 2016
<b>Agenda Item:</b>	General Executive Constraint – 2.0
<b>POLICY #</b>	<b>2.0 – GENERAL EXECUTIVE CONSTRAINT</b>
<b>Strategic Goal</b>	Update Board Governance Policies
<b>Recommendation:</b>	Accept the report.
<b>Presented By:</b>	Dan Blankenship, CEO
<b>Core Issues:</b>	<ul style="list-style-type: none"> <li>• The RFTA Board adopted a Governance Policy Manual on July 16, 2003 that requires the CEO to periodically certify compliance with Board policies.</li> <li>• The RFTA Board amended policy 2.0 – General Executive Constraint by Resolution No. 2014-15 on September 11, 2014.</li> <li>• The 2016 schedule for monitoring CEO performance requires the CEO to submit an annual monitoring report to the Board regarding <b>General Executive Constraint – Policy 2.0</b> in February 2016.</li> </ul>
<b>Background Info:</b>	See above.
<b>Policy Implications:</b>	The activities of the CEO are governed by Management Limitation policies initially adopted by the RFTA Board of Directors on July 16, 2003, and which are currently in the process of being updated.
<b>Fiscal Implications:</b>	There are no fiscal implications related to this monitoring report.
<b>Attachments:</b>	Yes, see the monitoring report attached below for <b>General Executive Constraint (2.0)</b> .

**TO: RFTA Board of Directors**  
**FROM: Chief Executive Officer**  
**RE: INTERNAL MONITORING REPORT - MANAGEMENT LIMITATIONS**

**Annual Monitoring on Policy 2.0: GENERAL EXECUTIVE CONSTRAINT**

I hereby present my monitoring report on your Management Limitations policy 2.0 "General Management Constraint."

**BROADEST POLICY PROVISION:** *"The CEO shall not knowingly cause or allow any practice, activity, decision or organizational circumstance that is unlawful, unethical, imprudent, in violation of the Intergovernmental Agreement or in violation of commonly accepted business practices."*

**Compliance:** I am reporting compliance.

Signed: Dan Blankenship, CEO      Date: February 11, 2016

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

<b>Meeting Date:</b>	February 11, 2016
<b>Agenda Item:</b>	Approval of Aspen Skiing Company (ASC) Contract Amendments
<b>Policy #:</b>	<b>4.2.5: Board Job Products</b>
<b>Strategic Goal:</b>	N/A
<b>Presented By:</b>	Michael Yang, Director of Finance
<b>Recommendation:</b>	Approve of ASC Contract Amendments
<b>Core Issues:</b>	<p>In January 2016, the ASC had requested if the current payment terms for the full Transit Years of the existing ASC contract can be amended in order to better align their payment amounts with when estimated costs are to be incurred.</p> <p>Currently, the payment methodology in the contract requires ASC to pay the total annual Base Service Level/Cost Estimate evenly at 20% per month over 4 months (January, February, March, and April) and 10% per month in November and December. As a result, during full Transit Years, the ASC’s payment during January through April is higher than the Cost Estimate for those months. In turn, the ASC’s payment during November and December is lower than the Cost Estimate for those months. The ASC’s fiscal year ends after the ski season on May 31, so these differences can create budgetary issues on their end. Since RFTA’s fiscal year coincides with the calendar year, RFTA is made whole by year end.</p> <p>In order to better align revenues with expenditures, Article 6.1 has been revised to reflect the recommended amendments to the ASC Contract (<b>revisions are italicized</b>):</p> <p>“6.1 For the term of the Agreement, the Base Service Level/Cost Estimate amount for each partial or full Transit Year, as reflected on Exhibits “C-1a,” “C-1b,” or “C-1c” shall be paid by ASC to RFTA in the following increments and at the following times:</p> <ul style="list-style-type: none"> <li>A. November-December 2015 partial Transit Year: one-half (1/2) on November 15 and one-half (1/2) on December 15.</li> <li>B. 2016 – 2017 full Transit Years: <ul style="list-style-type: none"> <li><b>1. Using the January – April Total: one-fourth (1/4) on January 15; one-fourth (1/4) on February 15; one-fourth (1/4) on March 15; one-fourth (1/4) on April 15;</b></li> <li><b>2. Using the November and December Total: one-half (1/2) on November 15 and one-half (1/2) on December 15.</b></li> </ul> </li> <li>C. 2018 partial Transit Year: one-fourth (1/4) on January 15; one-fourth (1/4) on February 15; one-fourth (1/4) on March 15; one-fourth (1/4) on April 15.”</li> </ul>
<b>Background Info:</b>	<p>Article 6.1 Payments of the current ASC Contract reads:</p> <p>“6.1 For the term of the Agreement, the Base Service Level/Cost Estimate amount for each partial or full Transit Year, as reflected on Exhibits “C-1a,”</p>

	<p>“C-1b,” or “C-1c” shall be paid by ASC to RFTA in the following increments and at the following times:</p> <ul style="list-style-type: none"> <li>A. November-December 2015 partial Transit Year: one-half (1/2) on November 15 and one-half (1/2) on December 15.</li> <li>B. 2016 – 2017 full Transit Years: one-fifth (1/5) on January 15; one-fifth (1/5) on February 15; one-fifth (1/5) on March 15; one-fifth (1/5) on April 15; one-tenth (1/10) on November 15 and one-tenth (1/10) on December 15.</li> <li>C. 2018 partial Transit Year: one-fourth (1/4) on January 15; one-fourth (1/4) on February 15; one-fourth (1/4) on March 15; one-fourth (1/4) on April 15.”</li> </ul>
<b>Policy Implications:</b>	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).
<b>Fiscal Implications:</b>	There are no budgetary implications.
<b>Attachments:</b>	None.



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

<b>Meeting Date:</b>	February 11, 2016
<b>Agenda Item:</b>	Update Regarding Integrated Transportation System Plan (ITSP)
<b>POLICY #:</b>	<b>4.1.: Governing Style and Values</b>
<b>Strategic Goal:</b>	<b>Planning Department:</b> Undertake Phase I of the Regional Integrated Transportation Service Plan (ITSP)
<b>Presented By:</b>	David Johnson, Director of Planning and Ralph Trapani, Parsons
<b>Recommendation:</b>	Provide comments and direction to staff and consultants on the proposed 2016 Phase 1 ITSP Scope of Work.
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. At the 2015 Board Retreat, RFTA staff received direction from the Board to begin working on an Integrated Transportation System Plan (ITSP). Since then, Staff developed an outline of the ITSP and a proposed RFQ solicitation document as a means for establishing the resources to deliver the ITSP. With Board input, staff has continued to refine the ITSP scope of work, priorities and budget.</li> <li>2. On November 19, 2015, RFTA issued requests for qualifications for an on-call team of planning and planning-related professionals, primarily to conduct Phase I of the ITSP and to assist with performing due diligence to assess the feasibility of developing a potential ballot initiative for a property tax request in 2016 or a subsequent year, to support long-term capital needs.</li> <li>3. RFTA received three responsive team proposals on December 15, and two teams were interviewed. Negotiations were undertaken with the preferred consulting team.</li> <li>4. At the January 14<sup>th</sup> Board meeting, staff presented a proposed ITSP Phase I Scope of Work that included tasks aimed at providing the Board with information regarding the feasibility of pursuing a 2016 property tax ballot measure. The Board indicated that it felt that it would need significantly more work completed on the ITSP before it would be in a position to determine the future direction of RFTA, as well as the need for and timing of a future ballot measure.</li> <li>5. Pending contract finalization, staff is planning an introductory call with the Parsons' team on February 9<sup>th</sup> to share the Board's feedback on the ITSP Phase I draft presented at the January 14<sup>th</sup> meeting. Staff wants the consultants to understand that the ITSP is intended to be guided by Board direction, so as to achieve the Board's outcomes. The consulting team will be introduced to the Board at the meeting and begin the process of obtaining the Board's input and vision for the ITSP.</li> </ol>
<b>Policy Implications:</b>	Board Governing Style and Values Policy 4.1 states, “The Board will govern lawfully and in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, observing the principles of “Policy Governance,” with an emphasis on (a) outward vision rather than internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership rather than administrative detail, (d) clear distinction of Board and chief executive roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactivity rather than reactivity.”
<b>Fiscal Implications:</b>	RFTA has budgeted \$200,000 collectively, for Phase I of the ITSP. The Phase I ITSP tasks are intended to be complete by the end of 2016.
<b>Attachments:</b>	Yes, as a point of departure for the discussion, please see “Phase I Integrated Transportation System Plan Outline and Schedule 01-14-16.pdf” and “Parsons ITSP Flow Chart.pdf,” which are included in the February 2016 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board meeting Agenda packet.

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

<b>Meeting Date:</b>	February 11, 2016
<b>Agenda Item</b>	RFTA Solar Array Performance Report Presentation
<b>POLICY #:</b>	<b>4.2.5: Board Job Products</b>
<b>Strategic Goal:</b>	<b>Planning Department:</b> Implement an off-site solar project with a third-party consultant and facilitate periodic reporting on the system’s performance to maximize the asset.
<b>Presented By:</b>	Jason White, Assistant Planner Amy Thompson, Clean Energy Collective Paul Maione, Clean Energy Collective
<b>Recommendation:</b>	FYI regarding the performance of the RFTA solar array for 7 months
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. At the May 14<sup>th</sup>, 2015 Board meeting the RFTA Board unanimously approved the acquisition of 507kW in solar panels from Clean Energy Collective at the Sunnyside Ranch Community Solar Array on County Road 100 in Garfield County.</li> <li>2. The total cost of RFTA’s portion of the array was approximately \$1,648,998, including closing costs. Part of the array was purchased by RFTA using \$195,713 in cash. The balance of \$1,453,285 was financed by Alpine Bank for 20 years with annual debt service of \$120,059. The contracts were signed on May 18<sup>th</sup>, 2015, which marked the first day of solar production for RFTA’s solar array.</li> <li>3. Although there is a possibility that solar array could save RFTA a total of \$3.2 to \$4.3 million on the cost of electricity over 50 years, there are too many variables to know for certain. Given some uncertainty about the renewals of the Power Purchase Agreement (PPA) and the site lease in the future, staff believes that the acquisition of the solar array should be evaluated on how the program is forecasted to perform over the 20 years of the PPA and the 25 years of the site lease.</li> <li>4. The range of savings over 25 years, depending upon whether the lease converts from taxable to tax exempt after 5 years, is from \$480,000 to \$771,000. Worst case, RFTA would want to at least break even on the solar array acquisition.</li> <li>5. After approximately 7 months of operation, staff felt it would be appropriate to update the Board regarding how the solar array is performing so far relative to the original forecast.</li> <li>6. Staff’s rough estimate of how the array has performed for 7 months is that the total cost of the semi-annual lease payment and actual Holy Cross Energy (HCE) bills was approximately \$12,159 more than if RFTA had just purchased the electricity. This is roughly \$10,842 more than was forecasted. However, we are currently in the winter months when the use of electricity is highest, so we will need to wait until May to obtain an accurate full year’s estimate of how the array is performing relative to plan.</li> <li>7. Without prior experience, RFTA’s allocation of credits from the solar array was too high for some HCE meters and too low for others. In some cases RFTA had to pay for the amount of the bill that was over the allocated credits and in other cases the credits were greater than the bill. When credits for one meter are greater than the bill for that meter, they are banked and cannot be used to offset the bills on other meters. Currently, it is unclear whether the banked credits on some of the meters will be able to be used in the future on those meters. It will depend on whether use of electricity on those meters exceeds solar production during the heavy-use winter months, when solar production is lower. The banked credits can only be used on the meters for which they have been generated and time will tell whether, during the high utilization months</li> </ol>

	<p>and the low solar gain months, the HCE bills will begin to exceed the credits generated, so that the excess credits can be used to cover the balance.</p> <p>8. The total solar credits generated for the 7 warmer months were \$60,111 and the HCE bills totaled \$52,473. Had the credits been allocated more precisely to the meters, all of the HCE bills for each meter would have been offset, and \$7,638 in excess credits would have been banked for potential future use on the applicable meters, when electricity bills were higher and production from the array was lower.</p> <p>9. However, due to the imprecise nature of the credit allocation to RFTA's HCE meters, the amount of credits that could actually be used to offset the HCE bills was only \$47,870. This resulted in RFTA having to pay \$4,604 to HCE on meters that had higher bills than an allocation of solar credits. Also, as indicated above, it resulted in having \$7,638 in excess credits on certain meters that could not be used to offset the total HCE costs, at least not at this time.</p> <p>10. After evaluating the overall system performance to date, RFTA, HCE and CEC staffs concurred, based on the data, that a reallocation of solar credits should be made to certain meters, effective the January billing statements, in order to better balance the credit allocation to the applicable HCE meters and offset a higher percentage of total HCE bills. Additional adjustments may be necessary after a full year's data is available that reflects the electricity utilization of all of the meters, as well as the peaks and valleys of solar production over the year.</p> <p>11. Based on our analysis, here are some of the primary findings:</p> <ul style="list-style-type: none"> <li>• The initial 7-month period has resulted in solar credits that were 115% greater than the total HCE bills.</li> <li>• However, through the initial 7-month production period, RFTA has only offset 80% of its HCE bills with solar credits due to the imprecise allocation of the credits to the meters</li> </ul> <p>12. As a result, CEC recommended rebalancing the RFTA meter portfolio to optimize monthly usage of total credits earned. This should reduce excess credits carried over to subsequent months. Changes made include:</p> <ul style="list-style-type: none"> <li>• Moving 76.76 kW from Brush Creek BRT to AMF; reduces Brush Creek capacity to 8.595 kW</li> <li>• Moving 13.16 kW from AABC BRT Downvalley to AMF; reduces AABC BRT Downvalley to 6.58 kW</li> <li>• AMF has 403.46 kW after meter changes</li> <li>• Changes went into effect as of January bill statements</li> </ul> <p>13. Staff will provide another update in June or July of 2016 after a full year of data has been obtained.</p>
<b>Policy Implications:</b>	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)."
<b>Fiscal Implications:</b>	See Core Issues, above.
<b>Attachments:</b>	Yes, please see "RFTA Premise Review Final REVISED.pdf," which is included in the February 2016 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the Board Agenda packet.

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

<b>Meeting Date:</b>	February 11, 2016
<b>Agenda Item:</b>	Covenant Enforcement Commission (CEC) Report
<b>Policy #:</b>	<b>1.1.B. – Rio Grande Corridor Open Space is Protected</b>
<b>Strategic Goal:</b>	<b>Trails:</b> Provide a Covenant Enforcement Committee (CEC) meeting report to the RFTA Board in February 2016, and provide a report to Great Outdoors Colorado (GOCO) in the second quarter of 2016
<b>Presented By:</b>	Angela Henderson – Assistant Director, Project Management & Facilities Operations
<b>Recommendation:</b>	FYI only.
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. As a condition of the \$1.5 million investment Great Outdoors Colorado (GOCO) made in the purchase of the Rio Grande Railroad Corridor, RFTA is obligated to manage and maintain the nine Conservation Covenant Areas along the Rio Grande Trail and comply with certain conditions.</li> <li>2. A Covenant Enforcement Commission has been established by RFTA to review an annual report regarding conditions and activities in the Conservation Covenant Areas to determine whether RFTA is compliance with GOCO’s covenants.</li> <li>3. The CEC reviews the report and makes recommendations to the RFTA Board regarding the need to eliminate potential violations of GOCO covenants.</li> <li>4. RFTA sends a letter to GOCO transmitting the Rio Grande Railroad Corridor Conservation Area Assessment.</li> </ol>
<b>Background Info:</b>	<ul style="list-style-type: none"> <li>• RFTA hires an independent consultant to survey the entire length of the Corridor and report potential violations of the nine designated conservation areas.</li> <li>• RFTA staff also prepares a report on the state of the rail corridor.</li> <li>• The CEC committee meets annually to review both the independent consultant and staffs reports to prepare recommendations for the RFTA Board.</li> </ul>
<b>Policy Implications:</b>	Board End Statement 1.1.B states, “Rio Grande Corridor Open Space is Protected.”
<b>Fiscal Implications:</b>	Approximately \$10,000 is budgeted each year for Covenant Enforcement purposes, although, in 2015, only \$5,000 was expended.
<b>Attachments:</b>	<p>Yes please find the following documents in the February 2016 Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet:</p> <ol style="list-style-type: none"> <li>1. 2016 Letter to the RFTA Board of Directors by Paul Taddune (Trail_CEC 2015 Letter to the RFTA BOD.pdf)</li> <li>2. 2015 RFTA Staff Report (2015 CEC letter to GOCO.pdf)</li> <li>3. 2015 Roaring Fork Railroad Corridor Conservation Area Assessment – Prepared by Tom Newland (2015 CEC Staff Report and Summary-BRM.pdf)</li> <li>4. 2015 Roaring Fork Railroad Corridor Conservation Area Assessment – Staff Report (RFTA CEC Final Report 12-20-19.pdf)</li> </ol>

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

**CEO REPORT**

**TO:** RFTA Board of Directors  
**FROM:** Dan Blankenship, CEO  
**DATE:** February 11, 2016

**Tree Farm Development Proposal:** The Tree Farm representatives have now offered 20 parking spaces on site and \$400,000 in cash to RFTA as part of their development proposal. If spaces are valued at about \$20k each, the total package would be worth approximately \$800k. This compares with the previous offer which was a combination of 18 – 20 parking spaces and cash, or all cash, for a total combined value of \$500k. The developer would prefer a MOU or letter of acceptance of the offer from the RFTA Board but, if the Board takes no action, he will just commit to the parking and \$400k when the land use submission goes before the Eagle County BOCC.

A letter containing the current proposed mitigation for RFTA can be found as “TF-RFTA\_letter\_012816.pdf,” which is included in the February 2016 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

**Regional Transportation Authority Property Tax Authorization Bill to Extend Sunset to 2019:** RFTA is supporting a Bill in the 2016 legislative session that would amend the Regional Transportation Authority Law to extend the current 2019 sunset on the 5 mill property tax authorization until 2029. Representative Diane Mitsch Bush has indicated that she will be the Bill’s sponsor. Staff has solicited numerous letters of support for the proposed extension from its member jurisdictions, other Regional Transportation Authorities in Colorado, and Chambers. Staff will be attending a Committee hearing at the State Capitol on February 10<sup>th</sup>. Staff will keep the RFTA Board apprised of the status of this bill.

**Relocation of the Grand Avenue Pedestrian Bridget to the Vicinity of 14<sup>th</sup> Street in Glenwood Springs:** The City of Glenwood Springs plans to reuse the existing Grand Avenue Pedestrian Bridge, which will be removed, beginning March 1<sup>st</sup> by CDOT’s contractor. The City plans to place the bridge in an east west configuration across the Roaring Fork River from Midland Avenue to approximately 14<sup>th</sup> Street. The City is working to set the bridge this fall in September. The City had planned to take the bridge down to the lower bench of the dog park area, however, due to the current snow conditions, the City is requesting that RFTA allow staging of the bridge just west of Coach Miller Drive, partially in RFTA right of way, for approximately six to seven months until it can be reset. A schematic plan can be found as “Glenwood Pedestrian Bridge Schematic.pdf,” which is included in the February 2016 Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

As far as the permanent connection to the Rio Grande Trail is concerned, the City will not need to cross the tracks because the trail from the bridge will connect to the concrete River Walk Trail, constructed by Glenwood Springs, which is situated to the west of the existing track.

Staff is very supportive of the City’s request to store the bridge partially on the Rio Grande corridor. It is also very supportive of the City’s plan to connect the bridge to the River Walk Trail, inasmuch as this is a badly needed mid-City pedestrian crossing of the Roaring Fork River. Staff plans to issue the City a license for this connection which, again, is not directly on the rail bed but, rather, on the western most portion of the right of way in this area.

**Planning Department Update – David Johnson, Director of Planning**

The “2-11-16 Planning Department Update.pdf,” can be found in the February 2016 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board meeting Agenda packet.

## December 2015 Year-to-Date Ridership Report

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report				
	Dec-14	Dec-15	#	%
Service	YTD	YTD	Variance	Variance
City of Aspen	1,110,338	1,078,792	(31,546)	-2.84%
RF Valley Commuter	2,641,283	2,707,456	66,173	2.51%
Grand Hogback	86,088	90,117	4,029	4.68%
Aspen Skiing Company	555,442	552,488	(2,954)	-0.53%
Ride Glenwood Springs	210,755	201,419	(9,336)	-4.43%
X-games/Charter	36,205	38,942	2,737	7.56%
Senior Van	4,088	3,699	(389)	-9.52%
MAA Burlingame	40,016	31,709	(8,307)	-20.76%
Maroon Bells	123,128	174,202	51,074	41.48%
<b>Total</b>	<b>4,807,343</b>	<b>4,878,824</b>	<b>71,481</b>	<b>1.49%</b>
Subset of Roaring Fork Valley Commuter Service with BRT in 2015				
Service	YTD Dec. 2014	YTD Dec. 2015	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	1,064,955	1,036,430	(28,525)	-3%
BRT	826,952	837,874	10,922	1%
<b>Total</b>	<b>1,891,907</b>	<b>1,874,304</b>	<b>(17,603)</b>	<b>-1%</b>

**Note:** Due to an oversight in 2014, the RF Valley Commuter ridership was duplicated because a portion of the 2014 Carbondale Circulator ridership was inadvertently counted twice. Originally, the 2014 RF Valley Commuter ridership was reported as 2,732,641, but the correct total for 2014 should have been 2,641,283 or 91,358 less. This error reduced total system-wide ridership in 2014 from 4,898,701 to 4,807,343.



## Finance Department Update – Mike Yang, Director of Finance

2015 Budget Year				
General Fund				
December YTD (as of 1/31/16)				
	Actual	Projection	Amended Budget	% Var.
<b>Revenues</b>				
Sales tax (1)	\$ 18,028,940	\$ 20,300,000	\$ 19,914,000	1.9%
Grants (2)	\$ 5,191,560	\$ 5,191,560	\$ 7,105,046	-26.9%
Fares (3)	\$ 4,475,716	\$ 4,475,716	\$ 4,513,000	-0.8%
Other govt contributions (2)	\$ 5,731,882	\$ 5,731,882	\$ 7,268,752	-21.1%
Other income	\$ 436,291	\$ 436,291	\$ 413,000	5.6%
<b>Total Revenues</b>	<b>\$ 33,864,389</b>	<b>\$ 36,135,449</b>	<b>\$ 39,213,798</b>	<b>-7.9%</b>
<b>Expenditures</b>				
Fuel	\$ 1,872,342	\$ 1,872,342	\$ 1,957,723	-4.4%
Transit	\$ 18,728,905	\$ 18,328,905	\$ 18,331,220	0.0%
Trails & Corridor Mgmt	\$ 418,669	\$ 418,669	\$ 468,960	-10.7%
Capital (2)	\$ 9,761,032	\$ 9,761,032	\$ 14,681,988	-33.5%
Debt service	\$ 2,339,410	\$ 2,339,410	\$ 2,339,409	0.0%
<b>Total Expenditures</b>	<b>\$ 33,120,359</b>	<b>\$ 32,720,359</b>	<b>\$ 37,779,300</b>	<b>-13.4%</b>
<b>Other Financing Sources/Uses</b>				
Other financing sources	\$ 1,453,285	\$ 1,453,285	\$ 1,453,285	0.0%
Other financing uses	\$ (2,434,093)	\$ (2,713,032)	\$ (2,713,032)	0.0%
<b>Total Other Financing Sources/Uses</b>	<b>\$ (980,808)</b>	<b>\$ (1,259,747)</b>	<b>\$ (1,259,747)</b>	<b>0.0%</b>
<b>Change in Fund Balance (4)</b>	<b>\$ (236,778)</b>	<b>\$ 2,155,343</b>	<b>\$ 174,751</b>	<b>1133.4%</b>

(1) Actual sales tax revenues do not include December data, which will become available in early February 2016. Through November, sales tax is up approx. 8.5% over the prior year and 2% over the amended budget. The projection assumes December sales tax revenues will continue to be 8.5% over the prior year.

(2) Grants, Other governmental contributions and Capital are currently under budget primarily due to the timing of the Rubey Park Transit Center Renovation Project's expenditures and, in turn, grant reimbursements and other governmental contributions. Actual amounts do not include December activity, which is forthcoming. Any unexpended budget will be rolled forward to the 2016 budget year through a supplemental budget appropriation resolution presented at the March 2016 Board meeting.

(3) Through December, overall fare revenue ended up being flat compared to the prior year. The 4% decrease in regional fares is being offset by the 57% increase in the Maroon Bells bus tour sales. The chart below provides a December YTD 2014/2015 comparison of actual fare revenues and ridership on RFTA fare services:

Fare Revenue:	Dec 14 YTD	Dec 15 YTD	Increase/ (Decrease)	% Change
Regional Fares	\$4,177,776	\$3,990,607	\$ (187,169)	-4%
Other Service/Maroon Bells	\$ 288,384	\$ 451,604	\$ 163,220	57%
Advertising	\$ 20,419	\$ 33,505	\$ 13,086	64%
<b>Total Fare Revenue</b>	<b>\$4,486,579</b>	<b>\$4,475,716</b>	<b>\$ (10,863)</b>	<b>0%</b>
<b>Ridership on RFTA Fare Services:</b>				
	Dec 14 YTD	Dec 15 YTD	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	1,064,955	1,036,430	(28,525)	-3%
BRT	826,952	837,874	10,922	1%
SM-DV	68,603	63,281	(5,322)	-8%
Maroon Bells	123,128	174,202	51,074	41%
Grand Hogback	86,088	90,117	4,029	5%
<b>Total Ridership on RFTA Fare Services</b>	<b>2,169,726</b>	<b>2,201,904</b>	<b>32,178</b>	<b>1%</b>
Avg. Fare/Ride	\$ 2.04	\$ 1.97	\$ (0.07)	-4%
Avg. Fare/Ride MB	\$ 2.34	\$ 2.59	\$ 0.25	11%

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

RFTA System-Wide Transit Service Mileage and Hours Report								
	Mileage December 2015 YTD				Hours December 2015 YTD			
Transit Service	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	3,816,504	3,770,604	45,900	1.2%	170,534	171,406	(872)	-0.5%
City of Aspen	495,006	502,770	(7,764)	-1.5%	55,162	54,486	676	1.2%
Aspen Skiing Company	263,577	275,503	(11,926)	-4.3%	18,626	18,380	246	1.3%
Ride Glenwood Springs	123,183	120,250	2,933	2.4%	9,773	9,728	45	0.5%
Grand Hogback	213,197	217,940	(4,743)	-2.2%	8,147	8,458	(311)	-3.7%
MAA/Burlingame	23,140	24,617	(1,477)	-6.0%	1,678	1,670	8	0.5%
Maroon Bells	66,253	46,684	19,569	41.9%	5,432	3,837	1,595	41.6%
Specials/Charter	9,540	11,408	(1,868)	-16.4%	966	1,631	(665)	-40.8%
Senior Van	17,932	19,141	(1,209)	-6.3%	1,863	1,831	32	1.7%
<b>Total Service</b>	<b>5,028,332</b>	<b>4,988,917</b>	<b>39,415</b>	<b>0.8%</b>	<b>272,181</b>	<b>271,427</b>	<b>754</b>	<b>0.3%</b>

### 2005 Certificates of Participation – S&P upgrades rating to ‘A’ from ‘A-’

On November 10, 2015, Standard & Poor’s Rating Services had raised both its rating on RFTA’s Series 2005 Certificates of Participation (COPs) and issuer credit rating (ICR) to ‘A’ from ‘A-’ and revised their stand-alone credit profile (SACP) on RFTA to ‘a’ from ‘a-’. The outlook is stable. “The upgrade reflects our assessment of the authority’s improved regional economy and very strong market position, with new service that has boosted traffic (*ridership*),” said Standard & Poor’s credit analyst Anita Pancholy.

### 2015 Financial Statement Audit – Schedule

2015 Financial Statement Audit Schedule		
Date	Activity	Status
5/2/2016 – 5/6/2016	Start of Audit – auditors conducting onsite fieldwork	<i>On schedule</i>
6/20/2016 - 6/30/2016	During this period, staff anticipates that the Audit Report will be reviewed by the <b>RFTA Board Audit Subcommittee</b> . 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 &amp; location of meeting.</i>
7/8/2016	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/14/2016	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

McMahan & Associates, LLC will conduct the 2015 financial statement audit. **At this time, staff requests that the RFTA Board confirm the Board members who will serve on the Audit Subcommittee (see below for list of members).** Staff will correspond via email with the Subcommittee to establish the date and location of the meeting which is expected to be held during the second half of June before the July Board meeting where the final audit report will be presented to the RFTA Board.

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



Current Audit Subcommittee Members:

1. **Vacant (previously held by Kathy Chandler-Henry)**, RFTA board member,
2. **Jacque Whitsitt**, RFTA board member,
3. **John Lewis**, independent financial expert and Eagle County Director of Finance, and
4. **John Redmond**, independent financial expert and Pitkin County Director of Finance

Anticipated guests include:

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

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

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

Facilities and Bus Stop Maintenance February 11, 2016

**Capital Projects Update**

**AMF Phase 3- Indoor Bus Storage:**

Staff continues to work through the plan revision process in preparation for the commencement of constructing the expansion to the facility. Staff anticipates FCI mobilizing onto the site the first week of April with work beginning as soon as possible.

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

RFTA has received a fully executed 5311 grant agreement from CDOT for this phase of work and staff is working with CDOT to complete necessary approvals. The final plan set for the inspection canopy and the replacement of the drive lanes has been completed and staff is preparing to submit these plans to Pitkin County for review and permitting. Staff will be submitting the phase 4 work to FCI to price and if their number proves to be fair and reasonable, RFTA will add this work to the FCI contract via a change order. This additional work may require that RFTA give FCI additional time to complete the project and activities such as the replacement of the facilities cladding, landscaping, and final punch list items may be pushed into the spring of 2017.

**West Glenwood Springs Park and Ride Project:**

The plan set for this project has been completed and staff will be submitting the project to the City of Glenwood Springs for a grading permit. Staff continues to work with CDOT to complete the necessary project document reviews and receive a notice to proceed so that RFTA can put the project out to bid.

**GMF Expansion Project:**

Staff has received the design build team's first draft of scope and budget for the first phase of the expansion project and staff is currently reviewing this information. The team has also spent time reviewing past expansion design information and touring the facility to understand how RFTA operates.

### **New Castle Park and Ride:**

On Thursday February 4, 2016, RFTA hosted a conference call with key staff from CDOT to discuss the prospects of advancing the 2017 grant funding for the construction of the New Castle Park and Ride to 2016, so that the project could be completed by October and preserve the \$200,000 FLMD grant RFTA has also been awarded. CDOT staff committed to advancing those funds and working to make them available to RFTA as soon as possible. CDOT and RFTA will be coordinating on the review and approval of all the project documents with the goal of CDOT issuing RFTA a NTP by May 1, 2016. If we achieve this milestone staff believes there will be enough time to bid and construct this project by October of 2016.

## **Facilities Updates**

### **Glenwood Maintenance Facility:**

- There are no significant items to report.

### **Carbondale Maintenance facility:**

- There are no significant items to report

### **Aspen Maintenance Facility:**

- There are no significant items to report.

**RFTA Bus Stops and Park and Ride Lots:** The snow continues to fall and create challenges for RFTA's snow removal crews. They have done an admirable job keeping RFTA facilities operational through the last series of snowstorms. All snow stack areas are now at or over capacity and it is going to take several days to clear out all of the accumulated snow and make room for the next storm. Staff is also running out of places to haul and dump snow and we are looking for creative alternative places to dispose of the snow.

## **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 **87%** 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 **96%**.
- RFTA began renting 10 seasonal, 2 bedroom units at the Burlingame apartment complex September 1<sup>st</sup>. On November 30<sup>th</sup> we released two units back to Burlingame and will release one additional unit back to Burlingame on February 1<sup>st</sup>. Of the 14 beds available in the seven units that we have retained for the winter season, 11 beds have been filled, putting our seasonal housing at **79%**.

### **RFTA Railroad Corridor**

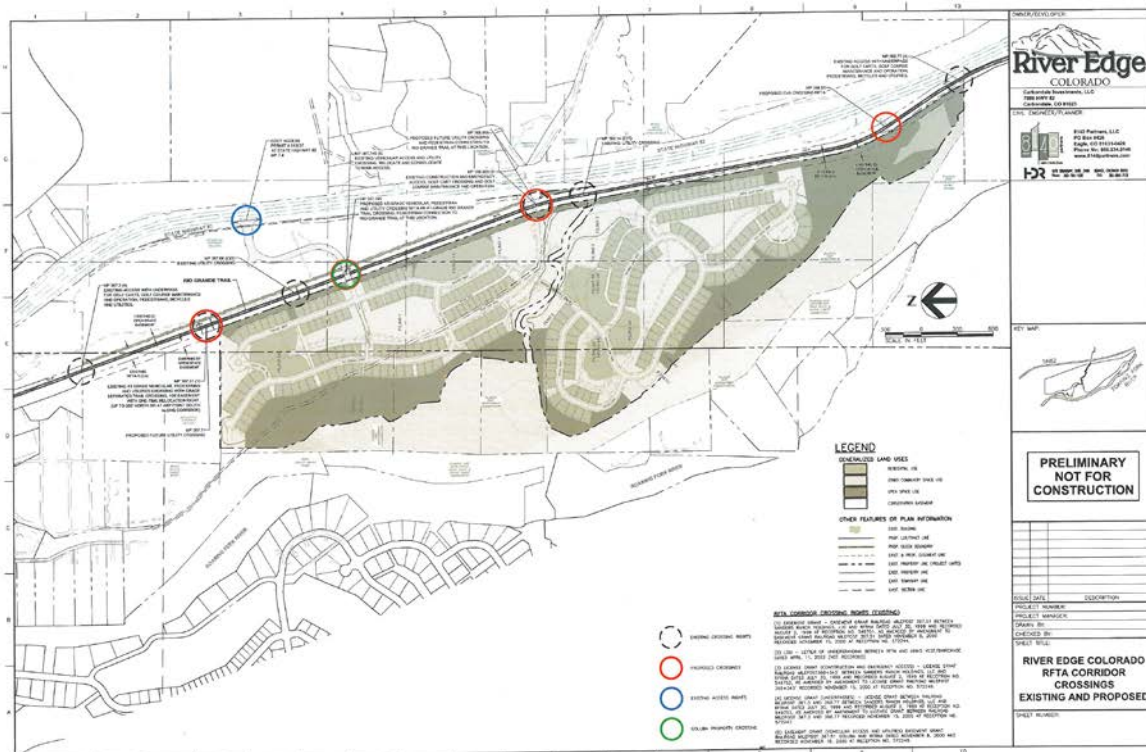
**Covenant Enforcement Commission (CEC) Annual Meeting:** See separate agenda item for the February 11<sup>th</sup> Board meeting.

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

- An update to the 2005 Comprehensive Plan. ***The first document to be updated is the Access Control Plan. This item has been pushed to March of 2016.***
- Once the draft versions of ACP and DGS guidelines are finalized and approved by the RFTA Board then staff will send out both documents to GOCO, with an updated list of crossings including existing

crossings that have not been previously approved, any potential new crossings being proposed currently, as well as any new crossings that might be on the horizon, to secure GOCO's approval of the ACP, DG, and updated list of crossings

- With the final version of the ACP acceptance by the RFTA Board of Director's, 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 and fee structure for RFTA that will enable it to have railroad and legal experts review, assess and report on proposed development impacts along the corridor along with recommendations regarding potential mitigation of the impacts that RFTA can provide to permitting jurisdictions
- Once the process for the ACP is complete and the forms and review process has been finalized, staff will begin updating the rest of the Comprehensive Plan, the Recreational Trails Plan, and the Executive summary documents to bring back to the RFTA Board for a review and direction
- Staff continues working on issues related to the Federal Grant Right-of-Way areas identified up and down the Railroad Corridor and will provide updates as necessary; *(Ongoing)*;
- **River Edge Colorado** (*Sanders Ranch/Bair Chase/River Bend/Cattle Creek development*) Crossing Review and Coordination. The developer is proposing new road, utility, drainage and pedestrian crossing locations as part of their application to Garfield County. The developer appeared in front of the Garfield County Planning Commission on January 13<sup>th</sup>. The GARCO Planning Commission is recommending that the BOCC approve the development as long as the developer meets the roughly 72 conditions placed on the approval. **Securing approval from the RFTA Board for their access type and location is one of the conditions placed on the developer.** Staff has requested additional design information from the developer in order to review the development and bring a recommendation to the RFTA Board. Staff will provide monthly updates throughout the review process; *(Ongoing)*;



- The developer is proposing one at-grade vehicle crossing, an at-grade trail crossing, an emergency vehicle crossing, several utility crossings and pedestrian connections to the Rio Grande Trail
- The developer has expressed a willingness to terminate all of the existing agreements and develop new agreements for the property
- **South Bridge** – Nothing new to report this month; (*Ongoing*);
- **8<sup>th</sup> Street Crossing Project by CDOT and the City of Glenwood Springs**—Staff is still working through the logistics of the 8<sup>th</sup> Street process with CDOT and the attorney. We will provide a more detailed update next month; (*Ongoing*);
- **Industry Way, Carbondale** – Nothing new to report this month; (*On Hold*);
- **TCI Lane Bridge Project** – Nothing new to report this month; (*Ongoing*).

### **Rio Grande Trail Update**

- Staff is coordinating with CCAH to discuss art in the corridor and overall beautification through Carbondale.
- Staff has been actively participating with the Carbondale Creative District, specifically the Wayfinding and Connectivity task force. It is anticipated that this spring some wayfinding signs will be installed in the corridor, directing people to the creative districts and downtown.
- Staff is actively working to beautify the corridor through Carbondale.
  - Staff is working with ACRE Narrative Design to create the master plan for the Rio Grande ArtWay
  - Staff will begin to install a single track/dirt trail adjacent to the paved surface in Carbondale, where space allows. Impact will be very minimal to regular trail use
  - Staff completed a revegetation project in the corridor behind the Carbondale Maintenance Facility, spreading native grass and wildflower seed
  - Staff is writing grants in order to fund and continue the project
  - Funding needed for picnic areas, art installations, native landscapes, a Latino Folk Art Garden, and creating a play area for youth
- Staff has been clearing sight lines along the trail by removing tree limbs and brush.
- Staff has continued to have issues with the tractor and implements; it is difficult to find parts for the implements and a mechanic to work on them.
  - Staff would like to replace the tractor with a different/safer piece of equipment
- Staff has been working with the ACES crew on the Rock Bottom Ranch connections to the Rio Grande Trail.
- Staff has been coordinating with Pitkin County Open Space and Trails regarding an equestrian/multi-use trail from the Hooks Ln Trailhead to the Glassier Open Space.
- Staff has been coordinating with RFOV to see what kind of projects we can work together on; improvements to river access at the Satank Bridge is most likely the front runner, with smaller projects to occur as well.
- Staff is plowing the trail from Glenwood Springs to Carbondale when there is a significant snow event.
- Staff has been grooming the cross country ski trail from Snowmass Dr. to Catherine Bridge.
- Staff is working with the Procurement Department on a scope of work and creating an RFI for a noxious weed control program using grazing goats.
- Staff is working with the Procurement Department on a scope of work for design and construction of a soft surface trail, adjacent to the asphalt trail.