



**Board of Directors**

Chair – Larry Hoy, District J  
First Vice Chair - Tina Francone, District N  
Second Vice Chair – Barbara Deadwyler, District B  
Secretary – Jeff Walker, District D  
Treasurer – Natalie Menten, District M

Lorraine Anderson, District L  
Ernest Archuleta, District C  
Bob Broom, District F  
Dr. Claudia Folska, District E  
Judy Lubow, District I

Ken Mihalik, District G  
Chuck Sisk, District O  
Paul Daniel Solano, District K  
Doug Tisdale, District H  
Kate Williams, District A

**BOARD OF DIRECTORS MEETING  
November 28, 2017 at 5:30 PM**

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call - Determination of Quorum**

**IV. Retiree Awards**

Becky Rivers – Administrative Assistant – 16 years  
Anthony Roberts-Ramey – Bus Operator – 23 years  
David W. Smith – Bus Operator – 20 years

**V. Public Participation**

**VI. Committee Reports**

Civil Rights Committee – Chaired by Director Solano  
Executive Committee – Chaired by Chair Hoy  
Financial Administration & Audit Committee – Chaired by Director Menten  
GM Oversight & Performance Management – Chaired by Director Francone  
Government Relations Committee – Chaired by Director Walker  
Operations & Customer Services Committee – Chaired by Director Anderson  
Planning/Capital Programs & FasTracks Committee – Chaired by Director Lubow

**VII. General Manager Oversight and Performance Management Update**

**VIII. Approval of Board Meeting Minutes of October 24, 2017**

**IX. Chair's Report**

**X. General Manager's Report**

**XI. Public Hearing for 2018 Recommended Budget**

## A. 2018 Recommended Budget

It is recommended by the Financial Administration and Audit Committee that the Board of Directors adopt Resolution No. \_\_\_\_, Series of 2017 for the adoption of the 2018 Budget, Resolution No. \_\_\_\_, Series of 2017 for the 2018 Budget Appropriation and Resolution No. \_\_\_\_, Series of 2017 for the appropriation of 2018 Previously Appropriated Capital.

The 2018 Recommended Budget includes the following summary of operating and non-operating revenue, and operating expenses, debt and reserves, capital expenditures, and fund balances. The attached Fiscal Year 2018 Recommended Budget and Fiscal Year 2018 Recommended Budget-Fund Balance (Exhibit I) provide the supporting detail for the Base System, FasTracks Project (Construction) and FasTracks Operations.

The 2018 Recommended Budget includes projected operating and non-operating revenue below (in thousands) which are estimated, not appropriated. The following amounts are summarized from relevant data in Exhibit I.

<i>Operating Revenue, Non-Operating Revenue</i>			
	2017 Amended Budget \$000s	2018 Recommended Budget \$000s	Change
<b>BASE SYSTEM (0.6%)</b>			
Farebox Revenue	\$ 114,230	\$ 115,223	\$ 993
Other Operating Revenue	4,941	5,079	138
Sales/Use Tax	351,632	375,705	24,073
Grant Revenue	150,398	146,961	(3,437)
Investment Income	1,320	1,838	518
Other Income	3,192	3,256	64
<b>Base System Revenue</b>	<b>\$ 625,713</b>	<b>\$ 648,062</b>	<b>\$ 22,350</b>
<b>FASTRACKS PROJECT (0.4%)</b>			
Farebox Revenue	\$ -	\$ -	\$ -
Other Operating Revenue	-	-	-
Sales/Use Tax	166,000	175,980	9,980
Grant Revenue	276,924	267,487	(9,437)
Investment Income	2,877	5,440	2,563
Other Income	8,221	8,821	600
<b>FasTracks Project Revenue</b>	<b>\$ 454,022</b>	<b>\$ 457,728</b>	<b>\$ 3,706</b>

<b>FASTRACKS OPERATIONS</b>	<b>2017 Amended Budget \$000s</b>	<b>2018 Recommended Budget \$000s</b>	<b>Change</b>
Farebox Revenue	\$ 28,270	\$ 31,562	\$ 3,292
Other Operating Revenue	1,082	587	(495)
Sales/Use Tax	68,421	74,490	6,069
Grant Revenue	-	-	-
Investment Income	-	-	-
Other Income	1,000	1,000	-
<b>FasTracks Operations Revenue</b>	<b>\$ 98,773</b>	<b>\$ 107,639</b>	<b>\$ 8,866</b>
<b>Total FasTracks Revenue</b>	<b>\$ 552,795</b>	<b>\$ 565,367</b>	<b>\$ 12,572</b>

<b>DISTRICT-WIDE</b>	<b>2017 Amended Budget \$000s</b>	<b>2018 Recommended Budget \$000s</b>	<b>Change</b>
Farebox Revenue	\$ 142,500	\$ 146,785	\$ 4,285
Other Operating Revenue	6,023	5,666	(357)
Sales/Use Tax	586,053	626,175	40,122
Grant Revenue	427,322	414,448	(12,874)
Investment Income	4,197	7,278	3,081
Other Income	12,413	13,077	664
<b>District-Wide Revenue</b>	<b>\$ 1,178,508</b>	<b>\$ 1,213,430</b>	<b>\$ 34,922</b>

The 2018 Recommended Budget appropriation includes projected operating expenses, debt and reserves, capital expenditures, and fund balances below (in thousands). The following amounts are summarized from relevant data in Exhibit I.

*Operating Expenses, Debt Service, Capital Expenditures, Fund Balances*

	2017 Amended Budget \$000s	2018 Recommended Budget \$000s	Change
<b>BASE SYSTEM (0.6%)</b>			
Operating Expense	\$ 494,462	\$ 520,426	\$ 25,964
Interest Expense	23,217	21,784	(1,433)
Capitalized Interest	2,739	-	(2,739)
New Capital	67,517	58,921	(8,596)
Debt Payments	49,982	59,020	9,038
FasTracks Internal Savings Account	-	-	-
Contingency Reserve	-	5,000	5,000
Board Appropriated Fund	17,400	20,400	3,000
Capital Replacement Fund	2,700	-	(2,700)
Unrestricted Operating Reserve	9,700	14,700	5,000
Unrestricted Fund	9,995	31,382	21,387
<b>Base System (0.6%) Appropriation</b>	<b>\$ 677,712</b>	<b>\$ 731,633</b>	<b>\$ 53,921</b>
<b>Base System Previously Approved Capital</b>	<b>\$ 130,234</b>	<b>\$ 104,826</b>	<b>\$ (25,408)</b>
<b>Total Base System Appropriation</b>	<b>\$ 807,946</b>	<b>\$ 836,459</b>	<b>\$ 28,513</b>

	2017 Amended Budget \$000s	2018 Recommended Budget \$000s	Change
<b>FASTRACKS PROJECT (0.4%)</b>			
Operating Expense	\$ 68,786	\$ 49,284	\$ (19,502)
Interest Expense	132,274	131,464	(810)
Capitalized Interest	30,242	21,400	(8,842)
New Capital	234,795	128,876	(105,919)
Debt Payments	8,083	5,680	(2,403)
FasTracks Management Reserve	15,890	15,890	-
FasTracks Internal Savings Account	40,614	71,520	30,906
Board Appropriated Fund	5,732	4,107	(1,625)
Capital Replacement Fund	5,732	4,107	(1,625)
Unrestricted Fund	5,732	4,107	(1,625)
<b>FasTracks Project (0.4%) Appropriation</b>	<b>\$ 547,880</b>	<b>\$ 436,435</b>	<b>\$ (111,445)</b>
<b>FasTracks Project Previously Approved Capital</b>	<b>\$ 590,312</b>	<b>\$ 638,722</b>	<b>\$ 48,410</b>
<b>Total FasTracks Project Appropriation</b>	<b>\$ 1,138,192</b>	<b>\$ 1,075,157</b>	<b>\$ (63,035)</b>

<b>FASTRACKS OPERATIONS</b>	<b>2017 Amended Budget \$000s</b>	<b>2018 Recommended Budget \$000s</b>	<b>Change</b>
Operating Expense	\$ 98,719	\$ 105,857	\$ 7,138
Interest Expense	-	-	-
Capitalized Interest	-	-	-
New Capital	-	-	-
Debt Payments	-	-	-
Board Appropriated Fund	8,227	8,821	594
Capital Replacement Fund	8,227	8,821	594
Unrestricted Fund	8,227	8,821	594
<b>FasTracks Operations Appropriation</b>	<b>\$ 123,400</b>	<b>\$ 132,320</b>	<b>\$ 8,920</b>
<b>FasTracks Operations Previously Approved Cap.</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Total FasTracks Operations Appropriation</b>	<b>\$ 123,400</b>	<b>\$ 132,320</b>	<b>\$ 8,920</b>
<b>Total FasTracks Appropriation</b>	<b>\$ 1,261,592</b>	<b>\$ 1,207,477</b>	<b>\$ (54,115)</b>

<b>DISTRICT-WIDE</b>	<b>2017 Amended Budget \$000s</b>	<b>2018 Recommended Budget \$000s</b>	<b>Change</b>
Operating Expense	\$ 661,967	\$ 675,567	\$ 13,600
Interest Expense	155,491	153,248	(2,243)
Capitalized Interest	32,981	21,400	(11,581)
New Capital	302,312	187,797	(114,515)
Debt Payments	58,065	64,700	6,635
FasTracks Management Reserve	15,890	15,890	-
FasTracks Internal Savings Account	40,614	71,520	30,906
Contingency Reserve	-	5,000	5,000
Board Appropriated Fund	31,359	33,328	1,969
Capital Replacement Fund	16,659	12,928	(3,731)
Unrestricted Operating Reserve	9,700	14,700	5,000
Unrestricted Fund	23,954	44,310	20,356
<b>District-Wide Appropriation</b>	<b>\$ 1,348,992</b>	<b>\$ 1,300,388</b>	<b>\$ (48,604)</b>
<b>District-Wide Previously Approved Capital</b>	<b>\$ 720,546</b>	<b>\$ 743,548</b>	<b>\$ 23,002</b>
<b>Total District-Wide Appropriation</b>	<b>\$ 2,069,538</b>	<b>\$ 2,043,936</b>	<b>\$ (25,602)</b>

## **XII. Unanimous Consent**

### **B. Approval of 2018 Contract Amendment to Kumar and Associates, Inc. for the Construction Materials Testing and Inspection Services Contract**

It is recommended by the Planning/Capital Programs & FasTracks Committee that the RTD Board of Directors authorize the General Manager to approve the 2018 Contract Amendment for Kumar and Associates and increase the contract Not-to-Exceed amount by **\$1,000,000**. This will result in a new Not-to-Exceed contract amount of **\$6,000,000** for Construction Materials Testing and Inspection Services.

It is further recommended that the Contract end date be extended from December 31, 2018 until December 31, 2019 to complete work on the North Metro and SERE projects. Funds for the amendment are contained in the 2018 Recommended Budget for the specific projects for which Kumar's services are utilized.

### **C. Longmont Fare Buy Up**

It is recommended by the Operations and Customer Service Committee that the Board of Directors authorize the General Manager, or his designee, to execute all documents necessary to enter into an Agreement with the City of Longmont to buy up fares on all four of the Longmont local fixed route services herein referenced as "the 300 series." Specifically the 300 series are routes 323, 324, 326 and 327 and complementary Access-a-Ride services for a period of two years.

### **D. 2018 Fiscal Policy Statement**

It is recommended by the Financial Administration and Audit Committee that the Board of Directors approves and adopts the revised Fiscal Policy Statement for 2018.

### **E. 2018 Investment Policy**

It is recommended by the Financial Administration and Audit Committee that the Board of Directors adopt the Investment Policy Statement (the "Policy"), attached.

## **XIII. Recommended Action**

### **F. Federal Liaison Services**

It is recommended by the Government Relations Committee that the RTD Board of Directors authorize the General Manager or his designee to enter into an agreement for Federal Liaison Services with Squire Patton Boggs LLP for a one-year option at a cost of \$270,000 (January 1 through December 31, 2018). This action represents the fourth year of a five-year contract. Funding for this contract is included in the annual budget.

### **G. Approval of General Manager's 2017 Performance Evaluation**

It is recommended by the General Manager Oversight and Performance Management Committee that the Board of Directors approve the General Manager's performance appraisal for 2017 as defined in the attached completed General Manager's Performance

Evaluation Packet. The General Manager Oversight and Performance Management Committee is pleased to report they are in agreement with General Manager Genova's self-assessments and feel he has achieved or exceeded his overall goals for the 2017 Performance Appraisal. Although it has been a challenging year, the General Manager Oversight and Performance Management Committee recognizes that General Manager Genova has met the "Exceeds Expectations" for all of the Core Goals and one of the Task Goals and "Achieved Expectations" for the remaining Task Goals set forth for performance in 2017. Based on the consistent and outstanding performance in leading the RTD and the overall compensation philosophy is to hire and maintain top talent in keeping with the industry compensation of transit leadership peers we feel General Manager Genova has earned a discretionary performance payment of \$11,400.00. This is an increase of 4% over last year.

#### **H. TMD Contract Amendment**

It is recommended by the Operations and Customer Services Committee that the Board of Directors authorize the General Manager, or his designee to approve an amendment to the Transportation Management & Design, Inc. (TMD) Contract 14D0009, awarded in March 2015, to exercise the two remaining one-year option periods thereby extending the Contract period of performance to December 31, 2019 and to increase the contract amount by \$650,000 from \$500,000 to a new Not to Exceed (NTE) total of \$1,150,000.

#### **I. Free Rides for Members of the Military**

It is recommended by the Operations & Customer Services Committee that free rides on RTD for active duty members of the United States Military should be extended from the presently approved date of December 31, 2017 to December 31, 2018. Utilization has been minimal to date and this extension will have minimal impact on RTD.

#### **XIV. Executive Session**

#### **XV. Old Business**

#### **XVI. New Business**

#### **XVII. Adjourn**

The following communication assistance is available for public meetings:

- Language Interpreters
- Sign-language Interpreters
- Assisted listening devices

Please notify RTD of the communication assistance you require at least 48 business hours in advance of a RTD meeting you wish to attend by calling 303.299.2307

**THE CHAIR REQUESTS THAT ALL PAGERS AND CELL PHONES BE SILENCED DURING THE BOARD OF DIRECTORS MEETING FOR THE REGIONAL TRANSPORTATION DISTRICT.**