

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

TIME: 9:00 a.m. – 11:30 a.m., Thursday, February 11, 2021

This will be a Virtual WebEx Teleconference Meeting

Instructions regarding how to participate in the meeting via WebEx will be attached to the e-mail transmitting the Board Agenda Packet, on the second page of this agenda, or at www.rfta.com on the Board Meeting page.

(This Agenda may change before the meeting)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	9:00 a.m.
2	Approval of Minutes: RFTA Board Meeting January 14, 2021, page 3		Approve	9:01 a.m.
3	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	9:02 a.m.
4	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	9:05 a.m.
5	Consent Agenda			9:15 a.m.
	A. Resolution 2021-04: Authorization to Submit Grant Application to DOLA for GMF Expansion - David Johnson, Director of Planning, page 10	4.2.5	Approve	
	B. Adoption of Resolution 2021-05: Passenger Suspension and Code of Conduct Policy – Kurt Ravenschlag, COO, page 14	2.1.3	Approve	
6	Presentations/Action Items:			
	A. Covenant Enforcement Commission (CEC) 2020 Report – Brett Meredith, RFTA Trail Manager and Angela Henderson, Assistant Director, Project Management & Facilities Operation, page 18	2.8.5	Discussion /Direction	9:20 a.m.
	B. Regional Bike Share Study/First and Last Mile Mobility Development Plan Update – Kurt Ravenschlag, COO, page 19	4.2.5	Discussion /Direction	9:50 a.m.
	C. CDOT Maroon Creek Roundabout Repaving Project Funding Partnership Request – Dan Blankenship, CEO, page 22	4.2.5	Discussion /Direction	10:15 a.m.
	D. RFTA Service Planning Issues Related to the Outbreak of Coronavirus (COVID-19) – Kurt Ravenschlag, COO, page 26	2.2.3	Discussion /Direction	10:30 a.m.
7	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 32	2.8.6	FYI	10:45 a.m.
8	Executive Session:			
	A. Paul Taddune, General Counsel: Pursuant to C.R.S. 24-6-602 (e) and (f): CEO Performance Review	3.5.2.B.	Executive Session	10:50 a.m.
9	Issues to be Considered at Next Meeting:			
	To Be Determined at February 11, 2021 Board Meeting	4.3	Meeting Planning	11:20 a.m.

	(Agenda Continued on Next Page)			
	Agenda Item	Policy	Purpose	Est. Time
10	Next Meeting: 9:00 a.m. – 11:30 a.m., March 11, 2021 via Webex Teleconference (Details to be provided later)	4.3	Meeting Planning	11:25 a.m.
12	Adjournment:		Adjourn	11:30 a.m.

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**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
January 14, 2020**

Board Members Present (via WebEx):

Art Riddile, Chair (Town of New Castle); Ann Mullins (City of Aspen); Jonathan Godes (City of Glenwood Springs); Greg Poschman (Pitkin County); Jeanne McQueeney (Eagle County); Bill Kane (Town of Basalt); Dan Richardson (Town of Carbondale); Alyssa Shenk (Town of Snowmass Village)

Non-Voting Alternates Present (via WebEx)

Ward Hauenstein (City of Aspen); Shelley Kaup (City of Glenwood Springs); Francie Jacober (Pitkin County); Bill Madsen (Town of Snowmass Village)

Staff Present (via WebEx):

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 Brett Meredith, Facilities and Trails Department; David Johnson and Jason White, Planning Department; Jamie Tatsuno and Jennifer Balmes, Marketing and Communications Department; Paul Hamilton, Director of Finance; Jason Smith, Safety and Training Department; Tammy Sommerfeld and Rebecca Hodgson, Procurement; Craig Dubin, Special Projects Manager; Mike Christenson, Maintenance Department; Ed Cortez, President, ATU Local 1774

Visitors Present (via WebEx):

Ralph Trapani (Glenwood Springs Transportation Commission); David Pesnichak (EOTC/Pitkin County); John Krueger and Lynn Rumbaugh (City of Aspen); Madeleine Osberger (Aspen Daily News), John Stephens, Amy Fulstone, Jeff Houk, Sam Guarino, and Steve Smith (Citizens)

Agenda

1. Call to Order/Roll Call:

Art Riddile called the RFTA Board of Directors to order at 9:00 a.m. Riddile declared a quorum to be present (8 member jurisdictions present) and the January 14, 2021 RFTA Board of Directors meeting began at 9:01 a.m.

2. Approval of Minutes:

Riddile moved to approve the December 10, 2020 Board Meeting Minutes, and Greg Poschman 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 January 14, 2021 Board Agenda.

No members of the public had any comments.

Riddile closed Public Comments at 9:02 a.m.

4. Items Added to Agenda – Board Member Comments:

Riddile asked if there were any items that needed to be added to the January 14, 2021 Board meeting Agenda.

No items were added to the January 14, 2021 Board Agenda.

Riddile asked if any Board member had comments or questions regarding issues not on the January 14, 2021 Board meeting Agenda.

Poschman welcomed and introduced Francie Jacober, a new Pitkin County Commissioner and Alternate to the RFTA Board.

Riddile closed Board comments at 9:03 a.m.

5. Consent Agenda:

A. Resolution 2021-01: Designating a Location for Posting Public Notice of Meetings of the RFTA Board of Directors – Nicole Schoon, Executive Assistant to the CEO

The Administrative Offices at the Glenwood Maintenance Facility (GMF) are designated as the official location for posting Board Meeting notices. Notices of RFTA Board Meetings are also sent to all jurisdictions for posting in a public location, as well as in the local newspapers and on the RFTA website.

Riddile moved to approve Resolution 2021-01: Designating a Location for Posting Public Notice of Meetings of the RFTA Board of Directors, and Poschman seconded the motion. The motion was unanimously approved.

B. Resolution 2021-02: Resolution Authorizing and Approving a Lease Purchase Agreement for the Lease of Certain Equipment Comprised Generally of Six Diesel Transit Buses, and, in Connection Therewith, Certain Related Documents and Transactions – Michael Yang, CFAO and Paul Hamilton, Director of Finance

The 2020 adopted budget includes 5 expansion transit buses and 10 replacement transit buses. 9 of the 10 replacement buses will be funded with multiple capital grants covering 80% of the estimated cost with RFTA covering the 20% local share. The remaining 6 buses are planned to be purchased using Lease-Purchase Agreement proceeds of approximately \$3,302,454.

The 5 expansion buses have been ordered and the scheduled delivery dates have shifted from November 2020 to January 2021. The 10 replacement buses have been ordered and the scheduled delivery dates shifted from March 2021 to April 2021. To pay for six of the buses, RFTA will utilize the existing Master Equipment Lease/Purchase Agreement (MELPA) with Banc of America Public Capital Corp. (BAPCC) established on November 17, 2016.

Riddile moved to approve Resolution 2021-02: Resolution Authorizing and Approving a Lease Purchase Agreement for the Lease of Certain Equipment Comprised Generally of Six Diesel Transit Buses, and, in Connection Therewith, Certain Related Documents and Transactions, and Poschman seconded the motion. The motion was unanimously approved.

6. Presentations/Action Items:

A. Destination 2040 Plan Update – Kurt Ravenschlag, COO

With RFTA's first property tax levy, the new revenue will add an estimated \$9 million to RFTA's annual budget. The additional property tax revenue will help RFTA maintain and improve its services, infrastructure, and equipment, while reducing its reliance on inadequate and uncertain State and Federal grants. RFTA is confident that that Authority is now more resilient and better equipped to keep pace with current and future population and traffic growth forecasts.

Ravenschlag presented an overview of the Destination 2040 Plan, information which is regularly updated on the RFTA website: www.RFTA.com/2040roadmap.

Bill Kane thanked and congratulated RFTA staff for their hard work on making Destination 2040 so simple to follow.

Ann Mullins stated that it is easy to track where the 2.65 mill tax lev is going and the good that it will be doing for RFTA and the communities.

Dan Richardson asked what the Town of Carbondale needs to do to prepare for We-Cycle implementation.

Ravenschlag responded that RFTA and WE-Cycle are still in the process of developing the bike share expansion plan and that RFTA staff will work closely with the Town of Carbondale to ensure the implementation process goes smoothly.

B. Destination 2040 Financing Plan for the 27th Street Grade-Separated Pedestrian Crossings – Dan Blankenship, CEO

There is currently a \$2.27 million shortfall for the 27th Street Grade-Separated Pedestrian Crossings' Project. After updated cost estimates, the price has increased to approximately \$10,100,000. Blankenship recommended that RFTA cover the \$2.27 million gap as follows:

The Destination 2040 Plan assumed that two service improvements within Glenwood Springs would go into effect in 2019. The first improvement was the extension of BRT service from 27th Street to downtown Glenwood Springs (estimated to cost approximately \$300,000 per year). The second improvement was the assumption by RFTA local buses of the Ride Glenwood service route in the Highway 6 and 24 corridor (estimated to cost approximately \$400,000 per year). However, implementation of the BRT extension was delayed pending the outcome of the MOVE Study, which is seeking to identify the location of the downtown transit center. Assumption of the 6 & 24 corridor route by RFTA local buses has also been delayed pending the reconfiguration of the Ride Glenwood service into a demand response or call-and-demand service for the residential areas of Glenwood Springs, allowing the Ride Glenwood service to be discontinued.

In 2020, the COVID-19 pandemic disrupted RFTA's plans and timetables for implementing some of the Destination 2040 capital projects and service improvements. RFTA will need to update its Destination 2040 Financial Plan and revise its timetable for implementing planned capital and service improvements.

Until the Destination 2040 Plan is updated and the adverse economic and ridership impacts of COVID-19 are receding, RFTA will most likely not be able to say definitively when its schedule for various capital projects and service enhancements will get back on track. RFTA will not be able to

move forward on some of the Destination 2040 capital projects and service improvements until either ridership, funding, or both begin to show signs of improvement.

RFTA can and should move forward with the delivery of the 27th Street Grade-Separated Pedestrian Crossings' Project. This is a safety project that is critically needed at a hazardous location. Its completion will greatly enhance safety for pedestrians, cyclists, and trail and transit users, and it will fulfill one of RFTA's Destination 2040 Plan pledges to voters. In addition, in conjunction with the Glenwood Maintenance Facility Expansion Project, it will pump \$65 million in combined construction funding into the economies of Glenwood Springs and the region at a time when the construction industry and local businesses can most use it.

Not implementing the service improvements in Glenwood Springs in 2019, RFTA has saved approximately \$700,000 per year in operating expenses and, assuming the service is not implemented in 2021, the total estimated savings would be approximately \$2.1 million, and staff is recommending that this funding be repurposed to cover the funding gap for the pedestrian crossings' project.

The pedestrian crossings' project is in final design and the plan is to put the project out to bid by July of 2021, with an estimated completion date of October 2022. Approximately \$3.05 million in State and Federal grants have been secured and should be expended as expeditiously as possible. Each year the project fails to get under contract could raise the cost by approximately 4% due to inflation.

RFTA will continue to seek additional grants from as many sources as possible to narrow the funding gap, but it doesn't want to delay putting the project out to bid for lack of having an adequate budget. The final gap may be higher or lower depending on bids and staff's ability to garner other grants prior to the completion of the project.

C. Overview of the RFTA 2021 Work Plan – Kurt Ravenschlag, COO

The identified 2021 Board Work Plan items are as follows:

1.0 Safe Customers

- Design of 27th Street/ SH 82 Grade Separation
- Construction of 27th Street/ SH 82 Grade Separation
- Initiate discussions regarding Buttermilk Underpass Design

2.0 Accessibility and Mobility

- Regional First And Last Mile Mobility Study (Destination 2040)
- Design/Build of GMF Phase 3&7 - Bus Storage And Fueling Lane (Destination 2040)
- Design/Build of GMF Phase 4&5 Bus Storage And Circulation (Destination 2040)
- Construction of GMF Phase 2 Maintenance Expansion (Destination 2040)
- Purchase of property in GWS to provide expanded parking near 27th Street (Destination 2040)
- Move Study Completion (Destination 2040)
- Discussion with EOTC Regarding No-Fare Zone

3.0 Sustainable Workforce

- 3% or 4% Match To 457B Retirement Plan Sub-Committee
- Update ATU Local 1774 Collective Bargaining Agreement

4.0 Financial Sustainability

- RFTA Financial Audit
- RFTA 2022 Budget Development
- Bond Issuance for Capital Projects
- Fare Structure Recommendations

7.0 High Performing Organization

- Board Retreat

D. RFTA Service Planning Issues Related to the Outbreak of Coronavirus (COVID-19) – Kurt Ravenschlag, COO

As of Thursday, January 8, RFTA's Attendance Record reflected 15 COVID-19 related absences.

Jason Smith, RFTA Safety and Training Manager, addressed the Board. He is in close communication with Public Health Departments throughout the Roaring Fork Valley regarding plans for the Phase 1B rollout of COVID-19 vaccines for our frontline essential workers, as well as Phase 2 for the remainder of our employees. These plans have not been fully completed and tentative timelines are heavily contingent upon the quantity of vaccine doses supplied by the state. CDPHE currently estimates that vaccinations for frontline essential workers should begin in late February, but is subject to change. Vaccinations for "other" essential RFTA workers (i.e., all non-frontline RFTA employees) are predicted by CDPHE to begin in the spring. Again, new developments in vaccine availability or disease spread could impact these timelines.

Frontline employment status is determined by place of work (not county of residence), RFTA has been urging close coordination between Pitkin, Garfield, and Eagle County Public Health Departments when devising vaccination plans for RFTA's frontline workers. RFTA's operations span all three counties and, the majority of our frontline workers cross all three counties throughout the course of a workday. This creates a potential disconnect with counties' vaccine supplies, since they are based on census population. A coordinated plan by all three counties for the vaccination of RFTA's essential employees is critical.

RFTA is actively and continuously conveying information to our workforce about developments in the ongoing rollout. RFTA has submitted a non-binding application to Pitkin County to operate as a closed point of distribution of vaccines for our frontline employees.

The average system-wide daily ridership during the Winter has increased by approximately 108%. Average daily Hwy 82/TOSV/BRT & Local Service ridership has increased by approximately 75%. Winter season Hogback commuter bus service has decreased by approximately 12%. The Carbondale Circulator ridership has decreased by 8%. City of Aspen ridership has increased by 117%, and the Ride Glenwood service has decreased by 3%. The highest single day ridership reached a total of 11,893 passengers on December 31.

The average percentage of trips needing backup was 17%. Through December 31, the average percentage of bus trips requiring backup has been 3%. The number of regional backup buses needing to be deployed has dropped sharply as the corridor buses are now scheduled instead of being supplemented every day with show-ups. The added seating capacity on buses (50% instead of 15) and more frequent headways on BRT's are continuing to help immensely and regional commuter buses are not requiring as much backup. The upper valley between Aspen and Snowmass continues to be where RFTA is experiencing the greatest demand for backup buses so far.

RFTA did not meet its Bus Operator staffing level goal of 212, falling short by 11. RFTA estimates it will have approximately 202 Bus Operators available, assuming there is no more turnover. That number would have been sufficient for a 114% readiness ratio which, should have been an adequate

cushion in case of illnesses, vacations, and other absences. Since it appears that RFTA will not achieve the 114% readiness ratio, vacant shifts will likely be need to be filled by paying overtime.

RFTA has 115 heavy-duty transit buses available for operating its winter service plan. Five additional new buses should be delivered in late January or early February 2021. The peak daily pullout of buses requires approximately 94 buses, which allows for a 22% spare ratio. A 20% or more spare ratio is the goal. RFTA Vehicle Maintenance Department personnel are optimistic they can make these numbers work because the department is fully staffed.

RFTA has completed the installation of manufactured Plexiglas barriers for driver compartments in all of its buses. Maintenance personnel are still making minor adjustments to the latching mechanisms on the barriers to address functionality issues raised by Bus Operators. Barriers have also been installed in all of RFTA's vans.

7. Board Governance Process:

A. Election of RFTA Board Officers for 2020 – Dan Blankenship, CEO

Riddile nominated Dan Richardson to be the 2021 RFTA Board Chairperson and Richardson nominate Bill Kane as the 2021 RFTA Vice-Chairperson.

Riddile moved to approve Resolution 2019-03: Election of RFTA Board Officers for 2021: Dan Richardson as Board Chairperson; Bill Kane as Vice-Chairperson; Nicole Schoon as Board Secretary; and Michael Yang as Board Treasurer, and Riddile seconded the motion. The motion was unanimously approved.

B. CEO Performance Review – Dan Blankenship, CEO

Blankenship advised the RFTA Board of Directors that the CEO performance review is generally undertaken in January each year. A subcommittee was appointed, which will consist of Ann Mullins, Dan Richardson, and Alyssa Shenk. Nicole Schoon, Secretary to the Board, will send out the Performance Review Input document to all members of the RFTA Board with a requested return date of February 5, 2021. Schoon will compile the information from the returned review documents, which will be presented to the RFTA Board at the February 11, 2021 Board meeting.

8. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

No information on the CEO Report was discussed.

9. Executive Session:

A. One Matter: Pursuant to C.R.S. 24-6-602 (e) and (f): CEO Performance Review

After consideration, it was determined that the January 14, 2021 Board Executive Session was not necessary. Executive Session Agenda Item number 9. A. was cancelled.

11. Issues to be Considered at Next Meeting:

- A. COVID-19 Vaccinations Update.**
- B. Retirement Package Update.**

12. Next Meeting: 8:30 a.m. – 11:30 a.m., February 11, 2021, via WebEx.

13. Adjournment:

Riddile moved to adjourn from the January 14, 2021 RFTA Board meeting, and Mullins seconded the motion. The motion was unanimously approved.

The January 14, 2021 RFTA Board Meeting adjourned at 10:27 a.m.

Respectfully Submitted:

Nicole R. Schoon
Secretary to the RFTA Board of Directors

**RFTA BOARD OF DIRECTORS MEETING
“CONSENT” AGENDA SUMMARY ITEM # 5. A.**

Meeting Date:	February 11, 2021
Agenda Item:	Resolution 2021-04 Authorization to Submit Grant Application to the Colorado Department of Local Affairs (DOLA) to fund the Glenwood Springs Maintenance Facility (GMF) Renovation and Expansion
Strategic Outcome	2.0 Sustainable Workforce 4.0 Financial Sustainability
Strategic Objective:	3.8 Provide employees with the tools, space and equipment to maximize efficiency and safety. 4.4 Pursue financing opportunities to deliver better service and complete future capital projects
Presented By:	David Johnson, Director of Planning
Staff Recommends	Authorize RFTA to submit a grant proposal to DOLA for up to \$1,000,000 to support construction of Phases 3-5 & 7 of the Glenwood Maintenance Facility Expansion Project
Executive Summary	<p>The RFTA Glenwood Springs Maintenance Facility (GMF) expansion has been one of RFTA’s highest priorities over the last decade. Renovation and expansion of the GMF will enable RFTA to maintain existing service levels safely and reliably, and to serve our member jurisdictions’ future population growth. The GMF expansion project was included on the list of capital projects and service enhancements approved by voters in the RFTA Destination 2040 Plan.</p> <p>The GMF expansion project will renovate and expand its current maintenance facility into a new, centrally located operations, maintenance and administrative center. The GMF expansion project will address RFTA’s current operational and safety deficiencies and accommodate forecasted growth in population, employment, and ridership demand in RFTA’s 3-county service area. The GMF expansion project will provide sufficient bus storage, operations, maintenance and administrative capacity and capability to support RFTA’s long-term vision of creating greater community connectivity within our region.</p> <p>RFTA has secured approximately \$29 million in grants for this project, and must contribute another \$26 million through local funds or grants or both. Currently, an additional \$10 - \$11 million in funding must be identified to round out the amount necessary to complete the GMF Expansion Project. To this end, staff plans to submit a \$1 million budget request to the Department of Local Affairs (DOLA) in the next grant cycle, to help supplement grant and local funds already secured for the GMF Expansion Project.</p> <p>RFTA’s Glenwood Springs Maintenance Facility (GMF) was constructed in 2002 and designed as a satellite facility to store and maintain 34 buses with a small footprint and a minimum number of support staff. Ridership has grown by 60% since 2002, and, according to RFTA’s ridership forecasting tools and travel patterns studies, it is estimated to increase by at least 25% over the next 20 years, under the most conservative scenarios.</p> <p>Today, RFTA operates approximately 44 buses from the facility on a regular basis, exceeding the facility’s capacity by 30%. Absent additional storage capacity at the GMF, as many as 20 buses would need to be deadheaded 45 miles each way from RFTA’s Aspen Maintenance Facility (AMF) to meet peak morning commute demands over the next 20 years.</p>

	<p>The GMF expansion has been planned to occur over 10 phases of construction. Phase 1 has been completed and included the lowering and grading of the site for a temporary bus parking lot to accommodate future phases of construction.</p> <p>Phase 2, includes grading, excavation, renovation & expansion of the fleet maintenance building, and the purchase of Glenwood Springs Municipal Operations Center (which occurred in 2020). Phase 2 has been appropriated and is currently under construction.</p>																																																
<p>Background/Discussion</p>	<p>Phases 3, 4, 5, and 7, includes site grading and excavation, construction of an expanded operations center and new 30-Bus Storage Buildings, pre & post-trip bus inspection facilities, a parts and equipment warehouse, and a multi-fuel fueling and bus wash facility. Construction of these phases are scheduled to begin construction October 2021 pending Board appropriations.</p> <table border="1" data-bbox="428 680 1544 852"> <thead> <tr> <th></th> <th>Phase 1 Pre D2040</th> <th colspan="2">Phase 2</th> <th colspan="2">Phase 3&7 Design Build</th> <th colspan="2">Phase 4&5 Design Build</th> <th colspan="2">Phases 6, 8-10</th> <th colspan="2">Total</th> </tr> </thead> <tbody> <tr> <td>Local</td> <td>Complete</td> <td>\$7,627,701</td> <td>83%</td> <td>\$13,024,000</td> <td>47%</td> <td>\$5,575,000</td> <td>30%</td> <td>Unfunded</td> <td>0%</td> <td>\$26,22,6701</td> <td>48%</td> </tr> <tr> <td>Grants</td> <td>Complete</td> <td>\$1,581,460</td> <td>17%</td> <td>\$14,451,000</td> <td>53%</td> <td>\$13,000,000</td> <td>70%</td> <td>Unfunded</td> <td>0%</td> <td>\$29,032,460</td> <td>52%</td> </tr> <tr> <td>Total</td> <td>Complete</td> <td>\$9,209,161</td> <td>100%</td> <td>\$27,475,000</td> <td>100%</td> <td>\$18,575,000</td> <td>100%</td> <td>Unfunded</td> <td>0%</td> <td>\$55,259,161</td> <td>100%</td> </tr> </tbody> </table>		Phase 1 Pre D2040	Phase 2		Phase 3&7 Design Build		Phase 4&5 Design Build		Phases 6, 8-10		Total		Local	Complete	\$7,627,701	83%	\$13,024,000	47%	\$5,575,000	30%	Unfunded	0%	\$26,22,6701	48%	Grants	Complete	\$1,581,460	17%	\$14,451,000	53%	\$13,000,000	70%	Unfunded	0%	\$29,032,460	52%	Total	Complete	\$9,209,161	100%	\$27,475,000	100%	\$18,575,000	100%	Unfunded	0%	\$55,259,161	100%
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<p>Governance Policy</p>	<p>RFTA Board Governing 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).”</p>																																																
<p>Fiscal Implications:</p>	<p>RFTA has secured \$29 million in grants, and has committed another \$26 million in local funds or grants or both to complete the \$55 million project</p>																																																
<p>Attachments:</p>	<p>Yes, please see Resolution 2021-04, below.</p>																																																

Director _____ moved to adopt the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2021-04**

AUTHORIZATION TO SUBMIT GRANT APPLICATION TO COLORADO DEPARTMENT OF LOCAL AFFAIRS (DOLA) TO FUND CONSTRUCTION OF THE GLENWOOD SPRINGS MAINTENANCE FACILITY (GMF)

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, the Roaring Fork Transportation Authority (RFTA) is a political subdivision of the State of Colorado, and therefore an eligible applicant for grants from Federal, State and local sources; and

WHEREAS, RFTA will submit a Grant Application to DOLA for up to \$1,000,000 for construction of the GMF Phases 3-5 &7 in Glenwood Springs; and

WHEREAS, RFTA will commit up to \$29 million in awarded grant funds as allowed, and local funds (using bonds and/or cash reserves backed by RFTA’s 2.65 mill property tax mill levy) as local match.

NOW, THEREFORE, BE IT RESOLVED BY THE RFTA BOARD OF DIRECTORS THAT:

1. The above recitals are hereby incorporated as findings by the RFTA Board of Directors.
2. The RFTA Board of Directors strongly supports the Grant Applications to be submitted by RFTA and it will appropriate matching funds, if awarded.
3. If the grant is awarded, the RFTA Board of Directors strongly supports the completion of the project.
4. The Board of Directors of RFTA authorizes the expenditure of funds necessary to meet the terms and obligations of any grant awarded pursuant to any Grant Agreements.
5. The facility will be owned by RFTA and will be maintained and operated by RFTA for the next 30 years. The RFTA Board of Directors will continue to maintain the facility in a State of Good Repair and will appropriate funds on an annual basis for routine maintenance.
6. If grants are awarded, the RFTA Board of Directors hereby authorizes the CEO to execute Grant Agreements.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 11th day of February, 2021.

**ROARING FORK TRANSPORTATION AUTHORITY
By and through its BOARD OF DIRECTORS:**

By: _____
Dan Richardson, 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 February 11, 2021; (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 11th day of February, 2021.

Nicole R. Schoon, Secretary to the RFTA Board

RFTA BOARD OF DIRECTORS MEETING
“CONSENT” AGENDA SUMMARY ITEM # 5. B.

Meeting Date:	February 11, 2021
Subject:	Adoption of Resolution 2021-05: Passenger Suspension and Code of Conduct Policy
Strategic Outcome:	1. Safe Customers, Workforce and General Public 5. Satisfied Customers
Strategic Objective:	1.1 Customers are safe at RFTA facilities and using RFTA services. 1.3 Maintain and promote a healthy and safe workforce 5.1 Transit and trail experiences are enjoyable
Presented By:	Kurt Ravenschlag, COO
Staff Recommends:	Staff recommends that the Board approve the attached Passenger Suspension and Code of Conduct Policy.
Executive Summary:	In achieving RFTA’s Strategic Plan Outcomes and Objectives, it is essential that RFTA be able to provide a safe environment for its passengers and employees at RFTA facilities and onboard RFTA vehicles. It is also paramount that RFTA provide an enjoyable experience to its customers utilizing RFTA services. To that end, occasionally RFTA has individuals who violate expected conduct while utilizing RFTA services or engage in criminal activity against RFTA, on RFTA premises or against other RFTA passengers. RFTA needs to have the ability to impose consequences on individuals who violate its Code of Conduct or engage in criminal activity. The attached Resolution 2021-05 provides a clear and transparent policy, with due process, in the event RFTA needs to suspend a person’s privileges to enter upon RFTA property and use of the transit system.
Background/ Discussion:	<p>RFTA has infrequently needed to exclude passengers from RFTA service who have either violated RFTA’s Code of Conduct, evaded fares, or engaged in criminal activity. The attached Resolution and Passenger Suspension and Code of Conduct Policy are intended to provide more clarity and transparency surrounding this process. RFTA Board support of this policy will add to its credibility when utilization of it is needed.</p> <p>The Passenger Suspension Policy states that in the interest of public safety as well as compliance with federal law, state law and/or the RFTA Passenger Code of Conduct Policy, that a person may not engage in prohibited conduct on any RFTA vehicles, at any operational and maintenance facilities, or on any RFTA property, including but not limited to bus shelters, bus stops, administrative offices, and/or RFTA equipment.</p> <p>Committing a violation of federal law, state law, and/or the RFTA Passenger Code of Conduct Policy may be cause for suspension of a person’s privileges to enter upon RFTA property and use of the transit system. Notice of such suspension shall be in a written Notice of Suspension form, which will notify the person suspended of the cause, the period of the suspension, appeal procedures, and that failure to comply may be grounds for criminal prosecution. Notice of Suspension may be issued by RFTA personnel or local law enforcement.</p> <p>In addition to the passenger suspension procedures, the Resolution and Policy clearly detail RFTA’s Passenger Advisories and Code of Conduct. The intent of this code is to ensure the safety of RFTA operations, services, and facilities. Violations of this code along with the violation of any RFTA policy, procedure or direction by RFTA employees</p>

	<p>are may subject individuals to the suspension of service as outlined by the RFTA Suspension Policy.</p> <p>Advisory</p> <ul style="list-style-type: none"> • All RFTA buses and facilities are under video and audio surveillance. • Drivers have the right to refuse service to intoxicated or problematic persons. • Stay clear of the doors until they are opened • Do no cross the street in front of a bus after exiting the vehicle • Report suspicious packages or behavior to the bus driver • Have your correct fare ready <p>Code of Conduct</p> <ul style="list-style-type: none"> • No illegal activity on RFTA buses or property, • Passengers must follow bus operator directions and all RFTA policies and applicable, RFTA rules and regulations, • No consumption of alcohol or open alcohol containers, • No fare evasion, • No littering on the bus, • No disrupting the safe operation of bus or bus operator duties, • No disruptive or abusive behavior or language on RFTA buses or on RFTA property, • No loitering on RFTA property, • No vandalism of any kind on RFTA buses or property, • No shouting or talking loudly; including on cell phones, • Strollers must be collapsible and must be stowed while riding, • Riders must maintain safe personal hygiene, • Shoes, shirts and bottoms are required; no roller skates.
Governance Policy:	RFTA Board “Treatment of the Public” Governance Policy 2.1.3 states, “The CEO shall not fail to have safety policies and procedures in place and utilized by all employees.”
Fiscal Implications:	None at this time.
Attachments:	Yes, please see Resolution 2021-05, attached below. Also, please see “RFTA_Service Suspension and Code of Conduct Policy RFTA.pdf” included in the February 2021 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Meeting Agenda packet.

Director _____ moved adoption of the following Resolution:

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2021-05

Policy Establishing Passenger Code of Conduct and Process to Suspend Service to Passengers in Violation of RFTA Policies

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, Roaring Fork Transportation Authority has engaged in a review of various safety and security issues identified by staff and passengers; and

WHEREAS, the issue of actions that are unsafe, abusive, disruptive and otherwise in violation of Roaring Fork Transportation Authority policies on buses and Roaring Fork Transportation Authority property has been identified as a contributing factor to many incidents on-board Roaring Fork Transportation Authority buses; and

WHEREAS, the current policy does not establish an acceptable Passenger Code of Conduct on Roaring Fork Transportation Authority buses and property; and

WHEREAS, the current policy does not establish an enforcement mechanism to suspend passengers in violation of acceptable behavior on Roaring Fork Transportation Authority buses and property; and

WHEREAS, disturbances that interfere with the safe and reliable operation of buses and property are on the rise and the Roaring Fork Transportation Authority believes it necessary to adopt a policy to establish expectations for acceptable behavior while using Roaring Fork Transportation Authority services and property; and

WHEREAS, the Roaring Fork Transportation Authority believes it necessary to adopt a policy allowing the Roaring Fork Transportation Authority to suspend service to passengers in violation of its policies; and

WHEREAS, Roaring Fork Transportation Authority intends to implement this Passenger Code of Conduct and Suspension policy change.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Roaring Fork Transportation Authority that the Passenger Code of Conduct and Suspension Policy are adopted for all business conducted on Roaring Fork Transportation Authority buses and property, effective the 2021 winter season.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 11th day of February, 2021.

ROARING FORK TRANSPORTATION AUTHORITY
By and through its BOARD OF DIRECTORS:

By: _____
Dan Richardson, 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 Date February 11, 2021; (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 _____, 2021.

Nicole R. Schoon, Secretary to the RFTA Board

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 6. A.

Meeting Date:	February 11, 2021
Subject:	Covenant Enforcement Commission (CEC) 2020 Report
Strategic Outcome:	2.0 RFTA will provide accessible, effective and easy to use mobility options that connect our region for all user types
Strategic Objective:	2.1 Rio Grande Railroad Corridor/Rio Grande Trail is appropriately protected and utilized
Presented By:	Angela M. Henderson, Assistant Director, Project Management & Facilities Operations and Brett Meredith, RFTA Trail Manager
Staff Recommends:	FYI with Question & Answer Session following Presentation
Executive Summary:	Measurement of RFTA Staff’s performance related to GOCO’s requirement to manage and maintain the nine conservation areas along the Rio Grande trail.
Background/ Discussion:	<ul style="list-style-type: none"> • In 1996, the Roaring Fork Railroad Holding Authority (RFRHA), with \$1.5 million in assistance from Great Outdoors Colorado (GOCO) and \$3 million in assistance from Colorado Department of Transportation (CDOT) purchased 33.4 miles of the Rio Grande Corridor, extending from Glenwood Springs to Woody Creek. • In 2001, after the Roaring Fork Transportation Authority was created, RFRHA assigned the corridor to RFTA. • As part of an amended Purchase Agreement, RFTA and GOCO agreed to place a Covenant on approximately half of the corridor to preserve the “Conservation Values” on the property. • One of the requirements of GOCO was the formation of the Covenant Enforcement Commission (CEC). The CEC monitors management by RFTA of the Conservation Covenant Areas called out in the Comprehensive plan. • Annually, RFTA hires an independent consultant to survey the entire length of the Corridor and report potential violations of the nine designated conservation areas. • RFTA staff also develops a report on the condition of the Railroad Corridor. • The CEC committee meets annually to review both the independent consultant and staff reports and submits recommendations to the RFTA Board. • Items that the CEC requested that staff discuss with the RFTA Board are: <ul style="list-style-type: none"> 1. How to address the need for enforcement capabilities for the RFTA staff and 2. Staff’s plan for removal of a longstanding encroachment issue.
Governance Policy:	2.8.5 Make an annual report to the Covenant Enforcement Commission and the RFTA Board regarding compliance with Great Outdoors Colorado covenants.
Fiscal Implications:	TBD. There may be expense associated with RFTA removing the encroachments and/or enforcing removal of the encroachments
Attachments:	<p>Please see 2021 Letter to the RFTA BOD by Paul Taddune included in the February RFTA Board Portfolio.pdf attached to the e-mail transmitting the Board agenda packet, please find:</p> <ul style="list-style-type: none"> • 2020 CEC Assessment – NPR • 2020 RFTA Staff Assessment

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 6. B.

Meeting Date:	February 11, 2021
Subject:	Regional Bike Share Study / First and Last Mile Mobility Development Plan and Implementation Plan Update
Strategic Outcome:	Accessibility and Mobility
Strategic Objective:	2.4 Provide increased first and last mile options for customers throughout service area
Presented By:	Kurt Ravenschlag, Chief Operating Officer
Staff Recommends:	Review and discuss issues surrounding the Regional Bike Share Study / First and Last Mile Mobility Development Plan and either concur with staff recommendations and/or provide other direction.
Executive Summary:	<p>1. <u>Budget Matters:</u> In 2020, RFTA was planning to undertake the Regional Bike Share Study (RBSS) and, at some subsequent time, undertake the First and Last Mile Mobility (FLMM) Development Plan. Due to COVID-19, however, RFTA decided to wait to move forward with the RBSS. In 2021, RFTA is preparing to launch the RBSS in the next few weeks and, for the sake of efficiency, staff believes the FLMM Development Plan should be undertaken concurrently. The cost of this planning effort is estimated to be just under \$200,000.</p> <p>In 2020, RFTA budgeted, but did not expend, \$150,000 for the RBSS. It also budgeted \$386,850 for WE-cycle support and possible integration with RFTA, but expended \$240,625, leaving a balance of \$146,225. RFTA staff plans to roll these unexpended funds into 2021 by means of a Supplemental Budget Resolution it will present to the Board at the March 11, 2021 meeting. However, in order to get the study underway in the next few weeks, staff will execute the consulting contract in the near future. It is unlikely, though, that any invoices will be submitted for consulting work until after the Board has an opportunity to approve the Supplemental Appropriation Resolution in March.</p> <p>In addition, some of the rolled forward funding intended for WE-cycle support and possible integration will be needed to enable WE-cycle to support the RBSS and FLMM Development Plan process in 2021. WE-cycle is developing an estimate of the resources that might be required, which will be shared with the Board, most likely in March.</p> <p>2. <u>Background and Policy Discussion:</u> The Destination 2040 plan envisioned the following:</p> <p style="text-align: center;"><u>E2- Bike Share Expansion, \$</u> <small>(Hyperlink to ITSP Alternatives & Cost Estimates, click above link)</small></p> <p>Project Description: RFTA intends to increase mobility and better address “first and last mile” connectivity issues surrounding BRT stations by expanding the We-Cycle bike share system to Carbondale and Glenwood Springs, and by increasing the level of bike share service in Aspen and Basalt. The continued expansion of this system will help will help make bike sharing more widespread and frequent.</p> <p>Project Cost Estimate: \$1,270,750 plus \$550,000 annual O&M</p> <p>Special Considerations: The cost of the We-Cycle expansion project is weighted heavily towards the purchase of capital equipment and to R&M expenses. Construction costs of the facilities are relatively minor. RFTA needs to establish a site for operations and for storage and maintenance of equipment, particularly as the system expands.</p>

Board Policy Issue Discussion:

Issue 1: Although not specifically stated, staff’s recollection is that the intention in 2018 prior to the election was that the bulk of the Destination 2040 funding included in the plan, if approved by voters, would be used to develop bike share systems in Glenwood Springs and Carbondale, where no systems currently exist. However, as indicated in the Project Description, above, expansion of existing systems in Aspen and Basalt was also communicated to the public.

To this end, one of the anticipated early outcomes of the study will be the development of an equitable distribution formula for Destination 2040 funding among the Glenwood Springs, Carbondale, Basalt, and Aspen communities. The plan should also address cost-sharing goals for the partners.

It is likely that more funding than was designated in the Destination 2040 Plan will be required in order to implement a regional bike share system and/or FLMM solutions of sufficient scale to meet the needs in Glenwood Springs, Carbondale, Basalt, and Aspen.

Issue 2: The Destination 2040 Plan was financially constrained. At the time, staff’s thinking was that bike share expansion would be targeted for the Highway 82 corridor, with major bike docking stations around the VelociRFTA BRT stations. Regrettably, staff did not recognize at that time that the result of this approach effectively excluded the Town of Snowmass Village and the Town of New Castle from Destination 2040 funding for bike share expansion in their communities.

To help address this inherent deficiency in the Destination 2040 Plan, Snowmass Village and New Castle have been included in the RBSS and FLMM Development Planning process. Staff also recommends that RFTA work with these communities to identify grants and other resources which, along with their local investments, will enable them to implement mobility improvements in their communities as well.

Issue 3: At the time the Destination 2040 Plan was being developed, FLMM solutions other than bike share were not considered. At that time, e-bikes were not necessarily envisioned, but they are now becoming much in demand.

Although the above project description specifically referenced “bike share,” staff believes that the Question 7A ballot language allowed flexibility to use the designated Destination 2040 funding for other types of mobility solutions in addition to or instead of bike share, as follows:

SHALL ROARING FORK TRANSPORTATION AUTHORITY TAXES BE INCREASED UP TO \$9.5 MILLION ANNUALLY (FIRST FULL FISCAL YEAR DOLLAR INCREASE, FOR COLLECTION IN 2019) AND BY SUCH AMOUNTS AS ARE GENERATED IN FUTURE FISCAL YEARS FROM AN AD VALOREM PROPERTY TAX MILL LEVY IMPOSED AT A RATE OF 2.65 MILLS, AND SHALL AUTHORITY DEBT BE INCREASED UP TO \$74.675 MILLION, WITH A MAXIMUM REPAYMENT COST OF UP TO \$145.744 MILLION, FOR PURPOSES INCLUDING BUT NOT LIMITED TO:

- BUS RAPID TRANSIT AND LOCAL BUS SERVICE IMPROVEMENTS TO REDUCE CONGESTION ALONG HIGHWAY 82;
- MOBILITY ENHANCEMENTS FOR PEDESTRIANS, BICYCLIST AND TRANSIT USERS;
- CONSTRUCTION OF THE LOWER VALLEY TRAIL;
- IMPROVED ACCESS AND MAINTENANCE FOR THE RIO GRANDE TRAIL;
- CONSTRUCTION AND MAINTENANCE OF PARK AND RIDES, BUS STOPS AND OTHER TRANSIT AND TRANSPORTATION FACILITIES;
- PURCHASE OF NEW BUSES, INCLUDING ELECTRIFICATION OF BUSES FOR EMISSION AND NOISE REDUCTIONS;

(Continued on the next page)

	Staff is seeking Board concurrence that expenditures of the Destination 2040 Plan's designated funding for bike share can also include other FLMM solutions that are recommended by the RBSS and FLMM Development Plan, in cooperation with RFTA and its regional partners.
Background/ Discussion:	See Executive Summary, above.
Governance Policy:	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:	The estimated cost of the RBSS and FLMM Development Plan is approximately \$200,000. An additional, as yet undetermined amount, will also be required to enable WE-cycle to serve as a resource expert for the study. Staff is planning to roll forward approximately \$296,000 of 2020 unexpended budget for WE-cycle support and integration and the RBBS, by means of a 2021 Supplemental Budget Appropriation Resolution that will be submitted to the Board at the March 11 Board meeting.
Attachments:	No.

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 6. C.

Meeting Date:	February 11, 2021												
Subject:	CDOT Maroon Creek Roundabout Repaving Project Funding Partnership Request												
Strategic Outcome:	Accessibility and Mobility												
Strategic Objective:	2.2 Trail and transit users move safely, quickly and efficiently. 2.3 Increase alternative mode splits throughout the region. 2.6 Identify and reduce barriers to riding transit and accessing trails. 2.7 Provide convenient connections to key activity centers in service area.												
Presented By:	Dan Blankenship, CEO												
Staff Recommends:	Approve CDOT Maroon Creek Roundabout Reconstruction Project Partnership Funding Request												
Executive Summary:	<ol style="list-style-type: none"> In the attached letter from Andrew Knapp, PE, CDOT is requesting RFTA to be a funding partner in the Maroon Creek Roundabout Reconstruction Project, which is slated to go out to bid in the fall of this year, and commence construction in the summer of 2022. Pavement in the roundabout has deteriorated and should be replaced with longer lasting concrete. Other safety and efficiency improvements to the roundabout are needed. Failure of the current asphalt can occur unexpected at inopportune times, creating significant challenges for CDOT to repair and significant auto congestion while the roundabout is being repaired. CDOT is seeking partners to fund the roundabout reconstruction project and has proposed the following funding plan for the estimated \$2.53 million project: <table border="1" data-bbox="792 1100 1117 1329"> <thead> <tr> <th>Entity</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Apen</td> <td>\$ 1,000,000</td> </tr> <tr> <td>CDOT</td> <td>\$ 590,000</td> </tr> <tr> <td>EOTC</td> <td>\$ 271,000</td> </tr> <tr> <td>RFTA</td> <td>\$ 300,000</td> </tr> <tr> <td>Total</td> <td>\$ 2,161,000</td> </tr> </tbody> </table> Part of the expense involves extensive traffic phasing efforts that could be needed in order to maintain traffic through the roundabout for the duration of construction. If McLain Flats Road can be used as a detour for general purpose traffic and limit the use of the roundabout to buses, trucks, and local traffic, the cost of the project could be significantly reduced. This approach would also potentially allow for transit services to receive priority from CDOT traffic control personnel during the construction period. Priority treatment for transit, would enable RFTA to promote the use of transit during construction on the roundabout, which would help achieve to goals: <ul style="list-style-type: none"> Provide an incentive for people to use transit during the construction period, helping reduce automobile congestion. Help rebuild transit ridership that has been heavily impacted by the pandemic. The precedent for the proposed partnership was established in 2017, when RFTA, the Elected Officials Transportation Committee (EOTC) and Garfield County, jointly 	Entity	Amount	Apen	\$ 1,000,000	CDOT	\$ 590,000	EOTC	\$ 271,000	RFTA	\$ 300,000	Total	\$ 2,161,000
Entity	Amount												
Apen	\$ 1,000,000												
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	<p>contributed \$815,695 for transit mitigation services during the Grand Avenue Bridge construction project.</p> <p>9. Whereas the Grand Avenue Bridge serves as the gateway to Glenwood Springs and the Roaring Fork Valley, the Maroon Creek Roundabout serves a similar purpose at the Entrance to Aspen.</p> <p>10. CDOT is requesting an indication of RFTA’s willingness to participate as a partner in this project. If RFTA was willing to become a partner, CDOT would craft an Intergovernmental Agreement that would need to be executed prior to Labor Day 2021, so that the project could be put out to bid. A disbursement of the \$300,000 RFTA share of the project cost would not be necessary until 2022.</p> <p>11. CDOT has been a valued partner of RFTA over the years, building park and ride facilities, bus pull-offs and bus stops, and bus lanes in the Highway 82 corridor, as well as purchasing buses. CDOT is RFTA’s primary source of grant revenue for transit operating and capital costs, recently contributing \$3.05 million to the 27th Street Grade-Separated Pedestrian Crossings’ Project.</p> <p>12. As described in the attached CEO Report (found at page 28, below) CDOT recently indicated that it will be awarding RFTA approximately \$19.3 million in Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021 grant funds.</p> <p>13. Staff is seeking an indication from the RFTA Board that it supports the CDOT Maroon Creek Roundabout funding partnership request.</p>
Background/ Discussion:	See Executive Summary, above.
Governance Policy:	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:	If the RFTA Board approves of CDOT’s Maroon Creek Roundabout funding partnership request, RFTA’s share of the total project cost would be \$300,000 in 2022.
Attachments:	Yes, please see letter CDOT letter attached on the next page.



COLORADO

Department of Transportation

Region 3

Glenwood Springs Resident Engineer 202 Centennial
Drive
Glenwood Springs, CO 81601

Dan Blankenship RFTA CEO

23134 – SH82 AABC to Aspen Maroon Creek Roundabout Partnership Funding Request

Mr. Blankenship,

CDOT currently has a project under development to treat the roadway surface on SH82 between the Aspen Airport Business Center and the Castle Creek Bridge, project 23182 – SH82 AABC to Aspen. As part of this CDOT funded project we are considering reconstructing the Maroon Creek roundabout in concrete pavement and simultaneously making some select safety and operation improvements to the roundabout in addition to the original scope of the project, an asphalt mill and fill between the AABC to the Castle Creek Bridge.

The Maroon Creek Roundabout is a critical highway facility that serves as the gateway to the City of Aspen, the Aspen Valley Hospital, Aspen Highlands Ski Area and countless other recreational opportunities up the Maroon Creek and Castle Creek valleys. The roundabout has recently seen accelerated surface deterioration and congestion due to age and increased traffic volumes. Most notably the roundabout suffered a severe pavement blowout in the winter of 2019 causing additional travel delays until the weather improved enough to allow the roadway to be patched. This event was the genesis of the current concreting effort after CDOT was approached by the City of Aspen to consider reconstructing the roundabout in concrete. Since concrete has a much longer lifespan than asphalt and the City of Aspen was offering financial participation CDOT decided to pursue the reconstruction.

As part of the concrete reconstruction CDOT is taking the opportunity to include select operational and safety improvements. These improvements include the realignment of the up-valley entrance to the roundabout to increase the deflection and reduce the entrance speed of traffic. Other identified improvements are the extension of median islands in to the circulating path and the replacement of the painted spiral with a curbed spiral to reduce the amount of improper and unsafe maneuvers through the roundabout.

The reconstruction of the roundabout is currently estimated to cost approximately \$2.53 million dollars, much of this cost being attributable to the extensive phasing efforts required to maintain traffic through the roundabout for the duration of the reconstruction. The City of Aspen has generously committed \$1 million dollars towards this effort. CDOT is fully funding the design of this reconstruction which is estimated to cost approximately \$100k. CDOT also intends to contribute \$140k of state COBRA funds and \$350k of surface treatment funds originally allocated to treat the roundabout as part of the SH82 AABC to Aspen project.

Pitkin County and the EOTC have also indicated a willingness to contribute to the project but no funds have been committed at this time.

The EOTC was asked to contribute \$271k towards the project, which is equivalent to the project cost multiplied by bus traffic percentage travelling through the roundabout, multiplied by 3, the passenger car equivalency of a bus. There is another component of bus impacts worth considering in addition to their operational footprint mentioned above. That is the pavement damage caused by the busses. For your information, in pavement design the wear on pavement is calculated based on equivalent single axle loads (ESALs). A bus has an ESAL of 0.57, while a car has an ESAL in the ballpark of 0.0002. Based on the traffic volume percentages and ESAL figures busses are impacting the roundabout pavement at a rate roughly 100 times more than passenger cars.

CDOT is requesting RFTA participates as a funding partner for this project in the amount of \$300k. RFTA has been a critical partner for CDOT since its inception. RFTA's excellence in operating its rural bus network has saved countless vehicle trips from CDOT's network and has subsequently prolonged the operational functionality of our facilities. RFTA's agility and responsiveness during the Grand Avenue bridge project was instrumental in delivering that successful project. Please consider continuing that history of partnership by participating financially in this project to help deliver another important infrastructure project to the Roaring Fork Valley.

The 23182 – SH82 AABC to Aspen project is currently scheduled to be put out to bid in the Fall of 2021 for summer 2022 construction. If CDOT is not able to gather adequate funds for the concrete roundabout reconstruction the project schedule will be maintained and the roundabout will instead be repaved in asphalt as originally planned, with no safety or operational improvements being made. If the full amount requested is not available any amount RFTA has available to contribute would be welcome and help bring the project closer to fruition.

Please consider participating as a funding partner for this project. This project will provide a more durable, better operating facility for many years to come for to help RFTA deliver on its mission and have greater travel time reliability. Contact me with any questions about the project or the associated funding request.

Sincerely,

Andrew Knapp, P.E.
Resident Engineer

R3 - Glenwood Springs Residency C

970.456.3960 | F 970.947.5133

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATIONS/ACTION” AGENDA SUMMARY ITEM # 6. D.

Meeting Date:	February 11, 2021
Subject:	RFTA Service Planning Issues Related to the Outbreak of Coronavirus (COVID-19)
Strategic Outcome:	1.0 RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, practices, and policies for managing risks and hazards.
Strategic Objective:	1.1 Customers are safe at RFTA facilities and riding RFTA services 1.3 Maintain and promote a healthy and safe workforce 1.4 The general public has a positive perception of the safety of RFTA services 1.5 Staff are well trained and safety focused
Presented By:	Kurt Ravenschlag, COO
Staff Recommends:	This is intended to be an FYI for the RFTA Board of Directors and an opportunity for the Board to provide any addition direction to staff.

Executive Summary:	<p>1. <u>RFTA’s COVID-19 Emergency Response Plan and Attendance:</u> RFTA’s Emergency Response Plan is relatively consistent with Pandemic plans throughout the transit industry, and has three primary goals: 1) protection of the public; 2) protection of employees; and 3) continuity of operations. The plan is designed to enable RFTA to continue operating even though employees may become ill, because public transportation is considered an essential service for those who rely upon it.</p> <p>As of Thursday, February 4, RFTA’s Attendance Record reflected 7 COVID-19 related absences, as follows:</p>																										
	<p>RFTA COVID-19 Attendance Summary by Category</p>																										
	<p>Date: 2/4/2021</p>																										
	<table border="1"> <tr> <td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td><td>J</td><td>K</td><td>L</td><td>M</td> </tr> </table>	A	B	C	D	E	F	G	H	I	J	K	L	M													
	A	B	C	D	E	F	G	H	I	J	K	L	M														
	<table border="1"> <tr> <td>Symptoms Positive COVID Test Isolating</td> <td>Symptoms Pending COVID Test Results Quarantining</td> <td>Symptoms Not Tested Quarantining</td> <td>Possibly Exposed No Symptoms Quarantining</td> <td>Asymptomatic Tested Positive</td> <td>Exposed No Symptoms Tested Results Pending</td> <td>Subtotal EE's Out COVID Related</td> <td>Symptoms Tested Negative Quarantining</td> <td>No Symptoms Tested Negative</td> <td>High Risk Category Quarantining</td> <td>Other Than COVID-19</td> <td>Total Employees Out</td> <td>% of Total 400 EE's Out</td> </tr> <tr> <td align="center">4</td> <td align="center">1</td> <td align="center">0</td> <td align="center">2</td> <td align="center">0</td> <td align="center">0</td> <td align="center">7</td> <td align="center">1</td> <td align="center">0</td> <td align="center">8</td> <td align="center">9</td> <td align="center">25</td> <td align="center">6%</td> </tr> </table>	Symptoms Positive COVID Test Isolating	Symptoms Pending COVID Test Results Quarantining	Symptoms Not Tested Quarantining	Possibly Exposed No Symptoms Quarantining	Asymptomatic Tested Positive	Exposed No Symptoms Tested Results Pending	Subtotal EE's Out COVID Related	Symptoms Tested Negative Quarantining	No Symptoms Tested Negative	High Risk Category Quarantining	Other Than COVID-19	Total Employees Out	% of Total 400 EE's Out	4	1	0	2	0	0	7	1	0	8	9	25	6%
	Symptoms Positive COVID Test Isolating	Symptoms Pending COVID Test Results Quarantining	Symptoms Not Tested Quarantining	Possibly Exposed No Symptoms Quarantining	Asymptomatic Tested Positive	Exposed No Symptoms Tested Results Pending	Subtotal EE's Out COVID Related	Symptoms Tested Negative Quarantining	No Symptoms Tested Negative	High Risk Category Quarantining	Other Than COVID-19	Total Employees Out	% of Total 400 EE's Out														
	4	1	0	2	0	0	7	1	0	8	9	25	6%														
	<p>Note: Out of an abundance of caution, RFTA directs its employees to remain home if they are experiencing any possible symptoms of COVID-19. The majority of employees that go out for COVID-19 related reasons doesn’t test positive for COVID-19. On March 23, 2020, during the height of the pandemic, RFTA had 38 employees out of work (who would have been in Column F above) who were either experiencing COVID-19 like symptoms or who may have been exposed to someone else who was experiencing symptoms.</p>																										
	<p>2. <u>Presidential Mask Order for Public Transportation:</u> Jason Smith, RFTA Safety and Training Manager:</p>																										
<p>Late in the evening on February 1st a new nationwide CDC/TSA Public Health Order went into effect mandating universal mask usage on all modes of public transportation and at all public transportation hubs and boarding/disembarking locations in the U.S.</p>																											

Colorado has had a similar public transportation mask mandate in effect since last summer, and RFTA has required masks and face coverings since last April, so there was not much functional change for us beyond a narrowing of what are considered acceptable masks. <https://www.rfta.com/updated-mask-mandate-in-order-effective-immediately/> .

The TSA order does require RFTA to notify the public that masks are now required by federal law, and that failure to comply is a violation of federal law which requires intervention by RFTA (up to and including removing non-compliant passengers from our buses).

RFTA has issued communications in various formats notifying the public of these changes, including press releases to local media, postings on www.rfta.com and social media accounts, signage on buses and at major bus stops and stations, and instructions for our operators and staff on what is expected of them: <https://www.rfta.com/updated-mask-mandate-in-order-effective-immediately/>



UPDATED MASK MANDATE IN ORDER EFFECTIVE IMMEDIATELY

While much of our local ridership is by now well-practiced at mask wearing aboard RFTA buses, hopefully this information campaign as well as the national nature of the CDC order serve to increase mask compliance on RFTA by visitors to our area, thereby decreasing the likelihood of transmission of COVID-19 within our communities

3. **COVID-19 Vaccinations for RFTA Frontline Workers:** Jason Smith, RFTA Safety and Training Manager:

Progress on the availability of vaccines for frontline essential RFTA staff continues in a bit of a holding pattern, unfortunately, due primarily to the limited availability of doses from the Federal government to Colorado and Local Public Health Agencies. As of this writing, there has been no recent CDPHE update to the last estimate of March 1st for when Phase 1.B.3 (which includes frontline essential workers) will begin. RFTA, however, remains somewhat skeptical of that date given the somewhat parsimonious Federal and State allocation of vaccine doses to our communities of late. RFTA continues to remain in contact with Public Health Officials to stay abreast of any changes to the Phase 1.B.3 rollout plan and will update RFTA employees and the Board as developments occur.

3. **Winter Season Service Plan:** So far, the winter service plan appears to be operating smoothly and efficiently. The Chart on the next page provides a comparison of service Fall and Winter season service levels by route, as follows:

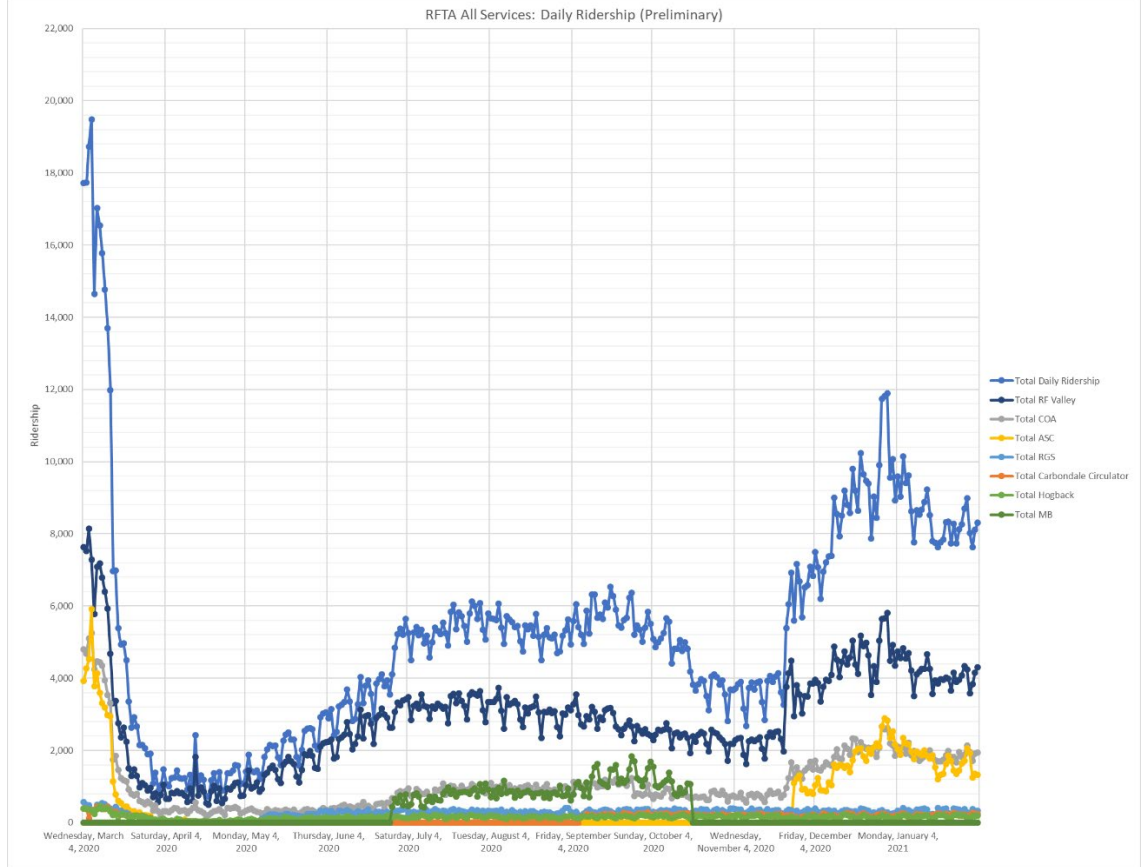
RFTA Trip Comparison by Service Level

	A	B	C	D	E
		Fall Daily # One-Way Trips	Winter Daily # One-Way Trips	# Variance Winter to Fall	% Variance Winter to Fall
	Services Provided by RFTA				
1	Valley Local Commuter	75	75	-	0%
2	Valley Express	NA	13	13	N/A
3	BRT	106	147	41	39%
4	Carbondale Circulator	62	66	4	6%
5	Hogback I-70 Corridor	20	19	(1)	-5%
6	Brush Creek to Snowmass	36	60	24	67%
7	Rubey Park To Brush Creek	0	31	31	N/A
8	Snowmass Skier Direct	0	99	99	N/A
9	Snowmass Aspen Directs	0	28	28	N/A
10	Snowmass Valley Direct	0	5	5	N/A
11	Woody Creek	0	13	13	N/A
12	Subtotal Regional	299	556	257	86%
13	Ride Glenwood	22	22	-	0%
14	City of Aspen	206	323	117	57%
15	Buttermilk Skier Shuttle	0	72	72	N/A
16	Highlands Skier Shuttle	0	52	52	N/A
17	Total Local Circulator Trips	228	469	241	106%
18	Total Daily Trips	527	1,025	498	94%

4. **Ridership:** As the chart below indicates, average system-wide daily ridership during the winter season (which began on Monday, November 23) has increased by approximately 109% compared to the fall season (September 7 through Sunday, November 22). Average daily Hwy 82/TOSV/BRT & Local Service ridership has increased by approximately 72% compared to the average daily ridership during the fall. Winter season Hogback commuter bus service has decreased by approximately 7%. The Carbondale Circulator ridership has decreased by 6%. City of Aspen ridership has increased by 120%, and the Ride Glenwood service has decreased by 1% during this period. The line graph on the next page indicates system-wide ridership is trending downward, with the highest single day ridership reaching a total of 11,893 passengers on December 31.

RFTA Average Daily Ridership Comparison Fall to Winter - 2/3/21

	A	B	C	D	E
	Route	Fall	Winter	# Vari	% Vari
1	RF Valley/BRT/Local/TOSV	2,460	4,220	1,760	72%
2	Hogback	168	156	(12)	-7%
3	Carbondale Circulator	209	196	(13)	-6%
4	City of Aspen	844	1,853	1,009	120%
5	Ride Glenwood	315	312	(3)	-1%
6	Aspen Skiing Company	-	1,598	1,598	N/A
7	Total	3,996	8,335	4,339	109%



5. **RFTA Regional Backup Bus Utilization Report:** The chart below, indicates that in the Fall Service Plan from September 7 through November 22, the average percentage of schedule regional bus trips needing backup was 17% (see Column B, Line 5 from chart below). So far during the winter season, through January 31, the average percentage of bus trips requiring backup has been 3%. The number of regional backup buses needing to be deployed has dropped sharply as the corridor buses are now scheduled instead of being supplemented every day with show-ups. In addition, the added seating capacity on buses (50% instead of 15) and more frequent headways on BRT's are continuing to help immensely and regional commuter buses are not requiring as much backup. The upper valley between Aspen and Snowmass continues to be where RFTA has experienced the greatest demand for backup buses so far.

RFTA Regional Backup Bus Utilization Report - 1/31/21

	A	B	C	D	E
	Category	Fall	Winter	# Increase Fall - Winter	% Increase Fall - Winter
1	Total daily trips	299	550	251	84%
2	Trips with 18-24 passengers	41	54	13	32%
3	Percent trips with 18 - 24 passengers	17%	10%	-7%	-41%
4	Number of trips needing backup buses	41	17	(24)	-59%
5	Percent trips needing backup buses	17%	3%	-14%	-82%
6	Trips with more than 18 passengers	0.13	0	(0.1300)	-100%
7	Percent trips with more than 18 - 24	0.06%	0%	(0.0006)	-100%
8	Times passengers left behind	1	0.37	(1)	-63%
9	# of Passengers left behind	2	1	(1)	-50%

6. **Winter Staffing Levels:** RFTA’s winter season recruitment and training program for seasonal Bus Operators has concluded. Due to turnover, RFTA did not meet its Bus Operator staffing level goal of 212, falling short by 14. Currently, RFTA estimates it will have approximately 198 Bus Operators available (Line 5, Column D, below), assuming there is no more turnover, falling 14 short of its goal (Line 9, Column D, below). Barring any unforeseen circumstances, RFTA should have sufficient personnel to make it through the winter season by paying overtime.

RFTA Fall and Winter Bus Operator Staffing Plan (as of 1/10/21)

	A	B	C	D
	Description	Phase 5 Service Increase Plan (6/28)	Fall Service Plan (9/7)	Winter Service Plan (12/19)
1	Estimated Bus Operator FTE's* on Staff	155	153	148
2	Estimated Seasonal and Part-Time Bus Operators on Staff	7	5	51
3	Total FTE's, Seasonal and Part-Time Bus Operators on Staff	162	158	199
4	Estimated number of Bus Operators Unavailable due to COVID/Other	-6	-4	1
5	Total Estimated Bus Operators Available To Work	156	154	198
6	Total Estimated Active Bus Operators Required for Scheduling per Week for 125%	166	169	232
7	Estimated Excess/(Shortfall) of Bus Operators Available per Week for 125%**	-10	-15	-34
8	Total Estimated Active Bus Operators Required for Scheduling per Week for 114%	151	154	212
9	Estimated Excess/(Shortfall) of Bus Operators Available per Week for 114%**	5	0	-14

7. **Bus Availability:** Currently, RFTA has 115 heavy-duty transit buses available for operating its Winter service plan. Five additional new buses (see photo below) have been delivered and are being up-fitted with RFTA IT and other equipment. The new buses should be introduced into service in the near future. The peak daily pullout of buses requires approximately 94 buses, which allows for a 22% spare ratio. A 20% or more spare ratio is the goal. With the 5 additional new buses the total number of buses available will be 120, providing a 28% spare ratio and, barring any unforeseen circumstances, this should position RFTA to comfortably meet all of its service delivery requirements for the balance of the winter season.

Shop	Buses at Location	Out of Service	Available	Peak Pullout	Deficit/Surplus
AMF	63	3	60	52	8
GMF	52	6	46	42	4
Total	115	9	106	94	12



Photo by Jennifer Balmes, Creative Communications Specialist

	<p>Plexiglas Barriers for Driver Compartments: RFTA has essentially completed the installation of manufactured Plexiglas barriers for driver compartments in all of its buses. Maintenance personnel are still making adjustments to the latching mechanisms on the barriers to address functionality issues raised by Bus Operators.</p> <p>8. For the latest schedule changes, the public should monitor RFTA's website: https://www.rfta.com/fall/.</p>
Governance Policy:	1.0.1. Safe Customers, Workforce, and General Public: RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, and practices, and policies for managing risks and hazards.
Fiscal Implications:	None at this time.
Attachments:	None.

RFTA BOARD OF DIRECTORS MEETING
“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 7. A.

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: February 11, 2021

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021:

In the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021, the FTA will allocate \$78.1 million for Colorado’s Section 5311 rural transit agency apportionment. This allocation is almost double the \$39.7 million for Colorado’s FTA Section 5311 apportionment from the Coronavirus Aid, Relief & Economic Security Act (CARES Act) of 2020. It is staff’s understanding that a major reason for the increase was to make up for a shortfall in CARES Act funding apportioned to Colorado in 2020. In 2020, the FTA Section 5311 CARES Act funds allocated to and received by RFTA and the City of Aspen were \$8.58 million and \$2.02 million, respectively, for a total of \$10.6 million, all of which has been 100% drawn down.

CDOT’s preliminary proposed allocation of CRRSAA funds to rural transit agencies indicates that RFTA and the City of Aspen could anticipate to receive \$19.3 million and \$4.5 million, respectively, or a total of \$23.8 million. The purpose of the CRRSAA is to provide funds to prevent, prepare for, and respond to COVID-19. Beginning January 20, 2020 all activities normally eligible under FTA Section 5311 programs are eligible for CRRSAA funding, which includes increased operating costs due to COVID-19 (i.e. cleaning, fogging, personal protective equipment, back up bus service, leave for a quarantined workers or leave for employees due to service cuts). RFTA has eligible operating costs going back to October 2020 that it could seek reimbursement for with the CRRSAA funds.

CDOT is considering a contract for two year period (ending December 2022) or three year period (ending December 2023). Because there is no guarantee that additional Coronavirus relief funding beyond CRRSAA funds will become available, CDOT may allow the State’s transit agencies to draw down on their shares of CRRSAA funding for up to three years. Consequently, RFTA will do its best to manage the expenditure of this needed funding as wisely as it can, since it may need to last for a while.

Over the next two weeks, CDOT plans to finalize the allocation of CRRSAA funding and determine the period of time that the CRRSAA funding will cover. The grant award process is anticipated to start on February 19 with contracts released at the beginning of April. In the meantime, RFTA and other rural transit agencies have been given pre-award authority that will cover their expenditures prior to the execution of contracts with CDOT.

Planning Department Update – David Johnson, Director of Planning

Please see the “2-11-2021 Planning Department Update.pdf” included in the February 2021 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

2020 Actuals/Budget Comparison (December YTD)

2020 Budget Year				
General Fund	December YTD			
	Actual	Projection	Amended Budget	% Var.
Revenues				
Sales and Use tax (1)	\$ 24,190,909	\$ 26,900,000	\$ 24,352,649	10.5%
Property Tax Revenue	\$ 11,232,380	\$ 11,232,380	\$ 10,996,000	2.1%
Grants (2)	\$ 11,523,319	\$ 11,594,700	\$ 20,128,974	-42.4%
Fares (3)	\$ 2,935,844	\$ 2,935,844	\$ 2,555,200	14.9%
Other govt contributions	\$ 1,613,318	\$ 1,613,318	\$ 1,851,136	-12.8%
Other income (4)	\$ 902,067	\$ 902,067	\$ 732,010	23.2%
Total Revenues	\$ 52,397,837	\$ 55,178,309	\$ 60,615,969	-9.0%
Expenditures				
Fuel (5)	\$ 838,967	\$ 824,000	\$ 1,092,661	-24.6%
Transit	\$ 29,318,061	\$ 28,780,000	\$ 29,120,416	-1.2%
Trails & Corridor Mgmt	\$ 542,968	\$ 542,968	\$ 612,133	-11.3%
Capital (6)	\$ 5,085,474	\$ 5,135,000	\$ 29,439,587	-82.6%
Debt service	\$ 1,100,125	\$ 1,100,125	\$ 1,144,056	-3.8%
Total Expenditures	\$ 36,885,595	\$ 36,382,093	\$ 61,408,853	-40.8%
Other Financing Sources/Uses				
Other financing sources (7)	\$ 5,198,390	\$ 5,198,390	\$ 8,500,844	-38.8%
Other financing uses	\$ (8,608,056)	\$ (8,608,056)	\$ (8,750,891)	-1.6%
Total Other Financing Sources/Uses	\$ (3,409,666)	\$ (3,409,666)	\$ (250,047)	1263.6%
Change in Fund Balance	\$ 12,102,577	\$ 15,386,550	\$ (1,042,931)	-1575.3%

- (1) Actual sales and use tax revenues exclude December data, which will become available in early February 2021. Through November, revenues are comparable with the prior year and approximately 12% over the amended budget.
- (2) Includes \$8.58M of CARES Act funding received of RFTA's Phase 1 and 2 apportionments. \$8.6M of budgeted grant revenues for 15 buses, 2 Traveler Vans, and the GMF Maintenance Expansion Project will be carried over to 2021.
- (3) Note that Resolution 2020-22 approved at the October Board meeting reduced the budgeted fare revenues by \$2.915M based on projections at that time. Through December, fare revenue and ridership are lower by 44% and 52%, respectively, compared to the prior year. Due to the COVID-19 pandemic's impact to the regional economy, ridership has decreased and fare revenues have significantly dropped with the temporary suspension of fare enforcement from the end of March through July. Social distancing measures had reduced the maximum capacity to 15 passengers on a transit bus and, effective December 2020, buses are now loading at 50% capacity. Over the course of the year, the timing of bulk pass orders by outlets and businesses can affect the % change. Spring/Summer/Fall seasonal zone pass sales usually occur in April but were delayed until July. Furthermore, the start of the Maroon Bells Bus Tour was delayed from early June to June 28, which marked the first day of operations with the new reservation system which limits the daily ride to approximately 435. The chart below provides a YTD December 2019/2020 comparison of actual fare revenues and ridership on RFTA fare services:

Fare Revenue:	YTD 12/2019	YTD 12/2020	Increase/ (Decrease)	% Change
Regional Fares	\$ 4,529,006	\$ 2,182,771	\$ (2,346,235)	-52%
Maroon Bells	\$ 697,800	\$ 720,176	\$ 22,376	3%
Total Fare Revenue	\$ 5,226,806	\$ 2,902,947	\$ (2,323,859)	-44%
Ridership on RFTA Regional Services*:	YTD 12/2019	YTD 12/2020	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	935,653	457,528	(478,125)	-51%
BRT	1,034,512	472,506	(562,006)	-54%
Carbondale Shuttle	151,910	57,625	(94,285)	-62%
Brush Creek	-	10,568	10,568	#DIV/0!
SM-DV	71,122	35,948	(35,174)	-49%
SM-INT	217,312	108,318	(108,994)	-50%
Grand Hogback	102,122	66,721	(35,401)	-35%
Maroon Bells	233,556	107,419	(126,137)	-54%
Total Ridership on RFTA Fare Services	2,746,187	1,316,633	(1,429,554)	-52%
Avg. Fare/Ride	\$ 1.80	\$ 1.82	\$ 0.02	1%
Avg. Fare/Ride MB	\$ 2.99	\$ 6.70	\$ 3.72	124%

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

- (4) Includes one-time refund of \$59,500 from the Town of Basalt related to the Willits Pedestrian Underpass
- (5) Includes \$476,495 of Excise Tax Credits received for the CNG usage over the 2018-2019 period which offsets the current year's fuel expenditure. In response to the sharp decline in ridership and demand for services due to COVID-19 impacts, the following service changes were implemented: Phase 1 on March 16, Phase 2 on March 23, Phase 3 on March 30, Phase 4 on May 10, and Phase 5 on June 28. Fall Service began on September 7th. Reduced services contribute to lower fuel and transit costs. Through November, transit service mileage and hours are down approximately 13.1% and 10.9% from the original budget.
- (6) Unexpended budget for a variety of Facilities, Trail, Planning, and IT-related projects will be carried over to 2021 due to timing.
- (7) Due to timing, the lease purchase of new buses will be carried forward to 2021.

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage December 2020 YTD				Hours December YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	3,791,557	4,175,913	(384,356)	-9.2%	184,955	189,778	(4,823)	-2.5%
City of Aspen	466,456	568,587	(102,131)	-18.0%	50,579	64,699	(14,119)	-21.8%
Aspen Skiing Company	219,565	304,781	(85,216)	-28.0%	16,067	20,059	(3,992)	-19.9%
Ride Glenwood Springs	103,582	119,371	(15,789)	-13.2%	8,553	9,851	(1,297)	-13.2%
Grand Hogback	294,466	429,603	(135,137)	-31.5%	13,555	20,896	(7,341)	-35.1%
Specials/Charters	9,816	12,551	(2,735)	-21.8%	663	1,021	(358)	-35.1%
Senior Van	7,622	23,250	(15,628)	-67.2%	887	2,239	(1,352)	-60.4%
MAA Burlingame	-	23,562	(23,562)	-100.0%	-	1,675	(1,675)	-100.0%
Maroon Bells	95,010	80,358	14,652	18.2%	7,144	6,673	471	7.1%
Total	4,988,074	5,737,976	(749,902)	-13.1%	282,404	316,890	(34,486)	-10.9%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Dec-19 YTD	Dec-20 YTD	# Variance	% Variance
City of Aspen	1,487,240	646,663	(840,577)	-56.52%
RF Valley Commuter	2,762,942	1,326,280	(1,436,662)	-52.00%
Grand Hogback	102,122	66,721	(35,401)	-34.67%
Aspen Skiing Company	600,014	383,516	(216,498)	-36.08%
Ride Glenwood Springs	160,822	106,699	(54,123)	-33.65%
X-games/Charter	53,012	32,756	(20,256)	-38.21%
Senior Van	3,880	1,298	(2,582)	-66.55%
MAA Burlingame	65,053	-	(65,053)	-100.00%
Maroon Bells	233,556	107,419	(126,137)	-54.01%
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	5,468,641	2,671,352	(2,797,289)	-51.15%

Subset of Roaring Fork Valley Commuter Service with BRT in 2019

Service	YTD Dec 2019	YTD Dec 2020	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	935,653	457,528	(478,125)	-51%
BRT	1,034,512	472,506	(562,006)	-54%
Total	1,970,165	930,034	(1,040,131)	-53%

2021 Bond Issuance - Update

Staff has identified a preliminary package of capital projects from RFTA's Destination 2040 Plan that are strong candidates for a future bond issuance in 2021. The preliminary package includes the multi-phased Glenwood Maintenance Facility Expansion Project, the Grade Separated Pedestrian Crossings of Highway 82 and 27th Street Project, and 27th Street BRT Park and Ride Expansion Project (property acquisition). The preliminary estimate of the size of the bond issuance is approximately \$35 million.

- Staff has initiated planning discussions with RFTA's financial advisor, PFM, and bond counsel, Kutak Rock, regarding the type of structure to consider, timing of issuance based on the preliminary project schedules (currently targeting April 2021 close).
- The RFTA Board approved Resolution 2020-23 to preserve its ability to reimburse itself using 2021 Bond Proceeds for moneys spent on the listed projects incurred not earlier than 60 days prior to the date of the Resolution (November 12, 2020) and through the date of issuance of the 2021 Bonds.
- A selective RFP process has been completed for an underwriting syndicate to assist in the sale of the bonds. RFTA received four proposals and awarded the contract for underwriter to Stifel, Nicolaus & Company, Inc.
- A Kick-off call with the bond issuance team was held in January 2021.
- The tentative closing date for the bond issuance is estimated to be in May 2021

2021 Budget - Update

At the March 2021 RFTA Board meeting, staff anticipates to present a supplemental budget appropriation resolution to carryforward unexpended project budgets from 2020 to 2021 (due to timing of the various projects) and appropriate budget for new items, such as professional services related to the GMF Expansion Project (Phase 3, 4, 5, & 7) which are intended to be reimbursed from proceeds of the upcoming 2021 bond issuance.

Included in the adopted 2021 budget is \$100,000 of capital outlay for Parker House Improvements that staff has identified in excess of its anticipated needs and will plan to repurpose to support the required property acquisition services (i.e. appraisal, environmental review, legal) for the 27th Street BRT Park and Ride Expansion Project in order to move forward.

RFTA Board Retirement Program Subcommittee - update

At the November 2019 RFTA Board meeting, staff presented a review of the RFTA Retirement Program currently offered to eligible full-time employees (the presentation can be found on page 39 of the [November 2019 Board packet](#)). The Retirement Program includes a 401(a) Money Purchase Plan as a Social Security replacement plan (for RFTA to make *defined* employer contributions) and a 457(b) Deferred Compensation Plan (for employees to make *voluntary* employee contributions).

Based on the current design of the Retirement Program, many employees do not appear to be saving enough for retirement. The RFTA Board agreed with staff's recommendation to create the RFTA Board Retirement Program Subcommittee to work with staff to review findings from consultants and benefits counsel, evaluate options and provide recommendations to the RFTA Board regarding potential improvements to RFTA's retirement program. The RFTA Board appointed Jacque Whitsitt (Basalt) and Jonathan Godes (Glenwood Springs) to serve on this subcommittee.

On February 10, 2020, the Retirement Program subcommittee held an initial meeting with RFTA staff (Dan Blankenship, CEO, Michael Yang, CFAO, Kurt Ravenschlag COO, Paul Hamilton, Finance Director, and Linda Forgacs, HR Director), Jared Martin from Innovest (Investment Advisor and Fiduciary to the 401(a) Plan), and Rebecca Hudson from Holland & Hart LLC (Benefits Counsel to the 401(a) Plan). Staff reviewed the November presentation with Jacque Whitsitt and Jonathan Godes which prompted discussion among the group. Staff was directed to work with consultants and benefits counsel to develop proposals that would help

RFTA's overall retirement program to move closer towards the recommended total percentage contribution for retirement savings of a minimum of 20% of compensation.

Between March and April, RFTA staff worked with Innovest to survey the 401(a) Plan participants and develop three proposals to present to the Retirement Program subcommittee. At the June 2020 Board meeting, the RFTA Board appointed Dan Richardson to fill the vacancy on the subcommittee left by Jacque Whitsitt (who had rolled off the RFTA Board at the end of April).

On July 6, 2020, the Retirement Program subcommittee held a virtual meeting to review and discuss the three proposals that were developed by staff. Staff was directed to develop additional proposals, investigate modifying the 457(b) Plan for automatic contributions and "opt-out" feature, and explore potential of future participation in social security.

Between August and October, RFTA staff worked with Colorado Retirement Association, who administers the 457(b) Plan, to investigate automatic contributions and also worked with Holland & Hart to explore alternatives for opting into social security. Staff is currently working on additional proposals and, when ready, plans to resume meetings of the Retirement Program subcommittee in order to develop a recommendation for inclusion in RFTA's 2022 annual budget planning process in July.

Facilities & Trails Update – Mike Hermes, Director of Facilities & Trails

Facilities and Bus Stop Maintenance February 11, 2021 Capital Projects Update

Projects currently under construction:

1. The demolition of the MOC building is almost complete and the contractor should complete the demolition and demobilize by the end of February.
2. Phase 2 GMF expansion. The contractor has been working on the relocation of some of the site utilities, storm water drainage and prepping for the installation of the retaining walls on the southwest side of the property. Winter conditions have made progress more difficult but the project is currently on schedule.
3. The process to acquire the CME property at 505 27th Street is going slowly. Between the pandemic the holidays and a challenging ski season, it has been difficult to make contact with executive staff at Vail resorts and get a response to RFTA's notice of intent to acquire the property. Staff has been steadily ramping up its efforts to get the acquisition process moving forward and further progress is dependent on receiving a "right of entry" authorization from Vail Associates so that the environmental work can begin on the property.
4. The development of a temporary dispatch center to centralize the dispatching of buses is proceeding. Staff has located a suitable location for the office and is in the process of negotiating a lease for the space. The tasks to procure the office furniture and IT equipment are also moving forward. The current goal is to have a new dispatch center operational by the third quarter of 2020.

Facilities projects budgeted for 2021

1. Acquisition of property around 27th Street Glenwood Springs.
2. Repairs to the Wingo bridge abutments.
3. Rio Grande trail repairs and maintenance.
4. Repair of siding, soffit and fascia at the parker house apartments.
5. Rewrites of the facilities storm water management plans.
6. Revisions and updates to the CNG emergency response plan.
7. Development of an operations dispatch center.

Facilities projects completed to in 2021:

Staff has completed the following projects in 2021.

Construction projects currently in the design process:

1. 27th Street underpasses.
2. Phases 3-4-5 & 7 at the GMF facility expansion program.

Facilities, Rail Corridor & Trail Update RFTA Railroad Corridor

Right-of-Way Land Management Project: Along with its legal and engineering consultants, RFTA staff will be working on the following tasks in 2021:

- Staff has begun to utilize a new review process for projects proposing to make use of the Railroad Corridor. This process allows 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)
Staff is in the process of approaching every adjacent, unlicensed property owner and working with them to get a license in place for access across, or encroachments into the RFTA Railroad Corridor. (Ongoing)
Staff is also working with Paul Taddune, to bring some longstanding licensees into compliance with the terms of their license agreements. (Ongoing)
- **Recreational Trails Plan (RTP)** – The Planning 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. Staff is in the process of finalizing paperwork for an FGROW section in Carbondale. (Ongoing)



Rio Grande Trail Update

- Staff is starting to see only the “die-hards” and cross country skiers as the trail slows down with the colder temps and darker days.
 - The Trail Staff is still working hard to give trail users a great experience.
 - Staff has been out sweeping, debris blowing, cleaning up trailheads, cleaning the restrooms, etc. to make sure the trail is safe and clean.
 - Staff has been plowing snow off the trail from Glenwood Springs up to Carbondale (this section is too exposed and doesn't hold snow for skiing)
 - Staff has been grooming the trail from Carbondale up to Catherine Bridge, and then Rock Bottom Ranch up to Emma Road for cross country skiing and winter multi-use
- Riverview Trail Update - more work in 2021 will occur; fencing/fall protection and asphalt paving will occur on the portion within RFTA ROW. This is a “safe routes to school project” that will connect people from CR 109 and the Westbank/Ironbridge neighborhoods up to the Rio Grande Trail.

- Staff continues working with Carbondale Arts to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
 - ❖ The Youth Art Park design is taking shape and construction is scheduled to begin in 2021.
 - ❖ <http://www.carbondalecreativedistrict.com/artway>
- Staff has completed the annual CEC Report and the annual meeting. Staff will be bringing this report/update in front of the RFTA Board at this upcoming February meeting.
- The “wildlife section” of trail, Catherine Bridge to Rock Bottom Ranch, closed for the winter season on November 30th at 5:00pm. This seasonal closure gives wildlife a break during the critical winter and early spring months, and the closure also affords wildlife uninterrupted travel from the Roaring Fork River bottom up to the Crown and beyond.
- Staff has been working with Back 40 Stories to create new information kiosk map/panels.
- Staff is planning and gearing up for 2021 projects and what is sure to be another busy year on the Rio Grande Trail.