

**Transportation Commission of Colorado
Transit and Intermodal Committee Meeting**

**Meeting Agenda
Wednesday, July 16, 2014**

**4201 East Arkansas Avenue
Denver, Colorado**

**Mark Imhoff, Director
Division of Transit and Rail**

**Debra Perkins-Smith, Director
Division of Transportation Development**

**Ed Peterson, Chair
District 2, Lakewood**

**Shannon Gifford
District 1, Denver**

**Kathy Gilliland
District 5, Livermore**

**Kathy Connell
District 6, Steamboat Springs**

**Bill Thiebaut
District 10, Pueblo**

- **INTRODUCTIONS/APPROVAL OF APRIL MINUTES - ED PETERSON,
5 MINUTES PAGE 02**
- **ELECTION OF T&I COMMITTEE CHAIR- ED PETERSON,
5 MINUTES**
- **IX PROCEDURAL DIRECTIVE - MARK IMHOFF, 10 MINUTES ..PAGE 04**
- **IX QUARTERLY UPDATE – MIKE TIMLIN, 10 MINUTES PAGE 10**

THE AGENDA MAY BE ALTERED AT THE CHAIR'S DISCRETION.

Transit & Intermodal Committee Meeting Minutes
April 17, 2014

Committee Members Attending: Ed Peterson (Chair), Shannon Gifford, Kathy Gilliland, Kathy Connell, and Bill Thiebaut.

Commissioners also attending: Doug Aden, Les Gruen, Steven Hofmeister, Gary Reiff, and Sidny Zink.

Senior Staff Present & Others: STAC Chair Vince Rogalski, DTR Director Mark Imhoff, DTD Director Debra Perkins-Smith, Region 1 Director Tony DeVito, R2 Director Tom Wrona, R5 Director Kerrie Neet, Director of Administrative Services Heidi Humphries, Director of Staff Branches Scott McDaniel, CFO Scott Richrath, and Director of Policy / Commission Secretary Herman Stockinger.

Chairman Peterson called the meeting to order at 9:03 am.

1. **Approval of March 2014 Minutes:** The minutes of the meeting were approved with a revision to strike bicycle mode share goal language as going beyond T&I committee intent. Moved by Commissioner Gifford, 2nd by Commissioner Gilliland. Approved with revisions, unanimously.
2. **FY 2015 FASTER Transit Project Recommendations / Future Years FASTER Redistribution:** Mark Imhoff gave brief history and context for the \$15 Million of FASTER Transit funding, \$5 Million in a local pool, and \$10 Million in a statewide competitive pool. Mark noted that today's meeting was about evolving concepts, with scenarios to come at the May meeting.

The Division of Transit & Rail (DTR) jointly uses FTA and FASTER funds in an attempt to manage the transit program as a whole. With regard to vehicle replacements, Colorado transit agencies fared well in the era before MAP-21. Colorado under MAP-21 has \$8 to \$9 Million less per year compared to the prior era to allocate for vehicle replacements. Where FASTER dollars used to "fill around the edges", it now needs to be focused more on vehicle replacements.

Mark introduced that three agencies in Colorado, Mountain Metro (Colorado Springs), TransFort (Fort Collins) and RTD (Denver area) receive vehicle replacement funding directly from FTA. It is more appropriate, therefore, for FASTER Transit funds to these agencies to be directed to large system assets such as equipment and facilities (stations, park-n-rides, maintenance facilities, etc). Further CDOT's use of FASTER Transit funds for these types of projects provides more visibility and benefit, from a statewide perspective, than funding a few vehicles of their large transit fleets per year. Commissioners at the meeting agreed that this appeared to be an equitable way to support large systems, while maintaining funding stability for local / rural systems throughout the state.

Mark discussed the concept of operating assistance and noted agreement from transit agencies / grant partners that limited FASTER funds should not be used for local operations. The *Intercity & Regional Bus Plan* has identified a need and support for state-and-local partnerships to operate regional and inter-regional service. Commissioners expressed concerns about "slippery slope" issues both of transit agencies progressively requesting "just a little bit more" and of operating assistance being an "indefinite subsidy." To the "slippery slope" concern, Mark responded that FASTER Transit dollars are fixed, not inflation adjusted, and that there is no ability to expand. This point is clear to all transit agencies. To the "indefinite subsidy" concern, Mark said that if inter-regional routes continue to perform well, this shouldn't be an issue. Any that don't perform well would be cut-back or eliminated. Mark offered that DTR could bring several versions of how this might work to the May meeting.

3. **AGS/ICS Studies & High Speed Transit Vision for Colorado:** Following from January T&I update where long term benefits appear favorable, but funding is unavailable for high speed transit systems, David Krutsinger presented proposed next steps. The next steps will use remaining ICS planning dollars to look more closely at the inter-operations potential with RTD, of operating different kinds of equipment over RTD track. Mark Imhoff noted this will answer important FTA & FRA jurisdictional issues. It was clarified that inter-operation would mean high-speeds outside the RTD system, and RTD speeds within the RTD system, leveraging, but not upgrading existing investments. It was also noted that past proposals for an “eastern bypass” for freight rail are not likely to happen, so current thinking does not make the assumption that passenger trains could operate on existing freight track.

The interoperations assessment work will answer pro/con questions about partnerships among RTD, FTA, and FRA, and also prepare CDOT to potentially pursue additional planning funds that may become available through FRA later in 2014. CDOT would wait to see the criteria for those funds and seek T&I guidance at that time about whether to pursue those funds. At best, it is unclear whether the new federal transportation bill will include any further funding for rail construction money, or whether any such funding is likely in the next 10 years given the more basic need to solve Highway Trust Fund revenue gap of \$15 Billion first.

4. **Interregional Express (IX) Bus Service:** Mark Imhoff gave the update and noted Mike Timlin, lead for the project, was present to answer questions. The bus procurement is complete and Motor Coach Industries (MCI) has been awarded the bid to deliver 13 over-the-road coach buses for the IX service. Mark provided a reminder for those not in-attendance at the prior meeting that the IX branding is complete, and will be rolled-out more publicly as CDOT approaches the beginning of operation. The operator request-for-proposal is nearing completion, pending review by the Attorney General’s office, and expected to be out for bid by around the end of April. Work is also continuing towards future contracts and agreements to make park-and-ride improvements at the Harmony Road in Fort Collins, and Woodmen Road in Colorado Springs.

The meeting was adjourned at 9:43 AM.



4201 E. Arkansas, Room 227
Denver, CO 80222

MEMORANDUM

TO: June 27, 2014
FROM: Transit & Intermodal Committee
DATE: Mark Imhoff, Director, Division of Transit & Rail
SUBJECT: Policy Directive; Interregional Express Bus Program

Purpose

The purpose of this memo is to present a new Policy Directive which establishes the Division of Transit & Rail (“DTR”) reporting procedures to the Transit & Intermodal Committee (“Committee”) of the Colorado Transportation Commission (“Commission”) regarding the Interregional Express Bus service (“IX Program”). The Policy Directive follows this memo.

Action Requested

No action in July; this is a discussion item for the T&I Committee. This Directive will be placed on the consent agenda in August and approval will be requested from the Transportation Commission.

Executive Summary

DTR and the Policy Office recognized the need for a governing document to address the new IX Bus Service Program. The goal in setting forth these roles and responsibilities is to make the program transparent and to provide a framework for the new program. This directive sets forth the process and reporting requirements by which DTR will report to the Transit & Intermodal Committee and the Transportation Commission. Further, this directive provides guidance to the DTR, the Transit & Intermodal Committee and the Transportation Commission on the scope of their roles and responsibilities, and emphasizes the importance of transparency and accountability as this Program develops.

Background

In 2009, the General Assembly passed Senate Bill 2009-094, which created the Division of Transit & Rail. The legislation, codified at 43-1-117.5, sets forth the powers and duties of the Division under the Executive Director, including the operation of interregional transit service, and establishing schedules and fares. The Policy Directive adheres to the statutory framework and further sets forth the reporting requirements with the Transit & Intermodal Committee and the Transportation Commission.

At the January 2014 meeting, the Transportation Commission passed Resolution #TC-3133 approving the Implementation of the Interregional Express Bus program. Throughout the development of the IX program, the discussion included a governance model with DTR administering the program, the T&I Committee providing oversight and the Transportation Commission retaining ultimate control of critical business decisions. The resolution also included a provision to monitor the success of the program for three years of operation, and give the Transportation Commission the option at that time to continue service, modify service or cancel service.



This Directive has been reviewed and approved by the Senior Management Team. The aim was to provide a broad framework of responsibilities without including too much information on the day-to-day processes of the program.

Details

The Policy Directive follows this memo, and identifies the powers, duties, responsibilities and reporting requirements of the Transportation Commission, the Transit & Intermodal Committee and DTR.

Key Benefits

The Policy Directive defines roles and responsibilities associated with the IX Bus program, and provides transparency and accountability for internal processes and external information.

Next Steps

The Interregional Express Bus Program Policy Directive will be brought to the Transportation Commission in August for approval.



COLORADO DEPARTMENT OF TRANSPORTATION		<input checked="" type="checkbox"/> POLICY DIRECTIVE <input type="checkbox"/> PROCEDURAL DIRECTIVE	
Subject			Number
Interregional Express Bus Service (IX Service) Program			TBD
Effective	Supersedes	Originating Office	
TBD	n/a	Division of Transit and Rail	

I. Purpose

To establish the Division of Transit and Rail (“DTR”) reporting procedures to the Transit and Intermodal Committee (“Committee”) of the Colorado Transportation Commission (“Commission”) regarding the interregional express bus service (“IX Program”).

The Division of Transit and Rail (“DTR”) IX Program was developed to augment and connect population and employment centers and local bus systems along the I-25 and I-70 Mountain Corridors and connecting routes to better integrate with a statewide transit system.

II. Authority

Executive Director, § 43-1-103, C.R.S.

§ 43-1-117.5(3)(a)(II), C.R.S.

§ 43-4-811 and 812, C.R.S.

III. Applicability

This Policy Directive applies to the CDOT Division of Transit and Rail (“DTR”).

IV. Procedure

A. General Provisions

1. The IX Program was developed to augment CDOT’s commitment to provide the best multi-modal transportation system in the country. The IX Program fills a critical need by connecting with local bus systems serving populations and employment centers to better integrate a statewide transit system.
2. DTR shall initiate the IX Program on a base budget of \$3 m/yr. (FASTER Transit funds) for operations expenditures. The IX Program will be limited to this annual allocation plus collected fare revenue and shall cover the total annual operating costs of the service using these funds.
3. DTR shall set targets for fare box recovery with the goal of attracting ridership to the IX Program and providing an alternative to driving that entices riders to reduce driving. The IX Program shall thus set a goal of achieving a minimum fare box recovery of 20% of operating costs within two years of service start up.

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4. DTR shall manage the IX Program, oversee the service Contractor, monitor performance, and remain flexible to adjust the service in order to maximize performance, increase effectiveness, and achieve farebox recovery goals.

5. DTR, with the Office of Communications, shall develop a public outreach program to regularly solicit input from the public on the service in general, and specifically solicit input before implementing any route, service or fare modifications.

B. Powers, Duties and Responsibilities

1. Transportation Commission Oversight. The Commission shall:

a) Monitor the performance and success of the Program for three years of operation from the service start-up date (see Resolution TC-3133, “Approving the Implementation of the Interregional Express Bus, Service” dated January 16, 2014). The Commission shall determine at this time whether to continue, modify or cancel it.

b) Review and determine whether the need for capital expenditures beyond the approved IX Program (\$3 million plus fare revenue) is warranted.

c) Approve all expenditures from the Cumulative Reserve fund.

2. Transit and Intermodal Committee Oversight. The Committee shall:

a) Meet a minimum of four times a year;

b) Monitor the performance of the Program and serve as the recommending body for any substantial modification, addition or deletion of services, including capital needs;

c) Evaluate reports and monitor the progress of DTR meeting milestones;

d) Recommend the IX Program budget annually to the Commission, including the review of any capital expenditures which vary from those previously approved;

e) Recommend to the Commission allocations from the cumulative reserve beyond the IX Program annual budget; and

f) Provide status updates at least annually to the Commission.

3. DTR Responsibilities.

a) The Director of DTR will manage the Program, monitor performance, remain flexible to adjust to maximize performance, be responsible for all day-to-day decision-making, and oversee all components of the Program, including, but not limited to:

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Interregional Express Bus Service (IX Service) Program	TBD

- (1) Updating the CDOT Chief Engineer and Executive Director on a regular basis by apprising him/her of the status of performance goals and service changes;
- (2) Overseeing compliance with all applicable federal and state laws and regulations, including those arising from the Americans with Disabilities Act;
- (3) Implementing Intergovernmental Agreements and Memoranda of Understanding with governmental and partner entities;
- (4) Setting schedules and fare structures;
- (5) Conducting an annual IX Program assessment (or twice annually if needed) of service coverage, routes, schedules and fares; and modify the service plan when justified.
- (6) Preparing an annual budget (fiscal year);
- (7) Purchasing of buses and other capital infrastructure elements;
- (8) Negotiating and managing contractual agreements with a private provider for the annual operations and maintenance;
- (9) Coordinating a communication plan with the Office of Communications;
- (10) Implementing a public outreach program with the Office of Communications to regularly solicit input from the public on the IX Program in general, and specifically solicit input before implementing any route, service or fare modifications;
- (11) Implementing a customer service plan with providers;
- (12) Facilitating Park-n-Ride improvements with regions;
- (13) Monitoring Contractors' Performance;
- (14) Monitoring Risk Assessment; and
- (15) Developing an annual work plan;

b) Director of DTR Reporting. The Director of DTR shall report to the Committee on a quarterly basis. The quarterly performance reports shall include the following data by corridor and Program total based on the fiscal year:

- (1) Ridership;
- (2) Fare box revenue;

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- (3) Fare box recovery ratio;
- (4) On-time performance;
- (5) Safety: collisions per 100,000 miles; and
- (6) Public input received.

V. Implementation Plan

- 1. This Policy Directive will be effective immediately upon signature.
- 2. The Originating Office shall confirm within one week of the effective date that all employees in the DTR have received a copy of this Policy Directive.

VI. Review Date

This Policy Directive shall be reviewed on or before May, 2018.

 Secretary, Transportation Commission

 Effective Date



4201 E. Arkansas, Room 227
Denver, CO 80222

MEMORANDUM

TO: July 3, 2014
FROM: Transit & Intermodal Committee
DATE: Mark Imhoff, Director, Division of Transit & Rail
SUBJECT: Interregional Express Bus Operational Status Report

Purpose

The purpose of this memo is to brief the Transit & Intermodal Committee on the status of the Interregional Express (IX) Bus implementation.

Action Requested

This memo is for information only; no action.

Background

The April 17, 2014 IX status report to the Transit & Intermodal Committee meeting included:

- Motor Coach Industries submitting the winning bid for the IX bus procurement.
- The IX brand (Bustang) has been established and communication/marketing plans have been initiated.
- DTR is collaborating with the Office of Policy and Government Relations to develop a Procedural Directive formalizing DTR's responsibilities and reporting procedures to the T & I Committee and Transportation Commission, including key performance measures.
- Physical modifications of Harmony Rd. Transfer Center (Ft. Collins) and Woodmen Rd. Park & Ride (Colorado Springs) were in process with Regions 2 & 4 as well as the Cities of Ft. Collins and Colorado Springs.
- Next Steps:
 - Finalize contract with MCI and issue Notice to Proceed
 - Finalize Service Provider Scope of Work of RFP and advertise.
 - Develop Scope for Work for Quality Control Inspector.
 - Identify and develop individual MOU/IGA Scopes for our partner transit agencies and governmental entities.

Details

As of July 1, 2014, we present the following accomplishments/progress:

- Motor Coach Industries (MCI) has been given Notice to Proceed. Bus delivery is tentatively scheduled for November 2014.
- Service Provider procurement - Proposals were received on June 10, 2014. Three experienced transportation companies submitted proposals. On June 30, 2014 one Company was eliminated by the technical evaluation committee. Interviews with best and final price proposals will be held on July 21, 2014.
- The Office of Policy and Governmental Relations recommended the IX Procedural Directive be modified and considered a Policy Directive, and is on your agenda for review and comment today. As a reminder, Procedural Directives are adopted by the Executive Director and are often more administrative in nature, while Policy Directives are adopted by the Transportation Commission and are more policy in nature, or articulate how the Transportation Commission is involved in a particular department process.
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- Park and Ride modifications:



- Harmony Rd. - The PNR has 250 parking spaces, is well utilized and often overflowing. Expansion has been evaluated, deemed unreasonable and not necessary; however, access and enforced use will be required. It is serving as a collection facility for the VanGo van pool program, a use we want to encourage and continue. The PNR also is being advertised and used by two private shuttles, Super Shuttle and Green Ride, which provide shuttle service to Denver International Airport. The airport service creates long term use of the PNR and limits the intended day-use potential. In addition, access agreements with insurance requirements for private, for-profit entities conducting commerce on state owned park and ride facilities are nonexistent. We have begun discussions and exploration with the Attorney General's Office:
 - Consideration for managing parking rather than physical expansion (user fees for long term parking only) is being explored.
 - CDOT's statutory authority to charge for parking is being explored.
 - Procedures to execute Access Agreements with the commercial airport shuttle entities, with possible common area maintenance fees, are being explored.
 - Expansion will be explored in partnership with the private entities if they are interested; however, environmental issues with the City of Fort Collins and lease agreements on adjacent land will be problematic to expand prior to the beginning of IX service.
- Woodmen Rd. - The existing PNR will be utilized, but our studies show bus maneuverability within the site would require removal of a significant number of parking spaces.
 - The plan is to repave and restripe the lot for parking only. The bus will utilize an on-street stop with access to/from I-25 to Woodmen Rd. or South Rockrimmon Blvd. depending on direction of travel.
- A Quality Control Inspector will be procured to assist in inspection and quality control assurance during the bus manufacturing process, and bus maintenance compliance from the private operator throughout the life of the operator contract. An Invitation for Bid (IFB) has been developed with advertisement scheduled for the week of July 7.
- Defining scope(s) for MOU/IGA for each transit partner and governmental entity has begun. This is a lengthy and evolved process thereby the process will be ongoing with a completion goal of January 15, 2015.

Next Steps

- Finalize the parking management and operational recommendations for Harmony Rd.
- Select bus stop location at Woodmen Rd.
- Select a Service Provider
- Select Quality Control Inspector
- Continue to identify and develop individual MOU/IGA scopes for our partner transit agencies and governmental entities
- Continue communication/marketing planning

