

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

TIME: 8:30 a.m. – 11:30 a.m., Thursday, February 10, 2022

This will be a remote Webex Teleconference: Instructions regarding how to participate in the meeting remotely via WebEx are 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	8:30 a.m.
2	Executive Session:			8:32 a.m.
	A. Paul Taddune, General Counsel: Pursuant to C.R.S. 24-6-602 (e) and (f): CEO Performance Review Process	3.5.2.B.	Executive Session	
3	Approval of Minutes: RFTA Board Meeting January 13, 2021, page 3		Approve	9:15 a.m.
4	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	9:20 a.m.
5	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	9:25 a.m.
6	Consent Agenda			9:30 a.m.
	A. 2022 IGA for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities – Dan Blankenship, CEO, page 12	4.2.5	Approve	
	B. Intergovernmental Agreement for Garfield County Senior Programs Traveler Services – 2022 – Dan Blankenship, CEO, page 14	4.2.5	Approve	
	C. 7-Party Memorandum of Understanding Regarding Garfield County Senior Programs for 2022 – Dan Blankenship, CEO, page 15	4.2.5	Approve	
	D. Collection Agreement Between the Roaring Fork Transportation Authority and the USDA, White River National Forest Service – Michael Yang, CFAO page 17	2.3.7	Approve	
	E. General Executive Constraint Policy 2.0 Certification – Dan Blankenship, CEO, page 19	2.0	Approve	
	F. Treatment of the Public Policy 2.1 Certification – Dan Blankenship, CEO, page 21	2.1	Approve	
	G. Agreement for Additional Law Enforcement Services from the City Aspen Police Department (Rent-A-Cop) – Kurt Ravenschlag, COO, page 25	4.2.5	Approve	
	H. RFTA-First Bank Sidewalk Agreement – Mike Hermes, Director of Facilities, page 27	1.2	Approve	
	(Agenda Continued on Next Page)			

	Agenda Item	Policy	Purpose	Est. Time
7	Presentations/Action Items:			
	A. RFTA Employee Housing Feasibility Study Overview – Kurt Ravenschlag, COO and Mike Hermes, Director of Facilities, <i>page 29</i>	4.2.5	Discussion /Direction	9:35 a.m.
	B. Climate Action Plan Scope of Work – Kurt Ravenschlag, COO, <i>page 33</i>	1.6	Discussion /Direction	10:00 a.m.
	C. RFTA Regional Bike Share/First-Last Mile Mobility Study Update David Johnson, Director of Planning, <i>page 36</i>	4.2.5	Discussion /Direction	11:00 a.m.
8	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, <i>page 38</i>	2.8.6	FYI	11:15 a.m.
9	Issues to be Considered at Next Meeting:			
	To Be Determined at February 10, 2022 Board Meeting	4.3	Meeting Planning	11:25 a.m.
10	Next Meeting: 9:00 a.m. – 11:30 a.m., March 10, 2022, In person at Carbondale Town Hall or via Webex Teleconference (Details to be provided later)	4.3	Meeting Planning	11:28 a.m.
11	Adjournment:		Adjourn	11:30 a.m.

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**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
January 13, 2021**

Board Members Present:

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

Voting Alternates Present:

Shelley Kaup (City of Glenwood Springs)

Non-Voting Alternates Present:

Ben Bohmfalk (Town of Carbondale); Bill Madsen (Town of Snowmass Village); Ward Hauenstein (City of Aspen)

Staff Present:

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, Nick Senn, Brett Meredith, Jud Lang, Ben Ludlow, and Gustavo Hurtado, Facilities and Trails Department; Paul Hamilton, Director of Finance; David Johnson, Director of Planning, Jason White, Assistant Planner; Jamie Tatsuno, Communications Manager; Dawn Dexter, Operations Manager; Tammy Sommerfeld and Rebecca Hodgson, Procurement Department; Andy Hermes, IT Manager; Mike Christenson, Director of Vehicle Maintenance; Craig Dubin, Special Projects Manager

Visitors Present (in person or via WebEx):

Lynn Rumbaugh (City of Aspen); Linda DuPriest (City of Glenwood Springs); David Pesnichak (EOTC/Pitkin County); Mona Newton, (Energy Smart Solutions, LLC); Chris Bilby (Holy Cross Energy); Kaleb Bonvillain and Merlin Maley (Stantec); Ike Fredregill, Isaac Ellis, Tim Williams (citizens)

Agenda

1. Call to Order/Roll Call:

Dan Richardson called the RFTA Board of Directors to order at 8:31 a.m. Richardson declared a quorum to be present (8 member jurisdictions present) and the January 13, 2022 RFTA Board of Directors meeting began at 8:32 a.m.

2. Executive Session:

A. Paul Taddune, General Counsel: Pursuant to C.R.S. 24-6-602 (e) and (f): CEO Performance Review Process

After consideration, it was determined that the January 13, 2022 Board Executive Session was not necessary. Executive Session Agenda Item number 2.A. was cancelled.

3. Approval of Minutes:

Art Riddile moved to approve the December 9, 2021, Board Meeting Minutes, and Greg Poschman seconded the motion. The motion was unanimously approved.

4. Public Comment:

Richardson asked if any member of the public would like to address the Board or make a comment regarding items not on the January 13, 2022 Board Agenda.

No members of the public had any comments.

Richardson closed Public Comments at 8:35 a.m.

5. Items Added to Agenda – Board Member Comments:

Richardson asked if there were any items that needed to be added to the January 13, 2022, Board meeting Agenda.

No items were added to the January 13, 2022, Board meeting Agenda.

Richardson asked if any Board member had comments or questions regarding issues not on the January 13, 2022, Board meeting Agenda.

Richardson stated that he is aware that RFTA is currently short staffed, and understands the difficulties that can pose to operations. He is extremely grateful to all Bus Operators and staff for their dedication to keep RFTA running so efficiently.

Richardson closed Board comments at 8:37 a.m.

Jonathan Godes left the January 13, 2022 RFTA Board meeting at 8:38 a.m., and Shelley Kaup became the voting member for the City of Glenwood Springs.

6. Consent Agenda:

A. Resolution 2022-01: Designating a Location for Posting Public Notice of Meetings of the RFTA Board of Directors – Nicole Schoon, Executive Assistant to the CEO

RFTA is required to officially designate a posting location for public notices of RFTA Board of Directors Meetings. The CEO and Executive Assistant to the CEO have offices at the Administrative Offices at the Glenwood Maintenance Facility (GMF), therefore it is the best location for posting Board Meeting notices.

Riddile moved to approve Resolution 2022-01: 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 2022-02: Amending the RFTA Board Governing Policies – Dan Blankenship, CEO

In 2015 Board Awareness and Support Policy 2.8 was eliminated from the Governing Policies and a number of its provisions were added to the CEO Job description. However, it was determined that some of the provisions should be restored to the Board Governing Policies as a new Board Awareness and Support Policy 2.10. The new Board Awareness and Support Policy 2.10 will make the responsibilities of the CEO more transparent for members of the Board, RFTA staff, and the public.

Riddile moved to approve Resolution 2022-02: Amending the RFTA Board Governing Policies, and Poschman seconded the motion. The motion was unanimously approved.

- C. **Resolution 2022-03: Authorization to Accept State and Local Fiscal Recovery Funds (SLFR) Grant Funds and Commit Required Matching Funds for the 27th Street Pedestrian Crossing** – David Johnson, Director of Planning

RFTA requests the Board approve local grant match of up to \$250,000 for a grant of \$1 million in State and Local Fiscal Recovery Funds (SLFR), provided by the American Rescue Plan Act (ARPA), for construction of the 27th Street Pedestrian Crossing.

Riddile moved to approve Resolution 2022-03: Authorization to Accept SLFR Grant Funds and Commit Required Matching Funds for the 27th Street Pedestrian Crossing, and Poschman seconded the motion. The motion was unanimously approved.

7. Presentations/Action Items Agenda:

- A. **Glenwood Maintenance Facility (GMF) Expansion Project Update** – Kurt Ravenschlag, COO and Mike Hermes, Director of Facilities

The Glenwood Maintenance Facility (GMF) expansion project will renovate and expand its current maintenance facility into a new, centrally located operations, maintenance, and administrative center. The GMF expansion will address RFTA's current operational deficiencies and accommodate forecasted growth in population, employment, and ridership demand in RFTA's 3-county service area. The GMF expansion 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.

Project Goals:

- Increase site capacity for vehicle storage and processing (fueling, cleaning)
- Increase capacity to maintain fleet
- Provide opportunities to support multiple propulsion systems (i.e. Battery Electric and Hydrogen)
- Provide storage space for vehicle parts and equipment, facilities, and administrative needs
- Provide for centralized administrative and training space
- Provide facility to capture and support I- 70 commuter traffic and intra/inter-regional transfers
- Increase employee and customer parking
- Provide opportunities for employee housing

The GMF expansion has been planned to occur over 10 phases of construction.

Phase 1 was completed prior to the Grand Avenue Bridge Replacement project that included lowering and grading of site and providing a temporary bus parking lot to accommodate future phases of construction.

Phase 2, includes grading, excavation, fleet maintenance building renovation & expansion increasing maintenance capabilities by over 100% and purchase of Glenwood Springs Municipal Operations Center. Phase 2 is scheduled to complete construction in April of 2022.

Phases 3 and 7, includes site grading and excavation, expanded operations center, new 30-Bus Storage Building, pre- & post-trip bus inspection canopy, multi-fuel fueling and bus wash facility, BEB depot charging. Phases 3 and 7 are being delivered through a design build contract with Saunders Construction. Construction is scheduled to begin June 2022.

Phases 4 and 5, includes grading, paving, demolition, retaining walls, additional 30-bus storage building. Phases 4 and 5 are being delivered through a design build contract with Saunders Construction. Construction is scheduled to begin June 2022.

Phase 6, is a partially funded phase through Destination 2040 that will provide an Operations and Regional Transit Center adjacent to the West Glenwood Park and Ride. This facility will provide for regional transfers, customer amenities of shelter, restrooms, ticketing, customer service, and parking. The facility will also provide key administrative and training space for RFTA operations. RFTA will be pursuing grant funding of this phase throughout 2022 and 2023.

Phases 8-10, are unfunded and include facilities warehouse and housing expansion

RFTA recently entered into a \$42 million contract with Saunders Construction to build phases 3, 4, 5 and 7. Due to cost escalation, this contract required RFTA to reduce its original Scope of Work to be within its 2022 appropriation of funds. RFTA removed approximately \$15 million of project items from Phases 3 and 7 that represent a 3- bus indoor storage facility, secondary fueling and wash bays, depot charging for battery electric buses and an exterior canopy to provide shelter for pre- and post-trip bus inspections.

RFTA has worked closely with the Federal Transit Administration (FTA) to identify the Scope reductions. RFTA has subsequently submitted another FTA 5339 grant request to add back in the reduced Scope items to allow RFTA to fully complete phases 3, 4, 5 and 7. RFTA should learn in early 2022 if that funding request has been approved by the FTA.

Currently, Phases 6, 8, 9, and 10 are unfunded, however, RFTA will be requesting grant funds as they become available. Phase 6 will include the construction of a new RFTA Operations and Transit Center, and Phase 8 is the construction of warehouse A and B. Phases 9 and 10 include employee housing and expansion.

B. 2021 Year-End RFTA Review – Kurt Ravenschlag, COO

RFTA staff had identified approximately 17 Work Plan Items in the RFTA 2021 Strategic Work Plan that would involve Board direction and/or policy development. The following represents the progress made on the identified Board Work Plan items for 2021:

Completed:

- 27th Street Pedestrian Crossing Design
- Purchase of Glenwood Springs Parking Property
- Discussion with EOTC Regarding No-Fare Zone
- Update ATU Local 1774 Collective Bargaining Agreement
- RFTA Financial Audit
- RFTA 2022 Budget Development
- Bond Issuance for Capital Projects
- Fare Structure Recommendations
- Board Retreat

In Progress:

- Initiate Planning and Design of Buttermilk Underpass
- Regional First and Last Mile Mobility Study
- GMF Phases 3 & 7 – Bus Storage and Fueling Lane
- GMF Phases 4 & 5 – Bus Storage and Circulation

- GMF Phase 2 – Maintenance Expansion
- Move Study
- 3% or 4% Match Funds to 457B Retirement Plan Sub-Committee

Planned:

- Construction of 27th Street Pedestrian Crossing

Unfortunately, no bids were received for the construction of the 27th Street Pedestrian crossing, and therefore this item has been delayed until Spring 2022. RFTA will be repackaging this contract, and will include feedback from previously interested contractors, which will hopefully attract bids for the contract.

RFTA was able to complete or begin progress on 87% of all 2021 work plan items. Only 8% or 5 initiatives were not started due to various reasons. Due to COVID-19-related reasons, only one work plan item, the on-board survey, was postponed until 2022.

Destination 2040:

- RFTA has purchased approximately 40 new buses since 2017.
- Without Destination 2040 RFTA's average fleet age would be 13.4 years, with it the average fleet age is 8.15 years. The average fleet age is 39% newer due to Destination 2040.
- Fleet condition has improved by 12% overall.
- 89 additional parking spots were created
- Improvement at 12 bus stops with safer access, new shelters, lighting, bus bays, signage, and slip lanes.
- The outdated Aspen Maintenance Facility (AMF) Fuel Farm has been replaced, while maintaining full operation.
- Four (4) new Electric Vehicle Charging stations were built, able to charge eight (8) buses. Electrical service was upgraded to allow for four (4) more chargers.
- Three (3) Rio Grande Trail Bridge Deck replacements were completed, including major repairs to Emma Bridge substructure.
- Removed and replaced 528 linear feet of trail and installed root barrier.
- Purchased 505 27th Street in Glenwood Springs for future Park and Ride.

C. Overview of 2022 RFTA Work Plan – Kurt Ravenschlag, COO

There are approximately 19 Work Plan Items in the RFTA 2022 Strategic Work Plan that could involve direction and/or policy development. These Work Plan Items will be presented to the RFTA Board for periodic updates and direction throughout 2022. Identified Board Work Plan Items are:

Active:

- Planning and Design of Buttermilk Underpass
- Regional First and Last Mile Mobility Study
- GMF Phases 3 & 7 – Bus Storage and Fueling Lane
- GMF Phases 4 & 5 – Bus Storage and Circulation
- GMF Phase 2 – Maintenance Expansion
- Move Study
- 3% or 4% Match Funds to 457B Retirement Plan Sub-Committee
- Purchase and Deploy Mobile Ticketing

Planned:

- Construction of 27th Street Pedestrian Crossing
- Downtowner – Basalt
- United States Forest Service (USFS) Maroon Bells Study

- RFTA Housing Replacement
- RFTA Financial Audit
- RFTA 2022 Budget Development
- On-Board Passenger Survey
- Zero Emission Vehicle (ZEV) Roadmap
- RFTA Climate Action Plan (CAP)
- First Battery Electric Bus (BEB) On-Route Charger
- 2022 Board Retreat

Richardson questioned if the mobile ticket purchasing app had an option to link Bustang with RFTA in order to make ticketing purchases more streamlined between the two services.

Kurt Ravenschlag responded, yes, RFTA will be using the same app service that Bustang currently uses. It would require RFTA to purchase additional licensing or to configure the app in order for them to interface with each other. This was a main reason for RFTA choosing this app for mobile ticket purchasing, to simplify it for customers.

D. Aspen Airport Business Center (AABC) Integrated Clean Energy Micro-grid Project, RFTA Collaboration and Grant Match Request – Jason White, Assistant Planner

The Aspen Airport Business Center (AABC) Integrated Clean Energy Micro-grid Project is a partnership between Holy Cross Energy, Pitkin County, Pitkin County Airport, and RFTA. Pitkin County received a \$2.5 million DOLA RENW grant for Phase 1A of the 5-phase project. Each partner is sharing the \$855,000 local match equally. RFTA's share is \$213,750.

Vision

Create a regionally resilient and 100% clean energy system that balances production, storage and distribution across four distinct public facilities, generates additional clean energy to the community and create a model for net-zero, resilient public facilities across the State.

Why

In 2018, the Lake Christine Fire exposed significant vulnerabilities in our public infrastructure, when Holy Cross Energy power lines that supply the City of Aspen were almost destroyed. This project seeks to build resiliency during power outages, while simultaneously building a clean energy system for some of the highest energy consumers in Pitkin County.

Who

- Aspen Pitkin County Airport
- RFTA Aspen Maintenance Facility
- Pitkin County Public Works
- (4) Holy Cross Energy electric system operations from Brush Creek BRT Station/Park n' Ride to the Aspen Substation.

RFTA Project Benefits

- Further sustainability and climate action goals
- Active partner in regional micro-grid for community resiliency
- Design/engineering for future phases
- Facility energy load management balanced across micro-grid
- Renewable energy generation to benefit the regional micro-grid
- Renewable energy storage to benefit the regional micro-grid
- Energy load management software for a shared distribution system

A micro-grid is an integrated electricity grid that combines electrical generation, storage, distribution system, load management network, and end demand users in a single linked and interconnected system. The first component of a micro-grid is electricity generation, preferably a clean and renewable source. The next is electrical storage, often in batteries. The final component is the distribution system and a load management software, that is able to be transferred when and where it is needed.

Next Steps

Pitkin County has recently been awarded a \$2.5 million DOLA RENW grant to implement Phase 1A of the future 5-phase project; with a project implementation date of June 2023. The team will continue to seek funding opportunities to implement the remaining elements of Phase 1.

RFTA’s contribution of \$213,750 in Phase 1A will not result in capital improvements. Rather, this amount will assist with design and engineering costs to gain a better understanding of solutions and costs for future phased improvements.

Goals

- Make all four (4) public facilities resilient and net-zero emissions
- Provide a distribution point for stored renewable energy
- Improve the resiliency of the regional grid and facilities during catastrophic events
- Create structure with multiple public entities as an example for replication

The Final Vision of the Integrated Micro-grid System is to integrate facilities in a micro-grid system that maximizes renewable energy use at the facilities and the surrounding community, and allows for optimized resiliency.

The final phase includes the construction of the new airport terminal and Public Works Campus, which will be fully electrified. An additional 2MW of solar is proposed for installation on airport property, creating a more robust and resilient source of electricity for the facilities and guarantee they are powered by renewable electricity.

Poschman stated that it was a happy coincidence that this project was ready when the DOLA grant applications opened for projects.

Jason White responded that it was very beneficial that the project was ready and far enough along to go to the implementation phase.

Bill Kane asked if the facilities will stay on the existing grid and if a problem arises will power go on the micro-grid as the emergency backup.

White responded that will be way it will transfer power when there is an emergency or when the power goes out.

Poschman moved to approve RFTA’s contribution of \$213,750 local match funds, with the approval and award of a DOLA grant, and Shelley Kaup seconded.

A Roll Call Vote was Taken:

Dan Richardson	Yes
Art Riddle	Yes
Greg Poschman	Yes
Torre	Yes
Shelley Kaup	Yes
Alyssa Shenk	Yes
Jeanne McQueeney	Yes
Bill Kane	Yes

The motion was unanimously approved.

E. RFTA Regional Bikeshare/First-Last Mile Mobility Study Update – David Johnson, Director of Planning

The consultant team has finished revising the local bikeshare system plans that identify the size, scale, and phasing of new or expanded bikeshare service in the Valley. These plans identify equipment needs and implementation timing for each community. The team is developing implementation scenarios that identify how expansion would be staged across the region.

The consultant team is developing a capital and operating cost analysis to determine the funding needs for bikeshare expansion. The consultant team continues to build different funding scenarios, and is working with RFTA Executive staff to develop an implementation plan that will be presented to the RFTA Board.

The consultant team also continues to work on a governance model. The goal will be to provide enough structure so that RFTA and all of the participating jurisdictions clearly understand their roles and responsibilities, but not be too cumbersome to administer. The agreement would set forth a capital and operating cost allocation plan for participants. Ownership of assets, in-kind contributions, and other details would be specified in the Agreement. It may be necessary to have a separate agreement between RFTA and WE-cycle, as the operator of the regional bike share system.

8. Board Governance Process:

A. Resolution 2022-04: Election of RFTA Board Officers for 2022 – Paul Taddune, General Counsel

Riddile moved to approve Resolution 2022-04: Election of RFTA Board Officers for 2022: Jeanne McQueeney as Board Chairperson, Bill Kane as Vice-Chairperson; Nicole Schoon as Board Secretary; and Michael Yang as Board Treasurer, and Shelley Kaup seconded the motion. The motion was unanimously approved.

Riddile thanked Richardson for acting as Board Chair for 2021 and for his leadership during this time. Other members of the Board also thanked Richardson for the time and energy spent acting as Board Chair.

9. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

RFTA was planning to contract to have on-site COVID-19 testing for vaccinated and non-vaccinated employees. However, with the Omicron variant spiking in the region for vaccinated and non-vaccinated individuals, and learning that it would be too disruptive to bus operators, it was decided that the process for the testing program would be discontinued. In order to continue encouraging the unvaccinated to get vaccinated and to get the booster vaccination, RFTA has decided to offer a \$250 booster bonus.

As of January 8, 2022 there were 25 RFTA employees absent due to COVID-19 related issues. Of those 25, 15 were Bus Operators, which made it difficult to ensure that all shifts were covered. Operations is doing a great job and doing its best to make certain sure all shifts are covered and that no routes are inconvenienced.

Poschman questioned about the damage to the bus caused by the elk. He also asked if RFTA staff who walk along the Rio Grande Trail are looking at the fence to make sure there is no damage where elk and deer can get through possibly causing additional vehicle wrecks.

Angela Henderson stated that RFTA employees do not specifically look at the fence, however, if they happen to see any damage they do report it to the Colorado Parks and Wildlife (CPW).

Brett Meredith responded that where the accident took place was near the Habitat Restore and the wildlife fence may not be present in that location. RFTA staff travels by the fence daily and they do keep an eye on any problems with the fence, however, some parts of the fence may be ¼ a mile from the Rio Grande Trail and do not get looked after.

Ravenschlag stated that there was a silver lining in the accident. RFTA recently replaced the bike racks on the buses with new racks. The bike racks were left on buses during this winter, and during the elk accident the bike rack acted as a guard, keeping the driver safe and limiting the damage done to the bus. Having the bike rack on, which limited the damage, allowed vehicle maintenance to have the bus back in service within three (3) days.

Blankenship stated that there was one (1) passenger aboard the bus when the accident occurred, and neither the passenger nor the Bus Operator were injured. The Bus Operator at the time was one of RFTA's safest drivers and it was determined he was driving appropriately, even 10 MPH slower than the posted speed limit, the accident was unavoidable.

10. Issues to be Considered at Next Meeting: No topics identified.

11. Next Meeting: 8:30 a.m. – 11:30 a.m.; February 10, 2022, Carbondale Town Hall, Room 1 and via WebEx Teleconference, for those who are unable to attend in person.

12. Adjournment:

Riddile moved to adjourn from the January 13, 2022 RFTA Board meeting, and Poschman seconded the motion. The motion was unanimously approved.

The January 13, 2022 RFTA Board Meeting adjourned at 10:59 a.m.

Respectfully Submitted:

Nicole R. Schoon
Secretary to the RFTA Board of Directors

**RFTA BOARD OF DIRECTORS
 “CONSENT” AGENDA ITEM SUMMARY # 6. A.**

Meeting Date:	February 10, 2022
Subject:	Intergovernmental Agreement for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities.
Strategic Outcome:	Accessibility and Mobility
Strategic Objective:	2.3 Increase alternative mode splits throughout the region
Presented By:	Dan Blankenship, Chief Executive Officer
Staff Recommends:	Authorize the Chair to Execute the IGA Renewal Letter
Executive Summary:	<ol style="list-style-type: none"> 1. In December 2009, the RFTA Board approved the IGA for Transit Services (the Hogback agreement). The agreement committed Garfield County to providing up to \$614,000 in operating assistance to RFTA for the Grand Hogback bus service in 2010. 2. In 2011, Garfield County amended the IGA by adding a paragraph that will allow its \$650,000 contribution to the Grand Hogback bus service (and its contributions in subsequent years) to be approved by means of an Intergovernmental Agreement Renewal or Change Order Letter instead of amending the IGA every year. 3. For 2017, Garfield County crafted a new IGA, which incorporated most of the provisions included in the original 2010 IGA, but which updated the language and eliminated some of the unnecessary provisions. 4. For 2019, the County increased its contribution to \$760,240, which was 4% over the \$731,000 amount provided in 2018. 5. Initially in 2020, the County approved \$760,240 for the Hogback bus service, however, due to COVID-19, the Hogback bus service levels were lower than originally planned and the revised estimate of the County’s share in 2020 was \$666,921. However, because the County’s grant for the Hogback bus service in 2021 was anticipated to be \$500,000 (due to the County’s severe budgetary constraints in 2021) and the estimated cost is \$633,706, the BOCC agreed to approve the full \$760,240 grant amount in 2020 and allow RFTA to apply the \$93,319 difference (760,240 - \$666,921) to help offset the 2021 short fall of \$133,706 (\$633,706 – \$500,000). 6. RFTA greatly appreciates the willingness of the County to continue its contribution for this worthwhile commuter bus service in 2022 in the amount of \$500,000. 7. Staff is seeking the Board’s authorization for the RFTA Board Chairman to execute the IGA, which will formalize Garfield County’s \$500,000 contribution for the Grand Hogback bus service. The IGA has been reviewed and approved as to form by the RFTA General Counsel.

Background/Discussion:	See Core Issues
Governance Policy:	Board Job Products Policy 2.4.5 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:	Garfield County has budgeted \$500,000 for the Hogback bus service in 2022. RFTA relies on this funding to help support the Hogback bus service.
Attachments:	Yes, please click on this link: “2022 IGA for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities.pdf.” or see “2022 IGA for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities.pdf,” included in the February 2022 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the Board Agenda Packet.

**RFTA BOARD OF DIRECTORS MEETING
“CONSENT” AGENDA SUMMARY ITEM # 6. B.**

Meeting Date:	February 10, 2022
Subject:	Intergovernmental Agreement for Garfield County Senior Programs Traveler Services – 2022
Presented By:	Dan Blankenship, Chief Executive Officer
Strategic Outcome	2.0 Accessibility & Mobility
Strategic Objective	2.5: Ensure accessibility for youth, low income, seniors and disabled populations
Staff Recommends:	Staff recommends the approval of the Intergovernmental Agreement for Garfield County Senior Programs Traveler Services – 2022 and authorize the RFTA Chairman to execute it.
Background/ Discussion	<ol style="list-style-type: none"> 1. In 2008, RFTA was designated the provider of the Traveler Senior Transportation Program services, which it has provided from 2009 through 2021 pursuant to the Intergovernmental Agreement for Garfield County Senior Programs - Traveler Program. 2. Garfield County has updated the IGA for 2022. 3. Staff is requesting the Board to approve and authorize the Board Chair to execute the IGA.
Policy Implications:	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 total estimated budget for the Traveler in 2022 is \$690,255. RFTA will be reimbursed by Garfield County for its documented expenses connected with providing the Traveler transportation service in 2022, up to \$499,210. The City of Glenwood Springs will also contribute \$30,000 to RFTA to defray costs related to the ADA Complementary Paratransit Service that it receives from the Traveler. In addition to these amounts, RFTA is contributing approximately \$161,045 towards the Traveler’s expenses in 2022 to defray the prorated cost allocated to its members (Glenwood Springs, Carbondale, and New Castle) by the County’s cost allocation methodology. However, RFTA anticipates receiving a \$40,000 administrative fee payment for providing the service that will reduce its net contribution to the Traveler to approximately \$121,045.32.
Attachments:	Yes, please click on this link: “2022 IGA for Garfield County Senior Programs-Traveler Services.pdf.” or see “2022 IGA for Garfield County Senior Programs-Traveler Services.pdf,” included in the February 2022 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting the RFTA Board Agenda packet.

**RFTA BOARD OF DIRECTORS MEETING
“CONSENT” AGENDA SUMMARY ITEM # 6. C.**

Meeting Date:	February 10, 2022
Subject:	7-Party Memorandum of Understanding (MOU) Regarding Garfield County Senior Programs for 2022
Strategic Outcome:	Accessibility & Mobility
Strategic Objective:	2.5: Ensure accessibility for youth, low income, seniors, and disabled populations
Presented By:	Dan Blankenship, Chief Executive Officer
Recommendation:	Please approve the 7-Party MOU and authorize the RFTA Chairman to execute it.
Executive Summary:	<ol style="list-style-type: none"> 1. The provision of Garfield County Senior Programs, including congregate meal/nutrition services and Traveler transportation services is a cooperative effort involving 7 governmental entities as follows: Garfield County, City of Rifle, Town of Carbondale, City of Glenwood Springs, Town of New Castle, Town of Silt, and RFTA. 2. The parties set forth the terms and conditions of their cooperative provision, administration, and funding of the Senior Programs for senior citizens in Garfield County pursuant to a 7-Party MOU, which explains who is responsible for various aspects of Senior Programs. RFTA is designated the provider of the Traveler transportation services, which it provides pursuant to a separate IGA with Garfield County (see Agenda Item 6.A., above). 3. Each year, the actual financial contributions of the 7-Party IGA participants, which help to support the Senior Programs, are established by the terms of the 7-Party MOU. The MOU sets forth the level of services to be provided in each community and the methodology for determining the financial contributions of the 7-Party MOU’s participants. 4. Staff recommends that the RFTA Board of Directors approve the 7-Party Memorandum of Understanding (MOU) Regarding Garfield County Senior Programs for 2022 and authorize the RFTA Chairman to execute it.
Policy Implications:	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 total estimated budget for the Traveler in 2022 is \$690,255. RFTA will be reimbursed by Garfield County for its documented expenses connected with providing the Traveler transportation service in 2022, up to \$499,210. The City of Glenwood Springs will also contribute \$30,000 to RFTA to defray costs related to the ADA Complementary Paratransit Service that it receives from the Traveler. In addition to these amounts, RFTA is contributing approximately \$161,045 towards the Traveler’s expenses in 2022 to defray the prorated cost allocated to its members (Glenwood Springs, Carbondale, and New Castle) by the County’s cost allocation methodology. However, RFTA anticipates receiving a \$40,000 administrative fee payment for providing the service that will reduce its net contribution to the Traveler to approximately \$121,045.32.

Attachments:	Yes, please click on this link: "2022 7-Party MOU Regarding Garfield County Senior Programs.pdf," or see "2022 7-Party MOU Regarding Garfield County Senior Programs.pdf," included in the February 2022 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting RFTA Board Agenda packet.
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**RFTA BOARD OF DIRECTORS MEETING
“CONSENT” AGENDA SUMMARY ITEM # 6. D.**

Meeting Date:	February 10, 2022
Subject:	Collection Agreement Between the Roaring Fork Transportation Authority and the USDA, U.S. Forest Service, White River National Forest, Aspen-Sopris Ranger District
Strategic Outcome:	6. Environmental Sustainability
Strategic Objective:	6.1 Trail and Transit Users Enjoy Environmentally Friendly Equipment and Facilities
Presented By:	Michael Yang, Chief Financial & Administrative Officer
Staff Recommends:	Authorize the CEO to execute the Collection Agreement Between the RFTA and the USDA, U.S. Forest Service, White River National Forest, Aspen-Sopris Ranger District.
Executive Summary:	<p>The five-year Collection Agreement between the RFTA and the USDA, U.S. Forest Service, White River National Forest had expired on December 31, 2021. Currently, \$0.65 of each Maroon Bells bus ticket sold is contributed by RFTA to the U.S. Forest Service. This agreement enabled RFTA’s contributions to the U.S. Forest Service to be limited to support and fund the natural resource management, recreational uses, and improvement work performed at the Maroon Bells Scenic Area.</p> <p>Since the Collection Agreement had expired, members of the U.S. Forest Service, Aspen-Sopris Ranger District contacted RFTA staff and provided an updated five-year Collection Agreement effective February 2022 with a termination date of December 31, 2026. The Collection Agreement has been reviewed by RFTA staff and RFTA’s General Counsel.</p> <p>The 2021 Maroon Bells operating season yielded nearly \$79,000 of fees that RFTA will contribute to the U.S. Forest Service. In accordance with the Collection Agreement, the U.S. Forest Service will send a Bill of Collection to RFTA for this amount. The funds will be used to support four seasonal employees for the upcoming 2022 Maroon Bells season. This process will continue throughout the term of the agreement. At the end of the agreement, staff anticipates to work with members of the U.S. Forest Service, Aspen-Sopris Ranger District and discuss updating the agreement for future years, as needed.</p> <p>Staff recommends that the RFTA Board authorize the CEO to execute the updated Collection Agreement Between the RFTA and the USDA, U.S. Forest Service, White River National Forest, Aspen-Sopris Ranger District.</p>
Background/ Discussion:	<p>In 1977, the U.S. Forest Service was faced with deteriorating environmental conditions, serious traffic congestion and greatly increased visitor conflicts in the Maroon Creek Valley due to the amount of automobile traffic and illegal parking in the narrow valley corridor and at Maroon Lake. In an effort to maintain access while reducing environmental and social impacts to the Maroon Creek Valley, the U.S. Forest Service, in collaboration with the RFTA established a bus route from Aspen Highlands Ski area up to Maroon Lake. To ensure the bus system was successful in reducing the negative impacts, the Forest Service worked in</p>

	<p>cooperation with Pitkin County to place a partial closure on the road. The U.S. Forest Service staffs a Welcome Station at the entrance to the valley to allow the buses through and limit access by private motorized vehicles and during the busy seasons. In the late 1990's, the Forest Service invested over \$4.5 million in reconstructing the buildings and parking areas in the Valley to ensure that mass transit through a bus system would be continued well into the future.</p> <p>The U.S. Forest Service, as an agency of the United States of America, is responsible for management of National Forest System (NFS) lands and therefore is responsible for the management, use, and stewardship of natural and cultural resources on national forests and grasslands. The U.S. Forest Service and RFTA share mutual interests and benefit in the same qualitative way from the objective of the agreement. The Cooperative Funds Act of 1914 allows the U.S. Forest Service to collect contributions for forest investigation, protection, management and improvement work on the National Forest System (NFS) lands that is the responsibility of the U.S. Forest Service.</p> <p>To defray costs associated with providing the bus service to the Maroon Bells, RFTA charges a fee that is collected via bus ticket sales. A portion of the bus ticket amount was originally contributed to the U.S. Forest Service under a Memorandum of Understanding (MOU) between the Aspen Ranger District, White River National Forest and RFTA. However, in 2016, RFTA staff worked with members of the U.S. Forest Service Aspen-Sopris Ranger District to develop a Collection Agreement to replace the MOU that enables the U.S. Forest Service to deposit the funds into a separate account which limits the use of those funds to support and fund the natural resource management, recreational uses, and improvement work performed at the Maroon Bells. Under the new Collection Agreement, the funds can only be used locally and cannot be redirected elsewhere, which differed from the MOU where the funds were not limited for local use.</p> <p>At the January 12, 2017 Board meeting, the RFTA Board approved to authorize the CEO to execute the Collection Agreement between RFTA and the USDA, White River National Forest effective January 2017 with a termination date of December 31, 2021.</p>
Governance Policy:	Policy 2.3.4 states, "The CEO shall not fail to settle payroll and payables in a timely manner."
Fiscal Implications:	None noted.
Attachments:	Yes, please click on this link: "Agreement Between RFTA, USDA, USFS, White River National Forest, and Aspen-Sopris Ranger District.pdf," or see "Agreement Between RFTA, USDA, USFS, White River National Forest, and Aspen-Sopris Ranger District.pdf," included in the February 2022 RFTA Board Meeting Portfolio attached to the e-mail transmitting the RFTA Board Agenda Packet.

**RFTA BOARD OF DIRECTORS
 “CONSENT” AGENDA ITEM SUMMARY # 6. E.**

Meeting Date:	February 10, 2022
Subject:	General Executive Constraint – 2.0
Strategic Outcome:	7.0 - With integrity, RFTA will deliver efficient, innovative, transparent, accountable, effective, and collaborative regional transportation services that reflect community values.
Strategic Objective:	7.5 - Ensure appropriate transparency of all RFTA business 7.7 - Continually seek ways to improve business process
Presented By:	Dan Blankenship, CEO
Recommendation:	Accept the report.
Executive Summary:	<ul style="list-style-type: none"> • The RFTA Board adopted a Governance Policy Manual on July 16, 2003 that requires the CEO to periodically certify compliance with Board policies. • The RFTA Board amended policy 2.0 – General Executive Constraint by Resolution No. 2014-15 on September 11, 2014. • The 2021 schedule for monitoring CEO performance requires the CEO to submit an annual monitoring report to the Board regarding General Executive Constraint – Policy 2.0 in February 2022. • I am reporting compliance.
Governance Policy:	The activities of the CEO are governed by Management Limitation policies initially adopted by the RFTA Board of Directors on July 16, 2003, and which were updated in September 2014.
Fiscal Implications:	There are no fiscal implications related to this monitoring report.
Attachments:	Yes, please see the monitoring report attached below for General Executive Constraint (2.0) .

TO: RFTA Board of Directors
FROM: Chief Executive Officer
RE: INTERNAL MONITORING REPORT - MANAGEMENT LIMITATIONS

Annual Monitoring on Policy 2.0: GENERAL EXECUTIVE CONSTRAINT

I hereby present my monitoring report on your Management Limitations policy 2.0 "General Management Constraint."

BROADEST POLICY PROVISION: *"The CEO shall not knowingly cause or allow any practice, activity, decision or organizational circumstance that is unlawful, unethical, imprudent, in violation of the Intergovernmental Agreement, or in violation of commonly accepted business practices."*

I am reporting Compliance.

Signed: Dan Blankenship, CEO Date: February 10, 2022

**RFTA BOARD OF DIRECTORS
 “CONSENT” AGENDA ITEM SUMMARY # 6. F.**

Meeting Date:	February 10, 2022
Subject:	CEO Treatment of the Public Policy 2.1 Certification
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. 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 1.2 The Public is safe and comfortable using the Rio Grande trail 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:	Dan Blankenship, CEO
Recommendation:	Accept the report.
Executive Summary:	<ul style="list-style-type: none"> • The RFTA Board adopted a Governance Policy Manual on July 16, 2003 that requires the CEO to certify compliance with Board policies on a periodic basis. • The Board amended policy 2.1 – Treatment of the Public on September 11, 2014. • The schedule for monitoring CEO performance requires the CEO to submit a monitoring report to the Board regarding Treatment of the Public – Policy 2.1, on an annual basis. This report is due in February each year. I am reporting Non-Compliance, as explained in the attached monitoring report.
Governance Policy:	The activities of the CEO are governed by Management Limitation policies initially adopted by the RFTA Board of Directors on July 16, 2003, and which were updated in September 2014.
Fiscal Implications:	There are no fiscal implications related to this monitoring report.
Attachments:	Yes, please see the monitoring report attached below for Treatment of the Public (2.1)

POLICY TYPE: MANAGEMENT LIMITATIONS

POLICY 2.1

POLICY TITLE: TREATMENT OF THE PUBLIC

With respect to interactions with the public, the CEO shall not knowingly cause or allow conditions or procedures that are unfair, unsafe, untimely, unresponsive, disrespectful or unnecessarily intrusive.


Accordingly, he/she shall not:

1. Collect, review, transmit, store or destroy credit card information gathered from the public in a manner that fails to comply with the Purchase Card Industry (PCI) Data Security Standards.

CEO Report:

- RFTA’s last PCI quarterly scan was on January 6, 2022 and RFTA was PCI compliant with that scan. The next quarterly scan is scheduled for April 6, 2022. The scans are automatically scheduled every quarter and RFTA staff double-checks to make certain the scans occur. On December 1, 2021, RFTA’s annual Payment Card Industry’s Self-Assessment Questionnaire received a Certificate of Validation and a compliant rating, which is good until December 2, 2022.

ROARING FORK TRANSPORTATION AUTHORITY

 powered by Aperia	OVERALL PCI STATUS Compliant	SAQ VERSION C	SAQ STATUS Compliant	LAST SAQ DATE 12/1/2021
	ASV COMPLIANCE STATUS Compliant	ASV COMPLIANCE DATE 1/6/2022	ASV COMPLIANCE DUE DATE 4/6/2022	VALIDATION DATE 12/1/2021

Based upon the information provided by ROARING FORK TRANSPORTATION AUTHORITY regarding its policies, procedures, and technical systems that store, process and/or transmit cardholder data, ROARING FORK TRANSPORTATION AUTHORITY has performed the required procedures to validate compliance with the PCI DSS, the best practices designed to protect merchants and consumers from data security breaches and fraud.


Disclaimer

Aperia Solutions makes no representation or warranty as to whether ROARING FORK TRANSPORTATION AUTHORITY system(s) are secure from either an internal or external attack or whether cardholder data is at risk of being compromised. Aperia Solutions makes no representations or warranties regarding this company’s business activities or operations.

Certificate of Validation

This certifies that this merchant has completed all sections of the Payment Card Industry’s Self Assessment Questionnaire resulting in a compliant rating.

Merchant Name:	ROARING FORK TRANSPORTATION AUTHORITY
SAQ Level:	SAQ C
Validation Number:	PCISmart62812600073245851221
Validation Date:	1st Day of December, 2021
* Expiration Date:	1st Day of December, 2022
ASV Compliance Status:	Compliant
* ASV Compliance Date:	19th Day of October, 2021
Approved Scanning Vendor:	Aperia Solutions, INC.

Reporting Compliance.

2. Fail to clearly communicate to the public what may be expected from the services offered. The public shall be provided an opportunity to comment on proposed “major” service reductions and to any changes in fares at least 30 days prior to implementation of them. Major service changes are defined as:
 - Reductions in service hours for an upcoming season that are greater than 10% when compared to the same season in the previous year;
 - Elimination of a route or a portion of a route (except for seasonal services such as the Bike Express);
 - Reduction in regular headways of 20% or greater;
 - Other changes that RFTA staff may deem significant.

The requirement for an opportunity for public comment on proposed “major” service reductions and to any changes in fares at least 30 days prior to their implementation may be waived by the RFTA Board in the event of an emergency. In the event the emergency waiver is exercised, an opportunity for public comment will be scheduled as quickly as possible after the waiver is exercised or the “major” service reduction or fare change is implemented.

CEO Report: In 2020, it was reported that due to emergency circumstances created by the COVID-19 pandemic, RFTA implemented three service reductions over three weeks, on March 16, 23, and 30, and four service increases on May 10, June 28, September 7, and November 23. Given the COVID-19 exigent circumstances RFTA was operating under at that time in order to maintain its essential services, no public hearings were possible in most cases or required. In all cases, the RFTA Board, the public, and media were kept abreast of planned schedule changes through updates provided in Board Agenda packets and on RFTA websites and through social media. The Spring 2021 service plan featured service levels that were comparable to Spring 2019 (pre-pandemic), however RFTA was operating at 50% of seated capacity on its vehicles. The Summer and Fall 2021 service plans featured service levels that were/are comparable to Summer/Fall 2019. However, since the Summer season began on June 7, 2021, RFTA has been operating at 100% of seated capacity on its buses. Currently, for the 2021/2022 Winter season RFTA is to operating at essentially the same levels of service as it did during the 2019/2020 Winter season before it began making pandemic-related service reductions in March 2020.

At the October 13, 2021 Board meeting, the RFTA Board approved the Alternative 6 Fare Structure plan, which made rides free within a zone, and consolidated the Basalt/El Jebel zones. This had the net effect of reducing the cost of traveling from one zone to the next by \$1 (cash fare) and the overall cost of commuting from Rifle to Aspen or Glenwood Springs to Aspen by \$2. It also reduced the prices of monthly and seasonal zone passes for each zone by amounts proportional to the cash fare reductions. Given the limited time to communicate the fare change to the public, start selling Winter season passes by November 1, and implement the revised fare structure on November 22, the fare change was considered provisional and a Public Hearing on the fare change was deferred until the March 10, 2022 Board meeting, at which time the changes will be made permanent.

Reporting Compliance.

3. Fail to have safety policies and procedures in place and utilized by all employees.
 - a. And shall not fail to obtain a Safety and Security accreditation from Community Transportation Association of America (CTAA), or a similarly qualified organization, at least every three years beginning in 2014.

CEO Report:

RFTA’s previous CTAA Safety and Security Accreditation was valid until January 5, 2021. Staff has been in contact with CTAA, and the Safety and Security Accreditation program is undergoing review

and revisions to make it conform to current regulations and best practices. According to CTAA, the program should be back on line later this year, and when it is being offered once again, RFTA will schedule the accreditation process.

From: Caryn Souza <souza@ctaa.org>
Sent: Thursday, February 3, 2022 2:13 PM
To: Dan Blankenship <dblankenship@rfta.com>
Subject: CTAA: Safety and Security Accrediation

~~~~~  
Good afternoon Dan,

Please find my confirmation that the CTAA Safety and Security accreditation program, due to COVID and other factors, was suspended in 2021 and the current plan is to review and update the program including the application process and fee structure with the intention to make it available later in 2022.

We'll reach back out to you once we've completed our analysis and the review process.

Thank you for your continued support and please don't hesitate to let me know if you have any questions or need additional information.

With Best Regards,

Caryn

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Caryn R. Souza, Human Resource Director  
Training and Certification Program Director  
Community Transportation Association of America  
1341 G Street, N.W., Suite 250  
Washington, D.C. 20005  
Direct Tel: 202.294.6527  
Toll Free: 800.891.0590 x714  
Fax: 202.737.9197  
E-Mail: [souza@ctaa.org](mailto:souza@ctaa.org)  
Web: [www.ctaa.org](http://www.ctaa.org)

At this time staff does not foresee any problems receiving accreditation once the process resumes.

***Due to circumstances beyond RFTA's control, I am Reporting Non-Compliance.***

4. Fail to provide an effective complaint and suggestion response process.

**CEO Report:** RFTA has numerous mechanisms for receiving and resolving complaints as follows: [www.rfta.com](http://www.rfta.com) (contact us at [feedback@rfta.com](mailto:feedback@rfta.com)); Twitter (<https://twitter.com/RFTA>), Facebook (<https://www.facebook.com/RIDE.RFTA>), Rubey Park Information (970-925-8484), word of mouth, and Board Members.

***Reporting Compliance.***



**RFTA BOARD OF DIRECTORS**  
**“CONSENT” AGENDA ITEM SUMMARY # 6. G.**

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Meeting Date:</b>        | February 10, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Subject:</b>             | Agreement for Additional Law Enforcement Services from the City Aspen Police Department (Rent-A-Cop)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Strategic Outcome:</b>   | 1 – Safe Customers, Workforce and General Public                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Strategic Objective:</b> | 1.1 Customers are safe at RFTA facilities and riding RFTA services<br>1.3 Maintain and promote a healthy and safe workforce<br>1.4 The general public has a positive perception of the safety of RFTA services<br>1.5 Staff are well trained and safety focused                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Presented By:</b>        | Kurt Ravenschlag, COO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Recommendation:</b>      | Approve the Agreement and authorize the CEO to execute it subject to approval as to form by the RFTA General Counsel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Executive Summary:</b>   | <ol style="list-style-type: none"> <li>1. Over the past several months, as the economy has improved and ridership has increased, RFTA has experienced an increasing number of passenger disturbances, particularly on late night buses departing from Rubey Park at about the time the bars are closing.</li> <li>2. For many years, RFTA has contracted with Colorado Protective Services to provide security at Rubey Park and on late night buses in order to quell disturbances that without intervention, might spiral out of control.</li> <li>3. When passenger disturbances happen at Rubey Park, which are generally instigated by people who have consumed too much alcohol, RFTA’s Supervisors and Security Contractor are the first line of defense but, often, the Aspen Police Department (APD) must be called to the scene in order to restore order. Although APD responds as rapidly as it can, late at night its resources can be stretched fairly thin, affecting response times.</li> <li>4. Staff believes that a more consistent Police presence is needed at Rubey Park late at night, particularly on Thursday, Friday, and Saturday nights. Police Officers are trained to handle such disturbances and the public is more responsive to their directives than they are to those issued by RFTA Supervisors and Security personnel. Just having Police Officers visible at Rubey Park should eliminate a lot of unwanted behavior.</li> <li>5. As a trial for the balance of the winter season, staff believes that RFTA should contract with APD to have an off-duty Police Officer (in uniform) stationed at Rubey Park in the late-night hours, three days per week.</li> <li>6. The cost of this extra layer of security for the balance of the winter season would be approximately \$15,000. If desired, the contract could be reactivated for the summer season or extended for the balance of the year.</li> </ol> |

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Governance Policy:</b>   | 1 – Safe Customers, Workforce and General Public.                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Fiscal Implications:</b> | The cost of this program for the balance of the winter season would be approximately \$15,000.                                                                                                                                                                                                                                                                                                                       |
| <b>Attachments:</b>         | Yes, please click on this link: " <a href="#">Agreement for Additional Law Enforcement Services from the City of Aspen Police Department-RENT-A-COP.pdf</a> ," or see "Agreement for Additional Law Enforcement Services from the City of Aspen Police Department-RENT-A-COP.pdf," included in the February 2022 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board meeting Agenda. |

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

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b>Meeting Date:</b>           | February 10, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Subject:</b>                | RFTA-First Bank Side Walk Agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Strategic Outcome:</b>      | 2 - Accessibility and Mobility: RFTA will provide accessible, effective and easy to use mobility options that connect our region for all users.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Strategic Objective:</b>    | 2.2 - Trail and transit users move safely, quickly and efficiently<br>2.6 - Identify and reduce barriers to riding transit and accessing trails<br>2.7 – Provide convenient connections to key activity centers in service area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Presented By:</b>           | Michael Hermes – Director of Facilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Staff Recommends:</b>       | Staff recommends that the RFTA approve the sidewalk agreement between First Bank and RFTA for the construction and maintenance of a sidewalk between the new First Bank branch in Willits and the up valley Willits BRT station.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Executive Summary:</b>      | <p>First Bank is building a new branch in Willits on the parcel directly behind the up-valley Willits BRT station. They would like to construct a sidewalk that connects their sidewalk system to the BRT station to give customers of the Bank a safe and direct way to access the bank.</p> <p>The First Bank sidewalk connects to the rest of the eastern section of the Willits development and this pedestrian connection will allow customers of all the business in this phase of the Willits Center to more directly, safely and efficiently access transit. The agreement between First Bank and RFTA lays out the responsibilities of each organization for the pedestrian connection. The agreement allows First Bank to construct a sidewalk that connects to the RFTA BRT station and First Bank will be obligated to permit, construct, and maintain this sidewalk.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Background/ Discussion:</b> | <p>First Bank is constructing a new branch in the Willits development and they would like to build a sidewalk to connect their sidewalk to the BRT station and provide a safe and convenient way for customers using transit to access the bank and the sidewalk system on the eastern section of the shopping center.</p> <p>Currently, to access this section of the shopping center from the BRT station people must walk to the opposite direction toward Whole Foods and the Willits underpass and then cross the Whole Foods parking lot back to the east. This out of direction travel adds several minutes to what would otherwise be a much shorter trip and forces pedestrians to traverse the busy Whole Foods parking lot. While this sidewalk directly benefits First Bank it also closes a significant gap in the pedestrian access system from the BRT station to the eastern section of the Willits development.</p> <p>This sidewalk will cross the CDOT access control line for Highway 82, so First Bank is obligated to obtain a CDOT access permit. Even though First Bank is building the sidewalk, CDOT is requiring that RFTA sign the access permit for this project. Because of the small size and simplicity of the project, and in order to facilitate the construction, RFTA staff has agreed to sign the access permit. First bank has agreed to take all responsibility for abiding by the terms of the access permit and closing it out when the project is completed. These terms are memorialized in the RFTA-First Ban Sidewalk Agreement attached to this memo.</p> |

|                             |                                                                                                                                                                                                                                                               |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | When completed the sidewalk will connect the bank and the entire eastern portion of the Willits development directly to the BRT with a safe and convenient access.                                                                                            |
| <b>Governance Policy:</b>   | POLICY 1.2 Accessibility and Mobility. RFTA will provide accessible, effective and easy to use mobility options that connect our region, for all user types.                                                                                                  |
| <b>Fiscal Implications:</b> | No financial implications for RFTA are created for RFTA by signing this agreement.                                                                                                                                                                            |
| <b>Attachments:</b>         | Yes, please click on this link: <a href="#">"First Bank Sidewalk Agreement.pdf."</a> or see "First Bank Sidewalk Agreement.pdf," included in the February 2022 RFTA Board Meeting Portfolio attached to the e-mail transmitting the RFTA Board Agenda Packet. |

**RFTA BOARD OF DIRECTORS MEETING**  
**“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 7. A.**

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Meeting Date:</b>               | February 10, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Subject:</b>                    | Review of RFTA’s Housing Feasibility Study                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Strategic Outcome:</b>          | 3.0 Sustainable Workforce<br>7.0 High Performing Organization                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Strategic Objective:</b>        | 3.3 Provide comfortable and affordable short-term and long-term housing solutions<br>7.1 Optimize the use of RFTA assets through capital improvement planning, preventative maintenance and asset management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Presented By:</b>               | Kurt Ravenschlag, COO<br>Mike Hermes, Director of Facilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Staff Recommends:</b>           | Review and discussion of RFTA’s Housing Feasibility Study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Background/<br/>Discussion:</b> | <p>RFTA has historically needed seasonal employees to support its peak seasons of Winter and Summer bus service. Sometimes adding 30 to 70 new employees prior to a winter season. Many of these new employees are coming from outside the region and many times outside of the state. RFTA would struggle severely to recruit these employees if it were not for the ability to offer temporary housing when they arrive. Those living in the Roaring Fork Valley understand the challenges of locating housing in the Valley, and if you do, being able to afford it. RFTA being able to provide housing at below market rates for 1-3 years for a new employee as they transition to the region is critical to being able to meet our staffing needs and ultimately Mission of the organization.</p> <p>Currently, RFTA has ownership of 30 beds in Carbondale across two separate housing locations and another 24 beds in Aspen through a long-term Master Lease Agreement with Burlingame Housing, Inc. As part of the Master Lease, there are four one-bedroom year-round units and ten two-bedroom units available during the winter season only. In addition, RFTA has typically been able to lease up to ten additional two-bedroom units from Burlingame for the winter season on a first-come, first-served basis and, if not all of the additional units are needed, RFTA can turn them back for a small fee.</p> <p>In the summer, the 40 Burlingame units go to the Music School bringing RFTA’s total summer beds down to just 30. These beds that RFTA has through ownership or long-term lease agreements are not sufficient for our seasonal housing needs, forcing RFTA to supplement its housing through short-term lease (typically 6 months) agreements. For the 2021/2022 winter season, RFTA has secured an additional 46 beds across three different properties, through short term lease agreements. The security and availability of these short term lease agreements varies each season and is a very unreliable way to address the critical housing needed for RFTA to deliver its services.</p> <p>Another short coming of RFTA’s current housing situation is the fluctuation of beds available at Burlingame between winter, spring and summer seasons. This requires a game of musical chairs as RFTA will try to retain as many winter drivers for the summer season as it can, which requires moving 40 employees out of Burlingame in the Spring into other short-term housing arrangements and then possibly back into Burlingame when those units become available again.</p> |

To further complicate RFTA's housing situation, its 30 beds of owned housing in Carbondale at Parker House and Main Street Apartments, have a limited life span. The Parker House units were constructed between the 1950's and 1970's and show tremendous wear and tear to both the exterior and interior of the units. It is estimated that they have a limited useful life remaining at their current state and require immediate renovations and repairs. The Main Street apartments were built in 1992 and have an approximate remaining economic life of 26 years. In addition, the Burlingame Master Lease expires in 2033 with no indication at this point what the plan is for future long-term lease agreements of that facility once the original lease expires.

This brings us to RFTA Destination 2040, in which \$10 million was designated for employee housing, and the initiative to construct replacement and expansion housing for RFTA. Due to RFTA's current housing deficiencies, any new housing in the immediate future will be treated as expansion housing as this will allow us to reduce the number of short-term lease agreements we need to secure each season. RFTA owns a number of properties in the Carbondale and Glenwood Springs area that could be suitable for new housing development. In 2021 RFTA secured a third-party consultant, SEH to review the feasibility of RFTA's properties for housing development and to make recommendations on where RFTA should initiate its first phase of new housing.

The feasibility study focused on several conceptual design alternatives for employee housing at five (5) existing properties, either owned or under the management of RFTA. The program, unit types, and square footage requirements were initially pulled from RFTA's 2019 Program of Requirements, however, several adjustments and variations of unit configurations were made in the study due to the variety of lot sizes and zoning.

Several of the properties reviewed include existing structures, which were either to be demolished or renovated with regards to the study. Two (2) of the properties include existing housing developments currently in use by RFTA and two (2) currently serve other functions at RFTA. Each design alternative evaluated the lot size, existing structures, local zoning regulations, potential parking capacity and any cost associated with new construction, renovation and property appraisals.

The properties reviewed varied in location along the western portion of the Roaring Fork Valley. Four (4) of the sites were located within the Town of Carbondale and one (1) within the City of Glenwood Springs. The primary focus was to first understand the zoning regulations for each location and develop a list of comparable traits to assist in determining the final recommendations.

When reviewing the zoning requirements, it was determined that the largest contributing factor was the parking requirements. Glenwood Springs requires a traditional unit/parking ratio, which includes a 1/5 ratio for guest parking. In comparison, Carbondale's parking requirements request a varying unit/parking ratio depending on unit type and square footage of each units. These numbers played a large role in determining the unit types applicable for each site to efficiently maximize the parking and building size.

Although less impactful, zoning classifications for each location also vary slightly. Two (2) of the locations are pre-zoned for housing development, causing no further action. However, it is anticipated that coordination will need to be conducted with each

jurisdiction about the re-zoning of the other three (3) properties if they are selected for final design and construction.

The initial basis of design for the feasibility study was the “RFTA Housing Program - Program of Requirements. The housing program of elements, illustrates the need for a variety of employee housing to assist employees with affordable workforce housing for a period of one season to three years. The program provides guidance on different unit types and square footages to use for an initial building concept and footprint. The program not only outlines the housing requirements but also the necessary interior support spaces and exterior space requirements, including parking. The housing program is separated into two (2) phases of construction; Priority A & Priority C, with each phase targeting thirty (30) total units with a variety of bed counts per unit type, including accessible units.

The initial goal of the study was following the guidelines established within the housing program. However, upon further review of certain site constraints, including lot size and parking requirements, the program was adjusted to better suit each site. In addition, certain sites do not allow for phasing options due to size, therefore, those alternatives show a single phase with a revised building footprint to better maximize unit counts while meeting the parking requirements.

The program provides parameters for studio, one bedroom, two bedroom, and three bedroom unit types. After early discussions and review of site constraints, it was determined to maximize each site’s parking and building footprint with more studios and ones bedrooms, rather than strictly following the initial program. It was expressed that shared units were not highly desired amongst residents, so providing more private accommodations would be a greater benefit to their quality of living. In addition, this helps reduce parking counts and provides more efficiency to the lot layout.

The five sites analyzed included one site in Glenwood Springs at the West Glenwood Springs Park and Ride and the other four were located in Carbondale at the RFTA Carbondale Maintenance Facility 0766 Industry Way, Parker House 12 Weant Blvd, the Bank offices 1340 Main St, and Main Street Housing 1046 -1054 Main St.



The following tabulates the analysis of the feasibility study for each property.

**SITE COMPARISONS**

| DESCRIPTION      | WG. PNR          | CMF              | PARKER           | BANK             | MAIN ST.         |
|------------------|------------------|------------------|------------------|------------------|------------------|
| PROPERTY VALUE   | -                | \$4,270,000      | \$3,490,000      | \$1,910,000      | \$1,370,000      |
| RFTA OWNED       | YES              | YES              | YES              | YES              | NO               |
| ZONING           | MIXED USE        | INDUSTRIAL       | RESIDENTIAL      | PUD              | TRANSITIONAL     |
| MAX. UNITS       | 74               | 64               | 23               | 32               | 7                |
| MAX. PARKING     | 171              | 90               | 32               | 44               | 9                |
| FUTURE EXPANSION | -                | 64 UNITS         | -                | -                | -                |
| MAX. UNIT COST   | \$25,614,770     | \$16,395,441     | \$6,589,134      | \$8,086,664      | \$2,662,059      |
| EXTG DEMO COST   | -                | \$217,350        | \$152,820        | \$86,700         | \$54,720         |
| <b>COST/UNIT</b> | <b>\$346,146</b> | <b>\$259,575</b> | <b>\$293,128</b> | <b>\$255,418</b> | <b>\$388,111</b> |

When determining the final recommendation, the team valued the goals to provide the most logical, cost effective, sustainable and highest output of units. These recommendations both show a high output of units with minimum impact to the site's existing uses. The two differentiate from one other when it comes to future growth opportunities and length of commute for staff.

The first recommendation was at the West Glenwood PNR, as it provided a high unit count along with additional parking spaces for expected future growth of the West Glenwood Park and Ride. The proximity to the GMF Complex provides a short commute for RFTA staff working nearby, additionally with ease of access to the remainder of the valley with adjacency to the existing PNR. Walkability is also high with nearby access to Glenwood Springs Meadows, the West Glenwood Mall and other businesses.

The second recommendation, solely based on cost and unit output, was at the Carbondale Maintenance Facility. This site appears to hold the greatest potential for future growth with an estimated 128 units. Additionally, this site held one of the lowest cost/unit ratios compared to most of the others. This site does, however, have a longer commute for staff getting to and from any of the other RFTA facilities.

The analysis performed by SEH will help inform a RFTA housing committee tasked with making a recommendation by June 2022 to submit as a Strategic Initiative in RFTA's budgeting process. This recommendation will factor in the analysis performed by SEH, conversations with the communities in which these properties reside, and any other factors that could influence the decision of where to initiate RFTA's first phase of housing construction. It is the hope of RFTA that some form of design and or construction will be initiated in 2023.

**Governance Policy:** Policy 1.0 Outcomes, Sustainable Workforce and High Performing Organization

**Fiscal Implications:** None at this time.

**Attachments:** Yes, please click on this link: ["Housing Summary.pdf"](#) and ["RFTA Facilities and Housing Map.pdf"](#) or see "Housing Summary.pdf" and "RFTA Facilities and Housing Map.pdf" included in the February 2022 RFTA Board Meeting Portfolio attached to the e-mail transmitting the RFTA Board Agenda Packet.



**RFTA BOARD OF DIRECTORS MEETING**  
**“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 7. B.**

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Meeting Date:</b>         | February 10, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Subject:</b>              | RFTA Climate Action Plan Draft Scope of Work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Strategic Outcome:</b>    | 6.0 ENVIRONMENTAL SUSTAINABILITY<br>7.0 HIGH PERFORMING ORGANIZATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Strategic Objectives:</b> | 6.1 Trail and transit users enjoy environmentally friendly equipment and facilities<br>6.2 RFTA organization will strive for 100% renewable energy use<br>6.3 Maximize energy efficiencies within RFTA organization with cost-effective solutions<br>6.4 Provide alternative and innovative travel solutions to help slow the growth of vehicle miles traveled in the service region<br>6.5 Advance renewable/sustainable projects without sacrificing our existing services and responsible budget<br>6.6 Promote and support transit-oriented land use patterns<br>7.1 Optimize the use of RFTA assets through capital improvement planning, preventative maintenance and asset management<br>7.2 Innovative technology will be leveraged to improve service and efficiency in all outcome areas<br>7.4 Actively engage the public about plans, projects and service changes<br>7.6 Actively plan for business continuity and resilience in the event of crisis                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Presented By:</b>         | Kurt Ravenschlag, COO<br>David Johnson, Planning Director<br>Jason White, Assistant Planner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Staff Recommends:</b>     | Staff seeks Board feedback on the Draft Scope of Work for the RFTA Climate Action Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Executive Summary:</b>    | <p>The concepts of global warming and climate change have moved beyond discrete scientific circles. News headlines now casually refer to maximum atmospheric and ocean temperatures that once surpassed will result in irreversible ecological damage. Extreme weather events with devastating and expensive impacts are happening at a human scale. In the RFTA service region we are experiencing more frequent wildfires, resulting landslides, flooding, wildlife habitat decline, reduced snowpack and shorter winters.</p> <p>There is sometimes a sense of helplessness, and a heightened awareness around what to do about it. Businesses, decision makers and individuals are beginning to take <b>climate action</b>.</p> <p>As the largest rural transit agency in the nation, the second largest transit agency in Colorado and the de facto regional transportation planning body, what is RFTA’s role or responsibility in climate action? Is it enough to continue to focus on transit and trails by providing multimodal options? Do we focus solely on our fleet and facility operations (produced emissions)? Or do we focus on filling buses and lowering fares to reduce personal vehicle trips and cumulative greenhouse gas emissions (displaced emissions)? Or both? And, how does a transit agency enact equitable</p> |

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                           | <p>climate action without compromising existing services and a responsible public budget?</p> <p>According to the <i>APTA Guidelines for Climate Action Planning</i> resource, “while the reasons for engaging in climate action planning can be many, they essentially fall into one of two categories: “You have to” or “You want to” — that is, reasons that are externally driven or those that are internally driven, or what one might term “policy mandates” and “policy direction.” Furthermore, “each planning effort will be as unique as the organization undertaking it. As with conducting a GHG footprint analysis, a key step in climate action planning is identifying the scope that the plan is intended to cover.” Arguably, RFTA falls into the policy direction category, taking a leadership position to define a scope of authority for climate action.</p> <p>These and other questions were the primary topic of discussion at the RFTA Board Retreat in July 2021. Following Board direction, and aligning with several strategic planning outcomes, RFTA staff will be embarking on an exciting <b>RFTA Climate Action Plan (CAP)</b> to quantify operational emissions and set performance targets.</p> <p>Staff members from several departments are currently performing a lot of national and regional research and meeting to create a comprehensive scope of work. This final scope will be included in a RFP, and competitively solicited to contract with a consulting team to complete the RFTA CAP by the end of 2022.</p> <p>Please see the draft scope of work attached.</p>                                                                            |
| <p><b>Background/<br/>Discussion:</b></p> | <p>“In 2019, greenhouse gas emissions from transportation accounted for about 29 percent of total U.S. greenhouse gas emissions, making it the largest contributor of U.S. greenhouse gas emissions. In terms of the overall trend, from 1990 to 2019, total transportation emissions have increased due, in large part, to increased demand for travel. The number of vehicle miles traveled (VMT) by light-duty motor vehicles (passenger cars and light-duty trucks) increased by 48 percent from 1990 to 2019, as a result of a confluence of factors including population growth, economic growth, urban sprawl, and periods of low fuel prices.” (U.S. Environmental Protection Agency (EPA)).</p> <p>In the 2019 legislative session Colorado passed House Bill 19-1261, the Climate Action Plan to Reduce Pollution (“Climate Action Plan”), which includes science-based targets of reducing statewide greenhouse gas pollution 26% by 2025, 50% by 2030, and 90% by 2050 from 2005 levels. To ensure that Colorado continues to make progress toward these targets, Governor Polis directed state agencies to develop this comprehensive Greenhouse Gas Pollution Reduction Roadmap (“Roadmap”). CDOT has also created a ZEV Transition Plan with an aggressive goal of 1,000 electric buses in the State by 2030.</p> <p>The RFTA organization is motivated to do what it can to help the State meet or exceed these ambitious emissions goals, establish its own goals to reducing GHG emissions in our region and becoming a more resilient organization to future climate change.</p> <p>Please see the draft scope of work that can be found by clicking on the link below.</p> |

|                             |                                                                                                                                                                                                                                                                     |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Governance Policy:</b>   | Policy 1.0 Outcomes, Environmental Sustainability                                                                                                                                                                                                                   |
| <b>Fiscal Implications:</b> | None at this time.                                                                                                                                                                                                                                                  |
| <b>Attachments:</b>         | Yes, please click on this link: " <a href="#">Climate Action Plan-Draft Scope.pdf</a> ," or see "Climate Action Plan-Draft Scope.pdf," included in the February 2022 RFTA Board Meeting Portfolio attached to the e-mail transmitting the RFTA Board Agenda Packet. |

**RFTA BOARD OF DIRECTORS MEETING**  
**“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 7. C.**

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Meeting Date:</b>        | February 10, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Subject:</b>             | Regional Bike Share/First and Last Mile Mobility (FLMM) Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Strategic Outcome:</b>   | 2.0 ACCESSIBILITY AND MOBILITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Strategic Objective:</b> | 2.4 Provide increased first and last mile options for customers throughout service area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Presented By:</b>        | David Johnson, Director of Planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Staff Recommends:</b>    | Update Only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Executive Summary:</b>   | <p>Destination 2040 committed approximately \$1.2 million in capital funding and about \$550,000 per year in operating funds (increasing by a forecast 3% per year) for the expansion of the WE-cycle bike sharing program to Carbondale and Glenwood Springs, where no bike share currently exists, and for bike share expansion in Aspen and Basalt.</p> <p>In March 2021, RFTA enlisted Toole Design to help develop a bike share implementation and/or expansion plan for each of RFTA’s member jurisdictions.</p> <p><b>Regional Bike Share System Plans</b><br/> The consultant team has finished revising the local bikeshare system plans that identify the size, scale, and phasing of new or expanded bikeshare service in the Upper Valley, Mid-Valley, and Lower Valley. These plans identify equipment needs and implementation timing for each community.</p> <p><b>Capital and Operating Cost Analyses</b><br/> The consultant team is also developing a capital cost analysis and an operating cost analysis to determine the funding needs for bikeshare expansion, the level of service that can be funded through Destination 2040 in the areas identified in the ballot project description, and the amount of additional funding is needed to implement regional bikeshare, including the potential for additional RFTA funding and local match contributions. Preliminary results show that Destination 2040 capital funding will not cover the entire cost of regional expansion nor the annual operations of the expanded plan.</p> <p><b>Governance Plan</b><br/> The consultant team continues to work on a governance model. There are a host of issues that must be considered and memorialized in a long-term, annually renewing agreement with participating jurisdictions. The goal will be to provide enough structure so that RFTA and all of the participating jurisdictions clearly understand their roles and responsibilities, but not so much structure that the agreement is overly cumbersome to administer. The agreement would set forth a capital and operating cost allocation plan for participants, delineating what each community could expect from RFTA in any given year, as well as what they would be expected to contribute themselves. Ownership of assets, in-kind contributions, and other details would be specified in the Agreement, which would be circulated among and approved by the parties annually. In addition, there may be a separate agreement between RFTA and WE-cycle, as the operator of the regional bike share system.</p> |

|                                |                                                                                                                                                                                                                                                                                                                          |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                | <p><b>Next Steps</b><br/> Toole plans to schedule a meeting this month with a sub-set of the Technical Advisory Committee to review these plans.</p> <p>The funding plan, governance model, and draft report will be presented to the RFTA Board in March for review, with final recommendations presented in April.</p> |
| <b>Background/ Discussion:</b> | See Executive Summary, above.                                                                                                                                                                                                                                                                                            |
| <b>Governance Policy:</b>      | 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).”                                                                                                                                 |
| <b>Fiscal Implications:</b>    | The estimated cost of the RBSS and FLMM Development Plan is approximately \$200,000. An additional \$43,660 has been allocated to WE-cycle to serve as a resource expert for the study.                                                                                                                                  |
| <b>Attachments:</b>            | None.                                                                                                                                                                                                                                                                                                                    |

**RFTA BOARD OF DIRECTORS MEETING  
“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 8. A.**

**CEO REPORT**

**TO:** RFTA Board of Directors  
**FROM:** Dan Blankenship, CEO  
**DATE:** February 10, 2022

**CEO Succession Plan Update:** Completed performance reviews have been transmitted to the CFAO and COO. Follow-up meetings to discuss the reviews, delegation of additional responsibilities, succession planning, and the possible realignment of Departments reporting to each, are expected to take place during the second half of January.

**COVID-19 Update:**

- Vaccinations:** As of February 4, 2022, the number of RFTA employees that were fully vaccinated was as follows:

| RFTA Vaccination Tracking Report - 2/4/22 |                                                           |            |
|-------------------------------------------|-----------------------------------------------------------|------------|
| 1                                         | Total Initially Vaccinated RFTA Employees                 | 302        |
| 2                                         | Total Boosted RFTA Employees                              | 119        |
| 3                                         | Total RFTA Employees                                      | 371        |
| 4                                         | <b>Percentage RFTA Employees Vaccinated</b>               | <b>81%</b> |
| 5                                         | Percentage RFTA Employees Boosted                         | 32%        |
| 6                                         | Percentage of Initially Vaccinated RFTA Employees Boosted | 39%        |

- Attendance:** As of Friday, February 4, 2022, there were 10 RFTA employees absent due to COVID-19 related reasons. This was down from a high of 36 on January 5, 2022

**RFTA COVID-19 Attendance Summary by Category**

Date: 2/4/2022

| A                                      | B                                                | C                                | D                                         | E                            | F                                          | G                               | H                                     | I                           | J                               | K                   | L                   | M                   |
|----------------------------------------|--------------------------------------------------|----------------------------------|-------------------------------------------|------------------------------|--------------------------------------------|---------------------------------|---------------------------------------|-----------------------------|---------------------------------|---------------------|---------------------|---------------------|
| 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 EE's Out |
| 6                                      | 1                                                | 2                                | 1                                         | 0                            | 0                                          | 10                              | 0                                     | 0                           | 0                               | 11                  | 21                  | 6%                  |

- Staffing:** As of Friday, February 4, RFTA had 157 FTEs on staff. Of these, 5 will be completing training next week and 6 will be starting training next week. Also, RFTA had 26 seasonal Bus Operators on staff and working. However, there were 6 employees out for long-term absences, leaving RFTA 14 Bus Operators short of its winter season goal of 201 (see chart on next page)

## RFTA Winter Staffing Plan (as of 2/4/22)

|   | A                                                                                  | B                   |
|---|------------------------------------------------------------------------------------|---------------------|
|   | Description                                                                        | Winter Service Plan |
| 1 | Estimated Bus Operator FTE's* on Staff                                             | 167                 |
| 2 | Estimated Seasonal and Part-Time Bus Operators on Staff                            | 26                  |
| 3 | Total FTE's, Seasonal and Part-Time Bus Operators on Staff                         | 193                 |
| 4 | Estimated number of Bus Operators Unavailable due to COVID/Other                   | 6                   |
| 5 | Total Estimated Bus Operators Available To Work                                    | 187                 |
| 6 | Total Estimated Active Bus Operators Required for Scheduling per Week for 114%     | 201                 |
| 7 | <b>Estimated Excess/(Shortfall) of Bus Operators Available per Week for 114%**</b> | <b>-14</b>          |

**Currently Not Anticipating Potential Service Reductions:** With the Holidays and X-games behind us, and Omicron infections among Bus Operators and Vehicle Maintenance personnel on the decline, RFTA is optimistic it can complete the winter season without the need to reduce service levels.

5. **Fleet Availability:** As of Monday, Friday, February 4, RFTA had 105 buses available for service and it required 90 for peak pullout, leaving a surplus of 15 (a spare ratio of 17%, which is a little thin, because RFTA strives to have a 20% spare ratio).

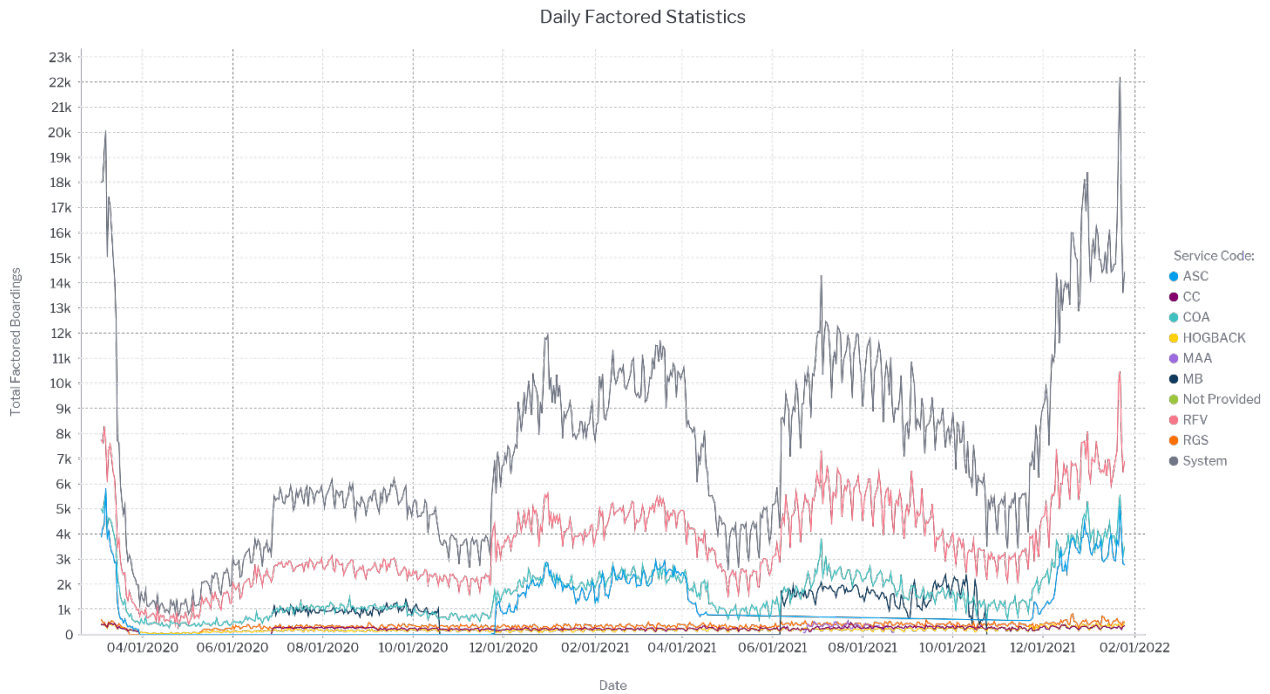
| Shop         | Buses at Location | Out of Service | Available | Peak Pullout | Deficit/Surplus |
|--------------|-------------------|----------------|-----------|--------------|-----------------|
| <b>AMF</b>   | 66                | 8              | 58        | 52           | 6               |
| <b>GMF</b>   | 55                | 8              | 47        | 38           | 9               |
| <b>Total</b> | 121               | 16             | 105       | 90           | 15              |

6. **Ridership:** Through January 27, 2022, RFTA's 2021/2022 Winter Season Average Daily Ridership was up 66% system-wide compared to RFTA's Winter 2020/2021 Average Daily Ridership. The peak day ridership of **22,202** so far this season occurred on January 22 (the Saturday of the X-games). For the same period last year, the peak day ridership of 11,928 occurred on New Year's Eve.

### RFTA Average Daily Ridership Winter 2020/2021 vs. Winter 2021/2022

| Season to date through January 27, 2022 |                          |              |               |              |            |
|-----------------------------------------|--------------------------|--------------|---------------|--------------|------------|
|                                         | A                        | B            | C             | D            | E          |
|                                         | Route                    | Winter 20-21 | Winter 21-22  | # Vari       | % Vari     |
| 1                                       | RF Valley/BRT/Local/TOSV | 4,203        | 6,169         | 1,966        | 47%        |
| 2                                       | Hogback                  | 156          | 322           | 166          | 106%       |
| 3                                       | Carbondale Circulator    | 210          | 278           | 68           | 32%        |
| 4                                       | City of Aspen            | 1,997        | 3,554         | 1,557        | 78%        |
| 5                                       | Ride Glenwood            | 317          | 475           | 158          | 50%        |
| 6                                       | Aspen Skiing Company     | 1,643        | 3,351         | 1,708        | 104%       |
| 7                                       | <b>Total</b>             | <b>8,526</b> | <b>14,149</b> | <b>5,623</b> | <b>66%</b> |

The graph below indicates that ridership this Winter Season has been rebounding through January 27 compared to ridership (on the left side of the graph) in March 2020 before the ski areas were closed. Ridership continues to be strong, and time will tell the extent to which Omicron or some other variant could cause ridership to decline once again.



The chart directly below compares 2021 year-end ridership with 2019 pre-pandemic ridership. Overall, system-wide ridership in 2021 was down 42% compared with 2019. However, the chart below that indicates that ridership for December 2021 was only down 30% system-wide when compared to December 2019.

| <b>Total Ridership Comparison: 2019 vs. 2021</b> |                   |                   |                                    |
|--------------------------------------------------|-------------------|-------------------|------------------------------------|
| <b>Service</b>                                   | <b>Total 2019</b> | <b>Total 2021</b> | <b>% Vari YTD 2021 to YTD 2019</b> |
| Aspen                                            | 1,413,782         | 708,643           | -50%                               |
| Valley                                           | 2,762,942         | 1,711,428         | -38%                               |
| Hogback                                          | 102,122           | 77,469            | -24%                               |
| Other                                            | 1,189,795         | 691,291           | -42%                               |
| <b>Total</b>                                     | <b>5,468,641</b>  | <b>3,188,831</b>  | <b>-42%</b>                        |

| <b>Ridership Comparison: Dec. 2019 vs. Dec. 2021</b> |                  |                  |                                    |
|------------------------------------------------------|------------------|------------------|------------------------------------|
| <b>Service</b>                                       | <b>Dec. 2019</b> | <b>Dec. 2021</b> | <b>% Vari YTD 2021 to YTD 2019</b> |
| Aspen                                                | 181,406          | 106,008          | -42%                               |
| Valley                                               | 262,633          | 196,270          | -25%                               |
| Hogback                                              | 9,392            | 9,944            | 6%                                 |
| Other                                                | 133,877          | 99,621           | -26%                               |
| <b>Total</b>                                         | <b>587,308</b>   | <b>411,843</b>   | <b>-30%</b>                        |



**RFTA 2021 Work Plan for Destination 2040 Implementation**

**E1 - Bus Replacement – Nine, 40’ clean diesel, low floor buses**

|                                                                                                                                                                                                               |                            |                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------------------------------------------------------------|
| Total Project: \$5,931,000                                                                                                                                                                                    | 2022 Budget: \$5,931,000   | % Complete: 25%                                                                   |
| RFTA Share: \$5,931,000                                                                                                                                                                                       | RFTA Balance: \$61,742,000 | Last Updated: February 2022                                                       |
| <ul style="list-style-type: none"> <li>2022 Budget included funding to purchase 9 replacement clean diesel, low floor buses. This budget was appropriated in the 2022 Annual Budget appropriation.</li> </ul> |                            | <ul style="list-style-type: none"> <li>9 buses to be delivered in 2023</li> </ul> |

**E2 - Bike Share Expansion**

|                                                                                                                                                                                                              |                            |                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------|
| Total one time RFTA Capital: \$1,270,750                                                                                                                                                                     | 2022 Capital Budget: \$0   | %Complete: 40%                                                                                                   |
| Total Annual RFTA O&M: \$550,000                                                                                                                                                                             | 2021 O&M Budget: \$200,000 | Last Updated: February 2022                                                                                      |
| RFTA Capital Balance: \$1,270,750                                                                                                                                                                            |                            |                                                                                                                  |
| <ul style="list-style-type: none"> <li>2022 Budget includes the remaining project funds from a 2021 appropriation of \$200,000 for a Bike Share Expansion and First and Last Mile Planning Study.</li> </ul> |                            | <ul style="list-style-type: none"> <li>Evaluating Governance models, cost allocations and completing.</li> </ul> |

**C2 - Bus Expansion – Five, 40’ clean diesel, low floor buses**

|                                                                                                                                      |                           |                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------------|
| Total Project: \$3,302,300                                                                                                           | 2022 Budget: \$3,302,300  | % Complete: 25%                                                                               |
| RFTA Share: \$3,302,300                                                                                                              | RFTA Balance: \$5,278,700 | Last Updated: February 2022                                                                   |
| <ul style="list-style-type: none"> <li>2022 Budget includes funding to purchase 5 expansion low floor clean diesel buses.</li> </ul> |                           | <ul style="list-style-type: none"> <li>Buses anticipated to be ordered by May 2022</li> </ul> |

**C5 - Grand Avenue Corridor Study (MOVE) (27<sup>th</sup> Street Parking Expansion, Glenwood In-line Stations, GWS Transit Center, Extension of BRT Downtown GWS, Connections to 1-70 Corridor)**

|                                                                                                                                                                                                                          |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total Project: \$150,000                                                                                                                                                                                                 | 2022 Budget: \$150,000 | % Complete: 95%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| RFTA Share: \$75,000                                                                                                                                                                                                     | RFTA Balance: \$0      | Last Updated: November 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>MOVE study to identify a locally preferred alternative to extend the BRT service from 27<sup>th</sup> Street Park and Ride to the West Glenwood Springs Park and Ride.</li> </ul> |                        | <ul style="list-style-type: none"> <li>Both RFTA and Glenwood Springs have included budget requests in their 2022 annual budgets to facilitate the further efforts needed to determine a locally preferred alternative for BRT extension through Glenwood Springs.</li> <li>Further public outreach and agency coordination is needed to identify a Local Preferred Alternative for the alignment of BRT extension from 27<sup>th</sup> Street to West Glenwood Park and Ride. This work will continue with staff in 2022.</li> </ul> |

**C8 - 27<sup>th</sup> Street Parking Expansion**

|                                                                                                                                                                                                                                                     |                        |                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total Project: \$4,445,396                                                                                                                                                                                                                          | 2022 Budget: \$65,000  | % Complete: 25%                                                                                                                                                                                                                                                                                      |
| RFTA Share: \$4,445,396                                                                                                                                                                                                                             | RFTA Balance: \$65,000 | Last Updated: February 2022                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>The 2022 budget only includes O&amp;M funding for the 505, 27<sup>th</sup> Street property as it will be utilized for construction staging of the 27<sup>th</sup> Street/SH 82 Underpass in 2022.</li> </ul> |                        | <ul style="list-style-type: none"> <li>Closing has occurred and RFTA is in possession of 505, 27<sup>th</sup> Street, Glenwood Springs.</li> <li>Property will be used for Construction staging, worksite PM offices as well bus layover and break area until converted to Park and Ride.</li> </ul> |

**C13 – Town of Snowmass Village Transit Center**

|                                                                                                                                                                            |                         |                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total Project: \$12,860,000                                                                                                                                                | 2022 Budget: \$500,000  | % Complete: 20%                                                                                                                                                                                                                                                                                                                    |
| RFTA Share: \$500,000                                                                                                                                                      | RFTA Balance: \$500,000 | Last Updated: November 2021                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>RFTA staff continue to coordinate with Town of Snowmass on the design and implementation of the Snowmass Transit Center.</li> </ul> |                         | <ul style="list-style-type: none"> <li>Project is currently on hold after receiving updated construction estimates.</li> <li>RFTA staff continue coordination efforts with TOSM on design of Transit Center.</li> <li>It is understood that Snowmass may request RFTA's \$500,000 contribution to this project in 2022.</li> </ul> |

**S1 - Grade Separated Pedestrian Crossings of Hwy 82 and 27th St.**

|                                                                                                                                                                                                       |                           |                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Total Project: \$10,250,000                                                                                                                                                                           | 2022 Budget: \$3,550,392  | % Complete: 30%                                                                                                                                    |
| RFTA Share: \$4,279,500                                                                                                                                                                               | RFTA Balance: \$6,699,608 | Last Updated: February 2022                                                                                                                        |
| <ul style="list-style-type: none"> <li>In 2022 RFTA staff plan to contract with a construction team and begin construction of the 27<sup>th</sup> Street and SH-82 Underpass in fall 2022.</li> </ul> |                           | <ul style="list-style-type: none"> <li>Procurement of construction contractor is underway.</li> <li>Construction planned for fall 2022.</li> </ul> |

**S4 - Buttermilk Underpass**

|                                                                                                                                                                                                                       |                         |                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Total Project: \$8,057,358                                                                                                                                                                                            | 2022 Budget: \$0        | % Complete: 0%                                                                                                              |
| RFTA Share: \$500,000                                                                                                                                                                                                 | RFTA Balance: \$500,000 | Last Updated: September 2021                                                                                                |
| <ul style="list-style-type: none"> <li>The RFTA Contribution when budgeted is \$500,000 to be applied towards construction of a grade pedestrian crossing at the Buttermilk intersection in Pitkin County.</li> </ul> |                         | <ul style="list-style-type: none"> <li>Pitkin County is beginning to coordinate partnerships and design efforts.</li> </ul> |

## S7 - Glenwood Maintenance Facility (GMF) Expansion

|                             |                           |                             |
|-----------------------------|---------------------------|-----------------------------|
| Total Project: \$56,200,000 | 2022 Budget: \$56,200,000 | % Complete: 15%             |
| RFTA Share: \$26,226,701    | RFTA Balance: \$0         | Last Updated: February 2022 |

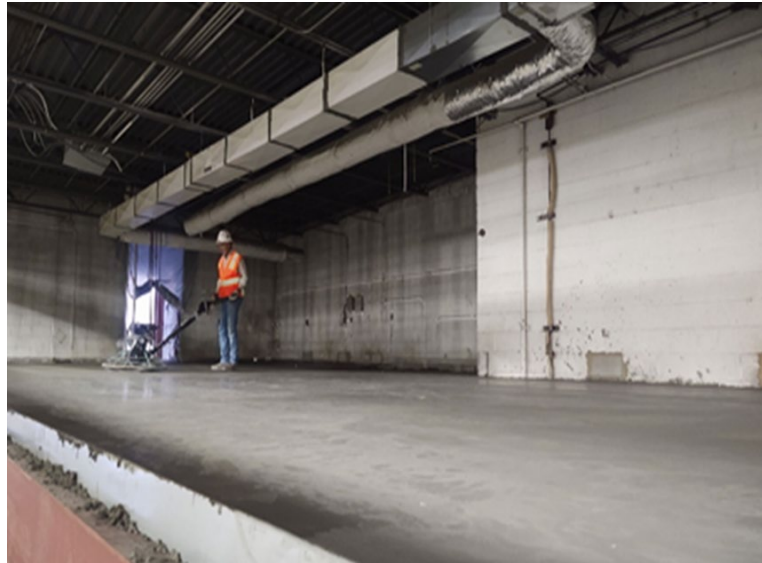
- 2022 Budget includes remaining funding for Phase 2 Construction: Grading, Excavation, Fleet Maintenance Build Renovation & Expansion.
- Construction funding for phases 3,4,5,7 has been appropriated in 2022 Annual Budget.

### Phase 2

- Construction is underway



*Concrete being poured at the mezzanine area of the GMF*



*Concrete being finished at the Mezzanine area of the Vehicle Maintenance area*

### Phase 3,4,5,7

- RFTA's Design Build proposals have come in much higher than budget. RFTA is currently working with FTA to submit a scope reduction request to our existing 5339 grant. This will ultimately result in scope reductions.
- RFTA is waiting concurrence from FTA on scope reductions before executing contract with Design Build team selected through RFP process.

|  |                                                                                                                                                                                    |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>RFTA has submitted a new 5339 grant request that would back fill the elements reduced from the scope of the previous 5339 grant.</li> </ul> |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**S10 - Replacement Office/Housing**

|                                                                                                                                                                                                                                        |                           |                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total Project: \$10,000,000                                                                                                                                                                                                            | 2022 Budget: \$0          | % Complete: 10%                                                                                                                                                                         |
| RFTA Share: \$10,000,000                                                                                                                                                                                                               | RFTA Balance: \$9,900,000 | Last Updated: February 2022                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>Staff has received a Housing Feasibility study in Dec. 2021 and will use this document to help craft a recommendation for a 2023 Strategic Initiative to begin construction in 2023.</li> </ul> |                           | <ul style="list-style-type: none"> <li>Staff forming a housing recommendation committee to develop a strategic initiative to begin construction on a housing project in 2023</li> </ul> |

**Planning Department Update, February 2022 – David Johnson, Director of Planning**

Please see the click on the links: [“2-10-2022 Planning Department Update.pdf,”](#) and [“Q4 2021 Grants Report.pdf,”](#) or see “2-10-2022 Planning Department Update.pdf,” and “Q4 2021 Grants Report.pdf,” included in the February 2022 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

2021 Actuals/Budget Comparison (December YTD)

| 2021 Budget Year                          |                      |                      |                       |               |
|-------------------------------------------|----------------------|----------------------|-----------------------|---------------|
| General Fund                              | December YTD         |                      |                       |               |
|                                           | Actual               | Projection           | Amended Budget        | % Var.        |
| <b>Revenues</b>                           |                      |                      |                       |               |
| Sales and Use tax (1)                     | \$ 30,381,783        | \$ 33,700,000        | \$ 29,364,000         | 14.8%         |
| Property Tax Revenue                      | \$ 11,409,306        | \$ 11,409,306        | \$ 10,945,000         | 4.2%          |
| Grants (2)                                | \$ 29,557,283        | \$ 29,557,283        | \$ 62,616,872         | -52.8%        |
| Fares (3)                                 | \$ 4,127,244         | \$ 4,127,244         | \$ 3,726,756          | 10.7%         |
| Other govt contributions (4)              | \$ 1,604,062         | \$ 1,604,062         | \$ 2,370,922          | -32.3%        |
| Other income (5)                          | \$ 699,973           | \$ 699,973           | \$ 808,130            | -13.4%        |
| <b>Total Revenues</b>                     | <b>\$ 77,779,651</b> | <b>\$ 81,097,868</b> | <b>\$ 109,831,680</b> | <b>-26.2%</b> |
| <b>Expenditures</b>                       |                      |                      |                       |               |
| Fuel (6)                                  | \$ 1,217,865         | \$ 1,199,000         | \$ 1,564,137          | -23.3%        |
| Transit (7)                               | \$ 30,307,506        | \$ 29,827,000        | \$ 32,193,362         | -7.4%         |
| Trails & Corridor Mgmt (8)                | \$ 508,901           | \$ 509,471           | \$ 670,770            | -24.0%        |
| Capital (9)                               | \$ 15,095,870        | \$ 15,146,000        | \$ 57,101,778         | -73.5%        |
| Debt service                              | \$ 2,765,214         | \$ 2,765,214         | \$ 2,773,200          | -0.3%         |
| <b>Total Expenditures</b>                 | <b>\$ 49,895,356</b> | <b>\$ 49,446,685</b> | <b>\$ 94,303,247</b>  | <b>-47.6%</b> |
| <b>Other Financing Sources/Uses</b>       |                      |                      |                       |               |
| Other financing sources (10)              | \$ 4,294,655         | \$ 4,294,655         | \$ 6,821,647          | -37.0%        |
| Other financing uses                      | \$ (3,455,639)       | \$ (3,455,639)       | \$ (3,875,165)        | -10.8%        |
| <b>Total Other Financing Sources/Uses</b> | <b>\$ 839,015</b>    | <b>\$ 839,015</b>    | <b>\$ 2,946,482</b>   | <b>-71.5%</b> |
| <b>Change in Fund Balance</b>             | <b>\$ 28,723,311</b> | <b>\$ 32,490,199</b> | <b>\$ 18,474,915</b>  | <b>75.9%</b>  |

- (1) Actual sales and use tax revenues exclude December data, which will become available in early February 2022. Through November, revenues are comparable with the prior year and approximately 15% over the amended budget.
- (2) Includes \$19.5M of CRRSAA funding received, \$6.3M of grant revenues for 13 buses and 2 Traveler Vans, and \$1.1M for the GMF expansion project. Budgeted grant revenues expected to be carried over to 2022 include: \$72k for 1 Traveler van; \$2.4M for 5 buses, \$3M for the 27<sup>th</sup> Street Underpass, and \$27.45M related to the GMF Expansion Project.
- (3) Through December, fare revenue and ridership have increased by 41% and 36%, respectively, compared to the prior year. COVID-19 impacts started in mid-March 2020. The increase in regional fares has been primarily attributable to Seasonal zone pass sales during the spring of 2021 which have exceeded the prior year. The Maroon Bells service started earlier this season on June 7, 2021 compared to last season on June 28, 2020 which contributes to the increase. The capacity change in June 2021 from 50% to 100% of seated capacity on buses has contributed to the increases in regional and Maroon Bells fare revenues over budget. Over the course of the year, timing of bulk pass orders by outlets and businesses can affect the % change. The chart below provides a YTD December 2020/2021 comparison of actual fare revenues and ridership on RFTA regional services:

| <b>Fare Revenue:</b>                         | <b>YTD 12/2020</b>  | <b>YTD 12/2021</b>  | <b>Increase/<br/>(Decrease)</b> | <b>%<br/>Change</b> |
|----------------------------------------------|---------------------|---------------------|---------------------------------|---------------------|
| Regional Fares                               | \$ 2,182,769        | \$ 2,765,012        | \$ 582,243                      | 27%                 |
| Maroon Bells                                 | \$ 720,176          | \$ 1,332,177        | \$ 612,001                      | 85%                 |
| <b>Total Fare Revenue</b>                    | <b>\$ 2,902,945</b> | <b>\$ 4,097,189</b> | <b>\$ 1,194,244</b>             | <b>41%</b>          |
| <b>Ridership on RFTA Regional Services*:</b> |                     |                     |                                 |                     |
|                                              | <b>YTD 12/2020</b>  | <b>YTD 12/2021</b>  | <b>Increase/<br/>(Decrease)</b> | <b>%<br/>Change</b> |
| Highway 82 (Local & Express)                 | 457,528             | 579,200             | 121,672                         | 27%                 |
| BRT                                          | 472,506             | 656,246             | 183,740                         | 39%                 |
| SM-DV                                        | 35,948              | 24,437              | (11,511)                        | -32%                |
| Grand Hogback                                | 66,721              | 77,469              | 10,748                          | 16%                 |
| Maroon Bells                                 | 107,419             | 218,889             | 111,470                         | 104%                |
| <b>Total Ridership on RFTA Fare Services</b> | <b>1,140,122</b>    | <b>1,556,241</b>    | <b>416,119</b>                  | <b>36%</b>          |
| Avg. Fare/Ride                               | \$ 2.11             | \$ 2.07             | \$ (0.05)                       | -2%                 |
| Avg. Fare/Ride MB                            | \$ 6.70             | \$ 6.09             | \$ (0.62)                       | -9%                 |

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

- (4) Budgeted Governmental Contributions expected to be carried forward to 2022 includes \$500,000 from City of Glenwood Springs for 27<sup>th</sup> Street Underpass Project, up to \$281,621 from Pitkin County for Wingo Bridge Project, and \$18,041 from Garfield County for local match for Traveler Van.
- (5) Includes lower than expected investment income.
- (6) Includes \$212,000 of Excise Tax Credits received for the CNG usage over the first three quarters of 2021, which offsets the current year's fuel expenditure. An additional \$66,500 for the 4<sup>th</sup> quarter of 2021 was submitted to the IRS in January 2022.
- (7) Transit budget savings primarily due to lower than anticipated compensation and benefits for unfilled positions, operating and maintenance costs, and timing of LOVA Trail and WE-Cycle Contributions.
- (8) Trails budget savings primarily due to lower than anticipated expenditures related to the corridor and right-of-way projects and review.
- (9) Unexpended budget for a variety of Facilities, Trail, Planning, and IT-related capital projects will be carried over to 2022 due to timing.
- (10) Due to timing, the lease purchase of new buses will be carried forward to 2022.

| <b>RFTA System-Wide Transit Service Mileage and Hours Report</b> |                             |                  |                 |               |                           |                |                 |               |
|------------------------------------------------------------------|-----------------------------|------------------|-----------------|---------------|---------------------------|----------------|-----------------|---------------|
| <b>Transit Service</b>                                           | <b>Mileage December YTD</b> |                  |                 |               | <b>Hours December YTD</b> |                |                 |               |
|                                                                  | <b>Actual</b>               | <b>Budget</b>    | <b>Variance</b> | <b>% Var.</b> | <b>Actual</b>             | <b>Budget</b>  | <b>Variance</b> | <b>% Var.</b> |
| RF Valley Commuter                                               | 4,383,522                   | 4,294,458        | 89,064          | 2.1%          | 205,708                   | 201,566        | 4,142           | 2.1%          |
| City of Aspen                                                    | 547,921                     | 551,999          | (4,078)         | -0.7%         | 62,969                    | 62,985         | (16)            | 0.0%          |
| Aspen Skiing Company                                             | 274,708                     | 281,710          | (7,002)         | -2.5%         | 19,786                    | 19,279         | 508             | 2.6%          |
| Ride Glenwood Springs                                            | 114,025                     | 118,617          | (4,592)         | -3.9%         | 9,788                     | 9,797          | (10)            | -0.1%         |
| Grand Hogback                                                    | 295,146                     | 273,750          | 21,396          | 7.8%          | 12,866                    | 11,453         | 1,413           | 12.3%         |
| Specials/Charters                                                | 4,504                       | 4,850            | (346)           | -7.1%         | 251                       | 345            | (95)            | -27.4%        |
| Senior Van                                                       | 10,873                      | 23,250           | (12,377)        | -53.2%        | 1,853                     | 1,932          | (79)            | -4.1%         |
| MAA Burlingame                                                   | 13,314                      | 23,904           | (10,590)        | -44.3%        | 1,164                     | 1,690          | (526)           | -31.1%        |
| Maroon Bells                                                     | 89,447                      | 85,616           | 3,831           | 4.5%          | 6,858                     | 7,062          | (204)           | -2.9%         |
| <b>Subtotal - Transit Service</b>                                | <b>5,733,460</b>            | <b>5,658,153</b> | <b>75,307</b>   | <b>1.3%</b>   | <b>321,242</b>            | <b>316,110</b> | <b>5,133</b>    | <b>1.6%</b>   |
| Training & Other                                                 | 23,404                      | 31,000           | (7,596)         | -24.5%        | 33,442                    | 33,773         | (332)           | -1.0%         |
| <b>Total Transit Service, Training &amp; Other</b>               | <b>5,756,864</b>            | <b>5,689,153</b> | <b>67,711</b>   | <b>1.2%</b>   | <b>354,684</b>            | <b>349,883</b> | <b>4,801</b>    | <b>1.4%</b>   |

**Roaring Fork Transportation Authority System-Wide Ridership Comparison Report**

| Service                      | Dec-20<br>YTD    | Dec-21<br>YTD    | #<br>Variance  | %<br>Variance |
|------------------------------|------------------|------------------|----------------|---------------|
| City of Aspen                | 646,663          | 708,643          | 61,980         | 9.58%         |
| RF Valley Commuter           | 1,326,280        | 1,711,428        | 385,148        | 29.04%        |
| Grand Hogback                | 66,721           | 77,649           | 10,928         | 16.38%        |
| Aspen Skiing Company         | 383,516          | 306,073          | (77,443)       | -20.19%       |
| Ride Glenwood Springs        | 106,699          | 139,305          | 32,606         | 30.56%        |
| X-games/Charter              | 32,756           | 5,662            | (27,094)       | -82.71%       |
| Senior Van                   | 1,298            | 1,419            | 121            | 9.32%         |
| MAA Burlingame               | -                | 19,943           | 19,943         | #DIV/0!       |
| Maroon Bells                 | 107,419          | 218,889          | 111,470        | 103.77%       |
| GAB Transit Mitigation Svcs. | -                | -                | -              | N/A           |
| <b>Total</b>                 | <b>2,671,352</b> | <b>3,189,011</b> | <b>517,659</b> | <b>19.38%</b> |

**Subset of Roaring Fork Valley Commuter Service with BRT in 2019**

| Service                           | YTD Dec<br>2020 | YTD Dec<br>2021  | Dif +/-        | % Dif +/-  |
|-----------------------------------|-----------------|------------------|----------------|------------|
| Highway 82 Corridor Local/Express | 457,528         | 579,200          | 121,672        | 27%        |
| BRT                               | 472,506         | 656,246          | 183,740        | 39%        |
| <b>Total</b>                      | <b>930,034</b>  | <b>1,235,446</b> | <b>305,412</b> | <b>33%</b> |

**2022 Budget - Update**

At the March 2022 RFTA Board meeting, staff anticipates to present a supplemental budget appropriation resolution to carryforward unexpended project budgets from 2021 to 2022 (due to timing of the various projects).

**Facilities & Trails Update, February 2022 – Mike Hermes, Director of Facilities & Trails**

**Facilities and Bus Stop Maintenance  
Facilities Capital Projects Update**

**United States Forest Service (USFS) Parcel Feasibility Study:**

The selection committee for the feasibility study met on January 6 and interviewed 3 planning firms that were short-listed to conduct the feasibility study for the employee housing project on the forest service parcel. The selection committee chose Design Workshop to conduct the study and the procurement staff at CMC is currently working to get a contract in place.

Pitkin County has joined this effort and the stakeholder group is now comprised of RFTA, CMC, Pitkin County, the City of Aspen, Aspen Valley Hospital and the Aspen School District and the study has a total budget of \$75,000.

**Wingo Bridge Repairs:**

The contract with Muller Construction for the repairs to the Wingo Bridge has been signed and a pre bid conference is scheduled for February 17. Staff expect this work to begin in the fall of 2022 when the river is at its lowest level.

**RFTA Burlingame LLC Housing Lease:**

Staff was able to contact Staff at the City of Aspen and inquire about the discussing the possibility of extending the Master Lease that RFTA currently has for employee housing at Burlingame past its current expiration date of 2033. RFTA staff has identified this lease as critical to the organizations ability to deliver transit services to the upper valley. The development of employee housing projects has a very long time

horizon and understanding the ability of RFTA to secure the units at Burlingame past the end of the current lease is an important piece of information in the development of RFTA's strategic housing plan.

The Staff at the City felt that a decision to extend the Burlingame lease beyond the current 2033 date is too far beyond this Council's decision horizon and that it would be unwise to make that commitment at this time. The current City Council did not want to tie the hand of a future City Council with respect to an overall plan for the Burlingame housing development.

**Projects Currently Under Construction:**

1. Phase 2 GMF expansion. The GMF expansion project is moving forward and the new building is beginning to take shape. The construction of curtain walls and the installation of the roof are underway and the area should be dried in in the next month or so. The work to frame in the new interior spaces has begun and is currently on schedule.
2. Repairs to the Parker House employee housing are continuing and staff is trying to get the repairs to the roofs between the cabins completed before the contractor moves on to the repairs of the siding and the replacement of the staircase. Difficulty in finding a contractor willing and able to complete the project and delays in procuring the needed materials and obtaining the necessary building permits has pushed this project into 2022.
3. The revisions for the final draft of the Stormwater Management Plan for the Aspen Maintenance Facility are currently underway and final draft of this plan is expected by the end of February.

**Facilities Projects Budgeted for 2021 and Rolled into 2022:**

1. Repairs to the Wingo Bridge abutments. Underway.
2. Repair of siding, soffit and fascia at the Parker House Apartments. Underway
3. Revision of the Facilities' Stormwater Management Plan. Underway
4. Revisions and updates to the CNG Emergency Response Plan. Underway

**New facilities projects for 2022:**

1. Replacement of the HVAC at the Bank office building
2. HVAC duct work cleaning at the AMF facility.
3. Repair the paint booth at the AMF.
4. Replace the trench drain system at the AMF

**Railroad Corridor & Rio Grande Trail Update**

**Right-of-Way Land Management Project:** Along with its legal and engineering consultants, RFTA staff will be working on the following tasks in 2022:

- 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. Identifying each of the property owners has proven a bit challenging. However, staff is in the process of



compiling a detailed list of every adjacent property owner, and will begin approaching each property owner on a county-by-county basis. (Ongoing)

- Based on comments received from the RFTA Board members at the 02/11/2021 meeting, staff has begun working with Paul Taddune and the rail attorneys, to bring some longstanding licensees into compliance with the terms of their license agreements, secure license agreements with the unlicensed adjacent property owners, and work to eliminate all outstanding encroachments. We will also work with Paul and the rail attorneys on several ditch concerns, and determine a path to finalize agreements involving property boundary disputes. (Ongoing)
- **Recreational Trails Plan (RTP)** – The Planning Department 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)
- **Rail Salvage Project** – Staff has been tasked with developing a statement of work for, and removal of all rail between 7<sup>th</sup> Street and 27<sup>th</sup> Street in Glenwood Springs in 2022. Staff will have the Farnsworth Group onsite March 21<sup>st</sup> and 22<sup>nd</sup> to inventory all of the rail equipment, tracks, ties, etc. for the rail salvage RFP.
- **Wingo Bridge Rehabilitation Project** – Staff received three bids for the Wingo Bridge Rehabilitation project. Once we have a contractor under contract, staff will provide an update and schedule for this project.
- **Covenant Enforcement Commission (CEC)** – Staff has completed the annual CEC assessment of the Railroad Corridor. Staff is presenting the annual CEC presentation to the RFTA Board at the February 10<sup>th</sup> board meeting.

As a reminder, the CEC was established because of an agreement between RFTA's predecessor, the Roaring Fork Railroad Holding Authority ("RFRHA"), and the Board of Trustees of Great Outdoors Colorado ("GOCO"). GOCO provided funds for the purchase of the Corridor in 1997. Originally, RFRHA was required to place a conservation easement on the entire Corridor. Based on concerns about securing federal funding for future RFRHA transportation projects, the Conservation Easement was removed from the entire 33.4 miles of the Corridor and replaced with Restrictive Covenants, in ten discrete areas, at some point the last two sections were combined into one area and the number of conservation areas decreased to nine discrete areas.

The obligations of the Restrictive Covenants now belong to RFTA. GOCO allowed modification of its original grant agreement in return for RFRHA managing the restrictive covenants and setting up the CEC. The CEC is made up members from the original members of RFRHA, Pitkin County Open Space and Trails (POST) and two at-large community members that reside in Pitkin County and Eagle County. In practice, a consultant with familiarity with the Corridor and the Covenants performs an inspection of the Conservation areas and presents a report to the CEC. The CEC then reviews the report and sends a letter of recommendations to the RFTA Board for review.

There are nine categories of potential violations within the Conservation Covenant areas, they are:

1. Construction of Buildings and/or Other Structures
2. Fences
3. New Crossings, Structures and/or Crossing Improvements
4. Harvesting of Timber
5. Mining

6. Paving and Road and Trail Construction
7. Trash
8. Weeds
9. Other (dumping, ditch maintenance, trespassing, storage, etc.)

**The RFTA Board has asked staff to provide a list of the outstanding CEC Violations. Here is the List:**

1. Conservation Area #2 – County Road 109 (Ironbridge) to CMC Intersection MP365.4-366.47
  - a. Category (8) Weeds: Thompson Ditch Company leaving spoils and cut vegetation along the trail within the Corridor
  - b. Category (9) Other: Utility Company trespassing and digging/boring 2019
2. Conservation Area #4 – East of Aspen Glen to Satank Bridge MP370.5 -370.92
  - a. Category (9) Other: Ongoing Storage of materials by neighbor at MP 10.65  
(This issue was resolved and has now been replaced with a load of gravel, but Brett is working with this neighbor on removal of the materials.)
3. Conservation Area #6 – Catherine Store Bridge to Sopris Creek MP376.14 – 381.82
  - a. Category (1) Other: Trash Structure at Driveway
  - b. Category (1) Other: Berm and Barn on RFTA Property
  - c. Category (9) Other: Yard waste and Tree Limbs
4. Conservation Area #7
  - a. Category (9) Other: Roaring Fork Club Improvements
5. Conservation Area #9
  - a. Category (6): Paving, Roads, Trails – Private connection to a home

Staff was directed to draft letters regarding removal of the violations during the annual CEC meeting on November 15<sup>th</sup>. Staff has drafted the letters and provided them to Paul Taddune for review and approval prior to mailing them.

**Staff is working with leadership on ways to resolve some of the outstanding issues along the corridor.**

- **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 has completed the Carbondale section and will be moving to the next section inside Pitkin County. (Ongoing)
- **Mid Valley Trails Committee (MVTC)** – Eagle County and RFTA staff are reviewing all of the original agreements regarding oversight of this committee and developing a white paper outlining each organizations responsibilities for managing this committee. Staff will finalize this information and bring a presentation to the RFTA Board once we have a recommendation for management of the MVTC.



## Rio Grande Trail Update

- Staff is still busy out on the trail!
  - The Trail Staff is working hard to give ALL trail users a great experience.
  - Staff has been out plowing, sweeping, debris blowing, cleaning up trailheads, etc. to make sure the trail is safe and clean.
  - We have been able to groom for cross country skiing from Carbondale up to Emma (excluding the “Wildlife Section”).
- The Rock Bottom Ranch “Wildlife Section” was closed on November 30 at 5pm.
  - Staff has added a Rio Grande Trail Facebook page. Staff is providing regular updates, including wildlife pictures. Please follow the Rio Grande Trail Facebook page at [www.facebook.com/riograndetrail/](http://www.facebook.com/riograndetrail/).
- Riverview Trail Update – work is on-going. The guard rail/fence has been installed on the RFTA portion. Asphalt was laid down on 08/25/2021 but the trail is NOT open to the public yet...still waiting on the intersection/rapid flashing beacon install. Progress has been made on the intersection traffic control devices, but they are still not complete. Construction crews are working on the bridge rehab.
  - 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 and then a trail connects to the Riverview School campus.
- Staff continues working with Carbondale Arts to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
  - Staff has been weeding the parks and keeping the irrigation system fully operable.
  - The next big project is the Youth Art Park, and it will be located just north of Town Hall and the Carbondale Rec Center. The final design package is completed, and pending RFTA’s review... construction will be scheduled to begin in 2022.
- Staff worked with Back 40 Stories to create new information kiosk map/panels, survey existing trail amenities, and identify locations that could benefit from additional amenities, signs, etc.
  - The Rosebud, Catherine Bridge, and Hooks Ln Trailhead Kiosks are completed!
  - We will work in 2022 to complete the remaining kiosk updates.
- Some 2022 projects that we hope to complete are listed below:
  - Wingo Bridge Maintenance/Repair.
    - ❖ RFTA and Pitkin County Open Space and Trails had a joint workday on May 12, 2021 to remove vegetation around the bridge structure in preparation for the repair work.
    - ❖ This repair project went back out to bid and we received 3 bids! Procurement is working with the selected Contractor to get this project moving forward for 2022.
  - Rio Grande Trail – 20 year plan.
  - Re-vegetation efforts.
  - Restoration efforts, including using goats to build soil health and control noxious vegetation.
  - Rio Grande ArtWay improvements.
  - Kiosk Construction.
- Staff has already begun the budgeting process for 2023 and putting cost estimates together for future projects and equipment.