

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

TIME: 8:30 a.m. – 11:30 a.m., Thursday, August 8, 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	Call to Order / Roll Call:		Quorum	8:30 a.m.
2	Executive Session:			
	A. Paul Taddune, General Counsel: Three Matters: 1) Pursuant to C.R.S. 24-6-402 4(l) Determining positions that may be subject to negotiations; developing strategy for negotiations and instruction negotiators (RFTA-ATU Collective Bargaining Agreement 2019-2021); and possible acquisition of Glenwood Springs Maintenance Operations Center Property; and 3) Pursuant to C.R.S. 24-6-402(4)(b)(1) conferences with an attorney for the public body for the purposes of receiving legal advice on specific legal questions concerning potential and pending litigation: Michael Baker/RocSol Indemnification regarding Sos/Alpine Tire Legal Expenses	3.5.2.B.	Executive Session	8:31 a.m.
3	Approval of Minutes: RFTA Board Meeting, July 11, 2019, pg. 3		Approve	9:00 a.m.
4	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	9:05 a.m.
5	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	9:10 a.m.
6	Consent Agenda:			9:20 a.m.
	A. Letter of Support for Proposed Pitkin County Solar Project – Jason White, Assistant Planner, page 5	2.4.8	Authorize	
	B. Resolution 2019-19: Colorado Statewide Investment Pool – Michael Yang, CFAO, page 8	4.2.5	Approve	
7	Presentation/Action Items Agenda:			
	A. RFTA Strategic Plan Update – Kurt Ravenschlag, COO, pg. 12	2.10	Direction	9:35 a.m.
	B. RFTA Fare Policy Update – David Johnson, Director of Planning, page 13	4.2.5	Direction	10:15 a.m.
	C. 2020 RFTA Budget – Preliminary Planning Initiatives, Assumptions, and Issues – Michael Yang, CFAO, page 14	2.5	Direction	10:45 a.m.
8	Public Hearing Agenda:			
	A. Resolution 2019-20: 2019 Supplemental Budget Appropriation – Michael Yang, CFAO, page 19	4.2.5	Adopt	11:00 a.m.
9	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 24	2.8.6	FYI	11:15 a.m.
10	Issues to be Considered at Next Meeting:			
	To Be Determined at August 8, 2019 Meeting	4.3	Meeting Planning	11:20 a.m.
(Agenda Continued on Next Page)				

	Agenda Item	Policy	Purpose	Est. Time
11	Next Meeting: 8:30 a.m. – 11:30 a.m., September 12, 2019 at Carbondale Town Hall	4.3	Meeting Planning	11:25 a.m.
12	Adjournment:		Adjourn	11:30 a.m.

Mission/Vision Statement: *“RFTA pursues excellence and innovation in providing preferred transportation choices that connect and support vibrant communities.”*

Values Statements:

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

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
July 11, 2019**

Board Members Present:

Art Riddile (Town of New Castle); Markey Butler (Town of Snowmass Village); Dan Richardson (Town of Carbondale); George Newman (Pitkin County); Jacque Whitsitt (Town of Basalt)

Voting Alternates Present:

Torre (City of Aspen)

Non-Voting Alternates Present:

Greg Poschman (Pitkin County)

Staff Present:

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

Visitors Present:

David Pesnichak (Pitkin County)

Agenda

Note: Blue Hyperlinks to the July 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 8:29 a.m. Riddile declared a quorum to be present (6 member jurisdictions present) and the meeting began at 8:30 a.m.

2. [Approval of Minutes:](#)

Jacque Whitsitt moved to approve the June 13, 2019 Board Meeting Minutes, and George Newman seconded the motion. The motion was unanimously approved.

3. [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 July 11, 2019 Board Agenda.

No members of the public had any comments.

Riddile closed Public Comments at 8:32 a.m.

4. [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.

Riddile informed the Board that there will be an employee lunch and gathering at Veltus Park, in Glenwood Springs, on July 13, 2019. This is a RFTA family event and Board members are welcome and encouraged to attend.

Greg Poschman thanked Dan Blankenship for attending the Net Zero meeting for Pitkin County.

Riddile closed Board comments at 8:38 a.m.

5. Consent Agenda:

A. RFTA 2018 Audited Financial Report – Michael Yang, CFAO

An unqualified or “clean” opinion was received from McMahan & Associates LLC. (Auditors) for RFTA’s 2018 financial statements and are in compliance with requirement for all of its federal programs. No deficiencies were reported and no prior or current year findings or questioned costs were identified.

Whitsitt moved to approve the RFTA 2018 Audited Financial Report, and Riddile seconded the motion. The motion was unanimously approved.

B. Letter of Support for Proposed Pitkin County Solar Project – Jason White, Assistant Planner

Markey Butler requested that this item be removed from the Agenda due to a conflict of interest involving Pitkin County, which would be reviewing the land use application. This item will be discussed at the August 8, 2019 Board meeting, assuming there is a quorum absent the RFTA Board members representing Pitkin County.

6. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

No information on the CEO Report was discussed.

7. Issues to be Considered at Next Meeting:

8. Next Meeting: 8:30 a.m. – 11:30 a.m., August 8, 2019, Carbondale Town Hall, Room 1

9. Adjournment:

Riddile adjourned the July 11, 2019 Board Meeting at 8:53 a.m.

The July 11, 2019 Board meeting was directly followed by a RFTA Facilities Tour.

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

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

Meeting Date:	August 8, 2019
Agenda Item:	RFTA Board Letter of Support for the Proposed Pitkin County Solar Project
Policy #	4.2.4: Board Job Products
Strategic Goal:	Environmental Sustainability: The RFTA organization will strive for 100% renewable energy use
Presented By:	Jason White, Assistant Planner
Recommendation:	Authorize the Chair of the RFTA Board to sign a letter of support for the proposed Pitkin County Solar Project
Core Issues:	<ol style="list-style-type: none"> 1. One of RFTA’s seven strategic objectives is environmental sustainability. One of the strategies is for RFTA is to strive for 100% renewable energy use. Several RFTA member jurisdictions have already committed to the goal of 100% renewable energy. 2. RFTA is a member-owner of the Holy Cross Energy cooperative utility, with approximately 18 meters, 14 of which are currently net-metered from the 507 kW solar array, which RFTA acquired in 2015 as part of the Clean Energy Collective Sunnyside Solar Farm. Holy Cross Energy has stated “our goal is to increase the renewable electricity we provide our members from 39% (currently) to 70% by 2030, and reduce our greenhouse gas emissions by 70%.” In order to accomplish this goal, HCE is purchasing and developing additional renewable energy sources for its member-owners. 3. Later this year, it is anticipated that there will be a significant increase in electricity usage at the Aspen Maintenance Facility (AMF), when RFTA begins charging its Battery Electric Buses (BEBs). It is estimated that RFTA’s 8 BEBs will utilize roughly the same amount of electricity as the existing AMF building does during the year. Over the past year, RFTA and Holy Cross Energy (HCE) have been coordinating on infrastructure design/installation and agreement around an affordable utility rate structure that will help RFTA avoid peak demand charges. 4. In 2018, RES (contracted by HCE) submitted an application to Pitkin County to build a 5-megawatt (MW) solar farm near Woody Creek on Aspen Sanitation District property. HCE intends to sell the renewable energy to its residential and commercial customers via a new Renewable Energy Purchase Program (REPP). The original Pitkin County Solar Project application was denied in 2018, and now the same project is being reviewed under a new land use approval process. The Pitkin County Planning & Zoning hearing is set for July 16th and the Pitkin County Board of County Commissioners’ hearing is set for August 22nd. 5. RFTA and HCE staffs have been communicating about the possibility of RFTA purchasing additional solar energy production generated by the proposed Pitkin County Solar Project, in order to offset the increased electrical demand at the AMF due to BEB charging. If the proposed solar project is approved and RFTA is able to purchase some of the electricity it produces, it would have the potential to provide the following benefits to RFTA: <ul style="list-style-type: none"> • It would further RFTA’s strategic objective of environmental sustainability through the use of renewable energy • It would help RFTA responsibly offset increased electricity usage with local renewable energy

	<ul style="list-style-type: none"> • It would set a good example in terms of innovation and environmental sustainability for RFTA customers and the public • The proposed solar project location is very near where the buses will be charged, so there would be a visible correlation between where the energy is produced and where it is utilized • Offsite solar production can help maximize solar gain - investing in a centralized solar farm can reduce the need to build and maintain several smaller arrays at different locations, and RFTA would have no annual operations/maintenance expenses for this solar energy • It would be consistent with the Boards High Performing Organization outcome, which states, "With integrity, RFTA will deliver efficient, innovative, transparent, accountable, effective, and collaborative regional transportation services that reflect community values." <p>6. Although RFTA staff believes the proposed Pitkin County Solar Project has many potential benefits, there are a number of possible mitigating issues about which the Board should be aware, as follows:</p> <ul style="list-style-type: none"> • There appear to be varying degrees of support for the proposed solar project in upper valley communities • A number of adjacent neighbors have expressed concern about glare from and the aesthetics of the solar array. • Adjacent neighbors that have expressed concerns about wildlife habitat • RFTA would need to spend approximately \$25,000+ more for solar energy than it would normally spend for the equivalent amount HCE electricity each year. The actual additional RFTA incremental cost for solar energy produced by the array will be dependent on details that will become available if the proposed project is approved. <p>This issue was presented on the Consent Agenda in July, but there was not a quorum of Board members present to discuss it, since Pitkin County representatives recused themselves, inasmuch as this land use proposal would be reviewed by them.</p>
Policy Implications:	RFTA Board Job Products policy 4.2.4 states, "The Board may take positions on transportation matters, including local, state, or federal issues that affect the organization's regional goals and the organization's ability to achieve its Ends."
Fiscal Implications:	None at this time
Attachments:	Yes, please see RFTA Board Letter of Support for proposed Pitkin County Solar Project, attached below.



August 8, 2019

Board of County Commissioners
Pitkin County
530 Main Street, Suite 302
Aspen, CO 81611

Dear Board of County Commissioners:

I am writing on behalf of the RFTA Board of Directors to convey our strong support for the proposed Pitkin County Solar Project near Woody Creek, and to encourage approval of this project by the Pitkin County Commissioners. Recognizing that RFTA is a regional transit authority, of which Pitkin County is a member, as well as a Holy Cross Energy cooperative member-owner, this project aligns with RFTA's strategic goals of innovation, regional collaboration and environmental sustainability.

The proposed solar farm location is very near the RFTA Aspen Maintenance Facility (AMF), where eight battery electric buses (BEBs) will be charged, starting later this year. RFTA estimates that the battery chargers will almost double the annual electrical demand at the AMF property. A new 5 MW solar farm, within view of the AMF, could allow RFTA an opportunity to purchase local, renewable energy to help offset the environmental footprint of the BEB pilot project. Furthermore, the solar energy production would also provide a resilient, cost-effective source of power supply for years to come.

Bringing an innovative solar farm to Pitkin County will be a symbol of environmental leadership in the heart of the RFTA service region. The RFTA Board is supportive of this proposed Solar Array project and urges the Commissioners to approve it because it is consistent with RFTA's Strategic Environmental Sustainability Outcome, Smart Objective 6.2, which states, "RFTA organization will strive for 100% renewable energy use."

Sincerely,

Art Riddile
Chair, RFTA Board of Directors

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

Meeting Date:	August 8, 2019
Agenda Item:	Resolution 2019-19: Colorado Statewide Investment Pool Resolution
Presented By:	Michael Yang, CFAO
Policy #:	Policy 2.4
Strategic Goal:	Financial Sustainability
Staff Recommends:	Staff recommends that the RFTA Board of Directors approve and adopt Resolution 2019-19 to allow RFTA to join the Colorado Statewide Investment Pool, a local government investment pool.
Core Issues:	<p>Joining the Colorado Statewide Investment Pool (CSIP) would offer RFTA enhanced investment diversity and liquidity without adding any additional cost. CSIP is an allowable type of investment per RFTA’s current Investment Policy and is similar in characteristic to other investments currently made by RFTA.</p> <p>Staff requests that the RFTA Board consider the alternatives:</p> <ol style="list-style-type: none"> 1. Approve and adopt Resolution 2019-19 for RFTA to join CSIP 2. Modify the recommended Resolution 2019-19 3. Do not adopt the recommended Resolution 2019-19
Background Information:	<p>RFTA’s Investment Policy (updated October 2018) allows the investment of RFTA funds to Local Government Investment Pools (LGIPs) with a credit rating of AAAm, AAAf, or the equivalent. LGIPs are trusts established by local governments who desire to work together by pooling portions of their investments in order to benefit from economies of scale, full-time portfolio management, diversification, and liquidity (especially in the case of pools that seek a constant net asset value of \$1.00). Interest is normally allocated to the participants on a daily basis, proportionate to the size of the investment.</p> <p>There are currently three LGIPs in Colorado as defined in Title 24, Article 75, Part 7 of the Colorado Revised Statutes. RFTA currently participates in one of the three LGIPs, known as Colotrust, and has done so since August 2011.</p> <p>Similar to Colotrust, CSIP’s liquidity portfolio is AAAm rated by S&P, which is the highest rating in its category, and signifies S&P’s forward-looking opinion about a fixed-income fund’s ability to maintain a principal value (i.e. stable net asset value, or ‘NAV’). S&P describes the CSIP liquidity portfolio as follows: “The Colorado Statewide Investment Pool (CSIP) is a statutory trust organized pursuant to the provisions of Article 75, Title 24, Part 7 of Colorado Statues. CSIP provides professional investment services designed specifically to meet the cash management needs of Colorado governments, including counties, municipalities, school districts and special districts. CSIP’s goal is to help local governments achieve their objectives of safety, liquidity, and competitive returns.”</p> <p>CSIP’s TERM portfolio is AAAf rated by Fitch Ratings, the highest rating in its category, with an objective to provide an investment subject to pre-set redemptions occurring from 60 days to one year from the time of investment and that will produce the highest earnings consistent with maintaining principal at maturity and meeting the redemption schedule.</p> <p>The investment manager and administrator for CSIP is PFM Asset Management LLC, the trustee bank is US Bank.</p> <p>Members of RFTA that are current CSIP participants include: Pitkin County, Town of Snowmass Village, and City of Glenwood Springs.</p>

Policy Implications:	CSIP is an allowable type of investment per RFTA's current Investment Policy and is similar in characteristic to other investments currently made by RFTA.
Fiscal Implications:	Adopting the Resolution 2019-20 would enhance RFTA's investment liquidity and diversity, but would not create any cost to RFTA.
Attachments:	Resolution 2019-20: Colorado Statewide Investment Pool Resolution CSIP Amended and Restated Indenture of Trust (Dated as of May 23, 2017), attached. Also, please see "RFTA Investment Policy.pdf, CSIP Amended and Restated Indenture May 23, 2017.pdf, and Colorado Statewide Investment Pool – CSIP Liquid Portfolio Assigned AAAM Rating.pdf" included in the August 2019 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting the RFTA Board Agenda packet.

Director _____ moved adoption of the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2019-19
APPROVAL AND ADOPTION OF
COLORADO STATEWIDE INVESTMENT POOL RESOLUTION**

WHEREAS, the Roaring Fork Transportation Authority (“Participant”) desires to join with other Local Governments to pool funds for investment; and

WHEREAS, pursuant to Article 24, Part 7, (C.R.S.), it is lawful for any Local Government to pool any moneys in its treasury, which are not immediately required to be disbursed, with the same such moneys in the treasury of any other Local Government in order to take advantage of short-term investments and maximize net interest earnings; and

WHEREAS, the Trust is a statutory trust formed under the laws of the State of Colorado in accordance with the provisions of Parts 6 and 7, Article 24 and Articles 10.5 and 47 of Title 11 of the Colorado Revised Statutes regarding the investing, pooling for investment and protection of public funds;

NOW, THEREFORE, it is hereby RESOLVED as follows:

Roaring Fork Transportation Authority hereby approves and adopts, and thereby joins as a Participant with other Local Governments pursuant to Title 24, Article 75, Part 7 of the Colorado Revised Statutes, that certain Indenture of Trust entitled the Colorado Statewide Investment Pool as amended from time to time, the terms of which are incorporated herein by this reference and a copy of which shall be filed with the minutes of the meeting at which this Resolution was adopted; and

The undersigned hereby certifies that: Roaring Fork Transportation Authority has enacted:

This Resolution, or

Another form of Resolution, a copy of which is enclosed and that such Resolution is a true and correct copy of the original which is in my possession.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 8th day of August 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 August 8, 2018 (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 8th day of August 2019.

Nicole R. Schoon, Secretary to the Board

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

Meeting Date:	August 8, 2019
Agenda Item	RFTA 2019 Strategic Plan Update
Policy #:	2.10 Five-Year Strategic Plan
Strategic Plan Outcome:	The RFTA Board of Directors and staff have agreed upon the following seven Outcome Areas: Safe Customers, Workforce and General Public, Accessibility and Mobility, Sustainable Workforce, Financial Sustainability, Satisfied Customers, Environmental Sustainability, and High Performing Organization.
Staff Recommends:	Staff requests a review of and feedback on the Updated 2019 RFTA Strategic Plan
Presented By:	Kurt Ravenschlag, Chief Operating Officer, RFTA
Core Issues:	Staff has updated the 2019 RFTA Strategic Plan to reflect the work performed by the RFTA Board of Directors at the June 2019 Board Retreat. The Board’s work provides a roadmap to achieve the vision of pursuing excellence and innovation in providing preferred transportation choices that connect and support vibrant communities. It clearly identifies objectives that support RFTA’s seven key outcome areas: Safe Customers, Workforce, and General Public; Accessibility and Mobility; Sustainable Workforce; Financial Sustainability; Satisfied Customers; Environmental Sustainability; and High Performing Organization. These Outcomes and Objectives, if ultimately adopted, will also replace the Ends Statements of RFTA’s Governing Policies.
Background Info:	RFTA’s Strategic Plan has historically helped guide RFTA’s work in accordance with its Principal Objectives. The 2019 RFTA Board Retreat conducted in June allowed the Board to review the structure of the Strategic Plan and make modifications to the structure to provide the needed policy guidance to RFTA staff to meet the organizations strategic Outcomes. The Draft Strategic Plan attached provides the framework to guide RFTA’s decision making, budgeting, and daily operations. Outcomes represent the high level deliverables that RFTA strives to provide the communities it serves. Each Outcome Area includes several more specific Objectives that define different areas of focus in achieving the Outcome. Performance measures are identified for Objectives with performance targets set annually by staff. Staff will then develop Strategic Initiatives that are designed to move the needle in achieving the identified performance targets associated with the Objectives. The Strategic Initiatives become a part of the annual budget requests, and if funded, directly influence daily operations. Each task completed or dollar spent by RFTA should be linked back to the Strategic Plan and ultimately the Mission and Vision of this organization.
Policy Implications:	RFTA Board Management Limitations Policy 2.10 states, “With respect to the Long-Range Strategic Plan, the CEO shall not: 2.10.1 Fail to update the Five-Year Strategic Plan annually. 2.10.2 Fail to align the subsequent year’s Strategic Planning Initiatives with the annual budget process. 2.10.3 Fail to solicit RFTA Board and staff input on the Five-Year Strategic Plan on an annual basis. 2.10.4 Fail to monitor progress towards implementation of the current year’s Strategic Initiatives and report to the RFTA Board of Directors on a quarterly basis regarding any significant variances from the plan.”
Fiscal Implications:	The Strategic Plan, when adopted, will guide the decision making, budgeting, and daily operations of RFTA.
Attachments:	Yes, please see “2019 RFTA Strategic Plan Draft.pdf” included in the August 2019 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting the RFTA Board Agenda

packet.

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

Meeting Date:	August 8, 2019
Agenda Item:	RFTA Fare Policy Update
Policy #:	4.2.5: Board Job Products
Strategic Plan Outcome:	Satisfied Customers: Smart Objective 5.2: Transit services are affordable for all user types
Presented By:	David Johnson, Planning Director
Recommendation:	Provide comments and direction on the proposed fare policies, as outlined in the attached document. Finalize the fare policies.
Core Issues:	<p>RFTA's current fare information can be found at www.rfta.com/fares/. This fare information consists of general information on fares, fare structure, and the cost of various fare options. RFTA's fare information is outlined as simply as possible, considering the inherent complexity of fare structure for a 70-mile corridor.</p> <p>However, RFTA currently lacks material that confirms why the fares and fare structures (that have evolved over time) have been established, and how RFTA will justify future fare changes.</p> <p>The purpose of this agenda item is to obtain Bboard input and approval on fare policies that align with Strategic Outcome Areas. As currently proposed, these policies are:</p> <ol style="list-style-type: none">1. Fares shall be affordable2. Fares shall meet financial sustainability goals; RFTA's regional routes shall have an overall fare recovery of 20% minimum.3. Fare structure shall encourage and support mobility and accessibility4. Fare structure and systems shall be easy for customers to understand and use5. Fare structure shall provide choices that meet a wide variety of travel needs6. Fares shall enable all people in RFTA's service area to use public transportation <p>These fare policies, which are aligned with RFTA Strategic Plan Outcome Areas and Objectives, shall be the foundation for RFTA's current fare structure; future changes to fares and investments in fare collection systems; and for other fare-related matters.</p>
Background Info:	See Core Issues
Policy Implications:	Board Job Products Policy 4.2.5 states, "The Board will approve RFTA's annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy)."
Fiscal Implications:	There are no immediate fiscal implications related to this fare policy update.
Attachments:	Yes, please see "RFTA Fare Policy Outline.pdf" included in the August 2019 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting the RFTA Board Agenda packet.

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

Meeting Date:	August 8, 2019
Agenda Item:	Preliminary Planning Initiatives, Assumptions and Issues for 2020 RFTA Budget
POLICY #:	2.5 Financial Planning/Budgeting
Strategic Plan Outcome:	Organizational Sustainability: Smart Object 4.1: Ensure accurate budgeting and accounting
Action Requested:	Discuss the 2020 budget initiatives, assumptions and issues and give staff direction.
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance
Core Issues:	<ul style="list-style-type: none"> ○ On a fund basis, staff will highlight issues associated with the 2020 budget and seek direction from the Board. A list of budget assumptions, issues and highlights is provided on the following pages. ○ The 1st draft budget will be presented for the Board’s consideration at the September 12, 2019 meeting. ○ The 2nd draft budget will be presented for the Board’s consideration at the October 10, 2019 meeting. ○ The final budget will be presented for the Board’s review and adoption at the November 14, 2019 meeting. ○ Final Certification of Assessed Valuations from Pitkin, Eagle and Garfield Counties will be presented and adopted at the December 12, 2019 meeting.
Background Info:	See Core Issues
Policy Implications:	Board Financial Planning/Budgeting policy 2.5.1 states, “The CEO shall not allow budgeting that omits credible projection of revenues and expenses, separation of capital (including replacement and depreciation) and operation items, cash flow projects, and disclosure of planning assumptions.”
Fiscal Implications:	Inaccurate forecasts of revenues and expenditures could result in the unanticipated use of fund balance in order to achieve the Authority’s goals and objectives.
Options:	Discuss 2020 budget overview information and provide staff with direction.
Staff Recommend:	See budget overview information.
Backup Memo?	Yes, see the list of 2020 budget initiatives, assumptions, and issues, attached below.



2020 Budget: Preliminary Planning Initiatives, Assumptions, and Issues

General Fund (including Service Contract Special Revenue Fund)

Budget Initiatives, Assumptions and Issues:

- Align budget with Outcomes and Objectives identified in RFTA's Strategic Plan.
- The initial budget should be a balanced budget and, if possible, add to fund balance. Any budgeted surplus may be used to fund projects or needs that may come up during the year through a supplemental budget appropriation resolution.
- Consider adjustments to services, if necessary, before recommending the use of fund balance.
- The budget should adhere to the financial reserve thresholds in accordance with Policy 2.5.5.
- Consult with RFTA member jurisdictions' Finance Directors to obtain their sales tax revenue estimates for the budget year. RFTA's sales tax revenue estimates will be calculated based on the information provided by each jurisdiction. Update forecasts accordingly throughout the budget process.
- Consult with Pitkin, Eagle and Garfield County Assessors to obtain their preliminary and final assessed valuations of taxable property included in RFTA's district for the budget year. Property tax revenue estimates will be calculated based on the assessed valuations received. Final certification of assessed valuations will occur at the December 2019 Board Meeting.
- Develop revenue estimates for Operating and Capital Grants, and other governmental contributions.
 - Federal Assistance from the FTA Section 5311 Operating Grant was \$1,115,810 in 2019 to support our regional transit services. 2020 grant awards are anticipated to be announced in August 2019.
 - State Assistance from the CDOT FASTER Operating Grant was \$200,000 in 2019 to support our I-70 regional transit Hogback Service. 2020 grant awards are anticipated to be announced in August 2019.
 - The Elected Officials Transportation Committee (EOTC) contributed \$662,158 in 2019 to support the no-fare Aspen/Snowmass regional transit services. Staff must calculate and confirm their contribution amount for 2020, which could be impacted by HB19-1240.
 - Garfield County contributed \$760,240 in 2019 to support the Grand Hogback bus service and staff will confirm their contribution for 2020.
 - City of Rifle contributed \$20,000 in 2019 to support the Grand Hogback bus service and staff will confirm their contribution for 2020.
- Fare revenue
 - A fare study was conducted in the fall of 2018 and was originally presented at the March 2019 Board Meeting. A fare policy is under consideration at the August 8, 2019 Board meeting. Any fare changes directed by the Board will be considered and implemented following a 30-day public comment period and a Public Hearing.
- Develop Transit Service Plan, initially, based upon status quo service levels with updates for seasonal date changes. Staff will cost out potential adjustments to services that may be requested by RFTA and its contracting partners:
 - Highway 82 Corridor/BRT Service
 - Grand Hogback I-70

- Aspen Skiing Company service contract
- City of Aspen municipal service contract
- City of Glenwood Springs municipal service contract
- Adjustments to service hours and miles may result in adjustments to Bus Operator shifts, Mechanic positions, parts and fuel.
- Departments will submit their draft budget requests which can include new positions. Management will evaluate each new position request and prioritize them based on need and available resources. Any new positions identified by management as a priority will be incorporated into the budget.
- Departments will submit their capital item and project requests. Management will evaluate and prioritize them based on need, available resources and how they fit with RFTA's strategic initiatives. Priority items will be presented along with the draft budget. Capital grants will be strategically pursued to help fund these items and only those that are awarded will be included in the budget or presented in a supplemental budget appropriation resolution over the course of the budget year. Financing options will also be considered, as needed.
- Due to timing issues, any unexpended capital items and projects (and any related grant revenues) budgeted for in 2019 may need to be re-budgeted in 2020 in order to complete the project.
- Any additional Board priorities should also be incorporated into the budget's planning assumptions.

New Budget issues:

- Potential new services that are being discussed:
 - Shuttle from Brush Creek PNR to Highlands via Buttermilk

The service is intended to help reduce traffic congestion and reduce parking pressures at Aspen Highlands and Buttermilk during the winter season. Fully allocated costs of the service will be covered by Aspen Skiing Company.
 - Garfield County – Rifle / Parachute Service:

In 2018, Garfield County requested information from RFTA regarding options of connecting Parachute to Rifle and ultimately the existing Hogback service by transit. RFTA developed 4 options to accomplish this and presented them to the Garfield County Board of Directors and the public at two separate public meetings in Parachute and Rifle. Towards the end of 2018, Garfield County solicited a Request for Information from entities who might be interested in providing this service, which RFTA responded to. In July 2019, Garfield County reached out again to RFTA expressing interest in potentially contracting with RFTA to provide a transit connection between Parachute and Rifle. RFTA and Garfield County staffs intend to refine the scope of services and budget for the proposed service over the next few months. The timing of any formal request from Garfield County might not align with our 2020 budgeting process and might end up being a supplemental request in 2020 if the RFTA Board was supportive of providing these services to Garfield County.
 - Maroon Bells Bus Tour – impacts of a potential reservation system

Inasmuch as RFTA has been experiencing significant growth in Maroon Bells' bus ridership over the past five years, which is stretching RFTA's capacity during peak leaf-peeking season, as well as contributing to automobile congestion and parking concerns, it may be time to explore the feasibility of implementing a reservation system to help manage these impacts. RFTA staff anticipates that a public outreach process will be undertaken in the coming months, which will include the U.S. Forest

Service, the City of Aspen, Pitkin County, the Aspen Skiing Company, the business community, and the public.

- Outcomes and timing from RFTA Destination 2040 Planning
 - First full year of service enhancements
 - Capital projects:

Bike Sharing:

2019 revealed a number of questions about how Bike Share will be further deployed in the region with the assistance of RFTA's Destination 2040 funding. Further planning assistance is necessary to help launch the initiation of bike sharing in Carbondale, as seen in the August 2019 supplemental appropriation (Agenda Item 8. A, below). Larger questions remain, though, with respect to how RFTA will support bike share expansion moving forward: 1) What is the best structure/relationship for managing bike share services and ownership of equipment provided with Destination 2040 funds; 2) What should the methodology be for allocating Destination 2040 bike share expansion capital and operating funds between Carbondale and Glenwood Springs, and other RFTA member jurisdictions; what are Upper and Mid-Valley communities expectations regarding maintaining their existing funding contributions to WE-cycle for bike sharing; and 3) What steps might we take in 2020 before all of these questions are answered?

RFTA is currently discussing ideas with WE-cycle of not only supporting Carbondale and Glenwood Springs bike share expansions but, also ways to support Snowmass Village with bike share plans; Basalt bike share expansion; Aspen and Pitkin County bike share expansion to Buttermilk, Burlingame and ABC, and ways to include New Castle in the planning of bike share. There are a number of outstanding issues that should be resolved before bike share expansion can grow efficiently, effectively, and equitably beyond current plans. RFTA will most likely be suggesting a study in 2020 to help resolve and answer these questions, while supporting modest expansions throughout the region in 2020.

Continuing Budget issues and considerations:

- In 2019, Sales and Use tax revenues through April (or June collections) and have exceeded budget estimates by approximately 11%. Transit fares are on pace with budget estimates. Staff will continue to maintain a conservative approach regarding these rates.
- With respect to Property tax revenues, the temporary tax credit of 0.401 mills applied in the initial year of RFTA's new 2.65 mill levy is scheduled to end on December 31st. For the 2019 tax year, with collections in 2020, the full 2.65 mill levy will be assumed for the 2020 budget. In addition, 2019 is a reassessment year in which the various Assessors inform all property owners of their new value for the 2019 tax year. Staff will work closely with the Assessors in Pitkin, Eagle and Garfield Counties to obtain preliminary and final assessed valuations within RFTA's district.
- For 2019, management obtained fixed price transit diesel fuel contracts to manage the volatility normally associated with fuel prices. In April 2019, both unleaded and transit diesel contracts were entered into for 2020 fuel pricing and reflects an approximate 6% decrease in price between 2020 and 2019. Our current CNG pricing will be assumed in our budget preparations.
- Historically, RFTA has experienced annual increases in healthcare costs. In 2017, Medical, Vision, and Life/AD&D premiums remained unchanged while Dental Premiums increased by 3%. In 2018, medical premiums increased slightly by 1% while Vision, Life/AD&D premiums remained unchanged. In 2019, renewal rates reflected a 3.5% increase. The preliminary estimated annual increase for 2020 is anticipated to be around 10%; however, more information regarding the increase will become available in September. Staff continues to review the current plan design to identify possible changes for consideration, if any.

- Historically, the high cost of living in the Roaring Fork Valley has challenged the Authority’s ability to hire and retain qualified personnel. Management continues to review and refine RFTA’s compensation package with respect to wages, incentive programs, and benefit enhancements, including employee housing, in order to remain competitive in the local job market. As part of the biennial compensation review, a market survey will be conducted in September for all job descriptions and any potential adjustments will be identified and considered as needed. A market survey is also being conducted with regards to benefits. The Collective Bargaining Unit comprised of full-time bus operators are subject to scheduled pay increases in accordance with their contract.
- As of July 2019, the overall occupancy rate for RFTA employee housing (seasonal and year-round) is at 88%. Year-to-date rental income has increased by approximately 2% from the prior year. Staff will continue to monitor the local rental housing market, current rental leases, and anticipated seasonal hires during the budget preparations.
- Request for Funding Application Forms are required to be completed by organizations seeking financial support. The deadline for requests related to the 2020 budget year will be in September. Staff will review funding applications and present them in the draft budget submitted to the Board. The following represent multi-year funding requests that were submitted and approved during the 2018 budget planning cycle:
 - At the June 8, 2017 Board meeting, the RFTA Board approved a five-year \$100,000/year (subject to annual appropriation) WE-cycle – RFTA Partnership Agreement. The funding request was approved by the RFTA Board with the initial budget year of 2018 and then subsequently in 2019. WE-cycle is a 501(c)(3) non-profit organization serving Aspen, Basalt and Eagle County to support bike sharing operations. Funds will be used to help support WE-cycle’s strategic and operational direction, structure, and planning efforts to benefit existing and future bike share services within the Roaring Fork Valley. These funds will provide WE-cycle with essential stability as it plans for its services year over year by allowing WE-cycle to retain year-round office space and support high-level director level positions to provide for a stable and consistent organizational framework. The \$100,000/year contribution to WE-cycle will be incorporated into the 2020 draft budget, which will represent year three of the five-year funding request. As indicated above, however, additional funding above this status quo \$100,000 RFTA contribution to WE-cycle is anticipated to support planning for and implementation of Destination 2040 Bike Share expansion.
 - The RFTA Board approved a three-year funding request of \$30,000/year from Garfield Clean Energy (GCE) to support three key program areas and projects: (1) Active Energy Management consultation services to RFTA for its facilities, and hosting of RFTA facilities on the Building Energy Navigator website. (2) Programs to promote and increase availability/use of multi-modal transportation, and adoption of electric and CNG vehicles. (3) Organizational administration, outreach, education, website and reporting. RFTA has funded \$30,000/year in 2018 and 2019. The \$30,000/year contribution to GCE will be incorporated into the 2020 draft budget, which will represent the final year of the three-year funding request.
- Other issues and priorities as identified by the Board.

Bus Stops/PNR Special Revenue Fund

Budget Initiatives, Assumptions and Issues:

- Develop Vehicle Registration Fee estimate based on historical data and trends.
- Budget bus stops and park and ride operating expenditures based on historical data, trends and needs.
- Similar to the current year, additional resources needed to fund the operating and maintenance costs associated with BRT stations and park and rides will be transferred from the General Fund using available Sales Tax Revenues.

RFTA BOARD OF DIRECTORS MEETING
“PUBLIC HEARING” AGENDA SUMMARY ITEM # 8. A.

Meeting Date:	August 8, 2019
Agenda Item:	Resolution 2019-20: 2019 Supplemental Budget Appropriation
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance
POLICY #:	4.2.5: Board Job Products
Strategic Plan Outcome:	Organizational Sustainability: Smart Object 4.1: Ensure accurate budgeting and accounting
Recommendation:	Adopt Supplemental Budget Appropriation Resolution 2019-20
Core Issues:	<p>As part of RFTA ongoing review and 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><u>General Fund:</u></p> <p>1. New Projects:</p> <p>a. Glenwood Springs Corridor Study: With several components of the RFTA Destination 2040 Plan (Extend BRT to Downtown Glenwood Springs and SH6/24, Bike Share Expansion, In-Line Transit Stops in Downtown Glenwood Springs, New Transit Station in Glenwood Springs, Parking Expansion of 27th Station, Pedestrian Crossing of 27th) overlapping the planning efforts at the City of Glenwood Springs to make improvements at the Confluence, in their Area Wide Plan as well as to address Parking Downtown, RFTA staff has seen an opportunity to consolidate planning efforts into a single Corridor Parking/Transit/Intersection Study. There are areas of joint interest in the study and those that solely benefit one side; therefore, a cost sharing split of the services has been tentatively agreed upon between RFTA and City staffs. Advancing this study will identify, evaluate and lead to the implementation of transportation strategies and opportunities that will optimize the efficiency and utility of the transportation system through Glenwood Springs and that will align with the City’s goals for mobility, land use, economic vitality, economic sustainability and quality of life. The independent cost estimate for the total project is approximately \$610,000 of which \$341,000 represents the City’s share and \$269,000 represents RFTA’s share. Final cost estimates will be known during the course of the RFP process once bids are received.</p> <p style="padding-left: 40px;">i. \$610,000 increase in Capital Outlay</p> <p style="padding-left: 40px;">ii. \$341,000 increase in Other Government Contributions</p> <p>b. WE-cycle Bike Share Expansion Planning: Included in RFTA’s Destination 2040 Plan is the expansion of bike share. RFTA staff has met with WE-cycle to discuss planning efforts and has identified the need to conduct an outreach and assessment effort in Carbondale with a presentation of findings anticipated in November 2019 (\$20,000) and also an analysis of partnership structures/methodology</p>

between RFTA and WE-cycle, including operating and financial perspectives (\$30,000). The estimated cost for the combined planning efforts is \$50,000. This resolution reflects an increase of RFTA's contribution to WE-cycle by this amount.

i. \$50,000 increase in Transit expenditures

2. Adjustments to Existing Projects:

a. Camera System equipment for the City of Aspen Vans/Shuttles:

At the March 14th Board meeting, Supplemental Budget Appropriation Resolution 2019-06 was approved which included the cost for the equipment. Since then the City of Aspen staff received approval from their Council to reimburse RFTA for 100% of the cost. The equipment has been installed and RFTA has invoiced the City for the cost. This resolution reflects the amount of funds that the City has contributed to RFTA, which was had not been budgeted.

i. \$24,561 increase in Other Government Contributions

b. Sopris Creek/Emma Bridge Rehabilitation Project:

At the March 14th Board meeting, Supplemental Budget Appropriation Resolution 2019-06 was approved which included \$162,417 of local contribution from Pitkin County for 50% of the estimated project cost \$324,833. However, when staff prepared Resolution 2019-06, it inadvertently failed to recognize that \$146,000 of local contribution from Pitkin County had already been budgeted for. As a result, the current budget reflects an overstatement of local contributions by \$146,000. This resolution appropriately reduces the amount of local contributions to the correct amount.

i. \$146,000 decrease in Other Government Contributions

c. Repurpose savings from Capital:

Staff has identified savings in the existing capital budget to fund additional needs of \$24,000 identified for the Vehicle Maintenance department with respect to **training and tools** related to the battery electric bus implementation and \$10,000 to fund the implementation of an **intranet**, or local communications network, for RFTA staff.

i. \$34,000 decrease in Capital Outlay

ii. \$34,000 increase in Transit expenditures

3. Insurance Recovery: This resolution reflects actual insurance recoveries received by RFTA related to Bus #428 and a Facilities Truck (F23) that had not been budgeted.

a. \$108,978 increase to Other Financing Sources

Policy Implications:

Board Job Products Policy 4.2.5 states, "The Board will approve RFTA's annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy)."

Fiscal Implications:

Net increase (decrease) to 2019 fund balance by fund:

General Fund	(\$ 331,461)
Total	(\$ 331,461)

Attachments:

Yes, please see Resolution 2019-20 attached below.

Director _____ moved adoption of the following Resolution:

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2019-20

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, August 8, 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:

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General Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Other govt contributions	\$ 341,000	Reimbursement from COGS for share of Corridor Study
Other govt contributions	24,561	COA reimbursement for Camera System
Other govt contributions	(146,000)	Correction to Pitkin County contribution for Emma Bridge Project
Other financing sources	108,978	Budget for actual insurance recoveries received
Total	\$ 328,539	

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$ 23,236,000	-	\$ 23,236,000
Property tax	8,457,000	-	8,457,000
Grants	11,812,281	-	11,812,281
Fares	5,151,000	-	5,151,000
Other govt contributions	4,676,345	\$ 219,561	4,895,906
Other income	804,300	-	804,300
Other financing sources	257,000	108,978	365,978
Total	\$ 54,393,926	\$ 328,539	\$ 54,722,465

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Capital	\$ 610,000	Glenwood Springs Corridor Study
Transit	50,000	Contribution to WE-cycle to fund planning efforts
Capital	(34,000)	Repurpose capital outlay savings to fund additional operating needs
Transit	34,000	Increase of \$24,000 for Vehicle Maintenance training/travel/tools and \$10,000 for implementation of intranet.
Total	\$ 660,000	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$ 1,833,277	-	\$ 1,833,277
Transit	24,069,005	\$ 84,000	24,153,005
Trails & Corridor Mgmt	589,025	-	589,025
Capital	21,707,639	576,000	22,283,639
Debt service	1,551,321	-	1,551,321
Other financing uses	2,769,053	-	2,769,053
Total	\$ 52,519,320	\$ 660,000	\$ 53,179,320

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

Revenues and other financing sources	\$ 328,539
Less Expenditures and other financing uses	(660,000)
Net increase (decrease) in fund balance	\$ (331,461)

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			\$ 22,305,268 *
2018-22 & 2018-23	\$ 22,305,268	\$ 453,899	22,759,167
2018-26 & 2018-27	22,759,167	7,652,913	30,412,080
2019-02	30,412,080	(5,922,520)	24,489,560
2019-04	24,489,560	(914,287)	23,575,273
2019-06	23,575,273	(2,760,199)	20,815,074
2019-08	20,815,074	3,364,800	24,179,874
2019-20	24,179,874	(331,461)	23,848,413
Total Net Change		\$1,543,145	

* Audited

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 8th day of August, 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 August 8, 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.

Nicole Schoon, Secretary to the Board of Directors

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

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: August 8, 2019

Roaring Fork Transportation Authority has won a Grand Award in APTA’s 2019 AdWheel Awards competition.

RFTA will be honored at the APTA Annual Meeting in New York, NY, October 13-16

The AdWheel Awards recognize the marketing and communications efforts of APTA members. RFTA was recognized with two awards relating to the Destination 2040 initiative back in February. Both awards were awarded in the “Best Marketing and Communications to Highlight Transit Needs/Funding” category.

One award was for the Destination 2040 print brochure and one was for the overall comprehensive campaign effort and strategy of the Destination 2040 initiative.

These awards are a tribute to everyone who contributed to the outreach effort in regards to Ballot Question 7A

Following the APTA workshop in the spring, a second round of judging was reviewed for the top First Place Awards. Judges reviewed 317 entries this year and 64 first place winners were narrowed down to 12 Grand Award Winners, representing the very best across three core categories.

RFTA was the Grand Prize winner of Category 3: Best Marketing and Communications to Highlight Transit Needs/Funding.

Congratulations Jamie Tatsuno, Communications Manager! Kurt Ravenschlag, COO, will be attending the APTA Annual Meeting and will accept this award on behalf of Jamie and RFTA.

Chief Operating Officer August Update: *Kurt Ravenschlag, COO*

RFTA 2040 Implementation Update

2019 Capital Infrastructure

- Battery Electric Bus Infrastructure
 - Construction and charging infrastructure is complete
 - Commissioning of chargers will begin mid-August and continue into September.
 - No additional appropriations planned at this time. There are additional expenses for training and tools that will be covered from existing capital budget savings.
 -



RFTA BEB coming off the assembly line

- 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
 - Glenwood Springs has submitted a FLAP grant requesting \$14 million of a total \$17.5 million project to connect the LOVA Trail from New Castle to Glenwood Springs. RFTA has committed \$2million in local match from the RFTA Destination 2040 Capital Fund.
 - Maintenance of trail is an outstanding question
 - No additional appropriations planned at this time
- Trail Maintenance
 - Bridge deck repair completed on Emma, Roaring Fork and Wingo Bridges.
 - Trail asphalt repairs have been delayed until 2020 construction season due to inability to secure contractors before construction season is over
 - No additional appropriations planned at this time
- 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
 - Engineering and design to be complete in 2019 with construction in spring of 2020.
 - 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 27th 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 (27th Street Parking Expansion, Glenwood In-line Stations, Transit Center, Extension of BRT Downtown, Connections to 1-70 Corridor)
 - Scope has been developed for this study between Glenwood Springs and RFTA.
 - Glenwood Springs appropriated funds for their portion of the study on July 18.
 - RFTA supplemental appropriation planned for August 8, 2019 to support RFTA's portion of the 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
 - Pitkin County Building Permit submitted on 7/31
 - Scheduled to break ground April 2020
 - No appropriations planned at this time
- Glenwood Maintenance Facility (GMF) Expansion
 - Continuing to perform analysis of impacts to GMF expansion if Glenwood Springs Municipal Operations Center (MOC) where available to expand upon.

- RFTA will have completed its due diligence (structural analysis, site analysis and appraisal) and have a good idea of whether or not to make an offer to purchase the Glenwood Springs MOC by August board meeting.
- Vehicle Maintenance Bay expansion design to be at 30% by mid-July.
- RFTA is submitting another BUILD grant on July 14 to help expand the GMF facility
- No appropriations planned at this time
- 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 any potential technical and operational capacity needs to facilitate We-Cycle expansion beyond their current operations
 - RFTA staff to discuss next steps with Board at August 8 Board Meeting
 - Supplemental appropriation request of \$50,000 to support Carbondale bike share expansion plans at August board meeting.

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

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
 - First Bus to arrive between August 5 - 9
 - Commissioning and training will occur August - November with buses planned to be in revenue service late November 2019
 - No additional appropriations planned at this time



RFTA Battery Electric Bus in Production

- 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 28th 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-July
 - RFTA was notified on March 28th that they received State/Federal grant funding to cover 80% of the purchase price for 2 of the 6 buses
 - Grant funds will need appropriated at subsequent board meeting

Recreational Trail Plan Update

Recreational Trails Plan (RTP) – The RFTA Planning Department has been working closely with the RFTA Facilities/Trails Department since April 2018 to update the 2005 RFTA Recreational Trails Plan (RTP). The purpose of the plan update process is to confirm goals set forth in the 2005 Corridor Comprehensive Plan and 2005 Recreational Trails Plan Update, and to gather public feedback on trail topics that were either overlooked or may have increased in importance in the last 14 years. Beyond the plan update process, the public dialogue has provided an opportunity for RFTA to celebrate what the Rio Grande Trail has become and gather comments from frequent users of the unique trail system.

To date, the planning team has conducted two regional stakeholder meetings, hired DHM Design to assist with public outreach events from Aspen to Glenwood Springs in the summer of 2018, solicited an online bilingual survey with 500 responses, raffled off prizes from local bike shops and solicited a draft plan for public comment. Some of the most popular public comments include an appreciation for increased safety with the new trail centerline, a desire for additional restrooms and drinking water stations, identifying cracked asphalt sections, awareness of new e-bike technology and usage and admiration for the non-chemical invasive weed management techniques such as goats.

RFTA Staff has also been meeting with Pitkin County Open Space & Trails Staff to discuss e-bike policy along different sections of the trail. There is recognition that each trail section is very different in topography and user patterns, and public awareness of shared modes is the best tool to promote public safety. This includes a regionally coordinated *Connect, Protect, Respect* trail safety and etiquette campaign that sourced from the RTP Regional Stakeholder Group.

With the guidance received at the June Board Retreat during the Strategic Planning process, staff will now be able to use that direction plus the public feedback to complete a draft Recreational Trail Plan by year end for Board Consideration.



Cyclists were asked trivial trail etiquette questions in order to spin the wheel for prizes at the Carbondale station on the Rio Grande Trail.

2019 Actuals/Budget Comparison (June YTD)

2019 Budget Year				
General Fund	June YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 9,450,868	\$ 8,525,797	10.9%	\$ 23,236,000
Property Tax	\$ 6,730,118	\$ 6,730,118	0.0%	\$ 8,457,000
Grants	\$ 1,253,883	\$ 1,253,883	0.0%	\$ 11,812,281
Fares (2)	\$ 2,385,130	\$ 2,308,558	3.3%	\$ 5,151,000
Other govt contributions	\$ 1,679,023	\$ 1,676,258	0.2%	\$ 4,676,345
Other income	\$ 498,638	\$ 492,839	1.2%	\$ 804,300
Total Revenues	\$ 21,997,659	\$ 20,987,453	4.8%	\$ 54,136,926
Expenditures				
Fuel	\$ 774,445	\$ 903,580	-14.3%	\$ 1,833,277
Transit	\$ 10,924,580	\$ 11,727,858	-6.8%	\$ 24,069,005
Trails & Corridor Mgmt	\$ 150,400	\$ 148,842	1.0%	\$ 589,025
Capital	\$ 1,807,313	\$ 1,769,905	2.1%	\$ 21,707,639
Debt service	\$ 454,562	\$ 453,120	0.3%	\$ 1,551,321
Total Expenditures	\$ 14,111,300	\$ 15,003,304	-5.9%	\$ 49,750,267
Other Financing Sources/Uses				
Other financing sources (3)	\$ 194,257	\$ 85,279	127.8%	\$ 257,000
Other financing uses	\$ (1,415,427)	\$ (1,415,427)	0.0%	\$ (2,769,053)
Total Other Financing Sources/Uses	\$ (1,221,170)	\$ (1,330,148)	-8.2%	\$ (2,512,053)
Change in Fund Balance (4)	\$ 6,665,189	\$ 4,654,000	-43.2%	\$ 1,874,606

- (1) Timing issue, as Sales tax revenue is received 2 months in arrears (i.e. April sales tax is received and recorded in June).
- (2) Through June, fare revenue is up at 2% and ridership is slightly up at 2% 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 June 2018/2019 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 6/2018	YTD 6/2019	Increase/ (Decrease)	% Change
Regional Fares	\$ 2,226,631	\$ 2,306,974	\$ 80,343	4%
Maroon Bells	\$ 90,793	\$ 60,052	\$ (30,741)	-34%
Total Fare Revenue	\$ 2,317,424	\$ 2,367,026	\$ 49,602	2%
Ridership on RFTA Regional Services*:	YTD 6/2018	YTD 6/2019	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	436,172	428,766	(7,406)	-2%
BRT	459,465	501,212	41,747	9%
Carbondale Shuttle	76,902	72,250	(4,652)	-6%
SM-DV	47,637	53,185	5,548	12%
SM-INT	59,094	63,344	4,250	7%
Grand Hogback	53,151	49,247	(3,904)	-7%
Maroon Bells	43,015	33,009	(10,006)	-23%
Total Ridership on RFTA Fare Services	1,175,436	1,201,013	25,577	2%
Avg. Fare/Ride	\$ 1.97	\$ 1.98	\$ 0.01	0%
Avg. Fare/Ride MB	\$ 2.11	\$ 1.82	\$ (0.29)	-14%

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

- (3) One-time insurance recovery settlement amounts that were not budgeted.
- (4) Over the course of the year, there are times when RFTA operates in a deficit; however, at this time we are projecting that we will end the year within budget.

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage June 2019 YTD				Hours June 2019 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	2,125,745	2,111,090	14,655	0.7%	96,526	95,819	707	0.7%
City of Aspen	290,361	300,707	(10,346)	-3.4%	32,877	33,128	(251)	-0.8%
Aspen Skiing Company	205,993	227,394	(21,401)	-9.4%	15,673	15,206	467	3.1%
Ride Glenwood Springs	59,238	59,577	(339)	-0.6%	4,859	4,878	(19)	-0.4%
Grand Hogback	107,790	106,426	1,364	1.3%	4,216	4,170	46	1.1%
Specials/Charters	7,701	4,834	2,867	59.3%	675	561	114	20.3%
Senior Van	10,112	10,067	45	0.4%	891	909	(18)	-2.0%
MAA Burlingame	4,453	4,343	110	2.5%	324	305	20	6.4%
Maroon Bells	8,725	12,950	(4,225)	-32.6%	736	1,084	(348)	-32.1%
Total	2,820,118	2,837,388	(17,270)	-0.6%	156,778	156,061	717	0.5%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Jun-18 YTD	Jun-19 YTD	# Variance	% Variance
City of Aspen	753,309	795,826	42,517	5.64%
RF Valley Commuter	1,324,252	1,373,495	49,243	3.72%
Grand Hogback	53,151	49,247	(3,904)	-7.35%
Aspen Skiing Company	433,754	471,717	37,963	8.75%
Ride Glenwood Springs	83,108	81,405	(1,703)	-2.05%
X-games/Charter	23,483	36,163	12,680	54.00%
Senior Van	2,049	1,989	(60)	-2.93%
MAA Burlingame	6,943	10,233	3,290	47.39%
Maroon Bells	43,015	33,009	(10,006)	-23.26%
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	2,723,064	2,853,084	130,020	4.77%

Subset of Roaring Fork Valley Commuter Service with BRT in 2019

Service	YTD Jun 2018	YTD Jun 2019	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	436,172	428,766	(7,406)	-2%
BRT	459,465	501,212	41,747	9%
Total	895,637	929,978	34,341	4%

S&P Upgrades Ratings on RFTA's Bonds to 'AA'

As part of the due diligence process with the anticipated issuance of the Series 2019 Refunding and Improvement Project Revenue Bonds, RFTA engaged S&P Global Ratings (S&P) to provide a credit rating for these bonds to help communicate the relative credit quality of the debt issue. RFTA staff worked closely with its Financial Advisors, PFM, to prepare for the rating agency presentation held on June 4th and fulfill the information request provided by S&P. On June 27th, S&P increased its long-term rating to 'AA' from 'AA-' for RFTA's parity sales tax bonds. At the same time, S&P assigned its 'AA' long-term rating to RFTA's 2019 Sales and Use Tax Revenue Refunding and Improvement Bonds. 'AA' means "very strong capacity to meet financial commitments." The stable outlook reflects S&P's view that RFTA's tourism-oriented economy will remain sufficiently strong to support a pledged sales tax revenue stream that consistently produces maximum annual debt service (MADS) coverage no lower than levels it considers very strong. It indicates that the S&P does not expect to change the rating during their two-year outlook horizon.

Series 2019 Bonds Financing – Schedule*

Date	Activity	Status
8/6/2019	Post POS	<i>On schedule</i>
8/14/2019	Bond pricing	<i>On schedule</i>
8/21/2019	Distribute Final OS	<i>On schedule</i>
9/5/2019	Close	<i>On schedule</i>

**Subject to change*

2020 RFTA Annual Budget – Schedule

Date	Activity	Status
8/8/2019	Discussion/Direction/Action: Preliminary planning initiatives, assumptions and issues.	<i>On schedule</i>
9/12/2019	Presentation/Direction/Action: 1 st draft budget presentation	<i>On schedule</i>
10/10/2019	Presentation/Direction/Action: 2 nd draft budget presentation	<i>On schedule</i>
11/7/2019	Public Hearing: Final budget presentation and adoption	<i>On schedule</i>
12/12/2019	Public Hearing: Review and approve the final certifications of valuations from the Eagle, Garfield, and Pitkin County Assessors	<i>On Schedule</i>

Planning Department Update – David Johnson, Director of Planning

Please see the “8-8-19 Planning Department Update.pdf” included in the August 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 August 8, 2019
Capital Projects Update**

Projects currently under construction:

Rio Grande Trail improvements:

- The replacement of the decking on the Roaring Fork, Emma and Wingo Junction bridges has been completed. The work to repair the Sopris Creek bridge abutments will be completed this fall when the water levels in the creek are lower.

BEB Chargers:

- The installation of the chargers for the BEB has been completed and the system will be commissioned when the first two BEB buses arrive on site sometime in August.

Blue Lake Bus Shelter Improvements:

- The construction of two new bus shelters at the existing out-bound bus stops in Blue Lake and the paving of the bus pull outs at the two existing in-bound bus stop began on July 29. The project is expected to take about 4 weeks to complete

Parker House water delivery system:

- The contract to replace the water delivery system at the Parker House apartments has been awarded and work on this project is scheduled to begin the week of August 5.

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.
- Parker house sewer system repairs
- BEB charging systems

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. 100% plans have been delivered, RFTA has submitted a permit application to Pitkin County for this project and the RFP for the project is being developed.
- Phase 2 of the GMF expansion/ RTC project. 30% plans for this project have been submitted to staff and staff has sent comments on this set back to the design team.
- Rio Grande trail design standards. The final version of the Rio Grande trail standards are currently being prepared.
- 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 plan set is currently at 30% design.
- Improvements to 5 Mid-Valley stations. Staff is waiting for the submission of a 30% plan set for review.
- 27 street pedestrian crossing. The conceptual study for this project has been completed.

**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)
- **Covenant Enforcement Commission (CEC)** – Staff is gearing up to complete the annual CEC assessment of the Railroad Corridor. We would love to invite any RFTA Board members that would like to participate, to ride along this year and learn more about how our consultant and staff complete an assessment of the Corridor. Please feel free to reach out to me if you are interested in participating in this year's assessment, ahenderson@rfta.com or 970-384-4982.

As a reminder, the CEC was established as a result of an agreement between RFTA's predecessor, the Roaring Fork Railroad Holding Authority ("RFRHA"), and the Board of Trustees of Great Outdoors Colorado ("GOCO"). GOCO provided funds for the purchase of the Corridor in 1997. Originally RFRHA was required to place a conservation easement on the entire Corridor. Based on concerns about securing federal funding for future RFRHA transportation projects, the Conservation Easement was removed from the entire 33.4 miles of the Corridor and replaced with Restrictive Covenants, in ten discrete areas. The obligations of the Restrictive Covenants now belong to RFTA. GOCO allowed modification of its original grant agreement in return for RFRHA managing the restrictive covenants and setting up the CEC. The CEC is made up members from the original members of RFRHA, Pitkin County Open Space and Trails (POST) and two at-large community members that reside in Pitkin County and Eagle County. In practice, a consultant with familiarity with the Corridor and the Covenants performs an inspection of the Conservation areas and presents a report to the CEC. The CEC then reviews the report and sends a letter of recommendations to the RFTA Board for review.



Rio Grande Trail Update

- Staff continues working to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
 - The Masterplan is on RFTA's website. <http://www.rfta.com/trail-documentation/>
 - ❖ Please feel free to reach out to Brett Meredith, bmeredith@rfta.com if you have any questions or comments regarding this community, place-making project.
 - ❖ The ArtWay entry "Arch" is complete!
 - The public has been supportive and there have been 3 volunteer days this spring, to weed and clean up the parks.
- Staff has been busy preparing and completing 2019 projects; which includes tree trimming/removal, asphalt repair, goats, revegetation, noxious weed control, ArtWay projects, and bridge repair.
- Staff is out pulling, chopping, weed whipping, and mowing weeds along the corridor.
- Mueller Construction replaced the bridge decks on 3 bridges; the Roaring Fork Bridge, Sopris Creek Bridge, and the Wingo Bridge over the Roaring Fork River.
- Staff is working on the Recreational Trails Plan update, as a part of the much larger Comprehensive Plan for the corridor.
 - Staff has launched 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
 - Staff has been coordinating with Goat Green and the goats are scheduled to come back to work mid-August through mid-September! Stay tuned for more project information.
 - Staff has been researching to find the best mower for keeping the shoulders and intersection sight lines clear.
 - Staff has been collaborating with some consultants to create the Rio Grande Trail Standards, a draft is complete and a final version should be ready shortly.