

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

**TIME:** 8:30 a.m. – 11:30 a.m., Thursday, May 9, 2019

**Usual Location:** Town Hall (Room 1), 511 Colorado, Carbondale, CO 81623

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

	Agenda Item	Policy	Purpose	Est. Time
1	<b>Call to Order / Roll Call:</b>		Quorum	8:30 a.m.
2	<b>Executive Session:</b> Paul Taddune, General Counsel: <b>One Matter:</b> 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 (RFTA-ATU Collective Bargaining Agreement 2019-2021)		Executive Session	8:31 a.m.
3	<b>Approval of <a href="#">Minutes</a>:</b> RFTA Board Meeting, April 11, 2019, <b>page 3</b>			8:45 a.m.
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).		Public Input	8:50 a.m.
5	<b>Items Added to Agenda – Board Member Comments:</b>	4.3.3.C	Comments	9:00 a.m.
6	<b>Consent Agenda:</b>			9:10 a.m.
	A. General Executive <a href="#">Constraint</a> Policy 2.0 Certification – Dan Blankenship, CEO, <b>page 8</b>	2.0	Approve	
	B. <a href="#">Treatment</a> of the Public Policy 2.1 – Dan Blankenship, CEO, <b>page 10</b>			
	C. Encroachment Easement <a href="#">Agreement</a> – Mike Hermes, Director of Facilities, <b>page 14</b>			
7	<b>Public Hearing:</b>			
	A. Resolution 2019-08: RFTA 2019 Supplemental <a href="#">Budget</a> Resolution – Michael Yang, CFAO, <b>page 15</b>	4.2.5	Adopt	9:15 a.m.
8	<b>Presentations/Action Items:</b>			
	A. <a href="#">Resolution</a> 2019-09: A Resolution of the Roaring Fork Transportation Authority (In the State of Colorado) Declaring its Official Intent to Reimburse Itself with the Proceeds of Future Taxable or Tax-Exempt Bonds for Certain Capital Expenditures to be Undertaken by RFTA; Identifying Said Capital Expenditures and the Funds to be Used for Such Payment; and Providing Certain Other Matters in Connection Therewith – Michael Yang, CFAO, <b>page 21</b>	4.2.5	Discussion /Direction	9:30 a.m.
	B. RFTA Board <a href="#">Governance</a> Management Limitations Policies Update – Dan Blankenship, CEO, <b>page 27</b>	3.3	Discussion /Direction	10:00 a.m.

	<b>Agenda Item</b>	<b>Policy</b>	<b>Purpose</b>	<b>Est. Time</b>
9	<b>Board Governance Process:</b>			
	A. RFTA Board <a href="#">Strategic</a> Planning Retreat – David Johnson, Director of Planning, <b>page 31</b>			<b>11:00 a.m.</b>
10	<b>Information/Updates:</b>			
	A. <a href="#">CEO</a> Report – Dan Blankenship, CEO, <b>page 32</b>	<b>2.8.6</b>	<b>FYI</b>	<b>11:10 a.m.</b>
11	<b>Issues to be Considered at Next Meeting:</b>			
	To Be Determined at the May 9, 2019 Meeting	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:20 a.m.</b>
12	<b>Next Meeting:</b> 8:30 a.m. – 11:30 a.m., June 13, 2019 at Carbondale Town Hall	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:25 a.m.</b>
13	<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  
April 11, 2019**

**Board Members Present:**

Art Riddile, Chair (Town of New Castle); Markey Butler, Vice-Chair (Town of Snowmass Village); Dan Richardson (Town of Carbondale); George Newman (Pitkin County); Jacque Whitsitt (Town of Basalt); Mike Gamba (City of Glenwood Springs)

**Voting Alternates Present:**

Ann Mullins (City of Aspen)

**Non-Voting Alternates Present:**

Jonathan Godes (City of Glenwood Springs)

**Staff Present:**

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Angela Henderson, Brett Meredith, Amy Burdick, and Abbey Pascoe, Facilities & Trails Department; David Johnson, Director of Planning; Ed Cortez, Operations and ATU Local 1774 President

**Visitors Present:**

Ralph Trapani (Parsons); Tanya Allen (City of Glenwood Springs); John Krueger (City of Aspen); David Pesnichak (Pitkin County); Scott Condon (Aspen Times); Amy Fulstone (citizen)

**Agenda**

***Note: Blue Hyperlinks to the April 11, 2019 Board meeting video have been inserted for each Agenda item below. Please view video for additional information.***

**1. [Roll Call:](#)**

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

**2. [Executive Session:](#)**

**One Matter** – 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 (RFTA-ATU Collective Bargaining Agreement 2019-2021); and 2) Pursuant to C.R.S. 24-6-602 (e) and (f).

**Jacque Whitsitt moved to adjourn from the Regular Board Meeting into the Executive Session and Jeanne McQueeney seconded the motion. The motion was unanimously approved.**

**Staff Present:** Dan Blankenship, CEO; Paul Taddune, General Counsel; Kurt Ravenschlag, COO; and Nicole Schoon, Secretary to the Board

Whitsitt moved to adjourn from the Executive Session into the Regular Board Meeting and Dan Richardson seconded the motion. The motion was unanimously approved.

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

3. **Approval of Minutes:**

Markey Butler moved to approve the minutes of the March 14, 2019 Board Meeting, and Whitsitt seconded the motion. The motion was unanimously approved.

4. **Public Comment:**

Riddile asked if any member of the public would like to address the Board or make a comment regarding items not on the March 14, 2019 Board Agenda.

Amy Fulstone proposed the concept of an observation area/interpretive site at the Satank Bridge area. She believes this is a positive conception that would preserve the pristine nature of that site and decrease the amount of trespassing. She is in favor of a peaceful resolution that has a positive outcome for everyone, RFTA, herself, the public, etc.

Riddile closed Public Comments at 8:49 a.m.

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

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

Riddile asked if any Board member had comments or questions regarding issues not on the Board meeting Agenda.

Whitsitt mentioned how Building Better Colorado brought the community together to discuss Ballot issue 23. Please see website for additional information: <http://buildingbettercolorado.org/>.

Riddile stated that this would be the last Board meeting for Mike Gamba, City of Glenwood Springs. He was thanked by members of the Board for his time and effort put into helping make RFTA a great transportation system.

The Carbondale Town Hall staff requested that members of the Board and other attendees not park in front of the Town Hall, ample parking is available across the street.

Riddile closed Board comments at 8:57 a.m.

6. **Consent Agenda:**

A. **RFTA-New Castle Joint Letter Requesting CDOT to Lower Speed Limit on State Highway 6 & 24 Near Pedestrian Crossing and RFTA New Castle Park and Ride – Dan Blankenship, CEO**

The RFTA Park and Ride, located on Burning Mountain Avenue in New Castle, is served by up- and down-valley bus stops, on State Highway 6 & 24. Passengers must cross four lanes of traffic to access these bus stops. The speed limit in this section of the highway is 45 miles per hour, whereas approximately one-half mile to the west the speed limit is 30 miles per hour. The Town of New Castle and RFTA would like to encourage CDOT to reduce the speed limit to 30 miles per hour from Castle Valley Blvd. to the west side of New Castle City Limits, to improve safety for pedestrians crossing to and from bus stops.

**Riddile moved to approve the RFTA-New Castle Joint Letter Requesting CDOT to Lower Speed Limit on State Highway 6 & 24 Near Pedestrian Crossing and RFTA New Castle Park and Ride, Mike Gamba seconded the motion. The motion was unanimously approved.**

**B. Draft Lease Agreement with Aspen Skiing Company for Four Summer Seasonal Tiny House Units Located at the Basalt Campground** – Angela Henderson, Assistant Director, Project Management & Facilities Operations

Aspen Skiing Company (ASC) is able to lease four (4) tiny homes, located in the Basalt Campground, to RFTA. The draft lease is the same document reviewed and approved by the RFTA Board for the 2018 ASC summer housing units. The only change is a slight increase in the monthly rental amount, which will be \$5,600 for all four (4) units. A portion of the monthly rent will be offset by the rents collected from the RFTA tenants. The lease will be effective from May 15, 2019 through October 31, 2019.

**Riddile moved to approve the Draft Lease Agreement with Aspen Skiing Company for Four Summer Seasonal Tiny House Units Located at the Basalt Campground, Gamba seconded the motion. The motion was unanimously approved.**

**C. Draft Lease Agreement – 130 Flying Fish Road, Carbondale, CO. 81623 – 4 Bedroom Home to Accommodate Summer Hiring Needs** - Angela Henderson, Assistant Director, Project Management & Facilities Operations

RFTA requested 16 summer beds from ASC, unfortunately ASC was only able to secure 12 beds in four of the tiny house units, at the Basalt Campground, to RFTA. Staff looked at several properties and is recommending that RFTA secure a property located at 130 Flying Fish Road in Carbondale. The home has four bedrooms, two full bathrooms, a laundry facility, plenty of parking, and storage lockers onsite. The lease term is for one (1) year and rent is \$3,500 per month, plus utilities.

**Riddile moved to approve the Draft Lease Agreement – 130 Flying Fish Road, Carbondale, CO. 81623 – 4 Bedroom Home to Accommodate Summer Hiring Needs, Gamba seconded the motion. The motion was unanimously approved.**

**D. Resolution 2019-07: Approving and Authorizing the Execution of an Equipment Lease/Purchase Agreement with Bell Bank Equipment Finance** – Angela Henderson, Assistant Director, Project Management & Facilities Operations

The trees up and down the Railroad Corridor are beginning to fall on a more frequent basis. The fallen trees are generally left in place, however, where they are affecting line of sight and are interfering with trail use, a tree service comes in to clean up and chip the fallen trees or the trails staff deals with them.

RFTA would like to lease-purchase the Vermeer wood chipper which requires a resolution from the RFTA Board approving the acquisition of a wood chipper.

**Riddile moved to approve the RFTA Resolution 2019-07: Approving and Authorizing the Execution of an Equipment Lease/Purchase Agreement with Bell Bank Equipment Finance, Gamba seconded the motion. The motion was unanimously approved.**

**E. RFTA-Blue Lake Bus Stations MOU – Mike Hermes, Director of Facilities**

RFTA is responsible for the repair, maintenance and all expenses associated with the Blue Lake stations and platforms. Maintenance includes repairs to all stations, as necessary, removal of trash and debris, and maintenance of all bicycle racks installed at the Blue Lake Stations.

RFTA is responsible for maintenance of all paved bus pullout areas. Maintenance of these areas include pavement repair and snow removal. RFTA is responsible for maintenance of all sidewalk areas including concrete repair and snow removal.

**Riddile moved to approve the RFTA-Blue Lake Bus Stations MOU, Gamba seconded the motion. The motion was unanimously approved.**

**7. Presentations/Action Items:**

**A. Review of Maroon Creek Roundabout Bus Rapid Transit Station and Bus Lane Extension Conceptual Plans – Ralph Trapani, Parsons**

Last summer, the City of Aspen made improvements to the Castle Creek Bridge and replaced the bus shelters at 8<sup>th</sup> Street. While the 8<sup>th</sup> street bus stops were closed, BRT buses stopped at the Maroon Creek Kiss n Ride (KnR), to ensure that passengers could still access destinations along Castle Creek and Maroon Creek Roads.

Passengers that normally used the 8<sup>th</sup> street stop and transferred to the Castle-Maroon bus route appreciated the convenience of being able to use BRT to get to the KnR, However, some up valley-bound passengers felt inconvenienced by the additional stop; the extra travel time compromised the express nature of BRT service.

RFTA began considering potential approaches to serve the Maroon Creek KnR without compromising (or possibly even improving) BRT travel time. This concept arose after the Destination 2040 project list had already been finalized, which is why it is not a part in the Destination 2040 Financing Plan.

Parsons began developing and evaluating potential options for serving the Maroon Creek KnR. Parsons consulted with CDOT, Pitkin County, City of Aspen and EOTC staffs, and developed 7 possible alternatives. The study was intended to be conceptual in nature, as RFTA has not identified funding or obtained sufficient community consensus in order to make changes. These service improvements might include increasing Castle-Maroon bus service and adding direct bus service between the Brush Creek Park and Ride and Castle and Maroon Creek Roads.

**Board members shared their input on which of the alternatives discussed in the MCR Study would be possible, however, they generally indicated that approved Destination 2040 projects should be a higher priority.**

**B. Destination 2040 Implementation Plan Update – Kurt Ravenschlag, COO**

Kurt Ravenschlag shared the most recent Destination 2040 Update with the Board.

For additional information please refer to the RFTA Destination 2040 Project Roadmap; [RFTA Destination 2040 Roadmap](#) and the RFTA 2040 website; <https://www.rfta2040.com/>.

**8. Board Governance Process:**

**A. RFTA Board Strategic Planning Retreat – David Johnson, Director of Planning**

Jacque Whitsitt, Ann Mullins, Art Riddile, and Markey Butler volunteered to serve on the Board Retreat Subcommittee, which will establish the Agenda Topics and determine who will serve as Facilitator during the Retreat. The Board will be updated at the May 9, 2019 Board Meeting on decided Agenda topics and Retreat Facilitator.

**9. Information/Updates:**

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

Dan Blankenship stated that he had inadvertently communicated to the Board, that per his employment agreement, he had received an automatic 2% increase on January 1<sup>st</sup>, so the Board awarded him an additional 2% retroactive to January 1<sup>st</sup>, so as to equal an overall 4% merit increase for 2019. Following a review of the CEO's employment agreement by the CFAO, it was determined that the automatic increase on January 1<sup>st</sup> was 2.5%, therefore, since the Board's intention was for the CEO to receive a total of a 4% increase in his base compensation for 2019, the retroactive increase approved by the Board on March 14<sup>th</sup> was reduced to 1.5%. In addition to the increase in the CEO's base compensation, the Board also awarded the CEO a 2% merit bonus based on his total 2018 salary.

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

**11. Next Meeting:** RFTA Board Meeting 8:30 a.m. – 11:30 a.m., May 9, 2019, Carbondale Town Hall

**12. Adjournment:**

**Riddile adjourned the April 11, 2019 Board Meeting at 10:45 a.m.**

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

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

<b>Meeting Date:</b>	May 9, 2019
<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 2019 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 2019. The report is late.</li> <li>• Because the annual CEO Certification for policy 2.1 - Treatment of the Public was inadvertently omitted in 2017 and 2018, I am reporting non-compliance.</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.”*

**Non-compliance:** Because monitoring reports for policy 2.1 – Treatment of the Public were inadvertently omitted in 2017 and 2018, I am reporting non-compliance.

Signed: Dan Blankenship, CEO      Date: May 9, 2019

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

<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Item:</b>	CEO Treatment of the Public Policy 2.1 Certification
<b>Policy #:</b>	<b>2.1 – TREATMENT OF THE PUBLIC</b>
<b>Strategic Goal:</b>	Update RFTA Board Governance Policies
<b>Presented By:</b>	Dan Blankenship, CEO
<b>Recommendation:</b>	Review and accept the CEO’s certification regarding compliance.
<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 certify compliance with Board policies on a periodic basis.</li> <li>• The Board amended policy 2.1 – Treatment of the Public on September 11, 2014.</li> <li>• The schedule for monitoring CEO performance requires the CEO to submit a monitoring report to the Board regarding <b><i>Treatment of the Public – Policy 2.1</i></b>, on an annual basis. This report is due in February each year, however, for 2019, this report is being presented in May because the annual Purchase Card Industry Data Security Standards compliance certification was not obtained until April 25, 2019.</li> <li>• Although no CEO certification for Policy 2.1 was provided in 2018 or 2017, the PCI Compliance Certificate for 2018 was received on April 19, 2018. At the time of this report, I am attempting to ascertain when the PCI compliance was received in 2017.</li> <li>• The CEO is reporting compliance for 2019.</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 were updated in September 2014.
<b>Fiscal Implications:</b>	There are no fiscal implications related to the monitoring reports themselves.
<b>Attachments:</b>	Yes, see the attached monitoring report for <b><i>Treatment of the Public (2.1)</i></b>

**POLICY TYPE: MANAGEMENT LIMITATIONS**

**POLICY 2.1**

**POLICY TITLE: TREATMENT OF THE PUBLIC**

With respect to interactions with the public, the CEO shall not knowingly cause or allow conditions or procedures that are unfair, unsafe, untimely, unresponsive, disrespectful or unnecessarily intrusive.

Accordingly, he/she shall not:

1. Collect, review, transmit, store or destroy credit card information gathered from the public in a manner that fails to comply with the Purchase Card Industry Data Security Standards.

**CEO Report:** On April 25, 2019, Paul Hamilton, Assistant Director of Finance, notified the CEO that RFTA passed its PCI Security Scan and received the following certification, which is posted on RFTA’s website.

RFTA



OVERALL PCI STATUS <b>Compliant</b>	SAQ VERSION B-IP	SAQ STATUS <b>Compliant</b>	LAST SAQ DATE 4/23/2019
ASV COMPLIANCE STATUS <b>Compliant</b>	ASV COMPLIANCE DATE 2/25/2019	ASV COMPLIANCE DUE DATE 5/26/2019	VALIDATION DATE 4/19/2018

Based upon the information provided by RFTA regarding its policies, procedures, and technical systems that store, process and/or transmit cardholder data, RFTA has performed the required procedures to validate compliance with the PCI DSS, the best practices designed to protect merchants and consumers from data security breaches and fraud.

**Disclaimer**

Aperia Solutions makes no representation or warranty as to whether RFTA system(s) are secure from either an internal or external attack or whether cardholder data is at risk of being compromised. Aperia Solutions makes no representations or warranties regarding this company’s business activities or operations.

***Reporting Compliance.***

2. Fail to clearly communicate to the public what may be expected from the services offered. The public shall be provided an opportunity to comment on proposed “major” service reductions and to any changes in fares at least 30 days prior to implementation of them. Major service changes are defined as:
  - Reductions in service hours for an upcoming season that are greater than 10% when compared to the same season in the previous year;
  - Elimination of a route or a portion of a route (except for seasonal services such as the Bike Express);

- Reduction in regular headways of 20% or greater;
- Other changes that RFTA staff may deem significant.

The requirement for an opportunity for public comment on proposed “major” service reductions and to any changes in fares at least 30 days prior to their implementation may be waived by the RFTA Board in the event of an emergency. In the event the emergency waiver is exercised, an opportunity for public comment will be scheduled as quickly as possible after the waiver is exercised or the “major” service reduction or fare change is implemented.

**CEO Report:** Since the last update in October 2016, there have been no service changes or fare increases requiring a Public Hearing.

***Reporting Compliance.***

3. Fail to have safety policies and procedures in place and utilized by all employees.
  - a. And shall not fail to obtain a Safety and Security accreditation from Community Transportation Association of America, or a similarly qualified organization, at least every three years beginning in 2014.

**CEO Report:** See CTAA Safety and Security Accreditation, which is valid until January 5, 2021, is attached below. Staff will seek the accreditation again in 2020.

***Reporting Compliance.***

4. Fail to provide an effective complaint and suggestion response process.

**CEO Report:** RFTA has numerous mechanisms for receiving and resolving complaints as follows: [www.rfta.com](http://www.rfta.com) (contact us at [feedback@rfta.com](mailto:feedback@rfta.com)); Twitter (<https://twitter.com/RFTA> ), Facebook (<https://www.facebook.com/RIDE.RFTA>), Rubey Park Information (970-925-8484), word of mouth, and Board Members.

***Reporting Compliance.***

# Certificate of Accreditation

The Community Transportation Association of America  
certifies that

## Roaring Fork Transportation Authority

has been granted reaccreditation status  
for three years effective January 5, 2018



**William P. McDonald**  
President



**Scott Bogren**  
Executive Director



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

<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Item</b>	Encroachment and Easement Agreement
<b>Policy #:</b>	<b>2.3.7: Financial Condition and Activities</b>
<b>Strategic Goal:</b>	<b>Customer Service:</b> By providing safe, highly reliable, comfortable, and cost efficient transportation to our residents and visitors, RFTA will strive to exceed community expectations.
<b>Staff Recommends:</b>	Subject to approval as to form by the RFTA General Counsel, staff recommends that the Board approve the Encroachment and Easement agreement between RFTA, Eagle County and the Blue lake Homeowners Association for the construction of bus pull-offs and shelters in the Blue Lake subdivision. Staff can then move forward with the final revisions to the document and complete the building permit process with Eagle county.
<b>Presented By:</b>	Mike Hermes, Director of Facilities
<b>Core Issues:</b>	RFTA and the Blue Lake Owners’ Association have been working cooperatively to install two new bus shelters on JW drive at the existing down valley bus stops. In addition RFTA will be paving the gravel bus pull-outs for the existing up valley bus shelters in the subdivision. The final step in the building permit process is to execute an Encroachment and Easement between RFTA, Eagle County and the Blue Lake Owners’ Association for the construction of bus shelters.
<b>Background Info:</b>	For several years RFTA staff and the Blue Lake Owners’ Association have been working jointly to design and construct two new bus shelters opposite the existing bus shelters on JW drive. As part of this project RFTA will also be paving the gravel pull-outs in front of the existing bus stops on JW drive to resolve longstanding pot hole and accessibility issues. This project will greatly enhance the safety, accessibility and comfort of passengers accessing the RFTA service in the Blue Lake subdivision. Plans for the project have been completed, the project has been bid, a contractor has been selected and staff is in the final stages of obtaining a building permit from Eagle county so that construction can begin. As part of that process, Eagle County requires that RFTA and the HOA enter into an Encroachment and Easement agreement with the County.
<b>Policy Implications:</b>	Board Financial Condition and Activities Policy 2.3.7 states, “The CEO shall not acquire, encumber or dispose of real property.”
<b>Fiscal Implications:</b>	The expense to design and build the two new bus shelters has already been appropriated in the 2019 RFTA budget. RFTA will be responsible for the maintenance and snow plowing associated with these two new bus shelters however the cost to maintain these shelters will be minimal. These stop already exist in the system and staff currently visits these stop on a regular basis to pick up trash and plow snow as necessary and so these activities are already incorporated in the facilities budget. The new bus shelters do not have any utilities associated with them, the lighting is solar powered, and so there will not be additional utilities added to the RFTA budget.
<b>Attachments:</b>	Please see “Encroachment Easement Agreement.pdf” attached to e-mail transmitting the RFTA Board Agenda packet.

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

<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Item:</b>	Resolution 2019-08: 2019 Supplemental Budget Appropriation
<b>Presented By:</b>	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance
<b>POLICY #:</b>	<b>2.5: Financial Planning/Budgeting</b>
<b>Strategic Goal:</b>	<ul style="list-style-type: none"> <li>• Bus Replacements</li> <li>• Programming for Glenwood Maintenance Facility Expansion</li> <li>• Fuel Farm Design, Construction Procurement, Land Entitlement and Permits</li> <li>• Ensure successful BEB Pilot Program</li> </ul>
<b>Recommendation:</b>	<b>Adopt Supplemental Budget Appropriation Resolution 2019-08</b>
<b>Core Issues:</b>	<p>As part of RFTA ongoing planning efforts with the implementation of Destination 2040 Plan, staff has identified the following supplemental budget appropriations needed with respect to the projects described below:</p> <p><b><u>General Fund:</u></b></p> <p><b>1. Capital Projects:</b></p> <p>a. <b>Ten 40’ Transit Diesel Replacement Buses Update (Destination 2040):</b> The amended budget that has already been appropriated in 2019 for this project is \$5,300,000. Through CDOT’s Consolidated Call for Capital Projects FY2019, RFTA has been awarded a FTA 5339 Grant of \$3,991,440 for 9 diesel buses (7 Transit /2 Coach). Staff requests the following appropriation:</p> <p style="padding-left: 20px;">i. <b>\$3,991,440 increase in Grants</b></p> <p>b. <b>GMF Vehicle Maintenance Expansion – Design (Destination 2040):</b> With the availability of a \$1.58M CDOT grant, staff has identified a portion of the GMF expansion that can occur in advance of the larger redevelopment project. This improvement will expand the bus maintenance area from 4 to 9 working bays. This will also accommodate improvements to the parts and tool storage areas and improve two new bay to focus on the unique requirements of Compressed Natural Gas (CNG) and Battery Electric Bus (BEB) vehicles. Staff requests the following appropriation:</p> <p style="padding-left: 20px;">i. <b>\$433,150 increase in Capital Outlay</b></p> <p>c. <b>AMF Phase 9 – Mechanical Design &amp; Permitting (Destination 2040):</b> With the award of a CDOT SB267 Grant, portions of the design of AMF Phase 9 (the Fuel Farm Replacement) previously planned will have to be modified due to the award date of this grant. By contracting for the fueling system design now, the project in its entirety can be ready for bid during this winter and targeted for construction in the spring of 2020. Staff requests the following appropriation:</p> <p style="padding-left: 20px;">i. <b>\$81,000 increase in Capital Outlay</b></p>

- d. **Battery Electric Bus (BEB) Pilot Program Update:** One outstanding item mentioned in past project updates is the cost for integration of the BEBs with RFTA's Enterprise Asset Management (EAM) software. EAM is currently utilized by the Vehicle Maintenance department to manage its fleet Preventative Maintenance (PM) Programs based on fuel transactions. Because the BEBs do not require fuel, the integration will allow the log of electric charging events (and other maintenance diagnostic data) in lieu of fuel transactions in EAM which will help the staff develop and implement its PM Program on the BEB fleet. The estimated cost for **BEB integration is \$74,000**. In addition, in order to provide a safe work environment for Maintenance Personnel working on the BEBs, the installation of a fall protection system at both the GMF and AMF will be necessary in several of the maintenance bays. Unlike diesel buses, about a third of the working components of a BEB are located on its roof and this will change the amount of above ground work done by RFTA personnel. The estimated cost for the construction of the **Fall Protection System is \$91,000**. The available budget remaining that the City of Aspen has appropriated on this project is \$72,510. Staff requests the following appropriations:
- i. **\$165,000 increase in Capital Outlay**
  - ii. **\$72,510 increase in Other Govt Contributions**

<b>Battery Electric Bus Pilot Project Financing Plan</b>		Appropriated	May 2019 Board meeting		Qty	Unit Cost
			Adjusted Budget	2019 Budget Adj (2019-08)		
<i>Updated 5/3/2019</i>						
Item		Adjusted Budget	2019 Budget Adj (2019-08)	Adjusted Budget	Qty	Unit Cost
1	Est. 40-foot Battery Electric Buses (BEB) and Chargers	\$ 7,996,007		\$ 7,996,007	8.0	\$999,501
2	Chargers	\$ 504,000		\$ 504,000	4.0	\$126,000
3	Miscellaneous Charger Costs	\$ 36,628		\$ 36,628	1.0	\$ 36,628
4	Infrastructure Installation	\$ 266,996		\$ 266,996	1.0	\$266,996
5	EAM integration	\$ -	\$ 74,000	\$ 74,000	1.0	\$ 74,000
6	Fall Protection		\$ 91,000	\$ 91,000	2.0	\$ 45,500
7	Extended Propulsion Warranty	\$ 226,880		\$ 226,880	8.0	\$ 28,360
8	<b>Total</b>	<b>\$ 9,030,511</b>	<b>\$ 165,000</b>	<b>\$9,195,511</b>		
			May 2019 Board meeting			
Sources of Funding		Adjusted Budget	2019 Budget Adj (2019-08)	Adjusted Budget		
9	EOTC Funding	\$ 500,000		\$ 500,000		
10	FY18/19 Statewide FASTER Grant/SB 228 Grant/LoNo	\$ 4,273,531		\$ 4,273,531		
11	RFTA FASTER Grant Local Match	\$ 1,068,383		\$ 1,068,383		
12	Additional RFTA Funding	\$ 1,060,107	\$ 92,490	\$ 1,152,597		
13	<b>Subtotal RFTA Funding</b>	<b>\$ 2,128,490</b>	<b>\$ 92,490</b>	<b>\$ 2,220,980</b>		
14	City of Aspen	\$ 2,128,490	\$ 72,510	\$ 2,201,000		
15	<b>Subtotal Local BEB Funding</b>	<b>\$ 9,030,511</b>	<b>\$ 165,000</b>	<b>\$9,195,511</b>		

**2. Non-Capital Projects:**

- a. **Financial Advisory Services for Non-Transactional Work:** On occasion, RFTA requires non-transactional financial advisory services from its financial advisor, PFM, that cover an array of transit-related matters that do not relate directly with a specific debt obligation transaction covered by separate task orders. Non-transactional work



	<p>can include, among others, assisting in long-term capital planning and maintenance of the financial model developed during the Destination 2040 Planning process. Staff requests the following appropriation:</p> <p><b>i. \$20,000 increase in Transit expenditures</b></p>				
<p><b>Policy Implications:</b></p>	<p>Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”</p>				
<p><b>Fiscal Implications:</b></p>	<p>Net increase (decrease) to 2019 fund balance by fund:</p> <table border="1" data-bbox="766 564 1203 630"> <tr> <td>General Fund</td> <td>\$ 3,364,800</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$ 3,364,800</b></td> </tr> </table>	General Fund	\$ 3,364,800	<b>Total</b>	<b>\$ 3,364,800</b>
General Fund	\$ 3,364,800				
<b>Total</b>	<b>\$ 3,364,800</b>				
<p><b>Attachments:</b></p>	<p>Yes, please see Resolution 2019-08 attached.</p>				

Director \_\_\_\_\_ moved adoption of the following Resolution:

**BOARD OF DIRECTORS**  
**ROARING FORK TRANSPORTATION AUTHORITY**  
**RESOLUTION NO. 2019-08**  
**2019 SUPPLEMENTAL BUDGET RESOLUTION**

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

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

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

**WHEREAS**, certain revenues will become available and additional expenditures have become necessary that were not anticipated during the preparation of the 2019 budget; and

**WHEREAS**, upon due and proper notice, published in accordance with the state budget law, said supplemental budget was open for inspection by the public at a designated place, a public hearing was held on, May 9, 2019 and interested taxpayers were given an opportunity to file or register any objections to said supplemental budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Roaring Fork Transportation Authority that the following adjustments will be made to the 2019 budget as summarized herein:

[Rest of page left intentionally]

## General Fund

### Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Grants	\$ 3,991,440	FTA 5339 for 9 Diesel Buses (7 Transit/2 Coach)
Other govt contributions	72,510	COA share of additional BEB Pilot Project costs related to EAM Integration and Fall Protection System
<b>Total</b>	<b>\$ 4,063,950</b>	

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$ 23,236,000	-	\$ 23,236,000
Property tax	8,457,000	-	8,457,000
Grants	7,820,841	\$ 3,991,440	11,812,281
Fares	5,151,000	-	5,151,000
Other govt contributions	4,603,835	72,510	4,676,345
Other income	804,300	-	804,300
Other financing sources	257,000	-	257,000
<b>Total</b>	<b>\$ 50,329,976</b>	<b>\$ 4,063,950</b>	<b>\$ 54,393,926</b>

### Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Capital	\$ 433,150	GMF Vehicle Maintenance Expansion - Design
Capital	81,000	AMF Phase 9 - Mechanical Design & Permitting
Capital	74,000	BEB Integration with EAM
Capital	91,000	Vehicle Maintenance Fall Protection System
Transit	20,000	Financial Advisor non-transactional work
<b>Total</b>	<b>\$ 699,150</b>	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$ 1,833,277	-	\$ 1,833,277
Transit	24,049,005	\$ 20,000	24,069,005
Trails & Corridor Mgmt	589,025	-	589,025
Capital	21,028,489	679,150	21,707,639
Debt service	1,551,321	-	1,551,321
Other financing uses	2,769,053	-	2,769,053
<b>Total</b>	<b>\$ 51,820,170</b>	<b>\$ 699,150</b>	<b>\$ 52,519,320</b>

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

Revenues and other financing sources	\$ 4,063,950
Less Expenditures and other financing uses	(699,150)
<b>Net increase (decrease) in fund balance</b>	<b>\$ 3,364,800</b>

**Fund balance Roll Forward: Net Change in Fund balance**

<b>Resolution</b>	<b>Beginning Balance</b>	<b>Change</b>	<b>Ending Balance</b>
			\$ 20,610,450*
2018-22 & 2018-23	\$ 20,610,450	\$ 453,899	21,064,349
2018-26 & 2018-27	21,064,349	7,652,913	28,717,262
2019-02	28,717,262	(5,922,520)	22,794,742
2019-04	22,794,742	(914,287)	21,880,455
2019-06	21,880,455	(2,760,199)	19,120,256
2019-08	19,120,256	3,364,800	22,485,056
<b>Total Net Change</b>		<b>\$1,874,606</b>	

\* Budgeted

That the amended budget as submitted and herein above summarized be, and the same hereby is approved and adopted as the amended 2019 budget of the Roaring Fork Transportation Authority, and be a part of the public records of the Roaring Fork Transportation Authority.

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

**INTRODUCED, READ AND PASSED** by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 9<sup>th</sup> day of May, 2019.

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

By: \_\_\_\_\_  
Art Riddile, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on May 9, 2019 (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this \_\_\_\_ day of \_\_\_\_\_, 2019.

**RFTA BOARD OF DIRECTORS MEETING  
PRESENTATION/ACTION ITEM AGENDA SUMMARY # 8. A.**

<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Item:</b>	Resolution 2019-09: A Resolution of the Roaring Fork Transportation Authority (In the State of Colorado) Declaring its Official Intent to Reimburse Itself with the Proceeds of Future Taxable or Tax-Exempt Bonds for Certain Capital Expenditures to be Undertaken by RFTA; Identifying Said Capital Expenditures and the Funds to be Used for Such Payment; and Providing Certain Other Matters in Connection Therewith.
<b>Policy #:</b>	<b>Policy 2.5 Financial Planning/Budgeting</b>
<b>Strategic Goal:</b>	Implementation of Destination 2040 Plan
<b>Presented By:</b>	Michael Yang, CFAO
<b>Recommendation:</b>	Adopt Resolution 2019-09
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. Bond Counsel, Kutak Rock, has recommended that RFTA adopt Resolution 2019-09 to preserve RFTA's ability to reimburse itself using 2019 Bond Proceeds for moneys spent on the listed projects incurred not earlier than 60 days prior to the date of the Resolution (March 10, 2019) and through the date of issuance of the 2019 Bonds (anticipated to be in the Summer of 2019).</li> <li>2. Staff recommends that the RFTA Board adopt Resolution 2019-09.</li> </ol>
<b>Background Info:</b>	<ol style="list-style-type: none"> <li>1. On July 9, 2009, RFTA issued its \$21,310,000 Series 2009B Taxable Build America Bond Sales Tax Revenue Bonds ("2009B BABs"). The 2009B BABs were sold as taxable bonds with the understanding that the federal government would provide a 35% subsidy on the interest rate as provided for in the American Recovery and Reinvestment Act of 2009. Subsequent to the issuance of the 2009B BABs, the federal government implemented sequestration measures which reduced this 35% subsidy. Sequestration for 2019 will be 6.2% meaning that the original 35% subsidy provided by the federal government will instead be 32.83%. In effect sequestration has increased the overall borrowing cost associated with the Series 2009B BABs.</li> <li>2. The 2009B BABs were also structured with a 10-year par call allowing the bonds to be optionally redeemed beginning December 1, 2019. Furthermore, given the interest on the 2009B BABs is taxable, RFTA also has the ability to advance refund these bonds. Even though tax reform eliminated the ability to execute tax-exempt advance refundings in most situations, because of the taxable nature of the 2009B BABs, this contemplated tax-exempt advance refunding would not be restricted. The ability to perform a tax-exempt advance refunding of BABs was clarified in a memo released by the IRS on August 31, 2018 in which the IRS states: <ol style="list-style-type: none"> <li>a. <i>"Section 149(d), as amended by §13532 of the 2017 Act, does not preclude the issuance of tax-exempt bonds to advance refund non-tax-advantaged, taxable bonds under the facts described below. There will not be two sets of tax-advantaged bonds outstanding for the same project or activity."</i></li> </ol> </li> </ol>

3. Through consultation with PFM, financial advisor to RFTA, the benefit from undertaking an advance refunding of all or a portion of the 2009B BABs is the expectation of lower debt service costs to the Authority and the elimination of “sequestration risk” related to continued reductions in the subsidy due to sequestration. The GFOA standard for bond refundings is a net present value savings of not less than 3%. The refunding of the 2009B BABs is anticipated to produce a net present value savings to RFTA of more than 3%.
4. Through a selective RFP process RFTA has engaged RBC Capital Markets LLC (“RBC”), an underwriting syndicate, to assist in the sale of the bonds. RBC was selected through a competitive RFP process completed in March 2019. The working group (RFTA staff, PFM (Financial Advisor), RBC (Underwriter), and Kutak Rock (Bond Counsel)) had its kick-off call on April 1, 2019 to discuss the overview of the transaction and details surrounding the refunding. The working group also discussed the potential for “new money” needs (i.e. issuing new bonds in addition to the refunding of the 2009B BABs) in light of RFTA’s Destination 2040 Plan, including the notion of a Reimbursement Resolution to present to the Board at the May Board meeting which essentially preserves the ability of RFTA to reimburse itself using future bonds proceeds for allowable project costs incurred (i.e. design, planning, etc.).
5. RFTA currently has approximately \$7.105 million of authorized unissued bonds remaining from the November 2008 ballot measure 4A and can issue these bonds to fund the “new money” needs at the same time of the refunding of the 2009B BABs.
6. On November 6, 2019, RFTA’s Ballot measure 7A was approved by eligible voters. 7A included funding for RFTA’s Destination 2040 Plan a new property tax revenue through a 2.65 uniform mill levy and debt increase of up to \$74.675 million. For the purposes of “new money” needs, RFTA will plan to utilize the final remaining \$7.105 million of authorized unissued bonds from the November 2008 ballot measure 4A.
7. Staff identified a package of capital projects from RFTA’s Destination 2040 Plan that are strong candidates for the “new money” needs. This includes: recommissioning of the Aspen Maintenance Facility (Phase 9), expansion of the Glenwood Springs Maintenance Facility (vehicle maintenance area), SH82 bus station improvements, and additional buses. Budget has already been appropriated in 2019 for planning and design costs for the construction projects.
8. Staff has started the process to draft the necessary legal and disclosure documents required for the sale of the bonds. On May 1, the working group conducted its first review of the Preliminary Official Statement, Bond Resolution, and Reimbursement Resolution. Once the legal and disclosure documents are in the necessary form, RFTA will then request ratings from one or more rating agencies.
9. The Reimbursement Resolution will be presented to the RFTA Board at the May 9<sup>th</sup> Board meeting which preserves RFTA’s ability to reimburse itself using future bonds proceeds for allowable project costs incurred (i.e. design, planning, etc.).

	<p>10. The RFTA working group will also bring forth the proposed refunding and “new money” bond issuance, with legal and disclosure documents in near final form, to the Board for the Board’s review and approval at the June or July Board meeting. Assuming Board approval is received the working group would then proceed with marketing and selling the bonds. The expected timeframe for completion of this refunding is anticipated to be as early as the summer of 2019.</p>
<b>Policy Implications:</b>	None noted.
<b>Fiscal Implications:</b>	See background information above for fiscal implications.
<b>Attachments:</b>	Yes. See Resolution 2019-09 attached below. Also see “May 2019 Board Meeting Portfolio.pdf,” which is included in the May 2019 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

STATE OF COLORADO

)  
) ss.

ROARING FORK TRANSPORTATION AUTHORITY )

I, the Secretary of the Board of Directors of the Roaring Fork Transportation Authority in the State of Colorado, hereby certify that:

1. Attached is a true and correct copy of a resolution (the "Resolution") adopted by the Board of Directors (the "Board") of RFTA at a meeting held on May 9, 2019.
2. Notice of such meeting was made available to the public in writing and pursuant to electronic notice no less than seven business days prior to the holding of the meeting, which notice included the time and agenda of such meeting.
3. The Resolution was duly moved, seconded and adopted by the affirmative vote of a majority of the members of the Board at such meeting as follows:

<u>Board Member</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstaining</u>
Markey Butler	—	—	—	—
Jonathan Godes	—	—	—	—
Jeanne McQueeney	—	—	—	—
George Newman	—	—	—	—
Dan Richardson	—	—	—	—
Art Riddile	—	—	—	—
Steve Skadron	—	—	—	—
Jacque R. Whitsitt	—	—	—	—

4. The meeting at which the Resolution was adopted was noticed, and all proceedings relating to the Resolution were conducted, in accordance with the organizational instruments of RFTA, all applicable rules, regulations, resolutions and procedures of RFTA, and all applicable laws.

WITNESS my hand as of this 9<sup>th</sup> day of May, 2019.

By \_\_\_\_\_  
Secretary



**RESOLUTION NO. 2019-09**

**A RESOLUTION OF THE ROARING FORK TRANSPORTATION AUTHORITY (IN THE STATE OF COLORADO) DECLARING ITS OFFICIAL INTENT TO REIMBURSE ITSELF WITH THE PROCEEDS OF FUTURE TAXABLE OR TAX-EXEMPT BONDS FOR CERTAIN CAPITAL EXPENDITURES TO BE UNDERTAKEN BY RFTA; IDENTIFYING SAID CAPITAL EXPENDITURES AND THE FUNDS TO BE USED FOR SUCH PAYMENT; AND PROVIDING CERTAIN OTHER MATTERS IN CONNECTION THEREWITH.**

**WHEREAS**, the Roaring Fork Transportation Authority (“RFTA”), located in the State of Colorado (the “State”), is a body corporate and political subdivision of the State created pursuant to the provisions of Section 43-4-601, et seq., C.R.S., as amended (the “Rural Transportation Authority Law”); and

**WHEREAS**, under the Regional Transportation Authority Law, RFTA is possessed of all powers which are necessary, requisite or proper to finance, construct, operate and maintain a rural transportation system; and

**WHEREAS**, pursuant to Section 43-4-609 of the Regional Transportation Authority Law, RFTA is authorized to issue bonds for any of its corporate purposes; and

**WHEREAS**, at an election held on November 4, 2008, a majority of the registered voters of RFTA approved a ballot issue (the “Ballot Issue”) authorizing the issuance of up to \$44,555,000 in aggregate principal amount of sales tax revenue bonds for the projects authorized by the Ballot Issue (the “Projects”); and

**WHEREAS**, RFTA has, following the approval of the Ballot Issue, previously issued sales tax revenue bonds aggregating \$37,450,000 in principal amount for the Projects pursuant to the authority of the Ballot Issue; and

**WHEREAS**, the Board of Directors of RFTA (the “Board”) is the governing body of RFTA; and

**WHEREAS**, the Board has determined that it is in the best interest of RFTA to make certain capital expenditures on certain Projects (as defined herein, the “2019 Bonds Projects”); and

**WHEREAS**, RFTA currently intends and reasonably expects to issue taxable or tax-exempt bonds to finance such capital expenditures, including an amount not to exceed \$7,105,000 for reimbursing RFTA for those capital expenditures for the 2019 Bonds Projects that are incurred during the period from the date that is 60 days prior to the date hereof through the date of such financing; provided that such financing shall occur within 18 months of the date of the first such capital expenditure, or the placing in service of the 2019 Bonds Projects, whichever is later (but in no event more than 3 years after the date of the first such expenditure of such moneys); and

**WHEREAS**, the Board hereby desires to declare its official intent, pursuant to 26 C.F.R. §1.150-2, to reimburse RFTA for such capital expenditures with the proceeds of RFTA’s future taxable or tax-exempt bonds;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ROARING FORK TRANSPORTATION AUTHORITY (IN THE STATE OF COLORADO) THAT:**

**Section 1. Declaration of Official Intent.** RFTA shall, presently intends and reasonably expects to expend moneys currently contained in RFTA’s General Fund on certain of the Projects, including (a) recommissioning the Aspen Maintenance Facility, (b) expanding the Glenwood Springs Maintenance Facility, (c) improvements to bus stations, bus stops and parking areas and facilities, (d) acquiring additional buses, and (e) any other Projects for which the Board determines to expend proceeds of the bonds described in Section 3 hereof (collectively, the “2019 Bonds Projects”).

**Section 2. Dates of Capital Expenditures.** All of the capital expenditures made with respect to the 2019 Bonds Projects that are covered by this Resolution were made not earlier than 60 days prior to the date of this Resolution.

**Section 3. Bonds.** RFTA presently intends and reasonably expects to: (a) issue taxable or tax-exempt bonds within 18 months of (i) the date of the first expenditure of moneys on the 2019 Bonds Projects that is covered by this Resolution or (ii) the date upon which the 2019 Bonds Projects are placed in service or abandoned, whichever is later (but in no event more than 3 years after the date of the first such expenditure of such moneys); and (b) allocate an amount of not to exceed \$7,105,000 of the proceeds of such bonds to reimburse RFTA for such expenditures on the 2019 Bonds Projects.

**Section 4. Confirmation of Prior Acts.** All prior acts and doings of the officials, agents and employees of RFTA which are in conformity with the purpose and intent of this Resolution, and in furtherance of the Projects, shall be and the same hereby are in all respects ratified, approved and confirmed.

**Section 5. Repeal of Inconsistent Resolutions.** All orders, bylaws or resolutions of the Board, or parts thereof, inconsistent with this Resolution are hereby repealed to the extent of such inconsistency.

**Section 6. Effective Date of Resolution.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** at a regular meeting held this 9<sup>th</sup> day of May, 2019.

[SEAL]

**ROARING FORK TRANSPORTATION AUTHORITY**

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Chair, Board of Directors

Attest:

By \_\_\_\_\_  
Secretary, Board of Directors

**RFTA BOARD OF DIRECTORS MEETING**  
**“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 8. B.**

<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Item:</b>	RFTA Board Governance Management Limitations Policies Update
<b>POLICY #:</b>	<b>2.3, 2.4, 2.5, 2.7, and 2.9</b>
<b>Strategic Goal:</b>	Work with the RFTA Board to restructure the RFTA Strategic Plan to align with core objectives and governing policies
<b>Recommendation:</b>	Adopt the revisions recommended by staff.
<b>Presented By:</b>	Dan Blankenship, CEO
<b>Core Issues:</b>	<p>The RFTA Board adopted a Governance Policy Manual on July 16, 2003. Several of the Management Limitations Policies were revised last in 2015. Staff is recommending that several other policies be updated. Staff would like to discuss the recommended changes with the Board and, if the Board is amenable, incorporate the proposed changes into a Board Resolution for approval on the Consent Agenda at a subsequent meeting.</p> <p>The proposed updates to the Board's Management Limitations Policies are as follows:</p> <p><b>1. <u>Policy 2.3: Financial Condition and Activities</u></b></p> <p>Currently 2.3.1.A reads as follows:</p> <p>The CEO may not incur debt (other than regular use of a credit card for incidental purposes) in excess of the Board-approved \$_____ Line of Credit with Pitkin County.</p> <p>Proposed change:</p> <p>The CEO may not incur debt (other than regular use of a credit card for incidental purposes) in excess of the Board-approved <b><u>\$1,000,000 Line of Credit with a bank or lending institution.</u></b></p> <p><b>Note:</b> <i>Currently, the Board has approved a \$1,000,000 Line of Credit with Alpine Bank. The Line of Credit is intended to be drawn upon only in the event of any potential temporary cash flow shortfalls. To date, RFTA has never drawn on the Line of Credit.</i></p> <p><b>2. <u>Policy 2.4: Asset Protection</u></b></p> <p>Currently Policy 2.4.5. reads as follows:</p> <p>The CEO may not, “Allow a purchase of <b><u>\$5,000</u></b> or more without having obtained comparative prices and quality. Splitting orders to avoid this requirement is not allowed.”</p> <p>Proposed change:</p> <p>The CEO may not, “Allow a purchase of <b><u>\$10,000</u></b> or more without having obtained comparative prices and quality. Splitting orders to avoid this requirement is not allowed.”</p>

**Note:** On June 20, 2018, the Office of Federal Financial Management raised the threshold for micro-purchases under Federal financial assistance awards from to \$10,000. Federal granting agencies were required to implement this change in the terms and conditions of their awards and recipients of existing Federal financial assistance awards are also allowed to implement them in their internal controls.

Generally, Federal procurement guidelines are more stringent than those of local agencies, so local agencies such as RFTA attempt to make their procurement guidelines as consistent as possible with Federal guidelines. This change would allow micro-purchases of up to \$10,000 to be made with seeking competitive quotes from three or more vendors. There are situations in which vendors, consultants, and contractors provide specialized services for which there may be no similar competitors, and there are times when time is of the essence and someone is needed to be under contract very rapidly. This change, which is being prompted by the change in the Federal procurement micro-purchase regulations, is intended to make the procurement process more streamlined and efficient.

**Recommended Addition:**

2.4.11: The CEO may not, "Create obligations to consultants, vendors, or contractors that are not subject to annual appropriations and which fail to comply with State and Federal laws."

**Note:** This policy provision is being moved from Policy 2.7.4, Compensation and Benefits.

**3. Policy 2.5: Financial Planning and Budgeting**

Currently Policy 2.5.5 reads as follows:

"The CEO shall not allow budgeting that fails to allocate at least an average of two months of budgeted General Fund Revenues to Operating Reserves or an average of two months of budgeted General Fund Expenditures, whichever is larger. Revenues include sales and use tax, service contracts, fares, operating grants and contributions. Expenditures include operating expenditures, operating expenditures allocated to service contracts and debt service. Such Operating Reserves may be drawn upon on recommendation of CEO with Board approval to compensate for an expected shortfall. *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.*"

Proposed change:

"The CEO shall not allow budgeting that fails to allocate at least an average of two months of budgeted General Fund Revenues to Operating Reserves or an average of two months of budgeted General Fund Expenditures, whichever is larger. Revenues include **property tax**, sales and use tax, service contracts, fares, operating grants and contributions. Expenditures include operating expenditures, operating expenditures allocated to service contracts and debt service. Such Operating Reserves may be drawn upon on recommendation of CEO with Board approval to

compensate for an expected shortfall. *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.*

#### **4. Policy 2.7: Compensation and Benefits**

Currently Policy 2.7.4 reads as follows:

The CEO may not “create obligations to consultants or contractors that are not subject annual appropriations and which fail to comply with State and Federal laws.”

#### **Recommend Deletion**

**Note:** *This policy provision is being moved to 2.4.11 (see number 4, above, i.e. Asset Protection).*

#### **5. Policy 2.9: Rio Grande Corridor**

Currently the Rio Grande Corridor Policy 2.9 reads as follows:

With respect to the management of the Rio Grande Corridor, the CEO shall not allow:

2.9.1 The use the rail bed **within Alignment “C”** for trail construction purposes, unless 1) it is to avoid bona fide pinch points, wetland areas, and other geographical constraints, and 2) unless the cost of constructing the trail off of the rail bed at such locations would exceed **30%** of the cost of using the rail bed.

**Recommend Deletion** – Trail is completed

2.9.2 The use of more of the rail bed for trail construction purposes (subject to the provisions of 2.9.1, above), than is absolutely necessary to avoid bona fide pinch points, wetland areas, and other geographical constraints.

**Recommend Deletion** – Trail is completed

2.9.3 The salvage of the rails and ties within the corridor ***without specific Board authorization.***

**Recommend Deletion** – Tracks and Ties have already been salvaged

2.9.4 An amount less than **6.6%** of RFTA's projected total gross annual sales tax revenue collections each year (including the amount retained by Pitkin County for debt service) to be allocated for trail construction, corridor management, and open space protection. Such % **shall** also include an equitable allocation of RFTA overhead to these programs.

**Recommend Deletion** – This policy was created prior to the completion of the Rio Grande Trail, and the 6.6% percentage of annual sales tax revenue collections was supposed to fund trail construction costs in addition to trail operating costs. Now that the trail has been completed, trail operations and maintenance expenses are being budgeted in the General Fund each year

	<p>based on anticipated needs and revenue available. In 2019, approximately \$589,000 has been budgeted for operations and \$919,000 has been budgeted for capital repair and maintenance projects. In addition, approximately \$6 million in property tax revenue (over 24 years) was recently approved for trail maintenance and construction projects. Also, there is currently approximately \$900,000 residing in the Trails' capital reserve.</p> <p><b><u>Proposed Revisions to Policy 2.9:</u></b></p> <p>With respect to the management of the Rio Grande Corridor, the CEO shall:</p> <p>2.9.1 Preserve the Rio Grande Railroad Corridor's railbanked status under 16 U.S.C. 1247(d), under the jurisdiction of the STB for future freight rail reactivation.</p> <p>2.9.2 Review and update the Rio Grande Corridor Comprehensive Plan as often as necessary; however, normally every five years, unless authorized by the Board to extend this time frame.</p> <p>2.9.3 Review and update the Rio Grande Corridor Access Control Plan and Design Guidelines as often as necessary; however, normally every five years unless authorized by the Board to extend this time frame.</p> <p>2.9.4 Maintain the recreational trail in the Rio Grande Railroad Corridor in a State of Good Repair.</p> <p>2.9.4 Make an annual report to the Covenant Enforcement Commission and the RFTA Board regarding compliance with Great Outdoors Colorado covenants.</p>
<b>Policy Implications:</b>	The RFTA Board is attempting to make its Governance Policies more streamlined and compliance with them more objective.
<b>Fiscal Implications:</b>	None at this time.
<b>Attachments:</b>	No.

**RFTA BOARD OF DIRECTORS MEETING**  
**“BOARD GOVERNANCE PROCESS” AGENDA ITEM SUMMARY # 9. A**

<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Item:</b>	RFTA Board Strategic Planning Retreat
<b>Policy #:</b>	<b>4.3.2.A: Agenda Planning</b>
<b>Strategic Goal:</b>	<b>Update RFTA Strategic Plan</b>
<b>Presented By:</b>	David Johnson, Planning Director
<b>Recommendation:</b>	Please provide and additional direction desired regarding: <ul style="list-style-type: none"> <li>• Agenda topics</li> <li>• Facilitator selection and other issues and preferences</li> </ul>
<b>Core Issues:</b>	<p>1. According to the Board’s Agenda Planning Policy 4.3.1, “The Board’s annual planning cycle concludes on the last day of July, so that administrative planning and budgeting can be based on accomplishing a one year segment of long-term Ends,” however, the Board has generally opted to conduct its retreat earlier.</p> <p>2. Policy 4.3.2.A. states, “The annual (planning) cycle will start with the Board’s development of its agenda plan for the next year. The Board will identify its priorities for Ends and other issues to be resolved in the coming year, and will identify information gathering necessary to fulfill its role.” This may include methods of gaining ownership input, governance education, and other education related to Ends issues, (e.g. presentations by futurists, advocacy groups, demographers, other providers, staff, etc.).</p> <p>3. Each year, the RFTA Board typically conducts a 7-hour Strategic Planning Retreat in lieu of the regularly scheduled Board meeting.</p>
<b>Background Info:</b>	<p>The Board Subcommittee met on April 1, 2019 to develop the goals, outcomes, and key topics for the Retreat. Outcomes from the meeting include:</p> <ul style="list-style-type: none"> <li>• Meeting will be from 8:30 to (no later than) 2:00 at RMI</li> <li>• First 30 minutes will be an abbreviated RFTA Board Meeting</li> <li>• Working Lunch</li> </ul> <p>The goal of the Retreat will be to develop a Strategic Plan</p> <ul style="list-style-type: none"> <li>• Board’s priority will be to identify broad outcomes that the agency needs to aspire to or achieve.</li> <li>• Staff will complete all other elements of the Strategic Plan, based on the Board’s Outcomes.</li> </ul> <p>The following issues will likely be part of the discussion:</p> <ul style="list-style-type: none"> <li>• RFTA’s role in first and last mile mobility</li> <li>• RFTA’s overall role in managing trails – not specific trails</li> <li>• What is the future of the transportation industry? What is the future of RFTA? What are the forces impacting this organization—political, funding, technology, housing availability and density? (Staff will do some research prior to the retreat)</li> </ul> <p>The Board has indicated preference for Gruffie Clough to serve as the facilitator. Staff is engaged in retaining Ms. Clough. Staff may also enlist a graphic illustrator to document the process.</p>
<b>Policy Implications:</b>	See Core issues
<b>Fiscal Implications:</b>	Budget for Facilitation is approximately \$5,000
<b>Attachments:</b>	None

**RFTA BOARD OF DIRECTORS MEETING**  
**“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 10. A.**

**CEO REPORT**

**TO:** RFTA Board of Directors  
**FROM:** Dan Blankenship, CEO  
**DATE:** May 9, 2019

**Garfield County Mayors’ Meeting:** Mike Sampson, Commissioner, Garfield County, invited me to make a presentation regarding RFTA’s history and current services and programs at the Garfield County Mayors’ meeting. The meeting will be held at the Grand Valley Recreation Center in Battlement Mesa from 6:30 p.m. – 8:00 p.m., on May 21, 2019.

**Holy Cross Energy (HCE) / Rocky Mountain Institute (RMI) Resilience Project:** Holy Cross Energy power outages for the upper Roaring Fork Valley that were threatened by the Lake Christine Fire last summer, have prompted HCE and RMI to partner together to plan for improved energy resiliency in the event of future disasters and emergency events. To this end, a workshop was conducted at RMI on April 3<sup>rd</sup>, in which Mike Hermes, Director of Facilities, and I attended. Please see “RMI:HCE energy resilience workshop 1 report.pdf,” included in the May 2019 RFTA Board Meeting Portfolio.pdf, which is attached to the e-mail transmitting the Board Agenda packet.

I will be participating in a working group that will exploring the feasibility of Community Microgrids that could potential maintain power for clusters of facilities or neighborhoods in the event of a major and sustained power outage (see chart below). I will attending a follow-up meeting at RMI regarding Community Microgrids at 1 p.m. on May 9, 2019

## Working group concept 2: Community microgrids

<p style="text-align: center;"><b>What is the proposed solution?</b></p> <ul style="list-style-type: none"><li>• Segmentable microgrids</li><li>• Possible segments: Basalt, Snowmass, Aspen (including ABC and airport)</li><li>• Could start with Airport/ RFTA/ ABC sub-microgrid</li></ul>	<p style="text-align: center;"><b>Why is it important?</b></p> <ul style="list-style-type: none"><li>• Each community/ neighborhood can retain power independently</li><li>• Can help back up back-up generators</li></ul>
<p style="text-align: center;"><b>What are key questions?</b></p> <ul style="list-style-type: none"><li>• What are the critical loads in each cluster?</li><li>• What is the existing generation in each cluster? Other resources?</li><li>• Controls, etc. to load balance? From existing assets? How to minimize risk for back-up generator owners? Include AMI mesh in outage?</li></ul>	<p style="text-align: center;"><b>Who needs to be involved?</b></p> <ul style="list-style-type: none"><li>• Industry experts/ vendors, e.g. S+C, Sweitzer</li><li>• Executives/ boards for back-up generator owners</li><li>• HCE + Aspen muni</li><li>• More critical loads</li><li>• Community companies</li></ul>



COO Update - May

RFTA 2040 Implementation Update

- **2019 Capital Infrastructure**
- Battery Electric Bus Infrastructure
  - Construction is underway and anticipated to be complete July 19, 2019
  - Supplemental appropriation of \$73,997 planned for May to support software integration between charging system and asset management system.



*BATTERY ELECTRIC BUS CHARGING INSTALLATION*

- LOVA Trail
  - Glenwood Springs has spearheaded efforts along with LOVA to pursue a series of grants to construct the LOVA trail from New Castle to Glenwood Springs
  - RFTA has appropriated \$20k in the 2019 budget to support LOVA trail grants

- Currently discussing how best to utilize RFTA funding to support grant pursuits
- Maintenance of trail is an outstanding question
- No additional appropriations planned at this time
- Trail Maintenance
  - Bridge deck repair underway. Roaring Fork Bridge complete.
  - 2019 Asphalt Repair Plan complete. Asphalt repairs planned for late June and July
  - No additional appropriations planned at this time



*DECK RESURFACING ON THE ROARING FORK BRIDGE ON THE Rio Grande TRAIL*

- Mid Valley Stop Improvements
  - Currently in design and engineering to create improvements for the following Bus Stops to provide ADA accessibility, improved amenities, connectivity and comfort:
    - Sage wood
    - Lazy Glen
    - Aspen Village
    - Holland Hills
    - Catherine Store
  - No additional appropriations planned at this time
- Feasibility Study of Grade Separated Pedestrian Crossings of Hwy 82 and 27th St.
  - RFTA staff is coordinating a feasibility study to analyze options for above grade and below grade bike/pedestrian crossings of HWY 82 and 27<sup>th</sup> street.
  - Completion of study anticipated Sept. 2019
  - Findings from this study will help identify a preferred alternative to move into design
  - No additional appropriations planned at this time
- Grand Avenue Corridor Study (27<sup>th</sup> Street Parking Expansion, Glenwood In-line Stations, Transit Center, Extension of BRT Downtown, Connections to 1-70 Corridor)
  - Recurring meetings established with Glenwood Springs' staff to begin scoping effort.

- Scope meeting with City of Glenwood Springs 3/12 – developed a combined scope of work between RFTA and Glenwood Springs,
  - Supplemental appropriation planned for early summer 2019 to support corridor planning study.
- Willits Area Parking Expansion
  - Signage and wayfinding plan in development to guide public and RFTA customers to public parking beneath Whole Foods
  - Signage is anticipated to be installed by town of Basalt by late summer 2019
  - No appropriations planned at this time
- Aspen Maintenance Facility Expansion Phase 9 (Replace Fuel Farm)
  - Non-fuel farm components at 80% design
  - Fuel farm mechanical design to commence mid-summer 2019
  - Permitting and land entitlement mid-summer 2019
  - Scheduled to break ground April 2020
  - Supplemental appropriation of \$81,000 planned for May 2019 to support permitting and mechanical design activity.
- Glenwood Maintenance Facility (GMF) Expansion
  - Continuing to perform analysis of impacts to GMF expansion if Glenwood Springs Municipal Operations Center (MOC) were available to expand upon.
  - Supplemental appropriation of \$433,150 planned for May to support engineering/design of phase 1 of the GMF expansion (expand bus service bays from 4 to 9). This is a result of the CDOT grant awarded in March to support phase 1 of the GMF expansion.
- Replacement Office/Housing in Carbondale
  - Programming for employee housing continues
  - No additional appropriations planned at this time
- WE-Cycle
  - RFTA staff is coordinating efforts with We-Cycle, Carbondale and Glenwood Springs regarding bike share expansion plans in 2020 and 2021.
  - RFTA is also working with We-Cycle staff to evaluate technical and operational capacity to facilitate We-Cycle expansion beyond their current operations
  - No additional appropriations planned at this time
- **2019 Service Delivery**
- Enhanced Snowmass Service
  - Transfer of funding from EOTC to RFTA completed Jan 1
- 30 minute Valley after 8:15
  - Service successfully launched April 22
- Enhanced SMV service to support 30 minute valley after 8:15
  - Service successfully launched April 22
- Off-Season Weekend BRT
  - Service successfully launched April 22
- Off-season Weekend Carbondale Circulator
  - Service successfully launched April 22
- 30 Minute Peak Hogback Service
  - Service planning on track for December 2019 Start Date





*SPRING SEASON NEW SERVICES PROMOTIONS INCLUDED SIDEWALK DECALS AT BRT STATIONS*



*BUS RIDERS ENJOYING ENHANCED OFFSEASON SERVICE THAT STARTED APRIL 22*

- **2019 Bus Procurement**

- 8 New Flyer Excelsior Battery Electric Buses
  - Contract to purchase issued 10/24/2018
  - Delivery of 8 buses scheduled for August 2019
  - Commissioning and training will occur August - October with buses planned to be in revenue service October/November 2019
  - No additional appropriations planned at this time
- 10 Gillig Clean Diesel, Low Floor Buses
  - Contract to purchase issued 1/28/2019
  - Delivery of 10 buses scheduled for December 2019
  - RFTA was notified on March 28<sup>th</sup> that they received State/Federal grant funding to cover 80% of the purchase price for 7 of the 10 buses
  - Grant funds will need appropriated at subsequent board meeting
- 6 Motor Coach bus RFP
  - Spec development underway

- RFP on street by mid-May
- Grant funds will need appropriated at subsequent board meeting
- **2019 Personnel Support**
- Operations Supervisor
  - Additional Operations Supervisor to support existing and new services
  - Supplemental appropriation completed in February to support service implementation
- 2 Vehicle Maintenance Service Workers
  - Additional Vehicle Maintenance Service Workers to support existing and new services
  - Supplemental appropriation completed in February to support service implementation
- Vehicle Maintenance Foreman
  - Additional Vehicle Maintenance Foreman to support existing and new services
  - Supplemental appropriation completed in February to support service implementation

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

**2019 Actuals/Budget Comparison (March YTD)**

2019 Budget Year				
General Fund	March YTD			
	Actual	Budget	% Var.	Annual Budget
<b>Revenues</b>				
Sales and Use tax (1)	\$ 2,611,408	\$ 2,499,653	4.5%	\$ 23,236,000
Property Tax	\$ 2,908,355	\$ 2,908,355	0.0%	\$ 8,457,000
Grants	\$ 163,554	\$ 163,554	0.0%	\$ 7,820,841
Fares (2)	\$ 1,025,501	\$ 950,275	7.9%	\$ 5,151,000
Other govt contributions	\$ 1,452,399	\$ 1,449,634	0.2%	\$ 4,573,835
Other income	\$ 270,661	\$ 270,226	0.2%	\$ 804,300
<b>Total Revenues</b>	<b>\$ 8,431,878</b>	<b>\$ 8,241,697</b>	<b>2.3%</b>	<b>\$ 50,042,976</b>
<b>Expenditures</b>				
Fuel	\$ 432,867	\$ 506,734	-14.6%	\$ 1,833,277
Transit	\$ 5,968,585	\$ 6,495,793	-8.1%	\$ 24,049,005
Trails & Corridor Mgmt	\$ 57,031	\$ 60,496	-5.7%	\$ 589,025
Capital	\$ 307,068	\$ 269,279	14.0%	\$ 20,993,746
Debt service	\$ 195,697	\$ 195,697	0.0%	\$ 1,551,321
<b>Total Expenditures</b>	<b>\$ 6,961,247</b>	<b>\$ 7,527,999</b>	<b>-7.5%</b>	<b>\$ 49,016,374</b>
<b>Other Financing Sources/Uses</b>				
Other financing sources	\$ -	\$ -	#DIV/0!	\$ 257,000
Other financing uses	\$ (943,777)	\$ (943,777)	0.0%	\$ (2,769,053)
<b>Total Other Financing Sources/Uses</b>	<b>\$ (943,777)</b>	<b>\$ (943,777)</b>	<b>0.0%</b>	<b>\$ (2,512,053)</b>
<b>Change in Fund Balance</b>	<b>\$ 526,853</b>	<b>\$ (230,079)</b>	<b>329.0%</b>	<b>\$ (1,485,451)</b>

(1) Timing issue, as Sales and Use tax revenue is received 2 months in arrears (i.e. January sales tax is recorded in March).

(2) Through March, fare revenue and ridership has increased by 4% and 6%, respectively, compared to the prior year. Over the course of the year, the timing of bulk pass orders by outlets and businesses can affect the % change. The chart below provides a YTD March 2018/2019 comparison of actual fare revenues and ridership on RFTA fare services:

<b>Fare Revenue:</b>	<b>YTD 3/2018</b>	<b>YTD 3/2019</b>	<b>Increase/ (Decrease)</b>	<b>% Change</b>
Regional Fares	\$ 984,606	\$ 1,021,312	\$ 36,706	4%
<b>Total Fare Revenue</b>	<b>\$ 984,606</b>	<b>\$ 1,021,312</b>	<b>\$ 36,706</b>	<b>4%</b>
<b>Ridership on RFTA Regional Services*:</b>	<b>YTD 3/2018</b>	<b>YTD 3/2019</b>	<b>Increase/ (Decrease)</b>	<b>% Change</b>
Highway 82 (Local & Express)	206,355	217,224	10,869	5%
BRT	264,933	286,417	21,484	8%
Carbondale Shuttle	42,117	38,986	(3,131)	-7%
SM-DV	39,129	43,163	4,034	10%
SM-INT	19,426	21,644	2,218	11%
Grand Hogback	26,907	25,094	(1,813)	-7%
<b>Total Ridership on RFTA Fare Services</b>	<b>598,867</b>	<b>632,528</b>	<b>33,661</b>	<b>6%</b>
Avg. Fare/Ride	\$ 1.64	\$ 1.61	\$ (0.03)	-2%
<i>* Excludes Aspen-Snowmass Regional service which is fare-free due to EOTC contributions.</i>				

<b>RFTA System-Wide Transit Service Mileage and Hours Report</b>								
<b>Transit Service</b>	<b>Mileage March 2019 YTD</b>				<b>Hours March 2019 YTD</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Var.</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Var.</b>
RF Valley Commuter	1,147,307	1,157,015	(9,708)	-0.8%	52,608	52,463	145	0.3%
City of Aspen	161,883	161,066	817	0.5%	18,331	17,964	367	2.0%
Aspen Skiing Company	176,856	188,012	(11,156)	-5.9%	13,267	12,610	657	5.2%
Ride Glenwood Springs	29,571	29,707	(136)	-0.5%	2,408	2,414	(6)	-0.3%
Grand Hogback	55,108	55,066	42	0.1%	2,145	2,145	0	0.0%
Specials/Charters	7,701	4,834	2,867	59.3%	675	561	114	20.3%
Senior Van	4,899	4,920	(21)	-0.4%	433	429	4	0.9%
<b>Total</b>	<b>1,583,325</b>	<b>1,600,620</b>	<b>(17,295)</b>	<b>-1.1%</b>	<b>89,867</b>	<b>88,587</b>	<b>1,280</b>	<b>1.4%</b>

<b>Roaring Fork Transportation Authority System-Wide Ridership Comparison Report</b>				
<b>Service</b>	<b>Mar-18 YTD</b>	<b>Mar-19 YTD</b>	<b># Variance</b>	<b>% Variance</b>
City of Aspen	519,238	543,109	23,871	4.60%
RF Valley Commuter	774,133	813,244	39,111	5.05%
Grand Hogback	26,907	25,094	(1,813)	-6.74%
Aspen Skiing Company	400,079	420,407	20,328	5.08%
Ride Glenwood Springs	39,213	39,454	241	0.61%
X-games/Charter	23,483	36,163	12,680	54.00%
Senior Van	990	983	(7)	-0.71%
MAA Burlingame	-	-	-	#DIV/0!
Maroon Bells	-	-	-	#DIV/0!
GAB Transit Mitigation Svcs.	-	-	-	N/A
<b>Total</b>	<b>1,784,043</b>	<b>1,878,454</b>	<b>94,411</b>	<b>5.29%</b>
<b>Subset of Roaring Fork Valley Commuter Service with BRT in 2019</b>				
<b>Service</b>	<b>YTD Mar 2018</b>	<b>YTD Mar 2019</b>	<b>Dif +/-</b>	<b>% Dif +/-</b>
Highway 82 Corridor Local/Express	206,355	217,224	10,869	5%
BRT	264,933	286,417	21,484	8%
<b>Total</b>	<b>471,288</b>	<b>503,641</b>	<b>32,353</b>	<b>7%</b>

## 2018 Financial Statement Audit – Schedule

Date	Activity	Status
5/13/2019 – 5/17/2019	Start of Audit – auditors conducting onsite fieldwork	<i>On schedule</i>
Mid-June	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>
7/5/2019	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/11/2019	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

Confirmed members of RFTA Board Audit Subcommittee:

1. **Markey Butler**, RFTA Board member (Town of Snowmass Village)
2. **Ann Mullins**, RFTA Board member (City of Aspen)
3. **Ann Driggers**, Independent Financial Expert (Pitkin County Finance Director)
4. **Jill Klosterman**, Independent Financial Expert (Eagle County Finance Director)

### Refunding of the Series 2009B Build America Bonds – UPDATE

The working group (RFTA staff, PFM (Financial Advisor), RBC (Underwriter), and Kutak Rock (Bond Counsel)) had completed its first review of the preliminary legal and disclosure documents required for the sale of the bonds. In addition to refunding the 2009B BABs, the working group is considering issuing “new money” with the remaining \$7,105,000 of authorized unissued bonds remaining from the November 2008 ballot measure 4A to fund the a package of projects from the Destination 2040 Plan. The reason for issuing the remainder is the efficiency of doing so as part of the refunding. Once the legal and disclosure documents are in the necessary form, RFTA will then request ratings from one or more rating agencies. The RFTA working group anticipates to bring forth the proposed refunding and proposed “new money” bond issuance, with legal and disclosure documents in near final form to the Board for the Board’s review and approval at the June or July Board meeting. Assuming Board approval is received the working group would then proceed with marketing and selling the bonds. The expected timeframe for completion of this proposed refunding and “new money” bond issuance is anticipated to be as early as the summer of 2019.

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

Please see the “5-9-19 Planning Department Update.pdf” included in the May 2019 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Agenda packet.

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

#### **Facilities and Bus Stop Maintenance May 9, 2019** **Capital Projects Update**

#### **Projects currently under construction:**

- The replacement of the decking on the Roaring Fork, Emma and Wingo Junction bridges is well underway and the replacement of the deck on the Roaring Fork Bridge has been completed two weeks ahead



of schedule. The contractor has moved on to the Emma Bridge and the trail traffic detour is in place to guide trail users round the construction. The contractor begun clearing and grubbing to gain access to the bridge abutments so the repairs to the Emma Bridge itself can begin.

- Work has begun on the charging infrastructure at the Aspen Maintenance Facility for the BEB buses and the project is on schedule.

#### **Construction projects completed to in 2019:**

Staff has completed the following construction projects in 2019.

- The remodeling of unit 6 and cabin1 at the Parker house has been completed.
- The remediation of the damage done by the raccoons at the CMF has been completed.

#### **Construction projects currently out to bid:**

- There are no construction projects currently out to bid.

#### **Construction projects currently in the design process:**

- AMF tank farm replacement.
- Housing design build program of requirements (POR).
- Rio Grande trail design standards.
- Design of the HVAC upgrades necessary to allow CNG buses to be serviced at the AMF and upgrades to both the AMF and GMF building automation systems (BAS).
- The scope of work to replace the water delivery system at the Parker house has now been expanded to include a large portion of the complexes sewer system. While clearing the sewer system of tree roots this spring the contractor discovered several breaks in the sewer line that services several of the apartments. This sewer line dates back to the 1950s and is beyond the end of its useful life and needs to be replaced. Staff is currently working with a plumbing company to survey the system, determine the extent of the problems and design a replacement system.

#### **Design projects completed, not out to bid:**

- The design for GMF facilities and vehicle maintenance storage project has been design and the first effort to bid the project was unsuccessful. Staff will rebid this project at a more advantageous time later in the year.

#### **Service requests for proposals:**

Several contracts for services that RFTA requires are expiring in 2019 and staff will be working the following RFP's to put out for ad in the coming months.

- HVAC repair and maintenance services.
- Parking lot sweeping, asphalt crack sealing and pavement restriping.
- Small project General Contractor (GC) to manager a variety of small projects.
- Weed management services.

#### **Service RFP's out to bid**

- Currently, there are no service RFPs out to bid.

### **Facilities, Rail Corridor & Trail Update RFTA Railroad Corridor**

**Right-of-Way Land Management Project:** Along with its legal and engineering consultants, RFTA staff is and will be working on the following tasks in 2019:



- Staff has begun to utilize a new review process for projects proposing to make use of the Railroad Corridor. This process will allow staff to have railroad and legal experts review, assess and report on proposed development impacts along the Railroad Corridor along with making recommendations regarding potential mitigation for the impacts that RFTA can provide to permitting jurisdictions. (Ongoing)
- **Recreational Trails Plan (RTP)** – The Planning Department and Facilities departments are working collaboratively with regional stakeholders to update the 2005 Recreational Trails Plan (RTP). Following unanimous RFTA Board adoption of the Access Control Plan (ACP) in early 2018, the RTP is the second component plan of the larger Corridor Comprehensive Plan that guides management of the entire Rio Grande Railroad Corridor from Glenwood Springs to Aspen. (Ongoing)
- **Federal Grant Right of Way (fgrow) project** – Staff continues to identify and approach adjacent property owners located in the fgrow areas in an attempt to negotiate the exchange of Bargain and Sale deeds. (Ongoing)



### 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 or comments regarding this community, place-making project.
- ❖ Projects include irrigation, picnic areas with shelters, art installations, native landscapes, DeRail Park which is a nod to the rail history, a Latino Folk Art Garden, a Youth Art Park, and adding historical interpretive signs.
- ❖ The ArtWay entry "Arch" is designed and the finishing touches are being sorted out. Architects and structural engineers have been involved throughout the design process. The idea is to construct a steel arch/structure and add artsy accessories onto the structure that fit the community. Construction will begin on May 13<sup>th</sup>.
- ❖ The Latino Folk Art Garden at 8<sup>th</sup> St in Carbondale has been constructed!
- ❖ A mural is taking shape for the space along with other art installations.
- ❖ A soft surface trail and picnic area infrastructure has been installed.
- ❖ Trees, shrubs, and perennial flowers have been planted with the help of volunteers
- ❖ The irrigation system is complete as well
- ❖ A mosaic table and colorful pots were completed and on-site
- ❖ A shade sail has also been installed
- The public has been supportive and interested groups and businesses are signing up for participation.
- Staff has been busy preparing for 2019 projects; which includes tree trimming/removal, asphalt repair, goats, revegetation, noxious weed control, ArtWay projects, hiring a seasonal staff person, and bridge repair.
- Our first Rio Grande Trail Seasonal Technician will begin work on May 06. We are excited to have more help!
- We are going to repair the Wingo Bridge, Sopris Creek Bridge, and the Roaring Fork Bridge in 2019
- We hired Mueller Construction and the bridge construction on the Roaring Fork Bridge began in April and the new deck was completed by April 25<sup>th</sup>! See photo below. The Sopris Creek Bridge is next. We will alert the public and keep trail users informed during the bridge repair project, as it will have impacts to regular trail use but shall remain open.

- Staff is working on the Recreational Trails Plan update, as a part of the much larger Comprehensive Plan for the corridor.
  - Staff hired DHM to help with public outreach efforts.
  - 3 or 4 “open house” style were held to gather interest and feedback. We attended farmers markets to engage the community.
  - An online survey was open until October 31, 2018 to gather comments. We received almost 500 surveys!
  - Staff is collaborating with stakeholders, valley wide, to get their feedback and support. A draft RTP will be out for review shortly.
- Gates remain closed from Rock Bottom Ranch to the Catherine Bridge TH and we are using wildlife cameras to monitor. Gates will open for the season on the last day of April at 5:00pm and we will host a “gate opening” get together at the Catherine Bridge Trail Head.
- Staff has been out performing general trail maintenance and are beginning to see folks out and about already.
- Staff has been collaborating with valley wide trail organizations in an effort to launch a trail etiquette campaign. It will be a year long endeavor with each month having different themes. The themes range anywhere from being prepared to following rules to respecting other trail users. The tagline for the campaign is “Connect Protect Respect” and you can find out more here: [www.riograndetrail.com](http://www.riograndetrail.com)



Roaring Fork River Railroad Trestle - Carbondale