

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

**TIME:** 8:30 a.m. – 11:30 a.m., Thursday, February 9, 2017

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

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

	<b>Agenda Item</b>	<b>Policy</b>	<b>Purpose</b>	<b>Est. Time</b>
1	<b>Call to Order / Roll Call:</b>		<b>Quorum</b>	<b>8:30 a.m.</b>
2	<b>Approval of <a href="#">Minutes</a>:</b> RFTA Board Meeting, January 12, 2017, <b>page 3</b>		<b>Approve</b>	<b>8:35 a.m.</b>
3	<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>8:40 a.m.</b>
4	<b>Items Added to Agenda – Board Member Comments:</b>	<b>4.3.3.C</b>	<b>Comments</b>	<b>8:45 a.m.</b>
5	<b>Consent Agenda:</b>			<b>8:55 a.m.</b>
	A. <a href="#">Intergovernmental</a> Agreement for Garfield County Senior Programs – Traveler Services 2017 – Dan Blankenship, CEO, <b>page 12</b>	<b>4.2.5</b>	<b>Approve</b>	
	B. Eight-Party <a href="#">Memorandum</a> of Understanding Regarding Garfield County Senior Programs for 2017 – Dan Blankenship, CEO, <b>page 13</b>	<b>4.2.5</b>	<b>Approve</b>	
6	<b>Presentation/Action Items:</b>			
	A. <a href="#">Hanging</a> Lake Management and Transit Options – Karen Schroyer, USFS and Benjamin Rasmussen, VOLPE, <b>page 14</b>	<b>4.2.5</b>	<b>Discussion/Direction</b>	<b>9:05 a.m.</b>
	B. Rio <a href="#">Grande</a> Railroad Corridor Access Control Plan Update – Angela Henderson, Assistant Director of Project Management and Facilities Operations, and Dan Blankenship, CEO, <b>page 15</b>	<b>1.1</b>	<b>Discussion/Direction</b>	<b>9:30 a.m.</b>
	C. <a href="#">Integrated</a> Transportation System Plan Update – Ralph Trapani, Parsons Transportation Group; David Johnson, Director of Planning; Dan Blankenship, CEO, <b>page 16</b>	<b>4.2.1</b>	<b>Discussion/Direction</b>	<b>10:10 a.m.</b>
	D. RFTA <a href="#">Policy</a> Regarding Open Containers of Alcohol on Buses – Kent Blackmer and John Hocker, Co-Directors of Operations and Kelley Collier, COO, <b>page 18</b>	<b>4.1.2</b>	<b>Discussion/Direction</b>	<b>10:40 a.m.</b>
7	<b>Information/Updates:</b>			
	A. <a href="#">CEO</a> Report – Dan Blankenship, CEO, <b>page 19</b>	<b>2.8.6</b>	<b>FYI</b>	<b>11:10 a.m.</b>
8	<b>Issues to be Considered at Next Meeting:</b>			
	To Be Determined at February 9, 2017 Meeting	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:20 a.m.</b>
9	<b>Next Meeting:</b> 8:30 a.m. – 12:00 p.m., March 9, 2017 at Carbondale Town Hall	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:25 a.m.</b>
10	<b>Adjournment:</b>		<b>Adjourn</b>	<b>11:30 a.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 12, 2017**

**Board Members Present:**

Jeanne McQueeney - Chair (Eagle County); Mike Gamba - Co-Chair (City of Glenwood Springs); Steve Skadron (City of Aspen); George Newman (Pitkin County); Markey Butler (Town of Snowmass Village); Ben Bohmfalk (Town of Carbondale); Art Riddile (Town of New Castle)

**Voting Alternates Present:**

Bernie Grauer (Town of Basalt)

**Non-Voting Alternates Present:**

Kathryn Trauger (City of Glenwood Springs); Dan Richardson (Town of Carbondale)

**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, Brett Meredith, Maura Masters, Amy Burdick, Facilities & Trails Department; David Johnson, Planning Department

**Visitors Present:**

Clark Woolley (White River National Forest Service); John Kruger (City of Aspen); Debra Figueroa, Tanya Allen (City of Glenwood Springs); Ralph Trapani (Parsons Transportation Group); Emzy Veazy III, Amy Fulstone, and Robbie O'Meira (Citizens)

**Agenda**

**1. Roll Call:**

**Jeanne McQueeney, Chair, called the RFTA Board of Directors to order at 8:33 a.m.**

**Jeanne McQueeney declared a quorum to be present (8 member jurisdictions present) and the meeting began at 8:35 a.m.**

**2. Executive Session**

**A. One Matter: Paul Taddune, General Counsel:**

**Paul Taddune stated that there would be two topics presented. Paul read the topics and legal justifications of the scheduled Executive Session prior to the motion to adjourn into Executive Session:**

Pursuant to C.R.S. 24-6-602 4)(b)1): Sos and Carroll Litigations

Pursuant to C.R.S. 24-6-602 4)(b)1): Status report regarding 10/26/2013 Bus Accident

**Jeanne McQueeney moved to adjourn into Executive Session and Ben Bohmfalk seconded the motion and it was unanimously approved. The Board adjourned into Executive Session at 8:37 a.m.**

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

**Jeanne McQueeney moved to adjourn from Executive Session into the regular Board Meeting and Bernie Grauer seconded the motion. The motion was unanimously approved.**

**No action was taken during the Executive Session. The Executive Session adjourned at 8:43 a.m.**

**3. Approval of Minutes:**

**Markey Butler moved to approve the minutes of the November 10, 2016 Board Meeting and George Newman seconded the motion. The motion was unanimously approved.**

**4. Public Comment:**

**Jeanne McQueeney asked if any member of the public would like to address the Board or make a comment.**

Emzy Veazy III addressed the Board and remarked on the following topics for Board's consideration:

- Senior Citizens showing identification to ride free-fare
- Senior Citizens given priority to up-front seating; closer to the entrance/exit
- Underage drinking on the buses
- Proper removal of snow and ice at the RFTA bus stops and Park and Rides
- Proper lighting at stops and PNRs to defer any criminal activity
- RFTA's responsibility to keep the bus stops and shelters well-maintained and sanitary

He thanked the Board for the opportunity to address his points and concerns.

**Jeanne McQueeney closed Public Comments at 8:50 a.m.**

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

**Jeanne McQueeney asked if there were any items that needed to be added to the meeting agenda. There were no items added to the meeting agenda.**

**McQueeney next asked if any Board member had comments or questions regarding issues not on the meeting agenda. No Board member had any comments or questions.**

**6. Consent Agenda:**

- A. The Consolidation and Relocation of the Rockford Ditch Laterals as they Cross the Bank Property in Carbondale – Mike Hermes, Director of Facilities and Dan Blankenship, CEO**
- B. Alpine Bank Resolutions Approving Agents and Authorizations for RFTA's Bank Accounts (General, Payroll, Short Term Investment) held with Alpine Bank – Michael Yang, CFAO**
- C. Collection Agreement Between the Roaring Fork Transportation Authority and the USDA, Forest Service White River National Forest – Michael Yang, CFAO**

- D. **Garfield County Grand Avenue Bridge (GAB) Transit Mitigation Grant** – Dan Blankenship, CEO
- E. **Resolution 2017-01: Supporting the Application for a Grant from the Colorado Department of Local Affairs (DOLA) Energy Mineral Impact Assistance (EMIA) Program for the Incremental Cost of Three 3) Compressed Natural Gas (CNG) on Two 2) RFTA Transit Buses and One 1) Traveler Shuttle** – Jason White, Assistant Planner and Dan Blankenship, CEO

**Michael Gamba moved to approve the consent agenda in its entirety and Steve Skadron seconded the motion. The motion was approved unanimously.**

**7. Presentation/Action Items:**

- A. **Rio Grande Railroad Corridor Access Control Plan Update** – Angela Henderson, Assistant Director of Project Management and Facilities Operations and Dan Blankenship, CEO

Dan Blankenship introduced Debra Figueroa, City Manager of Glenwood Springs who has been involved in discussions involving the Corridor Access Control Plan (ACP). The first reading of the Access Control Plan Draft Update was originally scheduled for the January 12, 2017 meeting, however, RFTA staff received proposed revisions of the ACP from the City of Glenwood Springs late in December 2016. Given the holidays, RFTA staff has not had time to thoroughly review the proposed changes and discuss them with City staff, so Blankenship recommended postponing the first reading of the ACP until the March 2017 Board Meeting. As background, first reading of the ACP was scheduled for May 2016, however, the City of Glenwood Springs requested more time for review. Blankenship reminded the Board that adoption of the Access Control Plan requires a unanimous vote of all 7 original members of Roaring Fork Railroad Holding Authority (RFRHA), so it is critical to craft a policy that works for all RFTA members. Blankenship stated that over the last year and a half, staffs of RFTA and various communities have been working together to achieve language that would accommodate the communities' needs for public crossings, while ensuring adequate safeguards to preserve and protect the corridor's rail banking status. Staff has received and responded to two separate rounds of comments from the cities, CDOT and Garfield County. With the information received, it was decided that RFTA would request additional input on language from Glenwood Springs. In December 2016 RFTA staff met with Karl Hanlon, Attorney for the City of Glenwood Springs and RFTA was given a draft of the City's proposed changes. Staff along with attorneys, Walt Downing and Bill Mullins began working through the proposed changes to the Plan, many of which helped clarify several items. Edits to the City's draft were given to Karl Hanlon and a meeting will be set up in February to finalize all edits to the proposed plan. The three (3) issues most pressing are: 1) access issues; 2) potential interference with the land use processes; 3) lack of clarity on the ultimate purpose of the trail. Blankenship requested Board input on those three topics.

George Newman stated that there should be a differentiation between trail access to the Rio Grande Trail within municipalities versus unincorporated areas.

Bernie Grauer stated that the trail belongs to the taxpayers and does not see a justification for limiting use or access.

Jeanne McQueeney asked the Board members if they were in agreement with Dan Blankenship's suggestion in regards to the trail, which should be discussed when the Recreational Trails Plan is updated.

Steve Skadron stated that the Board must be cautious with the decision that it makes with the ACP. Priority needs to be the "preservation of a contiguous corridor." The rail-banking status must be protected; access control has the potential to affect the corridor's rail-banking status and how the

trail ultimately gets defined. The decision to allow access to the trail at any location, could jeopardize the rail-banking status which impacts future goals and needs of the entire valley.

Dan Blankenship said the ACP and Comprehensive Plan must achieve a balance between having enough flexibility for communities that need to cross the corridor and for RFTA, which needs to protect the asset for the future.

Mike Gamba remarked that the City of Glenwood Springs supports the goal of protecting the corridor; that is the Board's primary goal. However, rail-banking is simply a strategy to achieve that goal. If all of the Federal Grant parcels are acquired, RFTA will own the property outright and no longer need to preserve it through Federal rail-banking. If at some point in the future a passenger rail service constructed on the right of way, that would not preserve the rail-status, per STB guidelines, it must be preserved for heavy freight rail. One of the concerns that the City of Glenwood has is that one of the stated goals in the Access Control Plan is to "maintain Federal rail-banking" which is a strategy not a goal; the goal is to preserve the corridor. Once the City of Glenwood has received the information from their legal representative from the Surface Transportation Board (STB) then the policy should be written to ensure that RFTA is not in any danger of the corridor being deemed severed.

Steve Skadron agreed and replied that the impacts are significant, and the Board should be fully aware and informed of those potential impacts.

Debra Figueroa stated that she would like to get the draft to elected officials before going too far down the road, and she believes there is no reason that both, recreation and corridor preservation goals, could not be accomplished. The Board can conduct an in-depth discussion when the draft has been completed and everyone has the proposed language.

Blankenship stated that staffs need to work together to nail down the final suggested language in the draft before it is presented to RFTA Board or other Board's in the governing districts. In regards to acquiring land grants, it is a great strategy; however, the Board should be fully aware of the process and the funds associated with such a process. If the Board determines that acquiring the seven miles of land is the number one objective, then the process should be started rather soon because it will take several years to complete the process.

Dan Richardson thanked the Board members and staffs involved in the process thus far. A concern is that the Board needs to dive into the ACP, however, it appears that the decisions being expressed relate to larger policy issues. Richardson suggested a memo for the Board to review that states the most pressing issues and how they have been resolved before asking staffs to get involved.

Markey Butler agreed and added that it is important for the Board and the community to understand the background of the trail and rail right of way, including grants that were acquired and what if any restrictions or repayments could be associated with those funds. Steve Skadron agreed with Butler stating that the IGA with Great Outdoors Colorado (GOCO) stipulates that grant funds might need to be returned if the material aspects of the agreement are changed.

Gamba interjected that the same would happen if heavy freight were re-instated or passenger rail were placed on the corridor. RFTA would have to find an equivalent amount of recreational open-space land that is considered acceptable as an alternative that has been appropriately designated as Federal land. Gamba recommended a practical approach and questioned what the ultimate use of the corridor is supposed to be. The two end goals of the corridor are; 1) some form of the trail should always exist and 2) there should be the opportunity, if desired, to develop a passenger rail system on the corridor. By focusing on those two items as the end goals, and figuring out how to achieve them, the Board would be headed in the right direction.

Angela Henderson replied, Land and Water Conservation funds that were used in several sections to purchase the trail put a perpetual 20-foot-wide trail-easement on the corridor. When the corridor was acquired there was a conceptual plan developed that accounted for a trail adjacent to a rail corridor. Therefore, neither the GOCO agreement or Land and Water Conservation funds impact the ability to put rail on the corridor. As long as the property is maintained intact, there shouldn't be a need to reimburse either of these funding sources.

Blankenship added that the corridor was primarily acquired to be used for public transportation in the future, with the trail being an interim use. Blankenship agreed with Butler, as the process moves towards the adoption of the ACP, RFTA should ensure there is comprehensive understanding of the corridor's history and an overview of the agreements that govern the activities on the corridor. This information will be made available, and in the meantime staff will continue to work with the City and its staff to find language that is mutually agreeable; while still providing security to protect the corridor.

Jeanne McQueeney requested clarification on the timeline, what other policy questions might be forthcoming and the next steps of the process.

Blankenship stated that the hope is to move through the revisions of the Access Control document over the next month. If agreement cannot be reached, the document cannot be presented to the Board for approval and the ACP cannot be adopted. If certain aspects of the document can be resolved, the Plan can be posted externally and first reading can be presented to the Board in March 2017 with second reading in April, and then it can be adopted.

George Newman suggested that a two to three-page white paper be kept with history of the corridor and ACP for future Board members. This will eliminate the need for lengthy presentations as new Board members are appointed. Jeanne McQueeney agreed that it would be good to have a quick reference that would allow new Board members to quickly be caught up on the history of the corridor and the ACP.

Kathryn Trauger asked if there were any policies that require specific and immediate attention.

Blankenship responded that most of the policies have been determined and resolved. Alterations to the railroad grade or putting obstructions in the corridor that would create a significant financial burden to reconstruct the corridor should be avoided. The corridor was acquired primarily to be a public transportation corridor in the future; with the trail being interim use. In the ACP it states that public entities can cross at grade and that should not preclude freight rail reactivation and should not preclude a future commuter rail or light rail service. For public entities, easements will be granted for their crossings, with the provision that if a light rail system is developed in the future, that the crossing could be relocated. In more recent revisions to the ACP, concerns have been expressed about the desirability of granting easements for quasi-public accesses in largely unincorporated regions where the county has not accepted those roads as public, however, they function as public roads. The concern is that as homes are being developed or individuals are trying to sell their homes, there might be difficulties in obtaining financing because of having a revocable crossing license. In RFTA's past experience, crossing licenses have not prevented people who have homes adjacent to the corridor from selling or refinancing their homes. The ACP needs to state clearly; adjacent homeowners are going to be treated fairly.

Skadron stated that the original corridor is 42 miles of continuous trail and the right-of-way was purchased in 1997. Its purpose was transportation and recreation solutions to a congested Highway 82. Skadron asked how many times since 1997 has the Access Control Plan been revised.

Blankenship stated that the Access Control Plan was adopted in 2000 as part of the Comprehensive Plan. In 2001, RFTA was formed; RFRHA and RFTA were merged, in 2005 the Plan under RFTA was revised and was approved by each municipality unanimously. In 2010, the Plan was deferred due to time and resources devoted to developing BRT. The current Plan draft was brought to the board in 2014, at which time concerns were brought forward about the overly restrictive nature of the ACP; the draft 2014 ACP is currently being revised.

Skadron reiterated and stressed the importance of the changes being requested; the revisions will impact all community members. It is incumbent upon this Board to understand the complexity and significance of proposed changes to the ACP. Skadron suggested reaching out to John Wilkinson former Snowmass council member and former member of the Board and to Dorothea Farris, former Pitkin County Commissioner and former RFRHA and RFTA Board member.

Jeanne McQueeney summarized requests of the Board members:

1. Two to three-page white paper history of the rail corridor and potential legal constraints.
2. Clearly identify future policy issues.
3. Identify and summarize public input; where it is coming from, when it is coming, and what the opportunities are.
4. Involve John Wilkinson and Dorothea Farris.
5. Executive historical summary for Board members.

Angela Henderson stated that the original 2000 Comprehensive Plan and the updated 2005 Plan are on the RFTA website, which includes an Executive Summary.

**Jeanne McQueeney asked if there were any other questions or comments. There were no other questions or comments.**

**B. Integrated Transportation System Plan Update – Ralph Trapani, Parsons Transportation Group; David Johnson, Director of Planning; Dan Blankenship, CEO**

Ralph Trapani explained that the AirSage data is being loaded into the ridership tool to develop a 20-year future no-build forecast for ridership demand. A technical advisory committee meeting was held in December to review the ridership tool with area staffs. The ITSP project is posted on the RFTA website and a public information release, which will include a press release, is in the process. Meetings with elected officials from each of the cities and/ counties to review ridership demand findings re being planned. The Aspen meeting has been scheduled.

Trapani explained how the development of travel zones and current transit trip-making will be used to forecast future transit demand, and will provide input to the development of alternate service plans. Key benefits of AirSage data and the forecasting tool are: 1) offers the best data available; 2) allows transparency of data and results; 3) actual conditions calibration; 4) the forecast can be updated as new data emerges; and 5) data can be transferred easily into other planning tools. Data collection was focused on three (3) seasons; fall, winter, summer; four (4) time periods; a.m., mid-day, p.m., daily; two (2) average day conditions; weekday, weekend; nine (9) trip purposes; home-home, home-work, home-other, work-home, work-work, work-other, other-home, other-work, and other-other. Trapani elaborated that the months in 2016 for which data were collected were October for fall, February through March for winter, and July for summer. There are six (6) subscriber classes; resident worker, home worker (commutes within area); inbound commuter (commutes to area); outbound commuter (commutes outside area); single-day and multi-day/repeat visitor (lives and works outside area). Trapani discussed how Parsons will begin working with RFTA staff in Stage 3 to develop; 1) transit service alternatives; 2) create capital and operation cost estimates; 3) evaluate and compare alternatives; 4) complete a service alternatives plan; and 5) develop a draft ITSP report and conduct public outreach.



Blankenship and David Johnson presented the service alternatives that have been determined through public meetings with councils and staffs, open houses and passenger surveys. Public meetings will be held in February to inform the jurisdictions and staffs about which alternatives have been selected for further analysis.

Blankenship reviewed the potential service alternatives and capital alternatives and requested feedback from the Board.

Markey Butler questioned whether increasing or expanding the I-70 Grand Hogback service would be beneficial to RFTA given that those service areas do not pay taxes or funding towards RFTA operations. George Newman agreed and elaborated that the AirSage data is valuable data to take to those jurisdictions who are not a part of RFTA and present the option for them to become member jurisdictions.

Blankenship responded that RFTA staff have the ability to determine what services would cost if RFTA was to expand I-70 service and increase service frequency. That information would be available during the public meetings to present to non-member jurisdictions if they deem those services are beneficial and consider becoming voting members. Blankenship requested approval from Board members that RFTA staff devise an I-70 corridor service plan, which includes costs, to be presented to those jurisdictions.

**Jeanne McQueeney made a motion to approve RFTA staff creating a service plan to present to non-member jurisdictions. Mike Gamba seconded the motion. The motion was unanimously approved.**

## **8. Public Hearing Items:**

### **A. Resolution 2017-02: 2017 Supplemental Budget Resolution – Michael Yang, Director of Finance**

Michael Yang directed the Board to page 27 of the Board packet, and briefly explained Resolution 2017-02 has two (2) items; 1) ITSP Stage 3, which will increase the capital budget by \$367,301 and 2) the GMF Renovation & Expansion Phase I, which will increase the capital budget by \$850,000.

The Net decrease to 2017 fund balance, as a result of the resolution will be: \$1,217,301.

The CDOT 5311 Capital Grant for \$600,000 that was awarded is currently being amended. Once the amended grant has been executed there will be a new Supplemental Budget Resolution to reflect the \$600,000 in grant revenue, which will replenish the fund balance. Staff is requesting that Board approve Resolution 2017-02 in order to move forward on the project.

Blankenship commented that the grant was initially going to be utilized for the New Castle PNR, however, due to processing delays by CDOT, that project was funded with bond proceeds and the grant is being amended to help fund the GMF Renovation & Expansion Phase I. Expansion of bus parking at the GMF needs to be increased for the GAB project; 20 or more buses will be brought down from Aspen to the GMF for staging.

**Jeanne McQueeney opened the public hearing at 10:54 a.m. and closed the public hearing at the same time with no comments from the public.**

**George Newman made a motion to approve Resolution 2017-02: Supplemental Budget Resolution.**

**A Roll Call Vote was Taken:**

George Newman	Yes
Jeanne McQueeney	Yes
Mike Gamba	Yes
Markey Butler	Yes
Steve Skadron	Yes
Bernie Grauer	Yes
Ben Bohmfalk	Yes
Art Riddile	Yes

**Resolution 2017-02: 2017: Supplemental Budget Resolution was approved unanimously.**

**9. Board Governance Process:**

**A. Resolution 2017-03; Election of RFTA Board Officers for 2017 – 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, the Chair and Vice-Chair are eligible to serve for two years in their positions but must be re-elected for a second year.

**Steve Skadron made a motion to elect George Newman as the new Chair. Markey Butler seconded the motion and it was unanimously approved.**

**Jeanne McQueeney made a motion to re-elect Mike Gamba as Vice-Chair, Nicole Schoon as Board Secretary and Michael Yang as Treasurer and Budget Officer. Steve Skadron seconded the motion and it was unanimously approved.**

2017 RFTA Board Members as Elected:

Chairperson – George Newman, Pitkin County  
Vice – Chairperson – Michael Gamba, City of Glenwood Springs  
Board Secretary – Nicole Schoon, Assistant to CEO & Regulatory Compliance Officer  
Treasurer and Budget Officer – Michael Yang, Chief Financial and Administrative Officer

**10. Information/Updates:**

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

Dan Blankenship reported that Michael Yang has been promoted from Director of Finance to Chief Financial and Administrative Officer (CFAO). There was a unanimous recommendation by the CFAO Selection Committee to have Michael promoted as the new CFAO of RFTA. Several Board members congratulated Michael on his well-deserved promotion.

Blankenship reported on the CNG safety monitoring report, stating that random and periodic inspections are done by SGM on the CNG operations at the GMF. Buses are fueled and maintained indoors and that a number of safeguards are in place to ensure the safety of employees, vehicles, facility, and equipment. The most recent inspection discovered a few issues and they were quickly corrected. To-date there have not been any significant areas of concern.

Blankenship stated that RFTA staff has been in conversations with US Department of Transportation (USDOT) and US Forest Services (USFS) pertaining to the potential of RFTA providing shuttle service

to/from Glenwood Springs and Hanging Lake in the Glenwood Canyon. Several options that have been explored are:

1. Contracting with a tour operator
2. Contracting with a tour operator and RFTA
3. Contracting with RFTA
4. Managing parking at Hanging Lake through a reservation system – limiting visitors to approximately 700 per day

Operating costs to facilitate this type of endeavor would be \$700k to \$1 million, so fares would be set to offset these costs. Buses and PNR expansion cost-sharing would be negotiated or possibly covered by USDOT grants.

Kelley Collier presented information on the APTA Legislative Conference being held March 12-14, 2017 in Washington, DC and welcomed all Board members to attend. Several members of the Board expressed interest in attending the conference.

Collier stated that Larry Liston and Diane Mitsch-Bush have agreed to co-author a bill in the House, which will extend the sunset date for Regional Transportation Authority to go to the voters for a 5 mill property tax levy. The current sunset on the authorization is due to sunset on January 1, 2019. The amendment, HB 17-1018, proposes to extend the sunset until January 1, 2029. Liston and Mitsch-Bush are hoping to find a Republican co-author on the Senate side to help support the bill.

Collier reported that staff is working with Culture Solutions Group to create a formalized Succession Plan for RFTA.

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

**A.** Discuss Policy on Open Containers of Alcohol on Buses.

**12. Next Meeting:** 8:30 a.m. – 12:00 p.m., February 9, 2017 at Carbondale Town Hall, 511 Colorado Avenue.

**13. Adjournment:**

**Jeanne McQueeney made a motion to adjourn the Board meeting and Steve Skadron seconded the motion. The motion was unanimously approved.**

**Jeanne McQueeney adjourned the Board meeting at 11:22 p.m.**

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

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

<b>Meeting Date:</b>	February 9, 2017
<b>Agenda Item:</b>	Intergovernmental Agreement for Garfield County Senior Programs Traveler Services – 2017
<b>Presented By:</b>	Dan Blankenship, Chief Executive Officer
<b>Policy #:</b>	<b>4.2.5: Board Job Products</b>
<b>Strategic Goal:</b>	Build Partnerships with Garfield County and Western Garfield County Communities
<b>Staff Recommends:</b>	Please approve the Intergovernmental Agreement for Garfield County Senior Programs Traveler Services – 2017 and authorize the RFTA Chairman to execute it.
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. In 2008, RFTA was designated the provider of the Traveler Senior Transportation Program services, which it has provided from 2009 through 2016 pursuant to the Intergovernmental Agreement for Garfield County Senior Programs - Traveler Program.</li> <li>2. Garfield County has updated the IGA for 2017.</li> <li>3. Staff is requesting the Board to approve the IGA and authorize the Board Chairman to execute it.</li> </ol>
<b>Background Information:</b>	See Core Issues
<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 total estimated budget for the Traveler in 2017 is \$706,000. RFTA will be reimbursed by Garfield County for its documented expenses connected with providing the Traveler transportation service in 2017, up to \$525,000. The City of Glenwood Springs will also contribute \$30,000 to RFTA to defray costs related to the ADA Complementary Paratransit Service that it receives from the Traveler. In addition to these amounts, RFTA is contributing \$160,000 towards the Traveler’s expenses in 2017 to defray the prorated cost allocated to its members (Glenwood Springs, Carbondale, and New Castle) by the County’s cost allocation methodology. However, RFTA anticipates receiving a \$40,000 administrative fee payment for providing the service that will reduce its net contribution to the Traveler to approximately \$120,000.
<b>Attachments:</b>	See “2017 Traveler IGA.pdf” included in the February 2017 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting the RFTA Board Agenda packet.

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

<b>Meeting Date:</b>	February 9, 2017
<b>Agenda Item:</b>	8-Party Memorandum of Understanding (MOU) Regarding Garfield County Senior Programs for 2017
<b>POLICY #:</b>	<b>4.2.5: Board Job Products</b>
<b>Strategic Goal</b>	Build Partnerships with Garfield County and Western Garfield County Communities
<b>Presented By:</b>	Dan Blankenship, Chief Executive Officer
<b>Recommendation:</b>	Please approve the 8-Party MOU and authorize the RFTA Chairman to execute it.
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. The provision of Garfield County Senior Programs, including congregate meal/nutrition services and Traveler transportation services is a cooperative effort involving 8 governmental entities as follows: Garfield County, City of Rifle, Town of Carbondale, City of Glenwood Springs, Town of New Castle, Town of Silt, Colorado Mountain College, and RFTA.</li> <li>2. The parties set forth the terms and conditions of their cooperative provision, administration, and funding of the Senior Programs for senior citizens in Garfield County pursuant to an 8-Party MOU, which explains who is responsible for various aspects of Senior Programs. RFTA is designated the provider of the Traveler transportation services, which it provides pursuant to a separate IGA with Garfield County (see Agenda Item 5.C., above).</li> <li>3. Each year, the actual financial contributions of the 8-Party IGA participants, which help to support the Senior Programs, are established by the terms of the 8-Party MOU. The MOU sets forth the level of services to be provided in each community and the methodology for determining the financial contributions of the 8-Party MOU's participants.</li> <li>4. Staff recommends that the RFTA Board approve the Garfield County Senior Programs 8-Party MOU and authorize the RFTA Chairman to execute it.</li> </ol>
<b>Background Info:</b>	See Core Issues above.
<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 total estimated budget for the Traveler in 2017 is \$706,000. RFTA will be reimbursed by Garfield County for its documented expenses connected with providing the Traveler transportation service in 2017, up to \$525,000. The City of Glenwood Springs will also contribute \$30,000 to RFTA to defray costs related to the ADA Complementary Paratransit Service that it receives from the Traveler. In addition to these amounts, RFTA is contributing \$160,000 towards the Traveler’s expenses in 2017 to defray the prorated cost allocated to its members (Glenwood Springs, Carbondale, and New Castle) by the County’s cost allocation methodology. However, RFTA anticipates receiving a \$40,000 administrative fee payment for providing the service that will reduce its net contribution to the Traveler to approximately \$120,000.
<b>Attachments:</b>	See “8 Party MOU. final.pdf” included in the February 2017 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting RFTA Board Agenda packet.

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

<b>Meeting Date:</b>	February 9, 2017
<b>Agenda Item:</b>	Hanging Lake Management and Transit Options
<b>Policy #:</b>	<b>4.2.5: Board Job Products</b>
<b>Strategic Goal:</b>	Create 15-Year Financial Sustainability Plan
<b>Presented By:</b>	Ben Rasmussen, US Department of Transportation, Volpe Center and Aaron Mayville, USFS, Eagle-Holy Cross District Ranger
<b>Recommendation:</b>	Listen to USFS presentation and discuss the potential Hanging Lake shuttle service.
<b>Core Issues:</b>	<p>The USFS would like to gauge RFTA’s interest, O&amp;M needs, and capacity to provide service to/from Glenwood Springs to/from Hanging Lake parking lot in Glenwood Canyon, beginning in the summer of 2018.</p> <p>RFTA would benefit from having additional work for its lower-seniority Bus Operators during the slower spring and fall seasons, however, adding the Hanging Lake shuttle service during the summer would require RFTA to add drivers. In addition, resources for a number of potential capital issues would need to be considered, i.e., expanded parking at the West Glenwood Park &amp; Ride facility, the potential need for additional buses, and the potential need for additional bus storage capacity at the Glenwood Maintenance Facility.</p> <p>At this time, RFTA staff believes that additional due diligence should be performed before the RFTA Board is asked to make any commitments and/or approve any agreement involving the proposed Hanging Lake shuttle service.</p>
<b>Background:</b>	<p>For the past year, RFTA staff has been engaged in conversations with the U.S. Department of Transportation (USDOT) Volpe Center and the U.S. Forest Service (USFS) about the potential for RFTA to provide shuttle service to/from Glenwood Springs and Hanging Lake in Glenwood Canyon. The discussions have been preliminary in nature as the Volpe Center and USFS explore the feasibility of several options, including: 1) contracting with a tour operator; 2) contracting with a tour operator and RFTA; 3) contracting with RFTA; and 4) managing parking at the Hanging Lake parking lot by means of a reservation system. The information being gathered by Volpe is being used in an “<i>Alternative Transportation Study and Operations Study</i>”. The study when completed will be used to inform feasible alternatives that will be taken into an USFS analysis process that will include full public involvement. The current estimated time line for release of the environmental document is sometime late this Spring.</p> <p>In the option involving RFTA, a reservation system would be used to limit Hanging Lake visitors to a number not yet determined (but approx. 600-700 per day), and the service would most likely be staged from the West Glenwood Park &amp; Ride.</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>	Fares would be set high enough to recover the \$700k to \$1 million operating cost (depending upon the frequency of the service and the number of vehicles required). Assuming RFTA Board authorization, cost-sharing for vehicles and park & ride expansion would need to be negotiated and/or possibly covered by USDOT grants.
<b>Attachments:</b>	See “Hanging Lake 02-03-17.pdf” included in the February 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

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

<b>Meeting Date:</b>	February 9, 2017
<b>Agenda Item:</b>	Rio Grande Railroad Corridor Access Control Plan Update
<b>Policy #:</b>	1.1: The Rio Grande Corridor is Appropriately Protected and Utilized
<b>Strategic Goal:</b>	Complete Access Control Plan
<b>Presented By:</b>	Angela Henderson, Assistant Director, Project Management and Facilities Operations Dan Blankenship, CEO
<b>Recommendation:</b>	FYI: Update in preparation for first reading in April 2017
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. On December 20<sup>th</sup> RFTA staff received the City of Glenwood Springs’ suggested revisions to the ACP. Staff incorporated many of the proposed revisions into the draft update of the ACP. Some proposed revisions were relatively minor, while others are requiring further discussion.</li> <li>2. Staff met with the City staff on February 3<sup>rd</sup> to discuss next steps regarding finalization of the ACP and is optimistic that mutually agreeable language for any remaining areas of concern the City has can be developed. Staff will provide an update on the status of the draft ACP at the February 9<sup>th</sup> meeting.</li> <li>3. In preparation for the February 9<sup>th</sup> Board meeting, the Board requested a White Paper outlining all of the agreements related to the original acquisition and ongoing management of the Aspen Branch of the D&amp;RGW. Staff has prepared a summary of the most important Agreements and plans that encumber the corridor. The White Paper and other ACP issues will be discussed at February 9<sup>th</sup> meeting.</li> <li>4. Staff plans to bring the finalized “draft” ACP back to the Board for review on March 9<sup>th</sup> and to have the first reading at the April 13<sup>th</sup> Board meeting. This will allow time necessary to finalize all of the documents associated with the ACP, post them on the RFTA website, and provide the requisite 30 days-notice prior to the first reading of the updated ACP.</li> </ol>
<b>Policy Implications:</b>	Board End Statement 1.1 says, “The Rio Grande Corridor is Appropriately Protected and Utilized.
<b>Fiscal Implications:</b>	RFTA’s team of legal and railroad engineering consultants is under contract and has been working on the ACP and an overall update to the Comprehensive Plan. Approximately \$150,000 has been budgeted in 2017 for the Comprehensive Plan Update and other corridor management-related tasks. The need to resolve Federal Land Grant issues involving adjacent property owners, and other corridor-related efforts, may require some additional funding for legal, engineering, and other consulting services than currently budgeted. Staff will keep the Board apprised of budgetary issues as the year progresses.
<b>Attachments:</b>	See “2017-02-10 Railroad Corridor WP.pdf” included in the February 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.**

<b>Meeting Date:</b>	February 9, 2017
<b>Agenda Item:</b>	Integrated Transportation System Plan (ITSP) Update
<b>Policy #:</b>	4.2.1: Board Job Products
<b>Strategic Goal:</b>	Complete Stage 2 and undertake and complete Stages 3 and 4 of Phase I of the Regional Integrated Transportation System Plan (ITSP)
<b>Presented By:</b>	Ralph Trapani, Parsons Transportation Group (PTG) Dan Blankenship, CEO, RFTA David Johnson, Director of Planning, RFTA
<b>Recommendation:</b>	Listen to presentation, ask questions, and provide any additional direction needed to staff and/or the consulting team.
<b>Core Issues:</b>	<p>Stage 2 of the ITSP (<i><b>Determine Future Needs</b></i>) is nearing completion. Key products of this stage are associated with transit ridership forecasts. AirSage data will be loaded into the “baseline” ridership estimation tool, and then developed for future (Year 2036) ridership demand under a no-build scenario. This no-build scenario assumes no changes in 2016 transit service levels. Also, for comparison purposes, 2036 ridership has been estimated using February 2016 average weekday ridership projected out to 2036, based upon forecasted growth in population and employment.</p> <p>According to the latter model mentioned above, 2036 average <u>winter</u> weekday transit ridership under the no-build scenario is anticipated to increase 36% in the State Highway 82 corridor (for Snowmass-downvalley trips exclusively, 47%, and 71% in the I-70 corridor between Rifle and Glenwood Springs.</p> <p>In preparation for Stage 3 (Analyze Options) RFTA and PTG have developed a list of proposed service and capital alternatives to consider for evaluation, to be packaged into as many as three sets of integrated, multimodal system plans. The Parson team will highlight a few individual capital and service alternatives that coincide with these No-Build Year 2036 ridership forecasts.</p> <p>With 2036 forecasts available for the No-Build ridership demand scenario, the Project Team will meet with elected officials in February and March 2017 to review these findings and to discuss the capital and service alternatives to be advanced into Stage 3 (Analyze Alternatives) of the ITSP</p>
<b>Background Info:</b>	See Core Issues above.
<b>Policy Implications:</b>	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.”



<p><b>Fiscal Implications:</b></p>	<p>In 2016, RFTA budgeted a total of \$560,000 for Stages I and II of the ITSP, and \$494,000 was 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"> <li>1. Define the Vision</li> <li>2. Determine Future Needs</li> <li>3. Analyze Options</li> <li>4. Develop Financial Sustainability/Financing Plan</li> </ol> <p>Phase I, Stage 1 was completed in 2016 and Stage 2 should be completed early in 2017. Approximately \$367,000 has been budgeted for Stage 3 in 2017, which should be completed in the summer. Stage 4 has not as yet been budgeted by RFTA in 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>
<p><b>Attachments:</b></p>	<p>See "RFTA Board February_9_2017_ITSP.PDF," included in the February 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.</p>

**RFTA BOARD OF DIRECTORS MEETING  
PRESENTATIONS/ACTION AGENDA SUMMARY ITEM # 6. D.**

<b>Meeting Date:</b>	February 9, 2017
<b>Agenda Item:</b>	RFTA Policy Regarding Open Containers of Alcohol on Buses
<b>POLICY #:</b>	<b>4.1.2: Governing Style and Values</b>
<b>Presented By:</b>	Kelley Collier, COO; Kent Blackmer and John Hocker, Co-Directors of Operations
<b>Staff Recommends:</b>	Discuss the current policy regarding open containers of alcohol on buses and reaffirm or modify it. Staff's recommendation is to reaffirm the current policy.
<b>Core Issues:</b>	The Board has indicated that it would like to spend more Board meeting time addressing policy issues and decisions. At the October 13, 2016 Board meeting, staff was directed to develop a proposed list of prioritized policies for discussion by the Board at upcoming RFTA Board meetings in 2017. With recent public input and questions, alcohol on buses was prioritized as the first policy issue for Board discussion.
<b>Background Info:</b>	<ol style="list-style-type: none"> <li>1. Current policy prohibits anyone from boarding a RFTA bus with an open container of alcohol. During winter months, Colorado Protective Services (CPS) monitors boardings at Rubey Park and is proactive if they see an open container prior to passengers boarding. CPS is on duty from 9:00pm until 2:00am, 5 nights per week and intercepts most passengers that are drinking or have over consumed.</li> <li>2. Passengers sometimes consume alcoholic beverages once on the bus. Most do so inconspicuously. If any passengers, whether intoxicated or not, become disruptive they are asked to cease and desist or they are removed from buses by law enforcement.</li> <li>3. Bus operators need to be able to concentrate on driving and certain policies, such as alcohol on buses, are difficult to enforce without interrupting transit service and the operator's ability to safely focus on the road.</li> <li>4. Some transit systems prohibit all food and beverages on buses and in facilities in order to make it easier to spot people who are consuming alcohol. RFTA takes a more relaxed approach to food and beverages because of the long commutes and the desire to make riding the bus more attractive and comfortable for users.</li> <li>5. RFTA has received very few complaints over the years regarding the current policy regarding the consumption of alcohol on buses.</li> <li>6. RFTA staff, however, is prepared to implement any additional education or policies needed for operators and passengers, based on Board direction.</li> </ol>
<b>Policy Implications:</b>	Board Governance Process Policy 4.1.2 states, "The Board will direct, control and lead the organization through the careful establishment of written policies reflecting the Board's values and perspectives. The Board's major focus will be on RFTA's intended long-term impacts, with appropriate regard to the administrative or programmatic means of attaining those effects."
<b>Fiscal Implications:</b>	For 2017, RFTA has budgeted \$80,000 for security services. The City of Aspen has also budgeted a similar amount to share the cost of this service and provide five days of coverage per week.
<b>Attachments:</b>	None.

**RFTA BOARD OF DIRECTORS MEETING**  
**“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 7. A.**

**CEO REPORT**

**TO:** RFTA Board of Directors  
**FROM:** Dan Blankenship, CEO  
**DATE:** February 9, 2017

**Chief Operating Officer – Kelley Collier, COO**

**Property Tax Extension Update:**

HB17-1018 has passed through the House and has been assigned to the Local Government Committee in the Senate. The bill's current sponsor, Bob Gardner, as well as last year's sponsor, Kerry Donovan, are members of this committee. As soon as the first reading is scheduled, details will be sent to the Board. Letters of support should be addressed to:

Senator Beth Martinez Humenik, Chair, Local Government Committee  
200 E Colfax  
RM 346  
Denver, CO 80203

**Leadership Academy:**

As part of the Succession Planning process, RFTA has released an RFP for formalized management and leadership training to develop the organization's leaders for future success. The academy is planned to begin in April and will cover topics such as Management versus Leadership; Interpersonal Communication; Decision Making; Motivating, Coaching and Empowering Employees; Creativity, Adaptability, and Leading Change; and Conflict Management and Personal Resilience. Presently, there are 28 employees that are planning to attend and a waiting list for future sessions.

**APTA Legislative Conference Reminder:**

The APTA Legislative Conference will be held March 12-14, 2017 in Washington, DC. The 3-day event will include General Sessions, presentations from Legislators, and visits with delegations on Capitol Hill (tentatively scheduled for Tuesday March 14, 11am-5pm). If a member of the RFTA Board is interested in attending, please contact Kelley Collier, [kcollier@rfta.com](mailto:kcollier@rfta.com), (970) 384-4885.

**2017 X Games Overview- John Hocker, Co-Director of Operations:**

In general, the X Games' transportation program went well this year. The extremely cold weather on Thursday and Friday and a scheduling change of an X Games event on Friday evening were the main challenges that RFTA faced during this year's X Games. In an article printed in The Aspen Daily News on Monday, January 30<sup>th</sup>, ESPN reported that this year's attendance was down by about 10,000 spectators from last year. RFTA hopes to have its X Games ridership numbers calculated in time for a verbal report at the RFTA Board meeting on Thursday, February 9<sup>th</sup>.

The extremely cold weather on Thursday, the first day of X Games, resulted in smaller crowds in the afternoon and evening than have been experienced in the past on opening day. The smaller crowds allowed for an extremely easy and quick egress from the event on Thursday evening.

Friday night's X Games concert, with a reported sold out crowd of 7,000 in attendance, coupled with an on mountain event with an estimated 4,000 spectators, both finished up at the same time and proved to be the biggest challenge that RFTA, Rocky Mountain and Ramblin Express drivers, supervisors and X Games security personnel faced during the weekend. The reported temperature was about -2 degrees at 11:00pm when all of the attendees from the concert and the on mountain event converged to the bus loading platform at Buttermilk and to the up valley and down valley bus stops on Highway 82. Although there were plenty of buses between the 3 entities, it took a considerable amount of time (approximately 1.5 hours) to move everyone out of the venue and buses were running outbound until approximately 1:00am.

Due to the large amounts of X Games attendees that went from the venue into Aspen after the concert Friday night, RFTA positioned quite a few back-up buses to handle the expected crowds heading back downvalley and to Snowmass. This proved to be a good call, as each of the scheduled runs to down valley and Snowmass needed 2-3 buses to adequately handle the demand. At 2:15am, which is the last scheduled departure time from Rubey Park, 3 buses were sent to Snowmass and 4 were sent downvalley. All of which were full to capacity.

Saturday, which historically is always the busiest day for X Games, went very smoothly. The weather was beautiful and the temperature was much warmer, which brought out the usual big crowds to the event. The Saturday night X Games concert was another sellout of a reported 7,000 in attendance. The on mountain events ended well before the concert let out, allowing for a very smooth egress during the time period of 9pm to approximately 12:15am.

Similar to Friday night, a large crowd exiting from the concert venue at Buttermilk wanted to go into Aspen after the concert let out. A few back up buses were positioned at Rubey Park to handle the late night downvalley and Snowmass crowds. The Rubey Park supervisor reported that the passenger loading for downvalley and Snowmass was a little heavier than Friday night with numerous buses heading to both locations at 2:15am.

Sunday was another beautiful day weather wise. The crowds at the X Games were not as big as Saturday and the on mountain events got over at approximately 4:00pm and the concert ended about 45 minutes later allowing for a very smooth and efficient spectator egress from the venue. No extra X Games specific buses were needed after 6:00pm or for the rest of the evening.

Almost all Operations, Maintenance, Facilities, and Colorado Protective Service personnel worked one or more days during the 4-day event and they deserve a tremendous amount of credit for the superlative job they did. Overall the crowds were well behaved and very appreciative of the warm buses and efficient transit services provided by RFTA, Rocky Mountain, and Ramblin Express.

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

The "02-09-17 Planning Department Update.pdf," can be found in the February 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

Also, the 2017 5-Year Strategic Plan has been finalized and can be found in the February 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

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

2016 Budget Year				
General Fund	December YTD (as of 1/31/17)			
	Actual	Projection	Amended Budget	% Var.
<b>Revenues</b>				
Sales tax (1)	\$ 18,695,874	\$ 20,980,000	\$ 21,036,000	-0.3%
Grants (2)	\$ 4,190,132	\$ 4,460,000	\$ 5,160,922	-13.6%
Fares (3)	\$ 4,874,028	\$ 4,822,935	\$ 4,783,000	0.8%
Other govt contributions (2)	\$ 1,897,639	\$ 2,071,000	\$ 3,459,064	-40.1%
Other income	\$ 606,300	\$ 606,300	\$ 449,140	35.0%
<b>Total Revenues</b>	<b>\$ 30,263,974</b>	<b>\$ 32,940,236</b>	<b>\$ 34,888,126</b>	<b>-5.6%</b>
<b>Expenditures</b>				
Fuel	\$ 1,522,580	\$ 1,579,000	\$ 1,598,415	-1.2%
Transit	\$ 19,058,285	\$ 19,258,000	\$ 19,722,231	-2.4%
Trails & Corridor Mgmt	\$ 417,762	\$ 443,000	\$ 452,827	-2.2%
Capital (2)	\$ 9,569,585	\$ 9,727,000	\$ 13,058,275	-25.5%
Debt service	\$ 2,343,664	\$ 2,343,664	\$ 2,387,980	-1.9%
<b>Total Expenditures</b>	<b>\$ 32,911,875</b>	<b>\$ 33,350,664</b>	<b>\$ 37,219,728</b>	<b>-10.4%</b>
<b>Other Financing Sources/Uses</b>				
Other financing sources	\$ 4,604,252	\$ 4,604,000	\$ 4,638,264	-0.7%
Other financing uses	\$ (2,922,885)	\$ (3,131,874)	\$ (3,131,874)	0.0%
<b>Total Other Financing Sources/Uses</b>	<b>\$ 1,681,367</b>	<b>\$ 1,472,126</b>	<b>\$ 1,506,390</b>	<b>-2.3%</b>

- (1) Actual sales tax revenues do not include December data, which will become available in early February 2017. Through November, sales tax is up approx. 4% over the prior year and flat relative to budget.
- (2) Grants, Other governmental contributions, and Capital are currently under budget primarily due to the timing of expenditures related to bus replacement, bus refurbishments, and various capital projects along with any corresponding grant reimbursements and other governmental contributions. Actual amounts do not include December activity, which is forthcoming. As needed, unexpended budget will be rolled forward to the 2017 budget year through a supplemental budget appropriation resolution presented at the March 2017 Board meeting.
- (3) Through December, overall fare revenue ended up being approx. 9% over the prior year. This increase is primarily attributable to the Maroon Bells fare increase and timing of bulk pass orders by outlets and businesses. The chart below provides a December YTD 2015/2016 comparison of actual fare revenues and ridership on RFTA fare services:

Fare Revenue:	Dec-15	Dec-16	Increase/ (Decrease)	% Change
Regional Fares	\$ 3,990,607	\$ 4,169,245	\$ 178,638	4%
Other Service/Maroon Bells	\$ 451,604	\$ 685,093	\$ 233,489	52%
Advertising	\$ 33,505	\$ 19,690	\$ (13,815)	-41%
<b>Total Fare Revenue</b>	<b>\$ 4,475,716</b>	<b>\$ 4,874,028</b>	<b>\$ 398,312</b>	<b>9%</b>
Ridership on RFTA Fare Services:	Dec-15	Dec-16	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	1,012,681	911,236	(101,445)	-10%
BRT	837,230	831,989	(5,241)	-1%
SM-DV	62,787	61,906	(881)	-1%
Maroon Bells	174,202	199,768	25,566	15%
Grand Hogback	90,103	99,263	9,160	10%
<b>Total Ridership on RFTA Fare Services</b>	<b>2,177,003</b>	<b>2,104,162</b>	<b>(72,841)</b>	<b>-3%</b>

- (4) Over the course of the year, there are times when RFTA operates in a deficit; however, we are projecting that we will end the year with a surplus, primarily due to the timing of various capital projects and savings in expenditures.

**RFTA System-Wide Transit Service Mileage and Hours Report**

Transit Service	Mileage December 2016 YTD				Hours December 2016 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	3,807,820	3,843,418	(35,598)	-0.9%	173,043	172,724	319	0.2%
City of Aspen	544,124	514,171	29,953	5.8%	60,749	56,882	3,867	6.8%
Aspen Skiing Company	259,255	277,388	(18,133)	-6.5%	18,502	18,509	(7)	0.0%
Ride Glenwood Springs	121,644	123,400	(1,756)	-1.4%	9,851	9,788	63	0.6%
Grand Hogback	211,507	220,223	(8,716)	-4.0%	8,489	8,267	222	2.7%
Specials/Charter	12,421	5,779	6,642	114.9%	832	856	(24)	-2.8%
Senior Van	17,898	17,938	(40)	-0.2%	2,189	1,858	331	17.8%
MAA Burlingame	24,511	22,683	1,828	8.1%	1,677	1,649	28	1.7%
Maroon Bells	73,101	65,296	7,805	12.0%	5,783	5,371	412	7.7%
<b>Total</b>	<b>5,072,281</b>	<b>5,090,296</b>	<b>(18,015)</b>	<b>-0.4%</b>	<b>281,115</b>	<b>275,904</b>	<b>5,211</b>	<b>1.9%</b>

**Roaring Fork Transportation Authority System-Wide Ridership Comparison Report**

Service	Dec-15	Dec-16	#	%
	YTD	YTD	Variance	Variance
City of Aspen	1,078,792	1,400,181	321,389	29.79%
RF Valley Commuter	2,678,061	2,522,004	(156,057)	-5.83%
Grand Hogback	90,103	99,263	9,160	10.17%
Aspen Skiing Company	545,731	596,625	50,894	9.33%
Ride Glenwood Springs	201,419	185,064	(16,355)	-8.12%
Glenwood N/S Connector		7,414	7,414	N/A
X-games/Charter	38,942	49,471	10,529	27.04%
Senior Van	3,699	4,018	319	8.62%
MAA Burlingame	31,709	58,589	26,880	84.77%
Maroon Bells	174,202	199,768	25,566	14.68%
<b>Total</b>	<b>4,842,658</b>	<b>5,122,397</b>	<b>279,739</b>	<b>5.78%</b>

**Subset of Roaring Fork Valley Commuter Service with BRT in 2016**

Service	YTD Dec 2015	YTD Dec 2016	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	1,012,681	911,236	(101,445)	-10%
BRT	837,230	831,989	(5,241)	-1%
<b>Total</b>	<b>1,849,911</b>	<b>1,743,225</b>	<b>(106,686)</b>	<b>-6%</b>

## 2016 Financial Statement Audit – Schedule

Date	Activity	Status
5/1/2017 – 5/5/2017	Start of Audit – auditors conducting onsite fieldwork	<i>On schedule</i>
6/15/2017 - 6/30/2017	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>
7/7/2017	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/13/2017	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

McMahan & Associates, LLC will conduct the 2016 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.

Prior Year's Audit Subcommittee Members:

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

Anticipated guests include:

1. **Paul Backes**, CPA and Partner at McMahan & Associates, LLC (external auditor)
2. **Dan Blankenship**, RFTA CEO
3. **Kelley Collier**, RFTA COO
4. **Michael Yang**, RFTA CFAO
5. **To Be Determined**, RFTA 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 answer questions. In addition, the meeting will allow time for the subcommittee to discuss the audit report without RFTA staff present.

Facilities and Bus Stop Maintenance February 9, 2017

### **Capital Projects Update**

#### **Basalt Underpass:**

The Basalt underpass project has made significant progress this month and the structure on the down valley side is almost complete with the exception of the water-proofing of the concrete walls. Staff expects this process to be completed by mid-February and then the excavation will be backfilled and preparations will begin to shift the traffic to the north to begin the construction on the south side of the highway.

#### **Glenwood Springs Expansion Phase 1:**

The CDOT grant agreement for the funds to construct the project is completed and staff is now working on the required clearance letters from the right of way, environmental and utility units and a notice to proceed from CDOT so the contract amendment with Johnston construction for the project can be executed. The grant process seems to be on track to meet the goal of beginning construction on the project by mid-March.

#### **January Snow Plowing:**

The amount and timing of the snow fall in January made it one of the most difficult months in recent memory to keep the RFTA facilities plowed and in a safe condition. The upper valley experienced an almost record amount of snowfall and the freezing rain and wet snow in the lower valley made the maintenance of the facilities in the lower valley especially difficult. Holmes Excavation Services provides the snowplowing service for RFTA and worked 26 of the 31 days in January and did an exemplary job of keeping RFTA's facilities clear. The Holmes' crews were supplemented with RFTA Facilities' staff providing snow removal as well. RFTA expended \$121,000 dollars of the total \$269,000 2017 snow plowing budget in the month of January. With the snowiest months of the year ahead for the Department, the budget will need to be carefully monitored and staff will report to the board if the budget becomes depleted before the end of the winter season.

### **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 23 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 September 1, 2016, RFTA had secured 15 two bedroom seasonal units at the Burlingame Complex. At the direction of the Operations and Maintenance Directors, staff turned two units back over to Burlingame on November 30, 2016 and one unit back over to Burlingame as of February 1, 2017. RFTA has retained a total of 12 seasonal units for winter 2016/2017. The Burlingame seasonal housing is currently at 83% occupancy.
- RFTA signed a master lease agreement with SKICO, similar to the lease RFTA has with Burlingame. Staff will attempt to secure 12 beds in the SKICO complex for the summer season (05/01/2017 – 10/31/2017).



## 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). SHPO has filed an intervention due to historic (4F) concerns related to removal of the East Leg of the WYE. The City and CDOT are finalizing an agreement to satisfy SHPO’s concerns and this issue should be resolved within the next few weeks.
- An update to the 2005 Comprehensive Plan. ***The first document to be updated is the Access Control Plan. This item will be on the agenda for an update at the February 9th meeting with a planned first reading April 13<sup>th</sup> and 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 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. ***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 32<sup>nd</sup> Street. ***(UPDATE) Staff met with three of the four impacted homeowner’s onsite Wednesday, December 21<sup>st</sup> and spoke with the fourth homeowner by phone to discuss and finalize a list of their requests for improvements to each of their parcels as a result of the bargain and sale deed exchange process. Staff has now sent out the lists to each of the property owners for one final review. To date staff has received concurrence on the lists from 3 of the 4 property owners. Staff will be reaching out to the 4<sup>th</sup> property owner by phone, to see if there are any outstanding issues that need to be addressed. If we can get concurrence from the 4<sup>th</sup> property owner in the next week or so, staff may bring a summary to the RFTA Board of Directors at the March 9th, 2017 meeting for review and direction. Staff will continue to provide an update on this process monthly until a final agreement with the adjacent property owners has been reached.***

- **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.
- **South Bridge** – Staff met with the City of Glenwood Springs staff, CDOT and the design engineers for an update on this project on Tuesday, January 10<sup>th</sup>. CDOT had requested that the City look at a way to tie the CR154 intersection into the South Bridge project, due to safety concerns related to this particular intersection. The City tasked their Engineering team with finding some alternatives. The Engineering team developed some designs that might work, presented them to the group and is now refining a few of the more workable options. Staff will continue to provide updates as this project progresses.
- **8<sup>th</sup> 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 8<sup>th</sup> Street in Glenwood Springs. CDOT is also in the middle of updating the Environmental Assessment (EA) for the Grand Avenue Bridge project. Staff is still working with the City of Glenwood Springs on a permanent grade-separated solution for the 8<sup>th</sup> 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 in April of 2017 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 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 emailed to the CEC members and a meeting will be scheduled and noticed. Please watch for an email from [ahenderson@rfta.com](mailto:ahenderson@rfta.com) or [mmasters@rfta.com](mailto:mmasters@rfta.com) with a meeting request and details for the annual CEC meeting.



## Rio Grande Trail Update

- Staff continues working to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
  - The Masterplan is on RFTA's website. <http://www.rfta.com/trail-documentation/>
    - Please feel free to reach out to Brett Meredith, [bmeredith@rfta.com](mailto:bmeredith@rfta.com) if you have any questions, comments and/or concerns regarding this process
  - Funding is needed for an irrigation system, picnic areas, art installations, native landscapes, a Latino Folk Art Garden, and creating a Youth Art Park
    - Staff is working with the Carbondale Rotary clubs, Carbondale Arts, and DHM Design to design the DeRail Park (SH 133 across from the Park and Ride) site. Construction will begin in the spring of 2017
    - Staff is working with SGM (Glenwood Springs' office) to design the Roll Zone portion of the ArtWay. Construction will begin in the spring of 2017
    - The public has been supportive and interested groups and businesses are signing up for participation
- Staff secured a Colorado Parks and Wildlife grant to fund a soft-surface trail through Carbondale and shoulder repairs along the lower 20 miles of corridor.
  - Staff had the materials for this project delivered in the fall of 2016 just before the weather changed
  - Staff is now gearing up for the real work to begin as early in the spring as the weather will permit. This will include shoulder repairs in various Garfield County locations between Glenwood Springs and Carbondale
- Staff is preparing for winter weather conditions along the corridor.
  - Staff closed the "wildlife section" (Catherine Bridge to Rock Bottom Ranch) on November 30<sup>th</sup> at 5:00pm. The gates will remain closed until April 30<sup>th</sup>, 2017 at 5:00pm
  - Staff has been grooming the trail for cross country skiing from Snowmass Dr. up to Catherine Bridge
  - Staff has been plowing the trail from Carbondale down to Glenwood Springs when it snows 3" or more
  - Jud Lang, RFTA's Trail Tech will help Facilities with plowing around Carbondale when necessary
- Staff has been researching and preparing for 2017 projects; which includes goat weed mitigation, revegetation, additional ArtWay projects, cleaning debris from retaining walls, and bridge repair.
- Staff submitted a grant through the Rails-to-Trails Conservancy asking for \$50,000 for design and repair funding for 2 bridges, the Sopris Creek Bridge and the Roaring Fork Bridge.