

Transit and Intermodal Committee Meeting

**Meeting Agenda
Wednesday, July 15, 2015**

**4201 East Arkansas Avenue
Denver, Colorado**

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

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

**Kathy Gilliland, Chair
District 5, Livermore**

**Shannon Gifford
District 1, Denver**

**Bill Thiebaut
District 10, Pueblo**

**Kathy Connell
District 6, Steamboat Springs**

- **Introductions/Approval of April Minutes – Kathy Gilliland (5 min)**
- **Bustang (15 min)**
 - **Opening, Highlights**
 - **2014 – 2015 Expenditure Summary / Quarterly**
 - **Roll Forward Items**
 - **Harmony**
 - **Woodmen**
 - **Cumulative Reserve**
 - **2016 Operating Budget**
 - **SB228 Importance**
 - **Bustang**
 - **Rural Regional – 6 routes (proposal)**
- **Grants Award Memoranda (informational only)**
 - **Administrative and Operating**
 - **5304 Planning**
- **Questions (10 min)**
- **Adjourn**

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

Transit & Intermodal Committee Meeting Minutes
Wednesday, April 15, 2015

Committee Members Attending: Kathy Gilliland (Chair), Kathy Connell, Shannon Gifford, Bill Thiebaut

Additional Commissioners Attending: Les Gruen.

Staff Attending: Executive Director Shailen Bhatt, Chief Engineer Josh Laipply, DTR Director Mark Imhoff, DTD Director Debra Perkins-Smith, Acting CFO Maria Sobota, OPRG Director Herman Stockinger, Region 1 Director Tony DeVito, Region 2 Director Karen Rowe, Region 4 Environmental Manager Myron Hora, Communications Director Amy Ford, Audit Division Director Barb Gold, DRCOG Director of Transportation Planning Doug Rex, DTD Transportation Planner Gail Hoffman, Bus Operations Manager Mike Timlin, OPRG Program Assistant Lynn Holly, and DTR Deputy Director David Krutsinger.

Commissioner Gilliland called the meeting to order at 4:09 pm.

1. **Introductions / Approval of January Minutes:** Commissioners attending were noted. The January minutes were approved unanimously.
2. **Bustang:** Mark Imhoff provided the overview and noted the proposed start date of July 13th. The T&I committee agreed. Mark continued to provide an update on critical path / risk items. The Ace Express acquisition of Horizon, and contract transfer was completed before noon today. The OIT gating was completed. Park-and-ride access agreements have continued to be developed. Those ready for final signature were held pending Ace Express acquisition; those will now move forward. Harmony Road park-and-ride will be limited as a day use lot (maximum stay of 24 hours). Both airport shuttle companies operating out of Harmony park-and-ride will move their main operations out of that site. The companies are the main cause of overflow and capacity problems. The companies will retain kiss-and-ride access to and will continue to provide service on that basis from Harmony park-and-ride. CDOT staff are working with Fort Collins on an agreement for policing and enforcing of the day-use policy. The request to the City of Fort Collins is that after 24 hours a warning will be provided (first time only); after 48 hours a City parking ticket will be issued; escalating fines and booting will subsequently occur if not moved. For a repeat violator, a ticket will be issued after 24 hours and escalate from there. Commissioner Gilliland commented: Fort Collins is in the middle, both having encouraged private shuttle businesses to use Harmony park-and-ride, and now needing to be involved in parking management. Mark Imhoff noted all parties have agreed to sit down and work out a longer term solution beyond this initial day-use plan. Mark thanked Region 4 staff for working so closely with headquarters DTR staff and City of Fort Collins Staff. Amy Ford commented on the Harmony park-and-ride communications efforts. Starting in May cars parked at Harmony will receive a windshield flyer to communicate forthcoming day-use policy changes. The flyer notices should give 1.5 months for people to get used to new system before it goes into effect. Mike Timlin also noted that Region 4, through a contractor, is conducting a parking turnover study this week. Mark Imhoff concluded that CDOT is gaining significant experience here and will need to apply that experience to other park-and-rides, possibly including Woodmen park-and-ride in Colorado Springs.
3. **Statewide Transit Plan / Regional Bus:** David Krutsinger noted that the State Transit Plan is completed and that the Division of Transit & Rail will move forward into implementation in three program areas noted in the memo. (1) Local Coordinating Councils/Mobility Management: federal programs and funding, rolled-out over time have resulted in a patchwork of local coordinating councils (LCC's) and mobility management programs, some at a county level, some at a multi-county level, and some at a regional level matching CDOT TPR's. They all provide similar or related functions. CDOT would like to deliver a more uniform program across the state. (2) Bustang and Rural/Regional Bus: CDOT has requests for Bustang expansion before it has even started. The Commission also gave approval for limited operating use to further connect the state's transit agencies. Finally there are federal funds to contract with intercity

operators. CDOT would like to move this program into a more integrated system of rural-regional, regional, inter-regional, and inter-city network. This is *not* to say that CDOT will spend more money on this; rather it will seek to leverage existing funds better. (3) Technical assistance and training for grant partners: CDOT will continue to do this and adapt to changing Federal requirements, including performance-based management. Mark Imhoff and Mike Timlin added that the Statewide Transit Plan was successful in getting more regional/local input and participation. These implementation actions continue those themes, and continue to involve regional and local partners, intentionally working with the available funds to improve transit

4. **Questions / Discussion of Informational Items:** Mark opened the meeting for any further questions or comments on the informational items. Debra Perkins Smith had followed up on the Freight Plan questions from an earlier Commission Committee session and asked that the T&I committee minutes reflect that I-76 and US 385 are both on the draft State Freight Network. She also noted that Jason Wallis can be available at a future meeting to provide a presentation on the plan. In Phase 2 of the freight plan, all the freight modes will be brought together: truck, rail, and air. Deb attended the ACEC/ITE/APA Spring Symposium recently and a former USDOT staffer mentioned the possibility of freight funding in the next transportation bill. CDOT wants to be in a position to go after that funding. CDOT expects to have the freight planning effort far enough along to pursue those funds, beginning as early as May. Deb asked the T&I Committee's preference on a full freight workshop versus a T&I Committee briefing. Commissioner Gilliland noted CDOT has not done as good a job with freight planning yet, as has been with cars and with transit. Freight is piecemealed across the nation. CDOT has a lot going and it would behoove us to understand what our situation looks like. Deb responded that regarding the national freight network western states got shorted, and the western states have commented on that fact to the USDOT. Commissioner Gilliland suggested a full Commission workshop would be the preference.

Adjourned 4:26 pm



COLORADO Transportation Commission

4201 E. Arkansas, Room 270
Denver, CO 80222-3406

DATE: July 1, 2015

TO: Transit & Intermodal Committee

FROM: Mark Imhoff, Director, Division of Transit & Rail

SUBJECT: Bustang Update

Purpose

The purpose of this memo is to provide the T&I Committee with the status of Bustang opening and highlights, fiscal 2015 and quarterly expenditure report including Roll Forward Items and Cumulative Reserve, 2016 Operating Budget and a discussion on the importance of SB228 to Bustang and Rural Regional Transportation.

Action

No action is required.

Background

The Bustang interregional express bus operation was approved by the Transportation Commission in January, 2014. An implementation plan was developed, and progress has been monitored. Critical Path items were resolved and Opening Day was set for July 13.

Details

Ace Express Coaches, LLC has hired all drivers as per the hiring goal, trained as specified in the contract and are out testing and familiarizing routes. During the route testing, coach warranty issues were identified and resolved with the manufacturers.

Harmony Road Park & Ride issues were resolved with the implementation of 24 hour maximum parking limitation to be monitored and enforced by the City of Fort Collins.

Woodmen Road Park & Ride was resurfaced and restriped which started June 26. By relocating lighting at Woodmen, the reconfiguration allowed an additional 30 parking spaces to be created.

Fare Collection issues caused a last minute concern when engineers from SPX Genfare determined the fareboxes on loan from the City of Colorado Springs were in very poor condition and needed more intense maintenance and parts replacement than originally thought. We chose to ship the boxes to the SPX facility, near Chicago, for immediate repair to deem them usable while following the procurement process for their near-term replacement.

FY2015-2016 Budget

July 2015 is the first time that Bustang is operating in revenue-service, and it so happens to coincide with the state fiscal year. For FY2015-16, Bustang is allocated an annual budget of \$3 Million. Of the total, \$2.4 Million is proposed to be expended for the contracted operations & fuel, and the remaining \$0.6 Million in staff salaries, planning/engineering consulting services, and continued marketing/education/awareness efforts. The entire \$3 Million is expected to be spent with these activities, and the roll-forward from prior years will be used to fund bus replacement/expansion and parking expansion. The Bustang budget is fully-committed for FY2015-2016. Fare revenue will be used for schedule frequency enhancements if demand exceeds expectation.



Roll-Forward Budget

The FY14-15 Budget allocated \$3 Million for administration, operations & maintenance, and capital investment. Of that, \$0.25M was expended on start-up operations including route & schedule testing, marketing & awareness events. An additional \$0.20M and \$0.58M, of equipment & capital expenditure money and administrative & marketing money, respectively was spent. That leaves approximately \$1.97M in dollars for roll-forward into FY15-16 budget. The remaining \$1.97 Million will be used for capital expenditures in coming years. Harmony Road park and ride expansion, and the relocation of Woodmen park and ride both require investment in the very near future.

FY2015-2016 Budget Detail

Category	Fee	No. of Units	Monthly Total	Annual Total
<u>Operating Expenditures</u>				
Wifi	\$80.00	13	\$1,040.00	\$12,480
Radios	\$55.00	18	\$990.00	\$11,880
Automatic Vehicle Location (AVL)	\$24.95	13	\$324.35	\$3,892
Credit Card Fees @ 3% of Transactions	\$0.03	700,000	n/a	\$21,000
Fuel (gallons)	\$2.70	102,000	n/a	\$275,400
			Subtotal	\$324,652
<u>Professional Services Expenditures</u>				
Contracted Operator (Ace Express)				\$2,100,000
DTR Bustang Staff / Temp Staff				\$250,000
Harmony Parking Enforcement	\$50,000.00	1	n/a	\$50,000
Engineering/Planning Services				\$115,348
I.T. Services				\$60,000
Marketing/Advertising Services				\$100,000
			Subtotal	\$2,675,348
<u>Capital Expenditures</u>				
Equipment				\$0
			Subtotal	\$0
			Grand Total	\$3,000,000





COLORADO
Transportation Commission

4201 E. Arkansas, Room 270
 Denver, CO 80222-3406

DATE: July 2, 2015
 TO: Transportation Commission
 FROM: Mark Imhoff, Division of Transit & Rail
 SUBJECT: Update on 2016-2017 Transit Operating Grant Applications

Purpose

This memo will provide an update on the 2016-2017 Administration and Operating call for projects.

Action

This is for informational purposes only.

Background

CDOT is responsible for providing the opportunity for eligible entities to apply for funding for the administration and operating of transit programs. The Division of Transit & Rail (DTR) currently receives two categories of funding: 5310 funding for Enhanced Mobility of Seniors and Persons with Disabilities and 5311 Rural Transit Assistance. DTR puts out a call for projects in April and expects to announce awards in August.

Details

DTR closed its application period on June 5, 2015 and received a total of 62 applications totaling \$14.4 million in requested funding. Based on current projections for flat funding from the FTA for FFY 2016, this represents nearly \$2.6 million in excess of our budget estimate of \$11.8 million. Specifically, the breakdown is as follows:

Funding Category	Requested Total	Available Budget	Difference
5310 Urban	\$1,284,927	\$1,476,444	\$191,517
5310 Small Urban	\$654,389	\$895,856	\$241,467
5310 Rural	\$552,917	\$506,785	-\$46,132
5311(f) Intercity Bus	\$1,771,689	\$1,650,782	-\$120,907
5311 Admin & Operating	\$10,170,336	\$7,299,014	-\$2,871,322

Under the federal regulations, CDOT may elect to flex 5310 funds up from rural to small urban and finally to urban, but may not flex funds in the reverse order. As a result, the remaining available funds in the 5310 small urban and urban pots will be allocated for the capital call for projects this fall but cannot cover the expected shortfall in 5310 rural funding.

For the 5311(f) and 5311 programs, most applications have come from existing service partners and were extensions of existing funded operations. This year, DTR received applications from new applicants including the Ute Mountain Ute tribe, the Town of Winter Park, and Park County. Twelve of the applications were for new services or programs, including services in Clear Creek County, the Town of Avon, and the southwest region of the state. The combination of new applicants and new services / programs has resulted in the significant increase in funding requests for this cycle.

The Division has convened a selection committee composed of representatives from DTR, the Division of Transportation Development, and the Civil Rights office to review the submitted applications to develop recommendations. DTR staff will use these recommendations to develop a funding plan which will be submitted to the FTA for approval. The recommendations are expected to be released in August.





COLORADO Transportation Commission

4201 E. Arkansas, Room 270
Denver, CO 80222-3406

DATE: July 2, 2015
TO: Transportation Commission
FROM: Mark Imhoff, Division of Transit & Rail
SUBJECT: Update on 2015 Transit Planning Grant Applications

Purpose

The purpose of this memo is to summarize the CY15 Federal Transit Administration 5304 Transit Planning grants program project proposals and preliminary recommendations for funding.

Action

This is for informational purposes only.

Background

Section 5304 funds can be used for a wide variety of transit related support activities, including: transit technical assistance, planning, research, demonstration projects, special studies, training and other similar projects. These funds are NOT available for capital or operating expenses of public transit systems. CDOT 5304 allocation from the FTA is approximately \$365,000 in Federal Fiscal Year (FFY) 2015. However, to date Congress has not yet passed a full year 2015 appropriation.

FTA Section 5304 funds are made available in Colorado on an 80% federal/20% local matching ratio.

A separate FTA program, Section 5303, provides funding for transit planning in urbanized areas (population over 50,000). Since Section 5303 funding exceeds that of Section 5304 funding by a ratio of over four to one, the Department generally does not consider Section 5304 requests for planning projects in urbanized areas, or will assign them a lower priority.

Details

First priority of the 5304 program is given to statewide projects, which includes grant administration, the provision of planning, technical and management assistance to transit operators, and special planning or technical studies. Activities in this top priority category are often carried out by CDOT staff or contracted out. Organizations wishing to suggest a statewide project or activity to be carried out by CDOT are encouraged to simply submit a brief descriptive letter to the Department by the due date, outlining the proposed project. The match for statewide projects is usually provided by the State. Applicants may propose to undertake a statewide project themselves and it will be considered, provided that it has statewide significance and benefit. In such cases, an applicant proposing to carry out a statewide project themselves would normally be expected to provide the 20% match.

The second priority is given to the creation of regional transit implementation plans or the updating of existing regional transit plans (see below). Third priority is given to requests for new regional transit plans. The 2040 regional transportation and transit planning process, utilized by CDOT and its Metropolitan Planning Organization partners for updating the fifteen Regional Transportation Plans around the state, has been recently adopted. An organization planning to request funds for Section 5310 or 5311 funding must first have its proposed project described in, and consistent with, the locally adopted Regional Transit Plan. Each Regional Transportation Plan and the Statewide Transportation Plan includes a transit component, thus the planning requirements are met by this current document. Therefore, the Division of Transit and Rail does not anticipate funding projects under category three for 2015.



Fourth priority is then given to requests to conduct local activities such as: research, local transit operating plans, demonstration projects, training programs, strategic planning or site development planning.

The fifth/last priority is funding studies in urbanized areas. Applicants from urbanized areas must either demonstrate that 5303 funds are otherwise committed or identify urbanized area funding to be used as part of the proposed study budget (in addition to any 5304 funds).

For the 2015 call for projects DTR received 10 applications, from 10 different agencies, requesting a total of approximately \$313,000. Project requests ranged in size from \$16,000 to \$45,000, and included a variety of study proposals from both rural and urban providers, as summarized in the table below.

Applicant	Project	Requested Amount	20% Local Match or overmatch	Total Project Cost
Craig/Moffat County	Craig/Moffat County Transit Development Plan Update	\$16,000	\$4,000	\$20,000
Bent County	Bent County Transit Expansion Implementation Plan	\$32,000	\$8,000	\$40,000
Roaring Fork Transportation Authority	20 Year Office Space & Housing Strategic Plan	\$25,000	\$33,750	\$65,000
Eagle County RTA	EagleVail Transit, Pedestrian and Bicycle Access Plan	\$32,000	\$8,000	\$40,000
City of Fort Collins	Transfort Route Improvement Program (TRIP)	\$40,000	\$10,000	\$50,000
Gunnison Valley RTA	GVRTA Strategic Plan Update	\$24,000	\$6,000	\$30,000
Downtown Colorado Inc./Transit Alliance	Rural Mobility Statewide Pilot Initiative and Rural Citizens' Academy	\$45,000	\$9,000	\$54,000
Transportation Solutions	Colorado Blvd High Capacity Transit Study	\$40,000	\$10,000	\$50,000
Summit County - Summit Stage	Feasibility study of inter-county regional transit service	\$33,600	\$6,720	\$40,320
City of Durango	Additional funds for ADA transition study	\$25,000	\$5,000	\$30,000
Total		\$312,600	\$100,470	\$419,320

The evaluation committee is recommending full funding for all of the proposals with the exception of those submitted by Summit County, Transportation Solutions, and the City of Durango. DTR is, however, considering partial funding for the Summit County project pending negotiations around project scope and budget. These recommendations reflect the stated priorities of the 5304 program and advance the goals of the Statewide Transit Plan.

