



# **Nederland Area Eco Pass Public Improvement District Advisory Committee (NEPPIDAC)**

## **Meeting Minutes**

Thursday, October 27<sup>th</sup> 2016 6:30-8pm

1. Introductions
  - a. Michael meeting called to order
2. Approval of prior meeting minutes
  - a. **Janette motion to approve prior meeting minutes - All in favor**
3. NEPPIDAC budget update and BOCC presentation
  - a. Jared provided a run-through of 2017 budget presented to BOCC and updated process.
  - b. BOCC guidance on winter operations – they are willing to help as needed.
  - c. Budget for 2017 will be \$131,677.
  - d. Budget discussion for next year should start at August NEPPIDAC meeting.
4. Board seat terms
  - a. The Nederland BOT appointed seat (Topher) is 2 year term. This seat was renewed in June 2016.
  - b. All other four committee seats are currently on 4 year terms, running from 2/2014-2/2018. All four terms are not currently staggered.
    - i. The committee prefers to have staggered seats so that all seats won't potentially be vacated at the same time.
    - ii. Some future seats may naturally become staggered if committee members resign their seats mid-term.
  - c. Janette offered to resign her seat immediately and have her replacement become a new four-year term, assuming that another viable candidate applied.
    - i. Discussion on process for refilling committee seats - applicants apply for seats online through Boulder County, candidates conduct interviews w/ County commissioners, commissioners select candidates.
    - ii. New committee seats are typically filled by Boulder County annually in Oct-Dec. They prefer not to fill seats mid-year but can do so as requested if a pressing need to do so exists.

- iii. Group will try to identify potential candidates for the vacant seat and encourage them to apply.
- d. **Motion to move the committee towards continuing to work towards creating staggered terms but not presently make efforts to vacate additional seats to achieve this goal. Janette motioned, 2<sup>nd</sup> Katrina, all in favor.**
- e. Jared will look into process for vacating Janette's seat and process for getting seat vacancy advertised and filled through Boulder County process.
  - i. Janette intends to submit letter to committee resigning seat following meeting.

## 5. Pass administration/ Town Hall pass issuance

- a. The Town of Nederland is receiving 10% of the Eco Pass contract amount annually to administer the Eco Pass program (\$9,600 in 2016).
  - i. Town takes photos and issues Eco Pass, tracks pass distribution and provides annual documentation needed for renewal of Eco Pass contract.
  - ii. NEPPIDAC budget purchased a card printing machine and printing ribbons for town to "self-administer" Eco Pass and issue passes.
- b. Nederland Town Hall cut down from issuing passes from 5 days a week to one 1 day per week (and by appointment) earlier in 2016. Motivations behind change unclear.
  - i. Committee is concerned about paying annual 10% admin fee if passes are only being issued one day per week.
  - ii. Toper will ask Town staff about motivations behind the change and discuss the issue with the BOT meeting on November 15<sup>th</sup>.
    - 1. Questions for staff include:
      - a. Why was distribution reduced from five days per week to one?
      - b. Is the town still issuing Eco Passes on site concurrently (like at DMV)?
      - c. Do they know that they can send people to Downtown Boulder Station to receive Eco Passes on all weekdays?

## 6. Bus Stop improvement project update

- a. Concrete passenger pad is poured for Boulder Canyon & East St (3<sup>rd</sup>). The concrete path leading up to the stop is being poured and currently has an approx. 100' missing concrete gap.
  - i. Bus fixtures can be installed on pad at any time, but don't want to interfere with contractor work still occurring on site.
- b. No progress on concrete work for SH119 & Big Springs Drive bus stop.

- i. Status of stop unclear, construction management firm had previously estimated completion of work in October.
- c. Contractor did project site walkthrough. Jared will follow up with contract management company to get update on project and estimated completion date.
  - i. Project would ideally be completed by end of 2016.
- d. Committee request to looking about making bus shelters more wind resistant.
  - i. **Board motion to allow County to spend money from out of shelter budget line item to windproof the shelters (budget not specified, but to be capped at \$10,000). – Motion by Katrina, Janette seconds, all in favor**
    - 1. Jared will look into this and see what capital items can be constructed to make stops more weather proof

## 7. Winter bus operation discussion

- a. Discussion on Transit App
  - i. App is working well in many locations/ routes but does not work well on the N route, particular in the Boulder Canyon narrows between Boulder and Nederland.
    - 1. GPS signals are present between the Shelf Road & Barker Dam and should be working in the Canyon.
    - 2. Committee will continue to monitor canyon service failure and document in spreadsheet.
  - ii. Jared will get status update on real-time system from RTD, and discuss improvement of system for N route.
- b. Discussion of installing real-time Public Information Display (PID) at Nederland P-n-R.
  - i. County planning to install PID at Nederland P-n-R as part of DRCOG grant-funded project but will take approx. one year to install.
  - ii. People can use RTD real-time apps in meantime.
- c. N bus operations update
  - i. Previously discussed N bus operational issues list and letter were never issued
  - ii. Michael will send around list again for committee to review

## 8. Marketing & Outreach Plan Update

- a. Janette provided info sheet intended for distribution and promotion of Eco Pass program.
  - i. Group provided some initial comments on revisions for sheet.
    - 1. Group asked to further review the sheet and provide comments- one comment is to provide language about money saved by taking the bus.

2. Language on the flyer pertaining to Eco Pass distribution hours may change upon confirmation of Town Hall issuance hours.
  - ii. Sheet is intended to be distributed online, posted on bulletin boards, hand distribution to residents, and include in the school "Friday Folders".
- b. Discussed outreach at upcoming events and booths.
- c. Katrina would take over marketing if Janette resigns her board seat and discontinued her work on the marketing and outreach campaign.
- d. Potential info to add to sheet includes info on: Vehicle Miles Traveled data, number of trips reduced, etc.
  - i. Jared will provide data to committee.

## 9. Next steps & Meeting

- a. Topics for next meeting:
  - i. Highlight discussion on winter operations and try to identify plan of action
  - ii. Discuss 2017 Goals & Work
  - iii. Next meeting in early December 1<sup>st</sup>, 6:30pm in Carousel meeting room.

### **b. Janette - Motion to adjourn – all in favor**