

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

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

**Regular Location:** In-Person at Town Hall (Room 1), 511 Colorado, Carbondale, CO 81623

**Or 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](http://www.rfta.com) on the Board Meeting page.**

**(This Agenda may change before the meeting)**

	<b>Agenda Item</b>	<b>Policy</b>	<b>Purpose</b>	<b>Est. Time</b>
1	<b>Call to Order / Roll Call:</b>		<b>Quorum</b>	<b>8:30 a.m.</b>
2	<b>Approval of <a href="#">Minutes</a>:</b> RFTA Board Meeting February 10, 2022, <b>page 3</b>		<b>Approve</b>	<b>8:35 a.m.</b>
3	<b>Public Comment:</b> 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)		<b>Public Input</b>	<b>8:40 a.m.</b>
4	<b>Items Added to Agenda – Board Member Comments:</b>	<b>4.3.3.C</b>	<b>Comments</b>	<b>8:45 a.m.</b>
5	<b>Consent Agenda</b>	<b>2.10.6</b>	<b>Approve</b>	<b>8:55 a.m.</b>
	A. <a href="#">Resolution</a> 2022-05: Authorization to Submit Grant Application to Garfield County Federal Mineral Lease District – David Johnson, Director of Planning, <b>page 15</b>	<b>4.2.5</b>	<b>Approve</b>	
	B. <a href="#">Resolution</a> 2022-06: Authorization to Submit USDOT RAISE Grant Application in Partnership with CDOT for RFTA Mobility Hub – David Johnson, Director of Planning, <b>page 18</b>	<b>4.2.5</b>	<b>Approve</b>	
	C. <a href="#">Authorization</a> for RFTA CEO to Enter into Leases for RFTA Seasonal Housing – Kurt Ravenschlag, COO, <b>page 22</b>	<b>2.3.7</b>	<b>Approve</b>	
	D. <a href="#">RFTA</a> Board Concurrence with CEO Delegation of Authority – Dan Blankenship, CEO, <b>page 24</b>	<b>3.3</b>	<b>Approve</b>	
6	<b>Presentations/Action Items:</b>			
	A. <a href="#">Covenant</a> Enforcement Commission (CEC) 2021 Report – Abbey Pascoe, EAM Administrator and Railroad Manager and Brett Meredith, RFTA Trail Manager, <b>page 26</b>	<b>2.8.5</b>	<b>Discussion /Direction</b>	<b>9:00 a.m.</b>
	B. RFTA <a href="#">Regional</a> Bike Share/First-Last Mile Mobility Study Update David Johnson, Director of Planning, <b>page 28</b>	<b>4.2.5</b>	<b>Discussion /Direction</b>	<b>9:30 a.m.</b>
	C. <a href="#">Sustainable</a> Workforce Strategy – Mike Yang, CFAO and Kurt Ravenschlag, COO, CFAO, <b>page 31</b>	<b>4.2.5</b>	<b>Discussion /Direction</b>	<b>10:00 a.m.</b>
	<b>(Agenda Continued on Next Page)</b>			

	<b>Agenda Item</b>	<b>Policy</b>	<b>Purpose</b>	<b>Est. Time</b>
7	<b>Public Hearing:</b>			
	A. <a href="#">Resolution</a> 2022-07: 2021 Supplement Budget Appropriation – Michael Yang, CFAO and Paul Hamilton, Director of Finance, <b>page 34</b>	<b>4.2.5</b>	<b>Approve</b>	<b>10:20 a.m.</b>
	B. <a href="#">Resolution</a> 2022-08: 2022 Supplemental Budget Appropriation – Michael Yang, CFAO and Paul Hamilton, Director of Finance, <b>page 47</b>	<b>4.2.5</b>	<b>Approve</b>	<b>10:40 a.m.</b>
8	<b>Board Governance Process:</b>			
	A. RFTA Board <a href="#">Strategic</a> Planning Retreat – David Johnson, Director of Planning, <b>page 58</b>	<b>3.2.3</b>	<b>Direction</b>	<b>11:00 a.m.</b>
9	<b>Information/Updates:</b>			
	A. <a href="#">CEO</a> Report – Dan Blankenship, CEO, <b>page 59</b>	<b>2.8.6</b>	<b>FYI</b>	<b>11:10 a.m.</b>
10	<b>Issues to be Considered at Next Meeting:</b>			
	To Be Determined at March 10, 2022 Board Meeting	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:20 a.m.</b>
11	<b>Next Meeting:</b> 9:00 a.m. – 11:30 a.m., April 14, 2022, In-person at Carbondale Town Hall or via Webex Teleconference (Details to be provided later)	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:25 a.m.</b>
12	<b>Adjournment:</b>		<b>Adjourn</b>	<b>11:30 a.m.</b>

When it's time, join your Webex meeting here.



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Meeting password: eP62pqXFEr7

**ROARING FORK TRANSPORTATION AUTHORITY  
BOARD MEETING MINUTES  
February 10, 2021**

**Board Members Present:**

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

**Voting Alternates Present:**

Gary Tennenbaum (Town of Basalt)

**Non-Voting Alternates Present:**

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

**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, 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; Tammy Sommerfeld and Rebecca Hodgson, Procurement Department; Mike Christenson, Director of Vehicle Maintenance

**Visitors Present (in person or via WebEx):**

Lynn Rumbaugh (City of Aspen); Linda DuPriest (City of Glenwood Springs); David Pesnichak (EOTC/Pitkin County)

**Agenda**

**1. Call to Order/Roll Call:**

**Jeanne McQueeney called the RFTA Board of Directors to order at 8:30 a.m. McQueeney declared a quorum to be present (8 member jurisdictions present) and the February 10, 2022 RFTA Board of Directors meeting began at 8:31 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**

**Jonathan Godes moved to adjourn from the Regular Board Meeting into the Executive Session and Art Riddile seconded the motion. The motion was unanimously approved.**

**Staff Present:** Paul Taddune, General Counsel; Michael Yang, CFAO; and Nicole Schoon, Secretary to the Board

**Alyssa Shenk moved to adjourn from the Executive Session into the Regular Board Meeting and Riddile seconded the motion. The motion was unanimously approved.**

No action was taken during the Executive Session. The Executive Session adjourned at 9:08 a.m.

Dan Richardson moved to increase the RFTA Chief Executive Officer's (CEO) annual salary amount to \$220,000.00 per year, effective as of January 1, 2022, and Greg Poschman seconded the motion. A Roll Call vote was taken.

**Roll Call:**

Jeanne McQueeney	Yes
Art Riddile	Yes
Dan Richardson	Yes
Greg Poschman	Yes
Jonathan Godes	Yes
Alyssa Shenk	Yes
Torre	Yes
Gary Tennenbaum	Yes

The motion was unanimously approved.

**3. Approval of Minutes:**

Riddile moved to approve the January 13, 2022, Board Meeting Minutes, and Shenk seconded the motion. The motion was unanimously approved.

**4. Public Comment:**

McQueeney asked if any member of the public would like to address the Board or make a comment regarding items not on the February 10, 2022 Board Agenda.

No members of the public had any comments.

McQueeney closed Public Comments at 9:20 a.m.

**5. Items Added to Agenda – Board Member Comments:**

McQueeney asked if there were any items that needed to be added to the February 10, 2022, Board meeting Agenda.

No items were added to the February 10, 2022, Board meeting Agenda.

McQueeney asked if any Board member had comments or questions regarding issues not on the February 10, 2022, Board meeting Agenda.

McQueeney received an email from an individual inquiring about having rail in the Roaring Fork Valley for producing energy. She stated that if other Board members receive any correspondence from this individual they are welcome to respond to him/her as a member of their respective jurisdictions.

Richardson responded that this topic could be a black hole, this individual provided a generic pro forma and does not have knowledge about this valley. This person has not put enough due diligence into research to take up any RFTA staff time.

**Torre stated that he received the same letter and has requested more information from this individual. The proposal was not very thorough and he may reach out again for additional clarification.**

**Godes stated that when Excel Energy or Holy Cross have input on it then the Board could entertain the idea, however for the time being this topic is not worth wasting any more Board time.**

**Poschman stated that RFTA and the Board decided long ago to put its time, effort, and funds into the bus system, not rail, and this correspondence should be disregarded.**

**McQueeney closed Board comments at 9:26 a.m.**

**6. Consent Agenda:**

**A. 2022 IGA for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities – Dan Blankenship, CEO**

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).

The IGA will formalize Garfield County's \$500,000 contribution for the Grand Hogback bus service in 2022. The IGA has been reviewed and approved as to form by the RFTA General Counsel.

**Riddile moved to approve the 2022 IGA for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities, and Torre seconded the motion. The motion was unanimously approved.**

**B. Intergovernmental Agreement for Garfield County Senior Programs Traveler Services – 2022 – Dan Blankenship, CEO**

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.

**Riddile moved to approve the Intergovernmental Agreement for Garfield County Senior Programs Traveler Services – 2022, and Torre seconded the motion. The motion was unanimously approved.**

**C. 7-Party Memorandum of Understanding Regarding Garfield County Senior Programs for 2022 – Dan Blankenship, CEO**

The provision of Garfield County Senior Programs, including congregate meal/nutrition services and Traveler transportation services is a cooperative effort involving 7 governmental entities: Garfield County, City of Rifle, Town of Carbondale, City of Glenwood Springs, Town of New Castle, Town of Silt, and RFTA.

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.

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. RFTA is designated the provider of the Traveler transportation services.

**Riddile moved to approve the 7-Party Memorandum of Understanding Regarding Garfield County Senior Programs for 2022, and Poschman seconded the motion. The motion was unanimously approved.**

**D. Collection Agreement Between the Roaring Fork Transportation Authority and the USDA, U. S. Forest Service, White River National Forest Service – Michael Yang, CFAO**

The five-year Collection Agreement between the RFTA and the USDA, U.S. Forest Service, White River National Forest expired on December 31, 2021. Currently, \$0.65 of each Maroon Bells bus ticket sold is contributed 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.

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.

The 2021 Maroon Bells operating season yielded nearly \$79,000 of fees that RFTA will contribute to the U.S. Forest Service. The funds will be used to support four seasonal employees for the upcoming 2022 Maroon Bells season. 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.

**Riddile moved to approve the Collection Agreement Between the Roaring Fork Transportation Authority and the USDA, White River National Forest Service, and Poschman seconded the motion. The motion was unanimously approved.**

**E. General Executive Constraint Policy 2.0 Certification – Dan Blankenship, CEO**

The RFTA Board adopted a Governance Policy Manual on July 16, 2003 that requires the CEO to periodically certify compliance with Board policies. 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.

Dan Blankenship is reporting compliance on General Executive Constraint Policy 2.0 Certification.

**Riddile moved to approve the General Executive Constraint Policy 2.0 Certification, and Poschman seconded the motion. The motion was unanimously approved.**

**F. Treatment of the Public Policy 2.1 Certification – Dan Blankenship, CEO**

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 schedule for monitoring CEO performance requires the CEO to submit a monitoring report to the Board regarding Treatment of the Public – Policy 2.1, in February 2022.

RFTA received a letter from the Community Transportation Association of America (CTAA) stating that the CTAA Safety and Security accreditation program, due to COVID-19 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.

Due to this letter, which was out of RFTA's control, Blankenship is reporting Non-Compliance as follows:

- Fail to have safety policies and procedures in place and utilized by all employees.
  - 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.

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. RFTA does not foresee any problems receiving accreditation once the process resumes.

**Riddile moved to approve the Treatment of the Public Policy 2.1 Certification, and Poschman seconded the motion. The motion was unanimously approved.**

**G. Agreement for Additional Law Enforcement Services from the City Aspen Police Department (Rent-A-Cop) – Kurt Ravenschlag, COO**

Over the past several months, as ridership has increased, RFTA has experienced an increasing number of passenger disturbances, particularly on late night buses departing from Rubey Park. RFTA has contracted with Colorado Protective Services (CPS) to provide security at Rubey Park and on late night buses, in order to control disturbances that might spiral out of control.

When passenger disturbances happen at Rubey Park, RFTA's Supervisors and Security Contractor are the first line of defense, however, the Aspen Police Department (APD) is frequently called to the scene. Although APD responds as rapidly as it can, resources late at night can be stretched fairly thin, affecting response times.

On Thursday, Friday, and Saturday nights, a more consistent Police presence is needed at Rubey Park. Police Officers are trained to handle these situations and the public is more responsive to their directions than they are to those issued by RFTA Supervisors and Security personnel. Having Police Officers visible at Rubey Park should help eliminate much of the unwanted behavior.

As a trial for the balance of the winter season, RFTA wishes to pursue a contract with APD to have a uniformed, off-duty Police Officer stationed at Rubey Park in the late-night hours, three (3) days per week. The cost of this extra security for the remainder of the winter season would be approximately \$15,000. If required, the contract could be reactivated for the summer season or extended for the balance of the year.

**Riddile moved to approve the Agreement for Additional Law Enforcement Services from the City Aspen Police Department (Rent-A-Cop), and Poschman seconded the motion. The motion was unanimously approved.**

#### **H. RFTA-First Bank Sidewalk Agreement – Mike Hermes, Director of Facilities**

First Bank is building a new branch in Willits on the parcel of land 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 giving customers a safe and direct way to access the bank.

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.

The First Bank sidewalk connects to the rest of the eastern section of the Willits development and this pedestrian connection will allow all business patrons of the Willits Center to more directly, safely, and efficiently access bus 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. First Bank will be required to permit, construct, and maintain this sidewalk.

**Riddile moved to approve the RFTA-First Bank Sidewalk Agreement, and Poschman seconded the motion. The motion was unanimously approved.**

### **7. Presentations/Action Items Agenda:**

#### **A. RFTA Employee Housing Feasibility Study Overview– Kurt Ravenschlag, COO and Mike Hermes, Director of Facilities**

RFTA has historically needed seasonal employees to support its peak seasons of Winter and Summer bus service. Adding 30 to 70 new employees prior to a winter season. Many of these new employees are coming from outside the region or outside of the state. RFTA would struggle to recruit these employees if it were not for the ability to offer temporary housing while employed. 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 RFTA's Mission.

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 (4) one-bedroom year-round units and ten (10) two-bedroom units available during the winter season only. RFTA has typically been able to lease up to ten (10) 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, turn them back for a nominal fee.



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.

RFTA's 30 beds of owned housing in Carbondale at Parker House and Main Street Apartments, have a limited life span, and show tremendous wear and tear to both the exterior and interior of the units. They require immediate renovations and repairs. The Main Street apartments have an approximate remaining economic life of 26 years. 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.

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. 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.

Four (4) of the sites were located within the Town of Carbondale and one (1) within the City of Glenwood Springs. Glenwood Springs requires a traditional unit/parking ratio, which includes a 1/5 ratio for guest parking. Carbondale's parking requirements request a varying unit/parking ratio depending on unit type and square footage of each units. It is anticipated that coordination will need to be conducted with each jurisdiction about the re-zoning of three (3) properties if they are selected for final design and construction.

The program provides parameters for studio, one bedroom, two-bedroom, and three-bedroom unit types. It was determined to maximize each site's parking and building footprint with more studios and one-bedrooms. This also 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 are 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.

#### **West Glenwood Park n' Ride – Option 1**

- Three (3) stories
- 99,290 sq. ft. site development area
- Parking garage with two-way drive aisle and double loaded parking
- Elevator and stair core with access to level 2 and 3
- Interior corridors
- Each floor similar
- Elevator and stair core with access to level 1 – Parking
- 22 – Studio Apartments
- 35 – 1 Bed
- 12 – 2 Beds

- 4 – 3 Beds
- 74 Total Beds
- \$25,614,770 estimated construction cost

**Carbondale Maintenance Facility (CMF) – Option 1**

- Interior corridors
- Each floor similar
- Elevator and stair core with access to level 1-3
- 34 – Studio Apartments
- 18 – 1 Bed
- 6 – 2 Beds
- 6 – 3 Beds
- 64 Total Beds
- \$16,612,719 estimated construction cost

**Parker House (312 Weant Blvd., Carbondale) – Option 1**

- Interior corridors
- Each floor similar
- Elevator and stair core with access to level 1 & Parking
- 20 – Studio Apartments
- 0 – 1 Bed
- 3 – 2 Beds
- 0 – 3 Beds
- 23 Total Beds Total Beds
- \$6,741,954 estimated construction cost

**Bank Property (30 Village Ln. & 1340 Main St., Carbondale) – Option 1**

- Interior corridors
- Each floor similar
- Elevator and stair core with access to level 1-3
- 26 – Studio Apartments
- 6 – 1 Bed
- 0 – 2 Beds
- 0 – 3 Beds
- 32 Total Beds
- \$8,173,364 estimated construction cost

**Bank Property (30 Village Ln. & 1340 Main St., Carbondale) – Option 2**

- Interior Corridors
- Units over covered parking
- Elevator and stair core with access to level 1 – Parking
- 16 – Studio Apartments
- 4 – 1 Bed
- 4 – 2 Beds
- 0 – 3 Beds
- 24 Total Beds
- \$8,005,610 estimated construction cost

**Main Street (1048 Main St., Carbondale) – Option 1**

- Interior Corridors
- General (level 1) & Studio (level 2)
- Elevator and stair core with access to level 1 – Parking
- 7 – Studio Apartments
- 0 – 1 Bed
- 0 – 2 Beds
- 0 – 3 Beds
- 7 Total Beds
- \$2,716,779 estimated construction cost

The first recommendation was at the West Glenwood Park n' Ride (PNR), as it provided a high unit count along with additional parking spaces for expected future growth of the West Glenwood PNR. The proximity to the GMF Complex provides a short commute for RFTA staff working nearby, with access to the remainder of the valley and adjacency to the existing PNR.

The second recommendation was at the Carbondale Maintenance Facility (CMF). 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. It is the hope of RFTA that some form of design and or construction will be initiated in 2023.

**Richardson questioned if RFTA was looking to add a minimum of 50 beds.**

**Kurt Ravenschlag responded that was correct, 50 is the minimum beds needed. Destination 2040 funds are for expansion, and updating anything built will be considered expansion.**

**Godes stated that he is concerned that if RFTA develops the land at the West Glenwood PNR that with the development at Meadows and the mall, the PNR could be prime area for parking to utilize the bus system.**

**Torre stated that the 2<sup>nd</sup> option with 120 units is a really close second, mostly for the number of beds it allows for.**

**Ravenschlag stated that the Carbondale option could be a good option because it allows for splitting the commute to Aspen and to Glenwood for drivers.**

## **B. Climate Action Plan Scope of Work – Kurt Ravenschlag, COO**

RFTA staff will be embarking on an exciting RFTA Climate Action Plan (CAP) to quantify operational emissions and set performance targets.

The RFTA service region is experiencing more frequent wildfires, resulting landslides, flooding, wildlife habitat destruction, reduced snowpack, and shorter winters. There is sometimes a sense of helplessness, and a heightened awareness around the need to do something about it. Businesses, decision-makers, and individuals are beginning to take climate action.

As the largest rural transit agency in the nation, the second largest transit agency in Colorado and the de facto regional transportation planning body, RFTA has its own part to play in the nation's Climate Action Plan.

RFTA has several goals to meet in order to establish the best Climate Action Plan for the organization, those include:

- Establish Purpose and Need for Climate Action Plan
- Establish Vision and Goals for Action Plan
- Develop Baseline Emissions Inventory
- Identify and Evaluating Greenhouse Gas (GHG) Emissions Reduction strategies
  - Develop Evaluation Criteria for Screening and Prioritization of Strategies
  - Establish a Measurement Process for All Selected Evaluation Criteria
  - Identify Potential GHG Reduction Strategies
  - Screen Strategies
  - Detailed Strategy Development and Estimation of Costs and Benefits
  - Identify Recommended Strategies and Implementation Program
- Create Implementation and Monitoring Program
- Climate-Related Emergencies Mitigation Plan
  - Establish a vision and goals for RFTA's resiliency and emergency preparedness plan
  - Identify relevant stakeholders, such as emergency responders
  - Identify criteria and screening process to evaluate resiliency and emergency response and mitigation strategies
  - Identify strategies for agency resiliency and emergency response and mitigation
  - Screen strategies and divide into high, medium, and low priority, and/or short-term, medium-term, or long-term implementation, for both internal resiliency and for emergency response and mitigation
  - Create implementation and monitoring plan
- Funding
- Option: Monitoring and Updates of CAP

Staff members from several departments are currently performing national and regional research and meeting to create a comprehensive scope of work. This final scope will be included in a Request for Proposal (RFP), and competitively solicited to contract with a consulting team to complete the RFTA CAP by the end of 2022.

**Gary Tennenbaum questioned what steps are going to be taken, and what will the general order be.**

**Ravenschlag responded that as the Scope is created, if there is appropriate interest, then the next steps can move forward.**

**Ward Hauenstein stated that there are good resources for Climate Action Plans such as CORE and CLEAR and encouraged RFTA to connect with some of them for additional support.**

**Shelley Kaup stated that she is happy that RFTA is starting to work on strategies for a CAP to ensure things continue to move forward. It guarantees that RFTA can influence the community and how it impacts the climate. Partnerships are something else that RFTA should look at during this process as well. The Greenhouse Reduction Plan that CDOT created could be a good partnership.**

**Richardson emphasized that the fundamental issue is to look at RFTA emissions versus transportation-sector emissions.**

**Poschman stated that he appreciates RTA having this discussion and is glad it is being done and he looks forward to the continued effort.**

**McQueeney stated that while RFTA is building new construction it should remember to consider the climate impact, and ensure the Climate Action Plan includes housing construction.**

**C. RFTA Regional Bike Share/First-Last Mile Mobility Study Update – David Johnson, Director of Planning**

Preliminary results show that Destination 2040 capital funding will not cover the entire cost of regional Bike Share/First Last Mile expansion nor the annual operations of the expanded plan.

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. Toole plans to schedule a meeting this month with a sub-set of the Technical Advisory Committee to review these plans.

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.

**8. Information/Updates:**

**A. CEO Report – Dan Blankenship, CEO**

The CEO Succession Plan update will be reported to the Board monthly.

**Francie Jacober questioned if the Board Retreat is planned for 2022.**

**Blankenship responded that yes, looking to around the June or July timeframe to have the Retreat. Planning for the Retreat will begin at the March Board meeting.**

The number of employees absent due to COVID-19 related symptoms is decreasing significantly. There were only 10 employees absent as of February 4, 2022, down from 36 on January 5, 2022. More RFTA employees are receiving their COVID-19 booster shots, perhaps in part and thanks to the \$250.00 booster incentive program. The total employees vaccinated is at 81% and those who have received the booster shot is 32%.

The number of Omicron infections seems to be declining, and RFTA is optimistic that the winter season can be completed without any service reductions.

The 2021/2022 winter season average daily ridership is up 66% compared to the 2020/2021 winter season. The peak ridership day for this season was 22,202 compared to last year with a peak ridership day of 11,928, an increase of approximately 86%.

Construction at the GMF is coming along, and will almost double the number of buses that can be worked on indoors, allowing maintenance to work more efficiently.

- 9. Issues to be Considered at Next Meeting:** No topics identified.
- 10. Next Meeting:** 8:30 a.m. – 11:30 a.m.; March 10, 2022, Carbondale Town Hall, Room 1 and via WebEx Teleconference, for those who are unable to attend in person.
- 11. Adjournment:**

**Poschman moved to adjourn from the February 10, 2022 RFTA Board meeting, and Torre seconded the motion. The motion was unanimously approved.**

**The February 10, 2022 RFTA Board Meeting adjourned at 10:50 a.m.**

Respectfully Submitted:

Nicole R. Schoon  
Secretary to the RFTA Board of Directors

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

<b>Meeting Date:</b>	March 10, 2022
<b>Agenda Item:</b>	Resolution 2022-05: Authorization to Submit Grant Application to Garfield County Federal Mineral Lease District (FMLD) to Fund Battery Electric Bus (BEB) Charging at the Glenwood Springs Maintenance Facility (GMF)
<b>Strategic Outcomes:</b>	4 FINANCIAL SUSTAINABILITY
<b>Strategic Objectives:</b>	4.2 Develop a capital planning prioritization process 4.4 Pursue financing opportunities to deliver better service and complete future capital projects 4.7 Monitor, evaluate and present new revenue sources
<b>Presented By:</b>	David Johnson, Director of Planning
<b>Staff Recommends:</b>	1) Authorize Staff to submit a Garfield County FMLD grant proposal for the Spring 2022 cycle, requesting \$500,000 in FMLD grant funds for BEB Charging. This is one of the four components removed from the overall Regional Transit Center construction package due to cost escalations. These are still being designed and, as RFTA garners additional funding, they will be added back into the project. 2) Authorize up to \$214,587 in required local matching funds (using Capital Reserves or bonds and/or cash reserves backed by RFTA’s 2.65 mill property tax mill levy).
<b>Executive Summary:</b>	Staff is requesting approval of this grant application and a resolution to approve local grant match of up to \$214,587.
<b>Background/Discussion:</b>	Since 2014, RFTA has been working on developing a multi-phase renovation and expansion of the Glenwood Maintenance Facility (GMF). Over the last several years, RFTA was awarded about \$30 million in grants to complete the project. Similar to other agencies, RFTA has been impacted by recent, unprecedented increased in shipping, materials and labor costs. As a result, it has removed the following components to reduce the project cost by about \$16 million.  <ol style="list-style-type: none"> <li>1. Bus fuel and wash lane</li> <li>2. 30-bus Indoor Storage</li> <li>3. Pre and Post-Trip Bus Inspection Canopy</li> <li>4. BEB Charging</li> </ol> <p>RFTA hopes to receive \$500,000 in grant funds from the FMLD grant program to add BEB charging back into the construction package.</p>
<b>Governance Policy:</b>	RFTA Board Governing Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
<b>Fiscal Implications:</b>	If the grant proposal is fully funded, RFTA will need to commit up to \$214,587 in matching funds.
<b>Attachments:</b>	Yes, please see Resolution 2022-05, attached below.

Director \_\_\_\_\_ moved to adopt the following Resolution:

**BOARD OF DIRECTORS  
ROARING FORK TRANSPORTATION AUTHORITY  
RESOLUTION NO. 2022-05**

**AUTHORIZATION TO SUBMIT APPLICATION FOR GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT (GCFMLD) FOR COMPLETION OF BATTERY ELECTRIC BUS (BEB) DEPOT CHARGING AT THE GLENWOOD SPRINGS MAINTENANCE FACILITY (GMF)**

**WHEREAS**, Pitkin County, Eagle County, the City of Glenwood Springs, the City of Aspen, the Town of Carbondale, the Town of Basalt, and the Town of Snowmass Village (the “Cooperating Governments”) on September 12, 2000, entered into an Intergovernmental Agreement to form a Rural Transportation Authority, known as the Roaring Fork Transportation Authority (“RFTA” or “Authority”), pursuant to Title 43 Article 4, Part 6, Colorado Revised Statutes; and

**WHEREAS**, on November 7, 2000, the electors within the boundaries of the Cooperating Governments approved the formation of a Rural Transportation Authority; and

**WHEREAS**, the Town of New Castle elected to join the Authority on November 2, 2004; and

**WHEREAS**, the Roaring Fork Transportation Authority (RFTA) is a political subdivision of the State of Colorado, and therefore an eligible applicant for a grant awarded by the Garfield County Federal Mineral Lease District (“GCFMLD”) and

**WHEREAS**, the RFTA Board of Directors supports the completion of the project if a grant is awarded by the GCFMLD; and

**WHEREAS**, RFTA has submitted a Grant Application for **Construction of BEB Infrastructure**, requesting a total award of up to **\$500,000**, with a local match commitment of up to \$214,587 (using Capital Reserves or bonds and/or cash reserves backed by RFTA’s 2.65 mill property tax mill levy), depending upon the final grant award; and

**WHEREAS**, RFTA recently entered into a \$42 million contract with Saunders Construction to build phases 3, 4, 5 and 7; and

**WHEREAS**, Due to cost escalation, this contract required RFTA to reduce its original Scope of Work to be within its 2022 appropriation of funds; and

**WHEREAS**, RFTA removed approximately \$16 million of project items from Phases 3 and 7, including this BEB infrastructure, for which RFTA seeks GC FMLD grant funding.

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

1. The above recitals are hereby incorporated as findings by the RFTA Board of Directors.
2. The RFTA Board of Directors strongly supports the Grant Application submitted by RFTA and it will appropriate matching funds for a grant with the GCFMLD, if awarded.
3. If the grant is awarded, the RFTA Board of Directors strongly supports the completion of the project.



4. The Board of Directors of RFTA authorizes the expenditure of funds necessary to meet the terms and obligations of any grant awarded pursuant to a Grant Agreement with the GCFMLD.
5. This project will be owned by RFTA and will be maintained and operated by RFTA for the next 25 years or more. The RFTA Board of Directors will continue to maintain the facility in a State of Good Repair and will appropriate funds on an annual basis for routine maintenance.
6. If a grant is awarded, the RFTA Board of Directors hereby authorizes the CEO to execute a Grant Agreement with the GCFMLD.

**INTRODUCED, READ AND PASSED** by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 10<sup>th</sup> day of March, 2022.

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

By: \_\_\_\_\_  
Jeanne McQueeney, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on March 10, 2022; (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 10<sup>th</sup> day of March, 2022.

\_\_\_\_\_  
Nicole R. Schoon, Secretary to the Board

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

<b>Meeting Date:</b>	March 10, 2022
<b>Agenda Item:</b>	Resolution 2022-06: Authorization to Partner with CDOT on a USDOT RAISE Grant for West Glenwood Springs Mobility Hub
<b>Strategic Outcomes:</b>	4.0 FINANCIAL SUSTAINABILITY
<b>Strategic Objectives:</b>	4.2 Develop a capital planning prioritization process 4.4 Pursue financing opportunities to deliver better service and complete future capital projects 4.7 Monitor, evaluate and present new revenue sources
<b>Presented By:</b>	David Johnson, Director of Planning
<b>Staff Recommends</b>	Authorize staff to partner with CDOT on developing and submitting a 2022 USDOT RAISE grant to create multimodal mobility hubs on the I-70 corridor between Glenwood Springs and Grand Junction.
<b>Executive Summary</b>	<p>CDOT is working on creating multimodal mobility transportation hubs along the I-70 corridor between Glenwood Springs and Grand Junction, as the foundation for improved Bustang service across the State, and for improved local and regional transit service connectivity with transit agencies such as RFTA.</p> <p>The mobility hubs and supporting infrastructure will be funded by a proposed 2022 USDOT Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant that will be submitted by CDOT and championed by CDOT Executive Director Shoshana Lew.</p> <p>One of the proposed Mobility Hubs would be located at the West Glenwood Springs park and ride, and incorporated into Phase 6 of RFTA’s Glenwood Springs Maintenance Facility (GMF) Renovation and Expansion project. Phase 6 includes an expanded park and ride, a transit plaza/station with indoor waiting areas and other amenities, and RFTA’s multi-story Administration and Operations Center built on top of the customer service/waiting area.</p> <p>At this point, only the transit plaza, some potential park and ride improvements, and an on-route Battery Electric Bus on-route charger, will be the focus of RFTA’s portion of the USDOT RAISE grant. The cost estimate for these infrastructure improvements is approximately \$6 million (requiring a \$1.5 million RFTA match). RFTA staff is attempting to determine whether additional funding might also be requested in the USDOT RAISE grant application to help fund the 27<sup>th</sup> Street pedestrian underpass project. If so, the Authorizing Resolution attached below provides the flexibility to accommodate the additional request. The Administration an Operations Center will be built with other funding, if and when it becomes available.</p> <p>The West Glenwood Springs Mobility Hub represents a unique opportunity for RFTA to begin focusing more efforts on attracting passengers from the I-70 corridor, where most of the population in RFTA’s service area lives now and where much of the population growth and associated development is forecasted over the next 30 years.</p>

<b>Background/Discussion</b>	<p>RFTA implemented BRT in 2013, providing an unprecedented level of service on the SH82 corridor between 27<sup>th</sup> Street in Glenwood Springs and Aspen. As an indicator of BRT’s success, per capita transit usage in RFTA’s service area in 2019 was about 9x the National Transit Database (NTD) estimated average for small urbanized areas. Over the last decade since BRT implementation, however, population and employment have shifted steadily toward western Garfield County. The City of Glenwood Springs is experiencing increasing traffic congestion created by people traveling to, within and through the City, from both SH82 and I-70 particularly during peak hours.</p> <p>RFTA and the City partnered on a recent Study, called Multimodal Options for A Vibrant Economy (MOVE), to consider a variety of transportation improvements to address the growing congestion, including an extension of the BRT alignment from 27<sup>th</sup> Street to downtown Glenwood Springs, terminating in west Glenwood.</p> <p>In the future, RFTA envisions the West Glenwood Springs Mobility Hub to be the main intercept point for people traveling from western Garfield County to Glenwood Springs and beyond. The proposed West Glenwood Springs Mobility Hub will offer safe and comfortable transit amenities for passengers, seamless connections for passengers between Bustang, Ride Glenwood, I-70 Hogback buses, Highway 82 BRT and local buses, bikeshare, and microtransit services. In combination with the residential and commercial development that is and will be centered in the Meadows development, the potential to streamline travel times for BRT between West Glenwood, downtown Glenwood, and 27<sup>th</sup> Street will create strong incentives for many people to use alternative modes of transportation and help reduce congestion in the Glenwood Springs area.</p>
<b>Governance Policy</b>	<p>RFTA Board Governing Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”</p>
<b>Fiscal Implications:</b>	<p>RFTA is likely to request \$6 million in RAISE grant funds. Local matching funds are not required for rural areas, but a minimum 20% match (\$1.5 million) is highly encouraged to create competitive applications. The amount of RFTA’s share of the USDOT RAISE Grant request and local match contribution is still being determined contingent upon whether the 27<sup>th</sup> Street underpass project is also included in the application.</p> <p>RFTA and the City of Glenwood Springs have inquired with CDOT about the opportunity to include the 27<sup>th</sup> Street Pedestrian Crossing in the overall application. RFTA has garnered about \$11.3 million in funding for the pedestrian crossing, but recent cost escalations experienced nation-wide have increased the cost of the crossing to approximately \$17.3 million. RFTA needs an additional \$6 million to complete this project. This crossing connects the 27<sup>th</sup> Street BRT station with BRT parking on each side of SH82 and connects people to the surrounding commercial and residential areas. As such, this project is aligned with the Mobility Hub concept of the proposed USDOT RAISE grant. At this point, however, CDOT’s priority is likely to be the West Glenwood Springs Transportation Hub.</p>
<b>Attachments:</b>	<p>Yes, please see Resolution 2022-06, attached below.</p>

Director \_\_\_\_\_ moved to adopt the following Resolution:

**BOARD OF DIRECTORS  
ROARING FORK TRANSPORTATION AUTHORITY  
RESOLUTION NO. 2022-06**

**AUTHORIZATION TO PARTNER WITH CDOT ON THE SUBMISSION OF A USDOT RAISE GRANT  
APPLICATION FOR WEST GLENWOOD SPRINGS MOBILITY HUB**

**WHEREAS**, Pitkin County, Eagle County, the City of Glenwood Springs, the City of Aspen, the Town of Carbondale, the Town of Basalt, and the Town of Snowmass Village (the “Cooperating Governments”) on September 12, 2000, entered into an Intergovernmental Agreement to form a Rural Transportation Authority, known as the Roaring Fork Transportation Authority (“RFTA” or “Authority”), pursuant to Title 43 Article 4, Part 6, Colorado Revised Statutes; and

**WHEREAS**, on November 7, 2000, the electors within the boundaries of the Cooperating Governments approved the formation of a Rural Transportation Authority; and

**WHEREAS**, the Town of New Castle elected to join the Authority on November 2, 2004; and

**WHEREAS**, the Roaring Fork Transportation Authority (RFTA) is a political subdivision of the State of Colorado, and therefore an eligible applicant for a USDOT Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant funding; and

**WHEREAS**, the RFTA Board of Directors supports the completion of the project if a USDOT RAISE grant is awarded; and

**WHEREAS**, CDOT is working on creating multimodal mobility transportation hubs along the I-70 corridor between Glenwood Springs and Grand Junction, as the foundation for improved Bustang service across the State, and for improved regional transit service, such as provided by RFTA; and

**WHEREAS**, These mobility hubs and supporting infrastructure will be funded by a proposed USDOT RAISE grant that will be submitted by CDOT and championed by CDOT Executive Director Shoshana Lew; and

**WHEREAS**, One of the mobility hubs will be located at the West Glenwood Springs park and ride, and incorporated into Phase 6 of RFTA’s Glenwood Springs Maintenance Facility (GMF) Renovation and Expansion project; and

**WHEREAS**, The West Glenwood Springs Mobility Hub is a unique opportunity for RFTA to begin focusing more efforts on attracting passengers from the I-70 corridor, where most of the population of RFTA’s service area lives and where automobile congestions, particularly during peak periods, is on the rise; and

**WHEREAS**, The exact scope, project costs, and funding plans, including local match contributions from the grant partners are still being developed.

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

7. The above recitals are hereby incorporated as findings by the RFTA Board of Directors.

8. The RFTA Board of Directors strongly supports the RAISE Grant Application that will be submitted by CDOT and will appropriate matching funds for its share of the grant project, if awarded.
9. If the grant is awarded, the RFTA Board of Directors strongly supports the completion of the project.
10. The Board of Directors of RFTA authorizes the expenditure of funds necessary to meet the terms and obligations of any USDOT RAISE grant awarded pursuant to a Grant Agreement.
11. The West Glenwood Springs Mobility Hub project will be owned by RFTA and will be maintained and operated by RFTA for the next 25 years or more. The RFTA Board of Directors will continue to maintain the facility in a State of Good Repair and will appropriate funds on an annual basis for routine maintenance.

**INTRODUCED, READ AND PASSED** by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 10<sup>th</sup> day of March, 2022.

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

By: \_\_\_\_\_  
Jeanne McQueeney, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on March 10, 2022; (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 10<sup>th</sup> day of March, 2022.

\_\_\_\_\_  
Nicole R. Schoon, Secretary to the Board

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

<b>Meeting Date:</b>	March 10, 2022
<b>Subject:</b>	Authorization for RFTA CEO to Enter into Leases for RFTA Seasonal Housing
<b>Strategic Outcome:</b>	3.0 Sustainable Workforce
<b>Strategic Objective:</b>	3.3 Provide comfortable and affordable short-term and long-term housing solutions
<b>Presented By:</b>	Kurt Ravenschlag, COO Debbie Alcorta, Housing Coordinator
<b>Staff Recommends:</b>	To meet RFTA’s seasonal housing needs, staff recommends that the Board authorize the CEO to enter into lease agreements throughout 2022, subject to approval as to form by the RFTA General Counsel, for the short-term, up to a 12-month period.
<b>Executive Summary:</b>	<p>Staff seeks authorization from the Board to enable the CEO to enter into short-term lease agreements in 2022 to meet RFTA’s seasonal housing needs.</p> <p>This year, RFTA has been able to secure the summer housing needed from The Snowmass Inn (10 units/10 beds) and we are working with the Aspen Skiing Company as well to secure units.</p> <p>Staff is in discussions with several Roaring Fork Valley properties to secure between 25-60 additional beds. RFTA will lose 40 beds at Burlingame, 20 beds at Marolt, and 16 beds at the Roaring Fork Club at the end of April and will need units in May to accommodate existing new hires and additional summer seasonal staff, which is prompting the urgency of this request.</p> <p>If approved, RFTA will utilize existing budget that was approved for 2022 from the seasonal employee housing line item to secure the new lease agreements. If additional budget is required for the fall/winter season, RFTA will either transfer potential budget savings from other line items into the housing line item, or return to the Board with a Supplemental Budget Appropriation request. Without knowing the details of the lease costs at this time, however, staff is unable to accurately assess whether there might be a need for additional housing budget.</p>
<b>Background/ Discussion:</b>	<p>RFTA provides an assortment of housing during the winter and summer seasons for seasonal personnel. In the winter season RFTA housing is a combination of RFTA-owned housing in Carbondale (31 Beds) and Burlingame seasonal housing units in Aspen (44 beds). Twenty-four of these beds are secured through a long-term master agreement that expires in 2033. The other 20 beds are typically leased to RFTA on a first-come, first-served basis. RFTA also supplements winter housing with additional leased units wherever it is available, as needed. (Snowmass Inn, Marolt, and Roaring Fork Club as examples)</p> <p>In the spring, RFTA loses 40 beds at Burlingame and 20 beds at Marolt and 16 beds at the Roaring Fork Club.</p>

	<p>Due to the need of existing staff to transition out of Burlingame, Marolt, and Roaring Fork Club housing at the end of April, and the need to recruit new summer seasonal employees almost immediately, RFTA must secure new short-term housing to meet its summer staffing needs.</p> <p>The inability to secure adequate seasonal housing could jeopardize RFTA's ability to retain existing Bus Operators and to recruit an adequate number of seasonal Bus Operators to provide planned service levels. It could also result in significantly higher overtime costs and burnout of existing Bus Operators.</p> <p>This request is to authorize the CEO to enter into short-term lease agreements up to 12 months utilizing existing 2022 budget for seasonal employee housing.</p>
<b>Governance Policy:</b>	RFTA Board Financial Condition and Activities Policy 2.3.7 states, "The CEO shall not acquire, encumber or dispose of real property."
<b>Fiscal Implications:</b>	This request will utilize existing budget identified in RFTA's 2022 Budget for seasonal employee housing.
<b>Attachments:</b>	None.

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

<b>Meeting Date:</b>	March 10, 2022
<b>Subject:</b>	RFTA Board Concurrence with CEO Delegation of Authority
<b>Strategic Outcome:</b>	7.0 – High Performing Organization
<b>Strategic Objective:</b>	7.5 – Ensure appropriate transparency of all RFTA business 7.7 – Continually seek ways to improve business process
<b>Presented By:</b>	Dan Blankenship, Chief Executive Officer
<b>Recommendation:</b>	Staff requests RFTA Board concurrence with planned dollar amount increases in Delegation of Authority related to contract execution and management by the CFAO, COO, Department Directors, and Project Managers (on a case-by-case basis).
<b>Executive Summary:</b>	<ol style="list-style-type: none"> <li>1. RFTA Board Governing Policy 3.3 (see below) delegates authority to the CEO (using reasonable interpretations of the Board’s Ends and Management Limitations Policies) to promulgate procurement and other policies and procedures not explicitly stated in the RFTA Board’s Governing Policies.</li> <li>2. However, the CEO wants to ensure transparency with the Board and public regarding planned procurement policy changes. The changes pertain to increased limits of contracting authority that the CEO plans to delegate to the RFTA management personnel delineated below, therefore, the following information is being provided.</li> <li>3. RFTA Procurement Policy currently requires that all contracts over \$50,000 be executed by RFTA CEO. In accordance with RFTA Board Governing Policy 2.3.6 (see Governance Policy, below), the CEO is authorized to execute contracts over \$50,000 without further Board approval so long as the amounts for the contracts are included in the budget and appropriated prior to contracting.</li> <li>4. To increase efficiency, streamline the electronic signature process, and in order to delegate more contracting authority to the CFAO, COO, Department Directors, and Project Managers, the RFTA CEO plans to make the following changes in RFTA’s procurement policies: <ol style="list-style-type: none"> <li>a. RFTA Chief Operating Officer and RFTA Chief Financial &amp; Administrative Officer: \$250,000 contracting authority for budgeted items. This amount was determined to be consistent with the Federal Transit Administration’s simplified acquisition threshold.</li> <li>b. RFTA Department Heads: \$150,000 contracting authority for budgeted items. This amount was determined to be consistent with RFTA’s Small Purchase Threshold.</li> <li>c. RFTA Project Managers: Up to \$150,000 in contracting authority may be delegated on a per-project, case-by-case, basis to manage change orders and minor contract revisions. This amount was determined appropriate to ensure efficient management of “in-scope” contract changes. Such</li> </ol> </li> </ol>



	<p>changes may be authorized by using project contingency accounts for minor changes in the work.</p> <ol style="list-style-type: none"> <li>5. The Delegation of Authority, as described above, will continue to ensure the required transparency, accountability, and requirements outlined in the RFTA Procurement Policy and individual contracts with consultants and contractors.</li> <li>6. RFTA staff responsible for making contract decisions within the limits of their delegated authority will be accountable for their actions, and their actions will be supported by clear documentation, sound analysis and a full understanding of the consequences of contracts and changes.</li> <li>7. All RFTA Contracts will continue to be reviewed by RFTA Legal Counsel prior to execution.</li> </ol>
<p><b>Governance Policy:</b></p>	<p>RFTA Board “Delegation to the CEO” Policy 3.3 states, “As long as the CEO uses <i>any reasonable interpretation</i> of the Board’s Ends and Management Limitations policies, he/she is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.”</p> <p>RFTA Board “Financial Condition and Activities” Policy 2.3. 6. states, “The CEO shall not execute a check or purchase commitment of greater than \$50,000, unless such expenditure has been explicitly itemized in Board-approved budgetary data. Splitting orders to avoid this limit is not acceptable.</p>
<p><b>Fiscal Implications:</b></p>	<p>There are no fiscal implications related to the change in Delegation of Authority described above.</p>
<p><b>Attachments:</b></p>	<p>None.</p>

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

<b>Meeting Date:</b>	March 10, 2022
<b>Subject:</b>	Covenant Enforcement Commission (CEC) 2021 Report
<b>Strategic Outcome:</b>	2.0 RFTA will provide accessible, effective and easy to use mobility options that connect our region for all user types
<b>Strategic Objective:</b>	2.1 Rio Grande Railroad Corridor/Rio Grande Trail is appropriately protected and utilized
<b>Presented By:</b>	Abbey Pascoe, EAM Administrator and Railroad Manager, Brett Meredith, Trail Manager and Tom Newland, NPR
<b>Staff Recommends:</b>	FYI with Question & Answer Session following Presentation
<b>Executive Summary:</b>	Measurement of RFTA Staff’s performance related to GOCO’s requirement to manage and maintain the nine conservation areas along the Rio Grande trail.
<b>Background/ Discussion:</b>	<ul style="list-style-type: none"> <li>• In 1996, the Roaring Fork Railroad Holding Authority (RFRHA), with \$1.5 million in assistance from Great Outdoors Colorado (GOCO) and \$3 million in assistance from Colorado Department of Transportation (CDOT) purchased 33.4 miles of the Rio Grande Corridor, extending from Glenwood Springs to Woody Creek for a cost of approximately \$6 million.</li> <li>• In 2001, After the Roaring Fork Transportation Authority was created, RFRHA assigned the Corridor to RFTA.</li> <li>• As part of an amended Purchase agreement, RFTA and GOCO agreed to place a Covenant on approximately half of the corridor to preserve the “Conservation Values” on the property</li> <li>• One of the requirements of GOCO was the formation of the Covenant Enforcement Commission (CEC). The CEC monitors management by RFTA of the conservation areas called out in the Comprehensive plan.</li> <li>• Annually, RFTA retains an independent consultant to inspect the entire length of the Corridor and report potential violations of the nine designated conservation areas.</li> <li>• RFTA staff also develops a report on the State of the Railroad Corridor</li> <li>• The CEC committee meets annually to review both the independent consultant and staff reports to prepare recommendations for the RFTA Board.</li> <li>• The main items that the CEC requested that staff discuss with the RFTA Board this year are: <ul style="list-style-type: none"> <li>1. Creating a letter or brochure to send to adjacent property owners to inform them that RGT is a Railroad corridor</li> <li>2. Sending letters on smaller encroachments to have them removed by March 31, 2022.</li> <li>3. Staffs is to work with General Counsel on integrity aspect and to develop a plan and process to move forward with reconciling long-standing encroachments.</li> </ul> </li> </ul>
<b>Governance Policy:</b>	2.8.5 Make an annual report to the Covenant Enforcement Commission and the RFTA Board regarding compliance with Great Outdoors Colorado covenants.
<b>Fiscal Implications:</b>	<b>TBD.</b> There may be expenses associated with RFTA removing the encroachments and/or enforcing removal of the encroachments.

<b>Attachments:</b>	Yes, please click on this link: " <a href="#">2022-03-10- CEC Letter to the RFTA BOD.pdf</a> ," " <a href="#">2021 RFTA CEC Report -FINAL- Newland.pdf</a> ," " <a href="#">2021-03-10- CEC letter to GOCO.pdf</a> ," or see "2022-03-10- CEC Letter to the RFTA BOD.pdf," "2021 RFTA CEC Report -FINAL- Newland.pdf," "2021-03-10- CEC letter to GOCO.pdf," included in the March 2022 RFTA Board Meeting Portfolio attached to the e-mail transmitting the RFTA Board Agenda Packet.
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**RFTA BOARD OF DIRECTORS MEETING**  
**“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 6. B.**

<b>Meeting Date:</b>	March 10, 2022
<b>Subject:</b>	Regional Bikeshare/First and Last Mile Mobility (FLMM) Plan 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 Dan, Blankenship, CEO Adrian Witte, Toole Design Mirte Mallory, We-Cycle
<b>Staff Recommends:</b>	<ol style="list-style-type: none"> <li>1. Receive the presentation by Toole Design and WE-cycle</li> <li>2. Approve 2022 Interim Plan for Regional Bikeshare Expansion</li> <li>3. Review and comment on the direction of the long-range Regional Bikeshare Expansion Plan</li> </ol>
<b>Executive Summary:</b>	<p><b>Background:</b> Destination 2040 committed approximately \$1.2 million in capital funding and about \$550,000 per year in operating funds (beginning in 2020 and increasing by an estimated 3% per year) for the expansion of the WE-cycle bikesharing 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 retained Toole Design to help develop a bikeshare implementation and/or expansion plan for each of RFTA’s member jurisdictions.</p> <p><b>Interim Bikeshare Expansion Plan for 2022:</b> Due to the complexity, more time is needed to develop the long-range Regional Bikeshare Financing and Phasing Plan and the governance structure. Currently, Toole Design, WE-cycle, and staff, anticipate that the long-range plan will be finalized and presented to the RFTA Board for review and adoption during the summer of 2022.</p> <p>However, WE-cycle requires a funding commitment from RFTA at the March 10<sup>th</sup> Board meeting in order to launch existing and modestly enhanced and expanded bikeshare services this coming Spring in the Mid-Valley and Aspen communities. In addition, WE-cycle, in cooperation with RFTA and the local communities, will commence planning for system startups in Carbondale and Glenwood Springs in 2023 and 2024, respectively.</p> <p>To this end, the project team has developed a short-term 2022 plan and, contingent upon RFTA Board approval, RFTA will enter into an Interim Grant Agreement with WE-cycle for 2022. The interim grant agreement will allow for system repairs and maintenance, technology upgrades, increased staffing and compensation/benefits, and a modest degree of system expansion in existing We-cycle service areas. In addition, the grant agreement will initiate planning for bikeshare system startups in Carbondale in 2023 and in Glenwood Spring in 2024.</p>

For 2022, no additional local funding commitments for operations will be required beyond the existing jurisdictions' already budgeted funds. A 20% local match for capital equipment, however, is envisioned. RFTA's commitment for Administration, Operations, system modernization, and planning, will be approximately \$728,000 and its commitment for capital will be \$66,480, for a total contribution of 794,480 (see chart below). The details of the Interim 2022 Plan and WE-cycle Scope of Work are included in the attached "220304\_ RFTA\_ WE-cycle Interim Agreement Framework\_memo.pdf" prepared by Toole Design. RFTA funding for the 2022 Interim Agreement is included in Supplemental Budget Resolution 2022-08 (Public Hearing Agenda Item # 7. B.).

## 2022 RFTA Regional Bike Share Expansion Expenditures

### 2022 RFTA Bike Share Expansion Capital Budget

<b>1</b>	RFTA Expansion Capital	\$	66,480
<b>2</b>	<b>Subtotal 2022 RFTA Capital Expenditures</b>	\$	<b>66,480</b>

### 2022 RFTA Bike Share Administration, Operations, and Planning Budget

<b>3</b>	WE-cycle Administration and Operations	\$	626,000
<b>4</b>	WE- cycle Planning for Future Carbondale and Glenwood Springs System Startup	\$	102,000
<b>5</b>	<b>Subtotal 2022 WE-cycle Administration, Operations, and Planning Expenditures</b>	\$	<b>728,000</b>
<b>6</b>	<b>Total 2022 RFTA Regional Bike Share Expansion Expenditures</b>	<b>\$</b>	<b><u>794,480</u></b>

### Long-Range Regional Bike Share System Expansion Plans and Capital and Operating Cost Analyses:

The consultant team has developed draft bikeshare system plans that detail the scope and phasing of new or expanded bikeshare services in the Upper Valley, Mid-Valley, and Lower Valley. In conjunction with these plans, the consultant team has developed capital and operating cost estimates to determine the funding needs for bikeshare expansion, by year, through 2029. The analyses estimate the level of service that can be defrayed through funding designated for bikeshare expansion in the Destination 2040 Plan in the communities identified in the project description found on the RFTA website: [Destination 2040 CONSTRUCTION Cost estimates \(netdna-ssl.com\)](http://netdna-ssl.com).

Preliminary results indicate that designated Destination 2040 funding will not cover the entire capital cost of regional expansion or the annual operating costs. The analyses also estimate the amount of additional funding needed to implement a phased regional bikeshare system, including the potential for additional RFTA funding and local match contributions.

### Governance Plan:

The project team continues to work on a governance structure for the regional bikeshare system. The current mechanism of choice is a multi-jurisdiction Memorandum of Understanding (MOU), renewable annually. The multi-jurisdiction MOU will include RFTA and each of the participating jurisdictions, and it will outline the roles, responsibilities, and financial commitments of each entity.

	<p>In addition, RFTA will enter into a five-year Agreement with WE-cycle (subject to annual appropriations) to provide the regional bikeshare services for each of the participating jurisdictions each year, according to the annual Scope of Work included in the multi-jurisdiction MOU.</p> <p><b>Next Steps</b> The phasing plan, long-range financing plan, and recommended governance structure will be incorporated in a draft report that should be presented to the RFTA Board for review in May. A final report and recommendations will be presented in summer 2022.</p>
<b>Background/ Discussion:</b>	See Executive Summary
<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>	<p>The initial estimated cost of the RBSS and FLMM Plan was approximately \$200,000. Due to the complexities of the financial plan and the governance structure recommendations, the project schedule has been lengthened. This will require approximately \$30,000 in additional budget for the consultant in order to complete the plan in 2022.</p> <p>Approximately \$43,660 was budgeted in 2021 to enable WE-cycle to serve as a resource expert for the study. Ultimately, \$48,140 was expended. An additional \$15,000 for WE-cycle may be needed to finalize the long-range Regional Bikeshare Expansion Plan in 2022.</p> <p>For 2022, no additional local financial commitments are required for administration, operations, modernization, and planning beyond the jurisdictions’ already budgeted funds, although a 20% local match for capital is envisioned. RFTA’s total commitment will be about \$794,480 (including capital), and will be outlined in the 2022 Supplemental Budget Appropriation for Board review and approval.</p>
<b>Attachments:</b>	Yes, please click on this link: “ <a href="#">22034_RFTA_WE-Cycle Interim Agreement Framework Memo.pdf</a> ,” and “ <a href="#">RFTA Board Meeting Presentation 03.10.2022.pdf</a> ,” or see “22034_RFTA_WE-Cycle Interim Agreement Framework_Memo.pdf,” and “RFTA Board Meeting Presentation 03.10.2022,” included in the March 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 # 6. C.**

<b>Meeting Date:</b>	March 10, 2022
<b>Subject:</b>	Sustainable Workforce Strategy
<b>Strategic Outcome:</b>	Sustainable Workforce
<b>Strategic Objective:</b>	3.2 Provide competitive compensation and benefit packages 3.7 Find ways to increase employee engagement
<b>Presented By:</b>	Michael Yang, Chief Financial and Administrative Officer Kurt Ravenschlag, Chief Operating Officer
<b>Staff Recommends:</b>	Approve a discretionary employee recognition bonus program for the 2021/2022 winter high season.
<b>Executive Summary:</b>	Due to the additional challenges that RFTA’s workforce has experienced during the 2021/2022 winter high season, staff recommends implementing a discretionary employee recognition bonus program for the season that is to be paid at the end of April. The total estimated cost of the bonus program is approximately \$350,000 and can be funded using a portion of the estimated \$9 million of excess surplus over the \$23 million surplus reflected in the amended 2021 budgeted.
<b>Background/ Discussion:</b>	<p>It isn’t surprising that the winter season is RFTA’s busiest time of the year. The winter season starts the week of Thanksgiving and ends in April when the ski resorts close for the season. RFTA provides the highest level of service during the winter season in order to meet increased ridership demands brought on by the increase in the region’s workforce, visitors to our region, and adverse driving conditions due to winter weather. Historically, RFTA has typically hired 30-50 additional bus operators in order to deliver the winter service plan which requires a significant amount of administrative resources to support recruiting and onboarding processes.</p> <p>The current 2021/2022 winter season has been tremendous. It marked the second full winter season operating in the COVID-19 pandemic environment. The more transmissible Omicron variant dominated much of the winter season and made it more challenging from a staffing perspective on our frontline employees and also throughout the organization, while delivering RFTA’s high-season transit service plan for the region.</p> <p>From November 2021 through February 2022, RFTA had a total of 74 employees test positive for COVID-19. On January 5, a total of 36 employees (most of which were serve on the frontlines) were out of work at one time for COVID-related reasons. Another 10 employees were out for other reasons. Inasmuch as RFTA has already been understaffed in the Bus Operator ranks, these absences exacerbated an already challenging daily effort to field enough of them to cover scheduled services, and required the already stressed and weary, but dedicated, contingent of Bus Operators to work extra shifts. Vehicle and Facilities Maintenance personnel have also performed extraordinarily well under challenging circumstances. Employees in all RFTA Departments have been called upon to shoulder extra work to keep RFTA operational during one of the most challenging winter seasons in RFTA's history.</p>

Demand for services increased as RFTA’s system-wide ridership was up 75% this past January compared to the prior year. Increased ridership also translated to increased challenges to enforce TSA’s mask mandate on RFTA buses, especially as mask mandates were lifted throughout the region. The number of masks distributed to passengers attempting to board buses without them increased exponentially, and the number of disturbances created by passengers refusing to wear masks has also escalated, adding to the stress experienced by Bus Operators and Supervisors on a daily basis.

The region also experienced two epic storm cycles this winter season (4-day storm on Christmas week and a 3-day storm last month) that had produced more than one-third of the total snowfall at the ski resorts. In addition, RFTA has been undergoing Phase 2 of the expansion project at the Glenwood Maintenance Facility, which has made the temporary working conditions challenging for employees stationed there.

Due to the additional challenges that RFTA’s workforce has endured during the 2021/2022 winter high-season, staff recommends implementing a discretionary employee recognition bonus program for the season that would be paid at the end of April for employees that remain through the winter season to help RFTA deliver its scheduled regional bus services. The total estimated cost for the bonus program is approximately \$350,000 and can be funded using a relatively small portion of the estimated \$9 million in excess surplus over the \$23 million surplus reflected in the amended 2021 budgeted. The bonus will provide a much-needed morale boost that should enable RFTA to make a strong finish to the winter season.

The two charts below illustrate the descending bonus scales for RFTA’s frontline and non-frontline workforce based on productivity rate (percentage of hours worked) during the length of the winter season. The maximum bonus amount is \$1,000 for a frontline employee and \$500 for a non-frontline employee.

**Chart 1:**

<b>Frontline Discretionary Bonus Scale</b>		
<b>Period: 2021/2022 Winter Season<sup>1</sup></b>		
<b>Bonus Amount</b>	<b>Productivity Rate<sup>2</sup></b>	
	<b>Minimum</b>	<b>Maximum</b>
\$ 1,000	90%	100%
\$ 800	80%	89%
\$ 700	70%	79%
\$ 600	60%	69%
\$ 500	50%	59%
\$ 400	40%	49%
\$ 300	30%	39%
\$ 200	20%	29%
\$ 100	10%	19%
\$ 50	1%	9%

<sup>1</sup> Measurement period: 11/22/2021-4/16/2022

<sup>2</sup> Productivity Rate = (Hours Worked + OT + Comp Earned + Credit Earned) / 40<sup>3</sup> Hours/Week

<sup>3</sup> For Bus Operators 38 Hours/Week



**Chart 2:**

<b>Non-Frontline Discretionary Bonus Scale</b>		
<b>Period: 2021/2022 Winter Season<sup>1</sup></b>		
<b>Bonus Amount</b>	<b>Productivity Rate<sup>2</sup></b>	
	<b>Minimum</b>	<b>Maximum</b>
\$ 500	90%	100%
\$ 400	80%	89%
\$ 350	70%	79%
\$ 300	60%	69%
\$ 250	50%	59%
\$ 200	40%	49%
\$ 150	30%	39%
\$ 100	20%	29%
\$ 50	10%	19%
\$ 25	1%	9%

<sup>1</sup> Measurement period: 11/22/2021-4/16/2022

<sup>2</sup> Productivity Rate = (Hours Worked + OT + Comp Earned + Credit Earned) / 40 Hours/Week

<b>Governance Policy:</b>	RFTA Board Governing Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
<b>Fiscal Implications:</b>	None at this time. Staff has prepared a 2022 Supplemental Budget Resolution that includes the \$350,000 budget request and will present it as a separate agenda item for Board approval later in the agenda.
<b>Attachments:</b>	None.

**RFTA BOARD OF DIRECTORS MEETING**  
**“PUBLIC HEARING” AGENDA SUMMARY ITEM # 7. A.**

<b>Meeting Date:</b>	March 10, 2022
<b>Agenda Item:</b>	Resolution 2022-07: 2021 Supplemental Budget Appropriation
<b>Strategic Outcome:</b>	Financial Sustainability
<b>Strategic Objective:</b>	4.1 Ensure Accurate Budget and Accounting
<b>Presented By:</b>	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Finance Director
<b>Recommendation:</b>	Adopt Supplemental Budget Appropriation Resolution 2022-07
<b>Executive Summary:</b>	<p>At the December, 2021 Board meeting, staff communicated to the Board that at the March, 2022 Board meeting a request to carry-forward unexpended capital and transit budget from 2021 to 2022 for various capital and transit projects would be made after 2021 invoices have been received and paid. Based on the continuation of RFTA’s year-end review, staff has identified the following unexpended transit operating, capital project budgets, and related revenues that are being requested to be carried-forward from 2021 and re-appropriated to 2022, primarily due to timing of projects. In addition, due to adjustments to investment income, small adjustments in transfers from the general fund to the various debt service funds are included.</p> <p><b>General Fund:</b></p> <ol style="list-style-type: none"> <li><b>1. Bus Replacements:</b> <ol style="list-style-type: none"> <li>a. (\$2,368,000) decrease in Grant Revenues</li> <li>b. (\$2,368,000) decrease in Other Financing Sources</li> <li>c. (\$5,328,000) decrease in Capital Outlay</li> </ol> </li> <li><b>2. Traveler Van Replacement:</b> <ol style="list-style-type: none"> <li>a. (\$72,160) decrease in Grant Revenues</li> <li>b. (\$18,040) decrease in Other Government Contributions</li> <li>c. (\$91,522) decrease in Capital Outlay</li> </ol> </li> <li><b>3. Vehicle Maintenance Projects:</b> <ol style="list-style-type: none"> <li>a. (\$100,400) decrease in Capital Outlay</li> </ol> </li> <li><b>4. GMF Expansion Project - Phase 2:</b> <ol style="list-style-type: none"> <li>a. (\$1,005,958) decrease in Capital Outlay</li> </ol> </li> <li><b>5. GMF Expansion Project – Phases 3, 4, 5, and 7:</b> <ol style="list-style-type: none"> <li>a. (\$27,451,000) decrease in Grant Revenues</li> <li>b. (\$27,240,598) decrease in Capital Outlay</li> </ol> </li> <li><b>6. 27<sup>th</sup> Street Underpass Project:</b> <ol style="list-style-type: none"> <li>a. (\$3,050,392) decrease in Grant Revenues</li> <li>b. (\$3,550,392) decrease in Capital Outlay</li> <li>c. (\$500,000) decrease in Other Governmental Contributions</li> </ol> </li> <li><b>7. Paepcke Transit Hub Project Contribution:</b> <ol style="list-style-type: none"> <li>a. (\$50,000) decrease in Capital Outlay</li> </ol> </li> <li><b>8. Brush Creek P&amp;R EOTC Contribution:</b> <ol style="list-style-type: none"> <li>a. (\$500,000) decrease in Capital Outlay</li> </ol> </li> <li><b>9. RFTA Housing Replacement – Design:</b> <ol style="list-style-type: none"> <li>a. (\$895,165) decrease in Capital Outlay</li> </ol> </li> <li><b>10. Parker House Improvements:</b> <ol style="list-style-type: none"> <li>a. (\$81,315) decrease in Capital Outlay</li> </ol> </li> </ol>

**11. USFS Housing Study Conceptual Design Contribution:**

- a. (\$12,500) decrease in Capital Outlay

**12. (BEB) Renewable Energy Offset:**

- a. (\$10,000) decrease in Capital Outlay

**13. Regional Bike Share Study / First and Last Mile Mobility Development Plan:**

- a. (\$29,081) decrease in Capital Outlay

**14. Community and On-Board Surveys:**

- a. (\$55,000) decrease in Capital Outlay

**15. Contribution to River Walk Trail Crossing:**

- a. (\$200,000) decrease in Capital Outlay

**16. IT Projects and Equipment:**

- a. (\$742,600) decrease in Capital Outlay

**17. Contributions (LoVa Trail and WE-Cycle):**

- a. (\$188,987) decrease in Transit (LoVa Trail)
- b. (\$15,000) decrease in Transit (WE-Cycle)
- c. (\$4,510) decrease in Capital Outlay (WE-Cycle)

**18. Planning Projects:**

- a. (\$29,000) decrease in Transit

**19. Facilities Projects:**

- a. (\$49,205) decrease in Capital Outlay

**20. Trail Projects and Equipment:**

- a. (\$218,000) decrease in Other Government Contributions
- b. (\$563,240) decrease in Capital Outlay

**21. Bus Stops/PNR Fund Transfers:**

- a. (\$46,100) decrease in Other Financing Uses

**22. Debt Service Funds Transfers:**

- a. (\$80) decrease in Other Financing Uses

**23. Capital Project Funds Transfers:**

- a. (\$8,280) decrease in Other Financing Sources

**24. Investment Income:**

- a. (\$166,300) decrease in Other Income

**Special Revenue Fund - Bus Stops/Park and Ride Fund:**

**1. 505 27<sup>th</sup> Street Project:**

- a. (\$46,100) decrease in Other Financing Sources
- b. (\$46,100) decrease in Transit

**Series 2021A Capital Projects Fund:**

- 1. \$4,160 increase in Other Income
- 2. (\$2,873) decrease in Debt Service
- 3. (\$8,280) decrease in Other Financing Uses
- 4. (\$28,852,929) decrease in Capital Outlay

**Series 2012A Debt Service Fund:**

- 1. (\$198) decrease in Other Income
- 2. \$198 increase in Other Financing Sources

**Series 2013B Debt Service Fund:**

- 1. (\$31) decrease in Other Income
- 2. \$31 increase in Other Financing Sources

	<p><b>Series 2019 Debt Service Fund:</b></p> <ol style="list-style-type: none"> <li>1. \$289 increase in Other Income</li> <li>2. (\$289) decrease in Other Financing Sources</li> </ol> <p><b>Series 2021A Debt Service Fund:</b></p> <ol style="list-style-type: none"> <li>1. \$20 increase in Other Income</li> <li>2. (\$20) decrease in Other Financing Sources</li> </ol>																
<b>Policy Implications:</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>	<p>Net increase (decrease) to 2021 fund balance by fund:</p> <table border="1" data-bbox="703 625 1239 905"> <tr> <td>General Fund</td> <td>\$4,568,481</td> </tr> <tr> <td>Bus Stops PNR SRF</td> <td>-0-</td> </tr> <tr> <td>Series 2021A CPF</td> <td>28,868,242</td> </tr> <tr> <td>Series 2012A DSF</td> <td>-0-</td> </tr> <tr> <td>Series 2013B DSF</td> <td>-0-</td> </tr> <tr> <td>Series 2019 DSF</td> <td>-0-</td> </tr> <tr> <td>Series 2021A DSF</td> <td>-0-</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$33,436,723</b></td> </tr> </table>	General Fund	\$4,568,481	Bus Stops PNR SRF	-0-	Series 2021A CPF	28,868,242	Series 2012A DSF	-0-	Series 2013B DSF	-0-	Series 2019 DSF	-0-	Series 2021A DSF	-0-	<b>Total</b>	<b>\$33,436,723</b>
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Series 2021A DSF	-0-																
<b>Total</b>	<b>\$33,436,723</b>																
<b>Attachments:</b>	Yes, please see Resolution 2022-07, attached below.																

Director \_\_\_\_\_ moved adoption of the following Resolution:

**BOARD OF DIRECTORS  
ROARING FORK TRANSPORTATION AUTHORITY  
RESOLUTION NO. 2022-07**

**2021 SUPPLEMENTAL BUDGET RESOLUTION**

**WHEREAS**, Pitkin County, Eagle County, the City of Glenwood Springs, the City of Aspen, the Town of Carbondale, the Town of Basalt, and the Town of Snowmass Village (the “Cooperating Governments”) on September 12, 2000, entered into an Intergovernmental Agreement to form a Rural Transportation Authority, known as the Roaring Fork Transportation Authority (“RFTA” or “Authority”), pursuant to title 43, article 4, part 6, Colorado Revised Statutes; and

**WHEREAS**, on November 7, 2000, the electors within the boundaries of the Cooperating Governments approved the formation of a Rural Transportation Authority; and

**WHEREAS**, the Town of New Castle elected to join the Authority on November 2, 2004; and

**WHEREAS**, certain revenues will become available and additional expenditures have become necessary that were not anticipated during the preparation of the 2021 budget; and

**WHEREAS**, upon due and proper notice, published in accordance with the state budget law, said supplemental budget was open for inspection by the public at a designated place, a public hearing was held on March 10, 2022 and interested taxpayers were given an opportunity to file or register any objections to said supplemental budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Roaring Fork Transportation Authority that the following adjustments will be made to the 2021 budget as summarized herein:

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## General Fund

### Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Grants	(\$473,600)	FTA 5311 Capital Grant - 1 Bus; c/f to 2022
Grants	(1,894,400)	FTA 5339 Rural Grant - Transit Buses; c/f to 2022
Grants	(3,050,392)	CDOT Capital Grant - 27th St Underpass; c/f to 2022
Grants	(11,475,000)	FTA Capital Grant -GMF Expansion Project Phase 3 & 7; c/f to 2022
Grants	(2,976,000)	CDOT Capital Grant -GMF Expansion Project Phase 3 & 7; c/f to 2022
Grants	(13,000,000)	FTA Capital Grant -GMF Expansion Project Phase 4 & 5; c/f to 2022
Grants	(72,160)	CDOT Grant - 1 Traveler Van; c/f to 2022
Other govt contributions	(218,000)	Pitkin County Contributions-Wingo Bridge; c/f to 2022
Other govt contributions	(500,000)	GWS Reimb-27th St Underpass; c/f to 2022
Other govt contributions	(18,040)	Garfield County Match - 1 Traveler Van; c/f to 2022
Other Income	(166,300)	True down Investment Income
Other financing sources	(2,368,000)	Proceeds from capital lease - c/f to 2022
Other financing sources	(8,280)	True up transfer from Series 2021 Capital Projects Fund
<b>Total Revenue &amp; OFS</b>	<b>(\$36,220,172)</b>	

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$29,364,000	-	\$29,364,000
Property tax	10,945,000	-	10,945,000
Grants	62,616,872	(32,941,552)	29,675,320
Fares	3,726,756	-	3,726,756
Other govt contributions	2,370,922	(736,040)	1,634,882
Other income	808,130	(166,300)	641,830
Other financing sources	6,821,647	(2,376,280)	4,445,367
<b>Total</b>	<b>\$116,653,327</b>	<b>\$(36,220,172)</b>	<b>\$80,433,155</b>

### Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Transit	(\$15,000)	We-Cycle Contribution - c/f to 2022
Transit	(188,987)	LOVA Trails Contribution - c/f to 2022
Transit	(6,100)	Advertising & Promotions - c/f to 2022
Transit	(8,000)	Transit Program Information - c/f to 2022
Transit	(14,900)	On-Call Communications - c/f to 2022
Capital	(5,328,000)	9 Transit Bus Replacements - c/f to 2022
Capital	(91,522)	1 Traveler Van - c/o to 2022
Capital	(95,000)	Engines & Transmission Rebuilds - c/f to 2022
Capital	(5,400)	22 Driver Seats in 2013 Gillig - c/f to 2022
Capital	(788,247)	GMF Phase 2 Building Construction Expansion - c/f to 2022
Capital	(985)	GMF Phase 2 Owners' Contingency - c/f to 2022
Capital	(36,877)	GMF Phase 2 Permitting - c/f to 2022
Capital	(179,849)	GMF Phase 2 Design/Planning - c/f to 2022
Capital	(2,862,791)	GMF Phase 3,4,5&7 Architect & Engineering Services - c/f to 2022

Capital	(24,377,807)	GMF Phase 3,4,5&7 Expansion Project - c/f to 2022
Capital	(3,550,392)	27th Street Pedestrian Crossing Construction - c/f to 2022
Capital	(50,000)	Paepcke Transit Hub Project contribution -c/f to 2022
Capital	(500,000)	EOTC-Brush Creek P&R Contribution - c/f to 2022
Capital	(895,165)	RFTA Housing Replacement Design - c/f to 2022
Capital	(12,500)	Contribution for USFS Housing Study Conceptual Design - c/f to 2022
Capital	(10,200)	Stormwater Management Plans - c/f to 2022
Capital	(4,510)	We-Cycle Cap Contribution for E stations/E bikes - c/f to 2022
Capital	(24,000)	GMF CNG Emergency Response Plan - c/f to 2022
Capital	(15,005)	1340 Main Street HVAC System - c/f to 2022
Capital	(81,315)	Parker House Improvements - c/f to 2022
Capital	(200,000)	Contribution to River Walk Trail/Crossing - c/f to 2022
Capital	(10,000)	(BEB) Renewable Energy Offset - c/f to 2022
Capital	(29,081)	Regional Bike Share Study /First-Last Mile Mobility Development Plan - c/f to 2022
Capital	(40,000)	Community Survey - c/f to 2022
Capital	(15,000)	On-Board Survey - c/f to 2022
Capital	(35,000)	Computer Software - c/f to 2022
Capital	(3,800)	Computers - Desk Top - c/f to 2022
Capital	(15,000)	Computers - Laptops -c/f to 2022
Capital	(56,700)	Clever Server Software Upgrade - c/f to 2022
Capital	(28,000)	Server (GMF and CMF) - c/f to 2022
Capital	(20,000)	Benefits Administration Software - c/f to 2022
Capital	(60,100)	Fixed Route Scheduling Software - c/f to 2022
Capital	(494,000)	Mobile Ticketing - c/f to 2022
Capital	(30,000)	Predictive Safety Fit for Duty - c/f to 2022
Capital	(3,272)	Cx Skiing Grooming Equipment - c/f to 2022
Capital	(378,000)	Wingo Bridge Rehabilitation Project - c/f to 2022
Capital	(57,263)	Wingo Bridge Deck Design - c/f to 2022
Capital	(24,705)	River Connection to Satank - c/f to 2022
Capital	(100,000)	2 Flashing Ped. Lights at CR 154 - c/f to 2022
Other financing uses	(46,100)	True up transfer to Bus Shelter/PNR SRF
Other financing uses	198	True up transfer to Series 2012A Debt Service Fund
Other financing uses	31	True up transfer to Series 2013B Debt Service Fund
Other financing uses	(289)	True up transfer to Series 2019 Debt Service Fund
Other financing uses	(20)	True up transfer to Series 2021 Debt Service Fund
<b>Total Expenditures &amp; OFU</b>	<b>(\$40,788,653)</b>	

<b>Expenditures &amp; OFU Summary</b>	<b>Previous</b>	<b>Change</b>	<b>Current</b>
Fuel	\$1,564,137	-	\$1,564,137
Transit	32,193,362	(232,987)	31,960,375
Trails & Corridor Mgmt	670,770	-	670,770
Capital	57,101,778	(40,509,486)	16,592,292
Debt service	2,773,200	-	2,773,200
Other financing uses	3,875,165	(46,180)	3,828,985
<b>Total</b>	<b>\$98,178,412</b>	<b>(\$40,788,653)</b>	<b>\$57,389,759</b>

The net change to Fund balance for this amendment is as follows:

Revenues and other financing sources	(\$36,220,172)
Less Expenditures and other financing uses	40,788,653
<b>Net increase (decrease) in fund balance</b>	<b>\$4,568,481</b>

Fund balance Roll Forward: Net Change in Fund balance:

<b>Resolution</b>	<b>Beginning Balance</b>	<b>Change</b>	<b>Ending Balance</b>
			\$50,225,397*
2020-26 & 2020-27	\$50,225,397	\$2,563,791	52,789,188
2021-08	52,789,188	4,523,486	57,312,674
2021-13	57,312,674	7,733,822	65,046,496
2021-15	65,046,496	(1,555,000)	63,491,496
2021-18	63,491,496	5,208,816	68,700,312
2022-07	68,700,312	4,568,481	73,268,793
<b>Total Change</b>		<b>\$23,043,396</b>	

\* Audited

### Special Revenue Fund - Bus Stops/Park and Ride Fund

Revenue and Other Financing Sources (OFS):

<b>Type</b>	<b>Amount</b>	<b>Explanation</b>
Other financing sources	(\$46,100)	True up transfer from GF due to Transit expenses - c/f to 2022
<b>Total Revenue &amp; OFS</b>	<b>(\$46,100)</b>	

<b>Revenue &amp; OFS Summary</b>	<b>Previous</b>	<b>Change</b>	<b>Current</b>
Other income	\$485,700	-	\$485,700
Other financing sources	559,359	(\$46,100)	513,259
<b>Total</b>	<b>\$1,045,059</b>	<b>(\$46,100)</b>	<b>\$998,959</b>



**Expenditures and Other Financing Uses (OFU):**

Type	Amount	Explanation
Transit	(\$46,100)	Temporary Building – 505 27 <sup>th</sup> Street
<b>Total Expenditures &amp; OFU</b>	<b>(\$46,100)</b>	

Expenditures & OFU Summary	Previous	Change	Current
Transit	\$1,045,059	(\$46,100)	998,959
<b>Total</b>	<b>\$1,045,059</b>	<b>(\$46,100)</b>	<b>\$998,959</b>

**The net change to Fund balance for this amendment is as follows:**

Revenues and other financing sources	(\$46,100)
Less Expenditures and other financing uses	46,100
<b>Net increase (decrease) in fund balance</b>	<b>\$0</b>

Resolution	Beginning Balance	Change	Ending Balance
			\$97,204*
2022-07	\$97,204	\$0	<b>\$97,204</b>
<b>Total Net Change</b>		<b>\$0</b>	

\*Audited

**Series 2021A Capital Projects Fund**

**Revenue and Other Financing Sources (OFS):**

Type	Amount	Explanation
Other Income	\$4,160	True up investment income
<b>Total Revenue &amp; OFS</b>	<b>\$4,160</b>	

Revenue & OFS Summary	Previous	Change	Current
Other Financing Source	\$35,037,132	-	\$35,037,132
Other Income	-	\$4,160	\$4,160
<b>Total</b>	<b>\$35,037,132</b>	<b>\$4,160</b>	<b>\$35,041,292</b>

**Expenditures and Other Financing Uses (OFU):**

Type	Amount	Explanation
Debt Service	(\$2,873)	Cost of Issuance-Ser 2021
Capital	7,033	Re-purpose Investment Income and Cost of Issuance
Capital	(7,033)	Project Contingency - c/f to 2022
Capital	(5,837,718)	27th Street Underpass - c/f to 2022
Capital	(535,745)	27th Street Parking Expansion - Property Purchase - c/f to 2022
Capital	(2,465,466)	GMF Phase 2 Expansion - c/f to 2022
Capital	(14,430,000)	GMF Bus Storage and Fuel Lane - Phases 3 & 7 - c/f to 2022
Capital	(5,584,000)	GMF Bus Storage and Operations Space - Phases 4 & 5 - c/f to 2022
Other Financing Use	(8,280)	Reimburse GF for Capital Project Fund Expenditures - C/F to 2022
<b>Total Expenditures &amp; OFU</b>	<b>(\$28,864,082)</b>	

<b>Expenditures &amp; OFU Summary</b>	<b>Previous</b>	<b>Change</b>	<b>Current</b>
Capital	\$34,660,565	(\$28,852,929)	\$5,807,636
Debt service	283,132	(2,873)	280,259
Other Financing Use	93,435	(8,280)	85,155
<b>Total</b>	<b>\$35,037,132</b>	<b>(\$28,864,082)</b>	<b>\$6,173,050</b>

The net change to Fund balance for this amendment is as follows:

Revenues and other financing sources	<b>\$4,160</b>
Less Expenditures and other financing uses	\$28,864,082
<b>Net increase (decrease) in fund balance</b>	<b>\$28,868,242</b>

<b>Resolution</b>	<b>Beginning Balance</b>	<b>Change</b>	<b>Ending Balance</b>
			- *
2021-13	-	\$ -	\$ -
2022-07	0	\$28,868,242	\$28,868,242
<b>Total Net Change</b>		<b>\$28,868,242</b>	

\*Audited

#### Series 2012A Debt Service Fund

Revenue and Other Financing Sources (OFS):

<b>Type</b>	<b>Amount</b>	<b>Explanation</b>
Other Income	\$(262)	True down QECCB Credit Revenue
Other Income	64	True up investment income
Other Financing Source	198	True up transfer due to adjustment to QECCB Revenue and investment income
<b>Total Revenue &amp; OFS</b>	<b>\$-</b>	

<b>Revenue &amp; OFS Summary</b>	<b>Previous</b>	<b>Change</b>	<b>Current</b>
Other Income	\$124,000	\$(198)	\$123,802
Other Financing Source	390,304	198	\$390,502
<b>Total</b>	<b>\$514,304</b>	<b>-</b>	<b>\$514,304</b>

Expenditures and Other Financing Uses (OFU):

<b>Type</b>	<b>Amount</b>	<b>Explanation</b>
No Change		
<b>Total Expenditures &amp; OFU</b>	<b>-</b>	

<b>Expenditures &amp; OFU Summary</b>	<b>Previous</b>	<b>Change</b>	<b>Current</b>
Debt Service	\$514,304	-	\$514,304
Other Financing Use	-	-	-
<b>Total</b>	<b>\$514,304</b>	<b>-</b>	<b>\$514,304</b>

The net change to Fund balance for this amendment is as follows:

Revenues and other financing sources	\$ -
Less Expenditures and other financing uses	-
<b>Net increase (decrease) in fund balance</b>	<b>\$ -</b>

Resolution	Beginning Balance	Change	Ending Balance
			- *
2022-07	-	\$ -	\$ -
<b>Total Net Change</b>		<b>\$ -</b>	

\*Audited

### Series 2013B Debt Service Fund

#### Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Other Income	\$(44)	True down QECB Revenue
Other Income	13	True up investment income
Other Financing Source	31	True up transfer due to adjustment to QECB Revenue and investment income
<b>Total Revenue &amp; OFS</b>	<b>\$ -</b>	

Revenue & OFS Summary	Previous	Change	Current
Other Income	\$32,100	\$(31)	\$32,069
Other Financing Source	83,780	31	83,811
<b>Total</b>	<b>\$115,880</b>	<b>-</b>	<b>\$115,880</b>

#### Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
No Change		
<b>Total Expenditures &amp; OFU</b>	<b>-</b>	

Expenditures & OFU Summary	Previous	Change	Current
Debt Service	\$115,880	-	\$115,880
Other Financing Use	-	-	-
<b>Total</b>	<b>\$115,880</b>	<b>-</b>	<b>\$115,880</b>

The net change to Fund balance for this amendment is as follows:

Revenues and other financing sources	\$ -
Less Expenditures and other financing uses	-
<b>Net increase (decrease) in fund balance</b>	<b>\$ -</b>

Resolution	Beginning Balance	Change	Ending Balance
			\$ - *
2020-26 & 2020-27	-	\$ -	-
2022-07	-	-	\$ -
<b>Total Net Change</b>		<b>\$ -</b>	

\*Audited

### Series 2019A Debt Service Fund

#### Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Other Income	\$289	True up investment income
Other Financing Source	(289)	True down transfer due to increased investment income
<b>Total Revenue &amp; OFS</b>	<b>\$ -</b>	

Revenue & OFS Summary	Previous	Change	Current
Other Income	\$ -	\$289	\$289
Other Financing Source	2,098,900	(289)	2,098,611
<b>Total</b>	<b>\$2,098,900</b>	<b>-</b>	<b>\$2,098,900</b>

#### Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
No Change		
<b>Total Expenditures &amp; OFU</b>	<b>-</b>	

Expenditures & OFU Summary	Previous	Change	Current
Debt Service	\$2,098,900	-	\$2,098,900
<b>Total</b>	<b>\$2,098,900</b>	<b>-</b>	<b>\$2,098,900</b>

#### The net change to Fund balance for this amendment is as follows:

Revenues and other financing sources	\$ -
Less Expenditures and other financing uses	-
<b>Net increase (decrease) in fund balance</b>	<b>\$ -</b>

Resolution	Beginning Balance	Change	Ending Balance
			\$ - *
2020-26 & 2020-27	-	\$ -	-
2022-07	-	-	\$ -
<b>Total Net Change</b>		<b>\$ -</b>	

\*Audited

**Series 2021A Debt Service Fund**

**Revenue and Other Financing Sources (OFS):**

Type	Amount	Explanation
Other Income	\$20	True up investment income
Other Financing Source	(20)	True down transfer due to increased investment income
<b>Total Revenue &amp; OFS</b>	<b>\$ -</b>	

Revenue & OFS Summary	Previous	Change	Current
Other Income	\$ -	\$20	\$20
Other Financing Source	574,552	(20)	574,532
<b>Total</b>	<b>\$574,552</b>	<b>-</b>	<b>\$574,552</b>

**Expenditures and Other Financing Uses (OFU):**

Type	Amount	Explanation
No Change		
<b>Total Expenditures &amp; OFU</b>	<b>-</b>	

Expenditures & OFU Summary	Previous	Change	Current
Debt Service	\$574,552	-	\$574,552
<b>Total</b>	<b>\$574,552</b>	<b>-</b>	<b>\$574,552</b>

**The net change to Fund balance for this amendment is as follows:**

Revenues and other financing sources	\$ -
Less Expenditures and other financing uses	-
<b>Net increase (decrease) in fund balance</b>	<b>\$ -</b>

Resolution	Beginning Balance	Change	Ending Balance
			\$ - *
2020-26 & 2020-27	-	\$ -	-
2022-07	-	-	\$ -
<b>Total Net Change</b>		<b>\$ -</b>	

\*Audited

**That** the amended budget as submitted and herein above summarized be, and the same hereby is approved and adopted as the amended 2021 budget of the Roaring Fork Transportation Authority, and be a part of the public records of the Roaring Fork Transportation Authority.

**That** the amended budget as hereby approved and adopted shall be signed by the Chair of the Roaring Fork Transportation Authority.

**INTRODUCED, READ AND PASSED** by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 10<sup>th</sup> day of March, 2022.

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

By: \_\_\_\_\_  
Jeanne McQueeney, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on March 10, 2022 (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 10th day of March 2022.

\_\_\_\_\_  
Nicole R. Schoon, Secretary to the RFTA Board

**RFTA BOARD OF DIRECTORS MEETING  
“PUBLIC HEARING” AGENDA SUMMARY ITEM # 7. B.**

<b>Meeting Date:</b>	March 10, 2022
<b>Agenda Item:</b>	Resolution 2022-08: 2022 Supplemental Budget Appropriation
<b>Strategic Outcome:</b>	Financial Sustainability
<b>Strategic Objective:</b>	4.1 Ensure accurate budget and accounting
<b>Presented By:</b>	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance
<b>Recommendation:</b>	<b>Adopt Supplemental Budget Appropriation Resolution 2022-08</b>
<b>Executive Summary:</b>	<p>At the December, 2021 Board meeting, staff communicated to the Board that at the March, 2022 Board meeting a request to carry-forward unexpended capital and transit budget from 2021 to 2022 for various capital and transit projects would be made after 2021 invoices have been received and paid. Based on the continuation of RFTA’s year-end review, staff has identified the following unexpended transit operating, capital project budgets, and related revenues that are being requested to be carry-forwarded from 2021 and re-appropriated to 2022 primarily due to timing of projects. In addition, there are budget amendments related to existing budgeted projects and for new budget projects described below.</p> <p><b>General Fund:</b></p> <ol style="list-style-type: none"> <li><b>1. Re-appropriations:</b> The following budgets are <b>carry-forwards</b> from 2021 and re-appropriated to 2022: <ol style="list-style-type: none"> <li><b>a. Bus Replacements:</b> <ol style="list-style-type: none"> <li>i. \$2,368,000 increase in Grant Revenues</li> <li>ii. \$2,368,000 increase in Other Financing Sources</li> <li>iii. \$5,328,000 increase in Capital Outlay</li> </ol> </li> <li><b>b. Traveler Van Replacement:</b> <ol style="list-style-type: none"> <li>i. \$72,160 increase in Grant Revenues</li> <li>ii. \$18,040 increase in Other Governmental Contributions</li> <li>iii. \$91,522 increase in Capital Outlay</li> </ol> </li> <li><b>c. Vehicle Maintenance Projects:</b> <ol style="list-style-type: none"> <li>i. \$100,400 increase in Capital Outlay <ol style="list-style-type: none"> <li>1. \$95,000 relates to timing of engine/transmission rebuilds.</li> <li>2. \$5,400 repurposed for additional cost on two non-revenue vehicles being purchased in 2022.</li> </ol> </li> </ol> </li> <li><b>d. GMF Expansion Project – Phase 2:</b> <ol style="list-style-type: none"> <li>i. \$1,005,958 increase in Capital Outlay</li> </ol> </li> <li><b>e. GMF Expansion Project – Phases 3, 4, 5, and 7:</b> <ol style="list-style-type: none"> <li>i. \$27,451,000 increase in Grant Revenues</li> <li>ii. \$27,240,598 increase in Capital Outlay</li> </ol> </li> <li><b>f. 27<sup>th</sup> Street Underpass Project:</b> <ol style="list-style-type: none"> <li>i. \$3,050,392 increase in Grant Revenues</li> <li>ii. \$3,550,392 increase in Capital Outlay</li> <li>iii. \$500,000 increase in Other Governmental Contributions</li> </ol> </li> <li><b>g. Paepcke Transit Hub Project Contribution:</b> <ol style="list-style-type: none"> <li>i. \$50,000 in Capital Outlay</li> </ol> </li> <li><b>h. Brush Creek P&amp;R EOTC Contribution:</b> <ol style="list-style-type: none"> <li>i. \$500,000 increase in Capital Outlay</li> </ol> </li> </ol> </li> </ol>

- i. RFTA Housing Replacement – Design:**
  - i. \$895,165 increase in Capital Outlay
- j. Parker House Improvements:**
  - i. \$81,315 increase in Capital Outlay
- k. USFS Housing Study Conceptual Design Contribution:**
  - i. \$12,500 increase in Capital Outlay
- l. (BEB) Renewable Energy Offset:**
  - i. \$10,000 increase in Capital Outlay
    - 1. Repurposed for increased cost expanding the Regional Bike Share Study / First and Last Mile Mobility Development Plan.
- m. Regional Bike Share Study / First and Last Mile Mobility Development Plan:**
  - i. \$29,081 increase in Capital Outlay
- n. Community and On-Board Surveys:**
  - i. \$55,000 increase in Capital Outlay
    - 1. \$15,000 relates to timing of On-Board survey.
    - 2. \$40,000 repurposed towards RFTA’s Climate Action Plan.
- o. Contribution to River Walk Trail Crossing:**
  - i. \$200,000 increase in Capital Outlay
- p. IT Projects and Equipment**
  - i. \$742,600 increase in Capital Outlay
    - 1. Relates to project timing related to Fixed Route Scheduling software redesign and integration with Clever Works software, server, desktop and laptop computers, Benefits Administration software, and Mobile Ticketing.
- q. Contributions (LoVa Trail and WE-Cycle):**
  - i. \$188,987 increase in Transit (LoVa Trail)
  - ii. \$15,000 increase in Transit (WE-Cycle)
  - iii. \$4,510 increase in Capital Outlay (WE-Cycle)
- r. Planning Projects:**
  - i. \$29,000 increase in Transit
    - 1. Repurposed for recruiting campaign and related bus wraps.
- s. Facilities Projects:**
  - i. \$49,205 increase in Capital Outlay
    - 1. Relates to project timing related for Stormwater Management plans, GMF CNG Emergency Response plan, and 1340 Main Street HVAC system.
- t. Trail Projects and Equipment:**
  - i. \$218,000 increase in Other Government Contributions
  - ii. \$563,240 increase in Capital Outlay
    - 1. Relates to project timing of Wingo Bridge rehabilitation project, CR 154 improvements, River Connection to Satank, and grooming equipment.
- u. Bus Stops/PNR Fund Transfer:**
  - i. \$46,100 increase in Other Financing Uses
    - 1. Relates to timing of operating costs associated with the purchase of 505 27<sup>th</sup> Street (Glenwood Springs) in 2021.
- 2. New budget items:**
  - a. Grant Revenues:**
    - i. CDOT Capital Grant (ARPA):** RFTA received an amended and restated CDOT grant agreement for the Grade Separated Pedestrian Crossings of SH82 and 27<sup>th</sup> Street project with an added grant award of \$1,000,000 from ARPA US Treasury Expenditure Category EC6. This increases grant funding to \$4,050,392.
      - 1. \$1,000,000 increase in Grant Revenues



- ii. **USDOT BUILD Capital Grant:** Additional grant funding to true up the budget to the fully executed grant of \$13,009,000.
  - 1. \$9,000 increase in Grant Revenues
- iii. **FTA 5304 Planning Grant:** RFTA received a CDOT planning grant agreement for RFTA's Regional Zero Emission Vehicle (ZEV) Roadmap project in the amount of \$75,620.
  - 1. \$75,620 increase in Grant Revenues
- iv. **2021 5311 Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Operating – Hogback Service Grant:** At the end of 2021, RFTA received a \$100,000 Operating Grant, paid from Federal Funds for eligible operating costs.
  - 1. \$100,000 increase in Grant Revenues
- b. **27<sup>th</sup> Street Underpass Project:** RFTA received an additional \$250,000 contribution from the City of Glenwood Springs for the 27<sup>th</sup> Street Underpass project to fund added snowmelt system. This increases the City's contribution to \$750,000.
  - 1. \$250,000 increase in Other Governmental Contributions
  - 2. \$250,000 increase in Capital Outlay
- c. **WE-Cycle:** Per RFTA's Destination 2040 Plan the following contributions to WE-Cycle to cover the scope of services for system wide modernization and identified system expansion for the Aspen System, Mid-Valley System and Town of Snowmass Village and also planning for Carbondale and Glenwood Springs.
  - i. **System Expansion:**
    - 1. \$36,600 increase in Capital Outlay
    - 2. \$32,120 increase in Other Governmental Contributions
  - ii. **Operating and Planning for Modernization and Expansion:**
    - 1. \$538,000 increase in Transit
- d. **AABC Integrated Clean Energy Projects:** At the January 13, 2022 Board meeting, RFTA's Board approved RFTA's participation in this project and Pitkin County's grant match request of \$213,750, as part of the DOLA RENW Grant, for Phase 1A implementation.
  - i. \$213,750 increase in Capital Outlay
- e. **Paepcke Transit Hub Project:** The City of Aspen has identified the intersection of Main and Garmisch Streets in Aspen as in need of improved bus stop, multimodal infrastructure, and enhanced pedestrian safety enhancements. The original 2021 budget included a contribution of \$50,000 for this project and the City is requesting an additional \$50,000 contribution, for a total contribution of \$100,000 to the project. The additional request by the City is being made due increases in project costs. Please refer to the attached copy of the Memorandum from the City with their request along with project renderings for your reference.
  - i. \$50,000 increase in Capital Outlay
- f. **Employee Discretionary Bonuses:** Employee recognition bonus for work through the continuation of the pandemic during the stressful winter high-season with added focus on frontline employees.
  - i. \$350,000 increase in Transit

**Special Revenue Fund – Service Contracts:**

- 1. **New Appropriation:** Relates to additional service capacity requested from the City of Aspen in anticipation of the upcoming Maroon Creek Roundabout Project that was added after the original budget was adopted.
  - a. \$85,000 increase in Service Contract Revenue
  - b. \$6,700 increase in Fuel
  - c. \$76,300 increase in Operating
  - d. \$2,000 increase in Capital

	<p><b>Special Revenue Fund – Bus Stops/Park and Ride:</b></p> <p>1. <b>Re-appropriation:</b> The following is a <b>carry-forward</b> from 2021 and re-appropriated to 2022:</p> <ul style="list-style-type: none"> <li>a. \$46,100 increase in Other Financing Sources</li> <li>b. \$46,100 increase in Transit <ul style="list-style-type: none"> <li>i. Relates to timing of operating costs associated with the purchase of 505 27<sup>th</sup> Street (Glenwood Springs)</li> </ul> </li> </ul> <p><b>Series 2021A Capital Project Fund:</b></p> <p>1. <b>Re-appropriation:</b> The following is a <b>carry-forward</b> from 2021 and re-appropriated to 2022:</p> <ul style="list-style-type: none"> <li>a. \$28,868,242 increase in Capital <ul style="list-style-type: none"> <li>i. Includes repurposed unexpended costs of issuance related to the bond issuance.</li> <li>ii. \$163,500 repurposed funds from the 27<sup>th</sup> Street Parking Expansion property purchase being under budget to GMF Phase 2 Expansion project.</li> </ul> </li> </ul>										
<p><b>Policy Implications:</b></p>	<p>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).”</p>										
<p><b>Fiscal Implications:</b></p>	<p>Net increase (decrease) to 2022 fund balance by fund:</p> <table border="1" data-bbox="592 898 1343 1062"> <tr> <td>General Fund</td> <td>(\$4,714,591)</td> </tr> <tr> <td>SRF – Service Contracts</td> <td>-</td> </tr> <tr> <td>SRF – Bus Stops / Park and Ride</td> <td>-</td> </tr> <tr> <td>Series 2021 CPF</td> <td>(\$28,868,242)</td> </tr> <tr> <td><b>Total</b></td> <td><b>(\$33,582,833)</b></td> </tr> </table>	General Fund	(\$4,714,591)	SRF – Service Contracts	-	SRF – Bus Stops / Park and Ride	-	Series 2021 CPF	(\$28,868,242)	<b>Total</b>	<b>(\$33,582,833)</b>
General Fund	(\$4,714,591)										
SRF – Service Contracts	-										
SRF – Bus Stops / Park and Ride	-										
Series 2021 CPF	(\$28,868,242)										
<b>Total</b>	<b>(\$33,582,833)</b>										
<p><b>Attachments:</b></p>	<p>Yes, please see Resolution 2022-08, attached below.</p> <p>Please also click on this link: “<a href="#">Paepcke RFTA Memo.pdf</a>,” and “<a href="#">Attachment A - Project Renderings.pdf</a>,” or see “Paepcke RFTA Memo.pdf,” and “Attachment A - Project Renderings.pdf,” included in the March 2022 RFTA Board Meeting Portfolio attached to the e-mail transmitting the RFTA Board Agenda Packet.</p>										

Director \_\_\_\_\_ moved adoption of the following Resolution:

**BOARD OF DIRECTORS  
ROARING FORK TRANSPORTATION AUTHORITY  
RESOLUTION NO. 2022-08**

**2022 SUPPLEMENTAL BUDGET RESOLUTION**

**WHEREAS**, Pitkin County, Eagle County, the City of Glenwood Springs, the City of Aspen, the Town of Carbondale, the Town of Basalt, and the Town of Snowmass Village (the “Cooperating Governments”) on September 12, 2000, entered into an Intergovernmental Agreement to form a Rural Transportation Authority, known as the Roaring Fork Transportation Authority (“RFTA” or “Authority”), pursuant to title 43, article 4, part 6, Colorado Revised Statutes; and

**WHEREAS**, on November 7, 2000, the electors within the boundaries of the Cooperating Governments approved the formation of a Rural Transportation Authority; and

**WHEREAS**, the Town of New Castle elected to join the Authority on November 2, 2004; and

**WHEREAS**, certain revenues will become available and additional expenditures have become necessary that were not anticipated during the preparation of the 2022 budget; and

**WHEREAS**, upon due and proper notice, published in accordance with the state budget law, said supplemental budget was open for inspection by the public at a designated place, a public hearing was held on March 10, 2022 and interested taxpayers were given an opportunity to file or register any objections to said supplemental budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Roaring Fork Transportation Authority that the following adjustments will be made to the 2022 budget as summarized herein:

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## General Fund

### Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Grants	\$473,600	FTA 5311 Capital Grant - bus; c/f from 2021
Grants	1,894,400	FTA 5339 Rural Grant - buses; c/f from 2021
Grants	3,050,392	CDOT Capital Grant - 27th St Underpass; c/f from 2021
Grants	1,000,000	CDOT Capital Grant - 27th St Underpass ARPA grant
Grants	11,475,000	FTA Capital Grant -GMF Expansion Project Phases 3 & 7; c/f from 2021
Grants	2,976,000	CDOT Capital Grant -GMF Expansion Project Phases 3 & 7; c/f from 2021
Grants	13,000,000	FTA Capital Grant -GMF Expansion Project Phases 4 & 5; c/f from 2021
Grants	9,000	FTA Capital Grant - true up
Grants	72,160	CDOT Grant - 1 Traveler Van; c/f from 2021
Grants	75,620	FTA Grant - ZEV Roadmap project
Grants	100,000	FTA 5311 Operating CRRSAA Grant - Grand Hogback Service
Other govt contributions	218,000	Pitkin County Contributions for Wingo Bridge; c/f from 2021
Other govt contributions	500,000	Glenwood Springs Contribution-27th St Underpass; c/f from 2021
Other govt contributions	250,000	Glenwood Springs Contribution-27th St Underpass snowmelt
Other govt contributions	18,040	Garfield County Contribution - 1 Traveler Van; c/f from 2021
Other govt contributions	32,120	Reimbursement from member jurisdictions for WE-Cycle Capital Costs
Other financing sources	2,368,000	Proceeds from Capital Lease - buses - c/f from 2021
<b>Total Revenue &amp; OFS</b>	<b>\$37,512,332</b>	

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$31,881,900	-	\$31,881,900
Property tax	11,876,000	-	11,876,000
Grants	2,447,530	34,126,172	36,573,702
Fares	3,723,500	-	3,723,500
Other govt contributions	935,000	1,018,160	1,953,160
Other income	941,380	-	941,380
Other financing sources	9,233,281	2,368,000	11,601,281
<b>Total</b>	<b>\$61,038,591</b>	<b>\$37,512,332</b>	<b>\$98,550,923</b>

### Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Transit	\$15,000	We-Cycle Contribution - c/o from 2021
Transit	188,987	LOVA Trails Contribution - c/o from 2021
Transit	6,100	Marketing operating - repurposed for HR recruiting - c/o from 2021
Transit	8,000	Marketing operating - repurposed for HR recruiting - c/o from 2021
Transit	14,900	Marketing operating - repurposed for HR recruiting - c/o from 2021
Transit	356,000	We-Cycle Operating Modernization contribution
Transit	80,000	We-Cycle Operating Expansion contribution
Transit	102,000	We-Cycle Planning Expansion contribution

Capital	5,328,000	9 Transit Bus Replacements - c/o from 2021
Capital	91,522	1 Traveler Van - c/o from 2021
Capital	95,000	Engines & Transmission Rebuilds - c/o from 2021
Capital	5,400	VM Improvements - repurposed for non-revenue vehicle purchases - c/o from 2021
Capital	788,247	GMF Phase 2 Building Construction Expansion - c/o from 2021
Capital	985	GMF Phase 2 Owners' Contingency - c/o from 2021
Capital	36,877	GMF Phase 2 Permitting - c/o from 2021
Capital	179,849	GMF Phase 2 Design/Planning - c/o from 2021
Capital	2,862,791	GMF Phase 3,4,5&7 Architect & Engineering Services - c/o from 2021
Capital	24,377,807	GMF Phase 3,4,5&7 Expansion Project - c/o from 2021
Capital	3,550,392	27th Street Pedestrian Crossing Construction - c/o from 2021
Capital	250,000	27th Street Pedestrian Crossing Construction snowmelt system
Capital	50,000	Paepcke Transit Hub Project contribution -c/o from 2021
Capital	500,000	EOTC-Brush Creek P&R Contribution - c/o from 2021
Capital	895,165	RFTA Housing Replacement Design - c/o from 2021
Capital	12,500	Contribution for USFS Housing Study Conceptual Design - c/o from 2021
Capital	10,200	Stormwater Management Plans - c/o from 2021
Capital	4,510	We-Cycle Cap Contribution for E stations/E bikes - c/o from 2021
Capital	24,000	GMF CNG Emergency Response Plan - c/o from 2021
Capital	15,005	1340 Main Street HVAC System - c/o from 2021
Capital	81,315	Parker House Improvements - c/o from 2021
Capital	200,000	Contribution to River Walk Trail/Crossing - c/o from 2021
Capital	10,000	(BEB) Renewable Energy Offset - repurposed for First-Last Mile Study - c/o from 2021
Capital	29,081	Regional Bike Share Study /First-Last Mile Mobility Development Plan - c/o from 2021
Capital	40,000	Community Survey - repurposed for Climate Action Plan - c/o from 2021
Capital	15,000	On-Board Survey - c/o from 2021
Capital	36,600	We-Cycle Bike Share increased contribution
Capital	35,000	Computer Software - c/o from 2021
Capital	3,800	Computers - Desk Top - c/o from 2021
Capital	15,000	Computers - Laptops -c/o from 2021
Capital	56,700	Clever Server Software Upgrade - c/o from 2021
Capital	28,000	Server (GMF and CMF) - c/o from 2021
Capital	20,000	Benefits Administration Software - c/o from 2021
Capital	60,100	Fixed Route Scheduling Software - c/o from 2021
Capital	494,000	Mobile Ticketing - c/o from 2021
Capital	30,000	Predictive Safety Fit for Duty - c/o from 2021
Capital	3,272	Cx Skiing Grooming Equipment - c/o from 2021
Capital	378,000	Wingo Bridge Rehabilitation Project - c/o from 2021
Capital	57,263	Wingo Bridge Deck Design - c/o from 2021
Capital	24,705	River Connection to Satank - c/o from 2021
Capital	100,000	2 Flashing Ped. Lights at CR 154 - c/o from 2021
Capital	213,750	AABB Integrated Clean Energy System Project

Capital	50,000	Increase RFTA's Contribution for the Paepcke Transit Hub Project
Transit	350,000	Employee Discretionary Bonuses
Other financing uses	46,100	True up transfer to Bus Shelter/PNR SRF - c/o from 2021
<b>Total Expenditures &amp; OFU</b>	<b>\$42,226,923</b>	

<b>Expenditures &amp; OFU Summary</b>	<b>Previous</b>	<b>Change</b>	<b>Current</b>
Fuel	\$1,949,694	-	\$1,949,694
Transit	34,835,647	\$1,120,987	35,956,634
Trails & Corridor Mgmt	896,000	-	896,000
Capital	18,329,800	41,059,836	59,389,636
Debt service	1,649,984	-	1,649,984
Other financing uses	4,993,360	46,100	5,039,460
<b>Total</b>	<b>\$62,654,485</b>	<b>\$42,226,923</b>	<b>\$104,881,408</b>

The net change to Fund balance for this amendment is as follows:

Revenues and other financing sources	\$37,512,332
Less Expenditures and other financing uses	(42,226,923)
<b>Net increase (decrease) in fund balance</b>	<b>(\$4,714,591)</b>

**Fund balance Roll Forward:** Net Change in Fund balance:

<b>Resolution</b>	<b>Beginning Balance</b>	<b>Change</b>	<b>Ending Balance</b>
			\$73,268,793*
2021-20 & 2021-21	\$73,268,793	(\$1,615,894)	71,652,899
2022-08	71,652,899	(4,714,591)	66,938,308
<b>Total Net Change</b>		<b>(\$6,330,485)</b>	

\* Budgeted

### Service Contracts – Special Revenue Fund

**Revenue and Other Financing Sources (OFS):**

<b>Type</b>	<b>Amount</b>	<b>Explanation</b>
Service contract revenue	\$85,000	Adjust for increased COA services
<b>Total Revenue &amp; OFS</b>	<b>\$85,000</b>	

<b>Revenue &amp; OFS Summary</b>	<b>Previous</b>	<b>Change</b>	<b>Current</b>
Service contract revenue	\$14,514,375	\$85,000	\$14,599,375
Grant revenue	30,000	-	30,000
Other financing sources	161,045	-	161,045
<b>Total</b>	<b>\$14,705,420</b>	<b>\$85,000</b>	<b>\$14,790,420</b>

**Expenditures and Other Financing Uses (OFU):**

Type	Amount	Explanation
Fuel	\$6,700	Adjust for allocation of costs due to increased service request
Operating	76,300	Adjust for allocation of costs due to increased service request
Capital	2,000	Adjust for allocation of costs due to increased service request
<b>Total Expenditures &amp; OFU</b>	<b>\$85,000</b>	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$761,306	\$6,700	\$768,006
Operating	12,986,948	76,300	13,063,248
Capital	957,166	2,000	959,166
<b>Total</b>	<b>\$14,705,420</b>	<b>\$85,000</b>	<b>\$14,790,420</b>

**The net change to Fund balance for this amendment is as follows:**

Revenues and other financing sources	\$85,000
Less Expenditures and other financing uses	(85,000)
<b>Net increase (decrease) in fund balance</b>	<b>\$ -</b>

**Fund balance Roll Forward: Net Change in Fund balance:**

Resolution	Beginning Balance	Change	Ending Balance
			\$ - *
2021-20 & 2021-21	\$ -	\$ -	-
2022-08	-	-	-
<b>Total Net Change</b>		<b>\$ -</b>	

\* Budgeted

**Special Revenue Fund – Bus Stops/Park and Ride:**

**Revenue and Other Financing Sources (OFS):**

Type	Amount	Explanation
Other financing sources	\$46,100	True up transfer from GF due to Transit expenses c/o from 2021
<b>Total Revenue &amp; OFS</b>	<b>\$46,100</b>	

Revenue & OFS Summary	Previous	Change	Current
Other income	\$515,000	-	\$515,000
Other financing sources	576,175	\$46,100	622,275
<b>Total</b>	<b>\$1,091,175</b>	<b>\$46,100</b>	<b>\$1,137,275</b>

**Expenditures and Other Financing Uses (OFU):**

Type	Amount	Explanation
Transit	\$46,100	Non-Capital Temporary Building – c/o from 2021
<b>Total Expenditures &amp; OFU</b>	<b>\$46,100</b>	

<b>Expenditures &amp; OFU Summary</b>	<b>Previous</b>	<b>Change</b>	<b>Current</b>
Transit	\$1,091,175	\$46,100	\$1,137,275
<b>Total</b>	<b>\$1,091,175</b>	<b>\$46,100</b>	<b>\$1,137,275</b>

The net change to Fund balance for this amendment is as follows:

Revenues and other financing sources	\$46,100
Less Expenditures and other financing uses	(46,100)
<b>Net increase (decrease) in fund balance</b>	<b>\$-</b>

<b>Resolution</b>	<b>Beginning Balance</b>	<b>Change</b>	<b>Ending Balance</b>
			\$97,204*
2021-20 & 2021-21	\$97,204	-	97,204
2022-08	\$97,204	-	\$97,204
<b>Total Net Change</b>		-	

\*Budgeted

### Series 2021A Capital Projects Fund:

#### Revenue and Other Financing Sources (OFS):

<b>Type</b>	<b>Amount</b>	<b>Explanation</b>
No Change		

<b>Revenue &amp; OFS Summary</b>	<b>Previous</b>	<b>Change</b>	<b>Current</b>
Other Financing Source	-	-	-
Other Income	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### Expenditures and Other Financing Uses (OFU):

<b>Type</b>	<b>Amount</b>	<b>Explanation</b>
Capital	\$7,033	Project Contingency - c/o from 2021
Capital	5,837,718	27th Street Underpass - c/o from 2021
Capital	372,245	27th Street Parking Expansion - Property Purchase - c/o from 2021
Capital	163,500	GMF Phase 2 Expansion - Repurposed from 27th Street Parking Expansion Property Purchase - c/o from 2021
Capital	2,465,466	GMF Phase 2 Expansion - c/o from 2021
Capital	14,430,000	GMF Bus Storage and Fuel Lane - Phases 3 & 7 - c/o from 2021
Capital	5,584,000	GMF Bus Storage and Operations Space - Phases 4 & 5 - c/o from 2021
Capital	8,280	27 Street Underpass - Repurpose from 2021
<b>Total Expenditures &amp; OFU</b>	<b>\$28,868,242</b>	

<b>Expenditures &amp; OFU Summary</b>	<b>Previous</b>	<b>Change</b>	<b>Current</b>
Capital	-	\$28,868,242	\$28,868,242
<b>Total</b>	<b>-</b>	<b>\$28,868,242</b>	<b>\$28,868,242</b>



**The net change to Fund balance for this amendment is as follows:**

Revenues and other financing sources	-
Less Expenditures and other financing uses	(\$28,868,242)
Net increase (decrease) in fund balance	<b>(\$28,868,242)</b>

Resolution	Beginning Balance	Change	Ending Balance
2022-07			\$28,868,242*
2022-08	\$28,868,242	(\$28,868,242)	-
<b>Total Net Change</b>		<b>(\$28,868,242)</b>	

\*Budgeted

**That** the amended budget as submitted and herein above summarized be, and the same hereby is approved and adopted as the amended 2022 budget of the Roaring Fork Transportation Authority, and be a part of the public records of the Roaring Fork Transportation Authority.

**That** the amended budget as hereby approved and adopted shall be signed by the Chair of the Roaring Fork Transportation Authority.

**INTRODUCED, READ AND PASSED** by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 10<sup>th</sup> day of March 2022.

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

By: \_\_\_\_\_  
Jeanne McQueeney, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on March 10, 2022 (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 10th day of March, 2022.

\_\_\_\_\_  
Nicole R. Schoon, Secretary to the RFTA Board

**RFTA BOARD OF DIRECTORS MEETING**  
**“BOARD GOVERNANCE PROCESS” AGENDA ITEM SUMMARY # 8. A.**

<b>Meeting Date:</b>	March 9, 2022
<b>Agenda Item:</b>	RFTA Board Strategic Planning Retreat
<b>Strategic Outcome</b>	7.0 High Performing Organization
<b>Strategic Objective</b>	7.5 Ensure appropriate transparency of all RFTA business
<b>Presented By:</b>	David Johnson, Planning Director
<b>Recommendation:</b>	Please provide comments on direction on the proposed 2022 Board Retreat.
<b>Core Issues:</b>	<p>Each year, the RFTA Board typically conducts a 6 or 7-hour Strategic Planning Retreat in lieu of the regularly scheduled Board meeting.</p> <p>In previous years, the Board’s annual planning cycle has concluded on the last day of July, so that administrative planning and budgeting could be put in place by the beginning of the new calendar year; however, the Board has generally opted to conduct its Retreat in May or June. Last year, the Board held the Retreat July.</p> <p>At this point, staff would like general direction and ideas on:</p> <ol style="list-style-type: none"> <li>1. Month/Date of the Retreat</li> <li>2. Location</li> <li>3. Facilitator</li> <li>4. Subcommittee members (to determine agenda)</li> </ol>
<b>Background Info:</b>	See Core Issues
<b>Policy Implications:</b>	<p>RFTA Board Governance Process policy 4.3 states the following:</p> <ol style="list-style-type: none"> <li>1. The Board’s annual planning cycle will conclude each year on the last day of July so that administrative planning and budgeting can be based on accomplishing a one-year segment of long-term Ends.</li> <li>2. The annual cycle will start with the Board’s development of its agenda plan for the next year. <ol style="list-style-type: none"> <li>a. The Board will identify its priorities for Ends and other issues to be resolved in the coming year, and will identify information gathering necessary to fulfill its role. This may include methods of gaining ownership input, governance education, and other education related to Ends issues, (e.g. presentations by futurists, advocacy groups, demographers, other providers, staff, etc.).</li> </ol> </li> </ol>
<b>Fiscal Implications:</b>	Budget for the Retreat is approximately \$5,000 - \$10,000
<b>Attachments:</b>	None.

**RFTA BOARD OF DIRECTORS MEETING  
“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 9. A.**

**CEO REPORT**

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

**CEO Succession Plan Update:** In February I met with the CFAO and COO to discuss their performance reviews and goals for 2022, delegation of additional responsibilities, succession planning, and the possible realignment of Departments reporting to each. These discussions will be ongoing throughout 2022.

**RFTA Winter Behind the Wheel Newsletter:** Another excellent colorful, and informative edition of the Behind the Wheel employee newsletter produced by Terri Rider, HR Administrative Assistant, with help from RFTA’s Communications’ Team, can be found at this link: [Newsletter](#).

**SGM Annual Compressed Natural Gas Safety Inspection Report:** Since its inception in 2013, SGM has been performing quarterly inspections of RFTA’s Compressed Natural Gas safety protocols and equipment at the Glenwood Maintenance Facility. SGM’s inspections identify areas for improvement around training and note any deficiencies related to equipment or safety protocols. RFTA passed all inspections as reflected on the CNG Support Inspection Report found on page 6. A copy of the 2021 annual report can be found by following this link: [CNG Report](#)

**COVID-19 Update:**

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

**RFTA Employee Initial Vaccination and Booster Shot Report - 3/4/22**

1	Total RFTA Employees Initially Vaccinated	301
2	Total RFTA Employees	375
3	Percentage of Total RFTA Employees Initially Vaccinated	<b>80%</b>
4	Total RFTA Employees that have received Booster Shot	145
5	Total RFTA Employees Initially Vaccinated	301
6	Percentage of Initially Vaccinated RFTA Employees that have received Booster Shot	<b>48%</b>
7	Total RFTA Employees that have received Booster Shot	145
8	Total RFTA Employees	375
9	Percentage of Total RFTA Employees who have received Booster Shot	<b>39%</b>

2. **Attendance:** As of Friday, March 4, 2022, there was only 1 RFTA employee 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: 3/4/2022

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 375 EE's Out
0	0	1	0	0	0	1	0	0	0	10	11	3%

3. **Staffing:** As of Monday, February 28, RFTA had 151 FTEs on staff. Also, RFTA had 25 seasonal Bus Operators on staff and working. However, there were 6 (or more) employees out for long-term absences, leaving approximately RFTA 31 Bus Operators short of its winter season goal of 201. Part of the reason for the reduction in FTE's is that RFTA promoted several Bus Operators to Dispatcher and Supervisor positions and two Bus Operators transferred to work in the Vehicle Maintenance Department. COVID-related absences on a daily basis also add to the number of Bus Operators we are short. Fortunately, as of March 4, only one Bus Operator was out for COVID-related reasons.

**RFTA Winter Staffing Plan (as of 2/28/22)**

A	B
Description	Winter Service Plan
1 Estimated Bus Operator FTE's* on Staff	151
2 Estimated Seasonal and Part-Time Bus Operators on Staff	25
3 Total FTE's, Seasonal and Part-Time Bus Operators on Staff	176
4 Estimated number of Bus Operators Unavailable due to COVID/Other	6
5 Total Estimated Bus Operators Available To Work	170
6 Total Estimated Active Bus Operators Required for Scheduling per Week for 114%	201
7 Estimated Excess/(Shortfall) of Bus Operators Available per Week for 114%**	-31

**Currently Not Anticipating Potential Service Reductions:** With the Holidays, X-games, and Presidents' Week 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.

4. **Fleet Availability:** As of Monday, February 28, RFTA had 104 buses available for service and it required 90 for peak pullout, leaving a surplus of 14 (a spare ratio of 16%, which is thin, because RFTA strives to have a 20% spare ratio).

Shop	Buses at Location	Out of Service	Available	Peak Pullout	Deficit/Surplus
AMF	68	10	58	52	6
GMF	52	6	46	38	8
<b>Total</b>	<b>120</b>	<b>16</b>	<b>104</b>	<b>90</b>	<b>14</b>

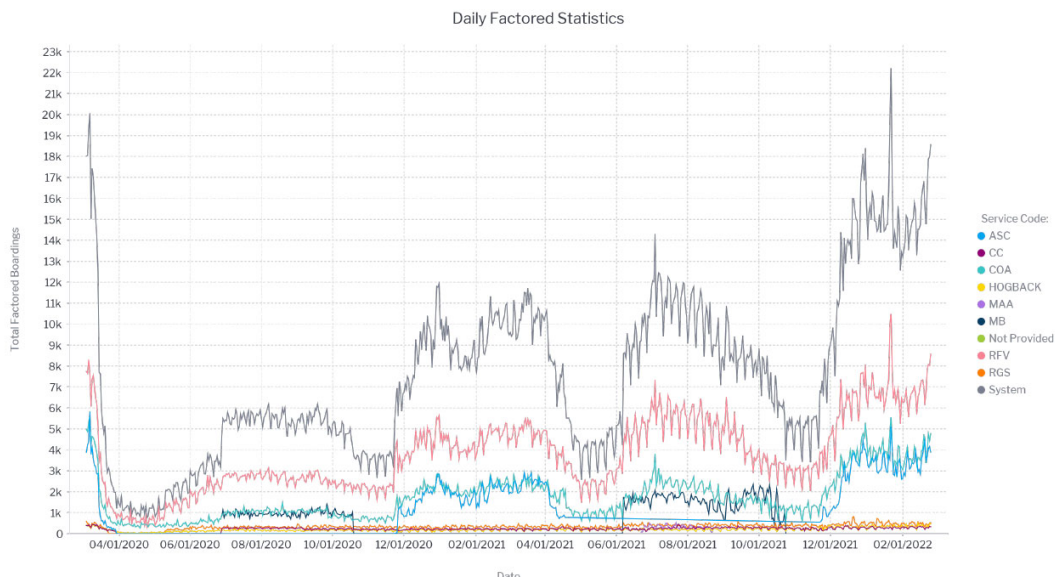
4. **Ridership:** Through February 25, 2022, RFTA's 2021/2022 Winter Season Average Daily Ridership was up 63% system-wide compared to RFTA's Winter 2020/2021 Average Daily Ridership (see chart on next page). The peak day ridership of **22,202** so far this season occurred on January 22 (the Saturday 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 February 25, 2022**

	A	B	C	D	E
	Route	Winter 20-21	Winter 21-22	# Vari	% Vari
1	RF Valley/BRT/Local/TOSV	4,334	6,338	2,004	46%
2	Hogback	163	331	168	103%
3	Carbondale Circulator	213	285	72	34%
4	City of Aspen	2,090	3,625	1,535	73%
5	Ride Glenwood	322	470	148	46%
6	Aspen Skiing Company	1,758	3,443	1,685	96%
7	<b>Total</b>	<b>8,880</b>	<b>14,492</b>	<b>5,612</b>	<b>63%</b>

The graph below indicates that ridership this Winter Season has been rebounding through February 25 compared to ridership (on the left side of the graph) in March 2020 before the ski areas were closed. Ridership continues to be strong. Systemwide ridership during the month of January 2



The chart directly below compares January 2022 ridership with January 2019 pre-pandemic ridership. Overall, system-wide ridership in in January 2022 was down 31% compared to January 2019.

<b>Total Ridership Comparison: 2019 vs. 2022</b>			
Service	Total Jan 2019	Total Jan 2022	% Vari YTD 2022 to YTD 2019
Aspen	193,583	119,557	-38%
Valley	299,233	218,176	-27%
Hogback	8,668	10,128	17%
Other	189,624	128,974	-32%
<b>Total</b>	<b>691,108</b>	<b>476,835</b>	<b>-31%</b>

### Driver Recruitment

RFTA has been working over the last several months to implement a localized driver recruitment campaign targeted towards locals of our area in order to address Strategic Plan Outcome 3.0 Sustainable Workforce, Objective 3.1 Prioritize the hiring of locals. The hiring of local residents not only provides employment opportunities for our region, but provides RFTA with an employee that is familiar with the area and possibly established with existing housing and less likely to leave at the end of a season. RFTA is working towards a more stabilized driving workforce and reducing our turnover rate and associated costs of losing trained employees and recruitment and training of new employees. The campaign will involve the wrapping of the driver side of five 45' coaches along with digital and print materials. The campaign tag line is "Drive your Life" with the notion that RFTA provides the ability for our employees to work to live vs living to work. The below images are a sample of what will be used and reflects current bus operators enjoying their recreation of choice while working for RFTA.



## RFTA 2021 Work Plan for Destination 2040 Implementation

### E1 - Bus Replacement – Ten, 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: March 2022
<ul style="list-style-type: none"> <li>2022 Budget included funding to purchase 10 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>Order placed on Feb 10</li> <li>10 buses to be delivered May 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	2022 O&M Budget: \$200,000	Last Updated: February 2022
RFTA Capital Balance: \$1,270,750		
<ul style="list-style-type: none"> <li>See Agenda Item Summary 6.B. above.</li> </ul>		<ul style="list-style-type: none"> <li>Evaluating Governance models, cost allocations and completing bike share expansion plan</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: March 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 ordered Feb 10</li> <li>5 buses to be delivered May 2023</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: March 2022
<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>Scope of work is being finalized between Glenwood Springs and RFTA</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>Bids received and being evaluated by RFTA and Glenwood Springs staff</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: 30%
RFTA Share: \$26,226,701	RFTA Balance: \$0	Last Updated: March 2022
<ul style="list-style-type: none"> <li>2022 Budget includes remaining funding for Phase 2 Construction: Grading, Excavation, Fleet Maintenance Build Renovation &amp; Expansion.</li> <li>Construction funding for phases 3,4,5,7 has been appropriated in 2022 Annual Budget.</li> </ul>		<p>Phase 2</p> <ul style="list-style-type: none"> <li>Construction is underway</li> <li>Scheduled completion of May 2022</li> </ul>





*Rooftop mechanical units being set*



*Expanded garage area*

Phase 3,4,5,7

- RFTA has hired Saunders Construction as our Design/Build team to begin construction June 2022
- RFTA has submitted a new 5339 grant request that would add back portions of the project that were removed to allow the project to fit within our existing budget

**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, March 2022 – David Johnson, Director of Planning**

Please see the click on the links: "[3-10-2022 Planning Department Update.pdf](#)," or see "3-10-2022 Planning Department Update.pdf," included in the March 2022 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

**Finance Department Update, March 2022 – Michael Yang, CFAO**

**2021 Actuals/Budget Comparison (December YTD)**

2021 Budget Year General Fund	December YTD (as of 3/4/2022)		
	Preliminary Actuals (1)	Amended Budget (2)	% Var.
<b>Revenues</b>			
Sales and Use tax (3)	\$ 34,426,879	\$ 29,364,000	17.2%
Property Tax	\$ 11,409,306	\$ 10,945,000	4.2%
Grants	\$ 29,557,283	\$ 29,675,320	-0.4%
Fares	\$ 4,127,244	\$ 3,726,756	10.7%
Other govt contributions	\$ 1,604,062	\$ 1,634,882	-1.9%
Other income	\$ 700,624	\$ 641,830	9.2%
<b>Total Revenues</b>	<b>\$ 81,825,399</b>	<b>\$ 75,987,788</b>	<b>7.7%</b>
<b>Expenditures</b>			
Fuel (4)	\$ 1,206,778	\$ 1,564,137	-22.8%
Transit	\$ 30,008,869	\$ 31,960,375	-6.1%
Trails & Corridor Mgmt	\$ 536,861	\$ 670,770	-20.0%
Capital	\$ 15,359,030	\$ 16,592,292	-7.4%
Debt service	\$ 2,765,214	\$ 2,773,200	-0.3%
<b>Total Expenditures</b>	<b>\$ 49,876,752</b>	<b>\$ 53,560,774</b>	<b>-6.9%</b>
<b>Other Financing Sources/Uses</b>			
Other financing sources	\$ 4,294,295	\$ 4,351,932	-1.3%
Other financing uses	\$ (3,519,113)	\$ (3,735,550)	-5.8%
<b>Total Other Financing Sources/Uses</b>	<b>\$ 775,182</b>	<b>\$ 616,382</b>	<b>25.8%</b>
<b>Change in Fund Balance (5)</b>	<b>\$ 32,723,829</b>	<b>\$ 23,043,396</b>	<b>42.0%</b>

- (1) *These amounts are unaudited and may change as a result from any year-end adjustments during the audit preparations.*
- (2) *Reflects Supplemental Budget Appropriation Resolution 2022-06.*
- (3) *In 2021, Sales and Use Tax Revenues were better than anticipated.*
- (4) *The significant savings is primary attributable to the Alternative Fuel Excise Tax Credit (CNG) in 2021 of approximately \$279,000.*
- (5) *The unaudited surplus exceeds budget.*

## 2022 Actuals/Budget Comparison (January YTD)

2022 Budget Year				
General Fund	January YTD			
	Actual	Budget	% Var.	Annual Budget
<b>Revenues</b>				
Sales and Use tax (1)	\$ -	\$ -	#DIV/0!	\$ 31,881,900
Property Tax	\$ -	\$ -	#DIV/0!	\$ 11,876,000
Grants	\$ -	\$ -	#DIV/0!	\$ 2,447,530
Fares (2)	\$ 273,326	\$ 172,020	58.9%	\$ 3,723,500
Other govt contributions	\$ 3,333	\$ 3,333	0.0%	\$ 935,000
Other income	\$ 156,024	\$ 144,751	7.8%	\$ 941,380
<b>Total Revenues</b>	<b>\$ 432,683</b>	<b>\$ 320,105</b>	<b>35.2%</b>	<b>\$ 51,805,310</b>
<b>Expenditures</b>				
Fuel	\$ 130,577	\$ 146,998	-11.2%	\$ 1,949,694
Transit	\$ 3,432,979	\$ 3,865,361	-11.2%	\$ 34,835,647
Trails & Corridor Mgmt	\$ 34,486	\$ 39,912	-13.6%	\$ 896,000
Capital	\$ 66,887	\$ 58,055	15.2%	\$ 18,329,800
Debt service	\$ 55,228	\$ 55,228	0.0%	\$ 1,649,984
<b>Total Expenditures</b>	<b>\$ 3,720,157</b>	<b>\$ 4,165,553</b>	<b>-10.7%</b>	<b>\$ 57,661,125</b>
<b>Other Financing Sources/Uses</b>				
Other financing sources	\$ -	\$ -	#DIV/0!	\$ 9,233,281
Other financing uses	\$ (577,914)	\$ (577,914)	0.0%	\$ (4,993,360)
<b>Total Other Financing Sources/Uses</b>	<b>\$ (577,914)</b>	<b>\$ (577,914)</b>	<b>0.0%</b>	<b>\$ 4,239,921</b>
<b>Change in Fund Balance (3)</b>	<b>\$ (3,865,388)</b>	<b>\$ (4,423,362)</b>	<b>-12.6%</b>	<b>\$ (1,615,894)</b>

- (1) Sales and Use Tax Revenues are received 2 months in arrears (i.e. January sales and use tax revenue will be deposited in March).
- (2) Through January, fare revenue and ridership are increased by 57% and 74%, respectively, compared to the prior year. The chart below provides an YTD January 2021/2022 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 1/2021	YTD 1/2022	Increase/ (Decrease)	% Change
Regional Fares	\$ 174,223	\$ 273,342	\$ 99,119	57%
<b>Total Fare Revenue</b>	<b>\$ 174,223</b>	<b>\$ 273,342</b>	<b>\$ 99,119</b>	<b>57%</b>
<b>Ridership on RFTA Regional Services*:</b>	<b>YTD 1/2021</b>	<b>YTD 1/2022</b>	<b>Increase/ (Decrease)</b>	<b>% Change</b>
Highway 82 (Local & Express)	37,532	62,729	25,197	67%
BRT	48,955	80,083	31,128	64%
SM-DV	2,940	11,345	8,405	286%
Grand Hogback	4,997	10,128	5,131	103%
<b>Total Ridership on RFTA Fare Services</b>	<b>94,424</b>	<b>164,285</b>	<b>69,861</b>	<b>74%</b>
Avg. Fare/Ride	\$ 1.85	\$ 1.66	\$ (0.18)	-10%

- (3) Over the course of the year, there are times when RFTA operates in a deficit; however, at this time we are projecting that we will end the year within budget.

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage January YTD				Hours January YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	392,184	427,109	(34,925)	-8.2%	18,610	19,369	(758)	-3.9%
City of Aspen	55,316	56,554	(1,238)	-2.2%	6,192	6,443	(251)	-3.9%
Aspen Skiing Company	60,152	62,207	(2,055)	-3.3%	4,397	4,673	(276)	-5.9%
Ride Glenwood Springs	9,804	10,195	(391)	-3.8%	827	831	(4)	-0.5%
Grand Hogback	35,974	36,672	(698)	-1.9%	1,774	1,787	(13)	-0.7%
Specials/Charters	3,750	9,816	(6,066)	-61.8%	279	663	(383)	-57.8%
Senior Van	673	713	(40)	-5.6%	200	88	112	127.1%
<b>Subtotal - Transit Service</b>	<b>557,853</b>	<b>603,266</b>	<b>(45,413)</b>	<b>-7.5%</b>	<b>32,278</b>	<b>33,853</b>	<b>(1,574)</b>	<b>-4.7%</b>
Training & Other	1,941	-	1,941	#DIV/0!	1,641	2,178	(537)	-24.7%
<b>Total Transit Service, Training &amp; Other</b>	<b>559,794</b>	<b>603,266</b>	<b>(43,472)</b>	<b>-7.2%</b>	<b>33,919</b>	<b>36,031</b>	<b>(2,111)</b>	<b>-5.9%</b>

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

Service	Jan-21 YTD	Jan-22 YTD	# Variance	% Variance
City of Aspen	63,773	119,557	55,784	87.47%
RF Valley Commuter	135,752	218,176	82,424	60.72%
Grand Hogback	4,997	10,128	5,131	102.68%
Aspen Skiing Company	57,358	103,047	45,689	79.66%
Ride Glenwood Springs	10,123	15,162	5,039	49.78%
X-games/Charter	-	10,732	10,732	#DIV/0!
Senior Van	64	33	(31)	-48.44%
MAA Burlingame	-	-	-	#DIV/0!
Maroon Bells	-	-	-	#DIV/0!
GAB Transit Mitigation Svcs.	-	-	-	N/A
<b>Total</b>	<b>272,067</b>	<b>476,835</b>	<b>204,768</b>	<b>75.26%</b>

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

Service	YTD Jan 2021	YTD Jan 2022	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	37,532	62,729	25,197	67%
BRT	48,955	80,083	31,128	64%
<b>Total</b>	<b>86,487</b>	<b>142,812</b>	<b>56,325</b>	<b>65%</b>

## Executive Summary - Update to Mileage Calculations

RFTA implemented automated vehicle location systems provided by Clever Devices, Ltd. in 2013 which captures various metrics such as ridership, miles and hours. Staff updated the Board in 2020 indicating extensive work that was done to properly configure systems to improve reliability and confidence in its automatic passenger counter system used for ridership reporting. Historically and throughout 2021, RFTA has calculated mileage through an antiquated process of requiring drivers to log the odometer readings at the start and end of every route. This can lead to hundreds of entries on up to 100 or more paper forms every day. A staff member then has spent several weeks each month entering, researching and editing data in order to calculate various operational statistics.

Based on guidance from the RFTA Board of Directors under the “*Strategic Plan, Objective 7.2 – Innovative technology will be leveraged to improve service and efficiency in all outcome areas*”, staff has continued to seek major improvements to existing systems. Throughout 2020 and 2021, staff worked with Clever Devices as well as interdepartmentally to calibrate systems, improve scheduling, operational processes and on-board systems in an effort to improve the reliable capture of mileage and hour data from the buses. After rigorous testing and development, staff is ready to begin reporting using the automated systems. It should be noted that there are several routes that do not have these technologies on the buses, or in some cases, there are operational characteristics preventing this transition. Executive management has decided to incorporate the

automated methodology for the vast majority of the service. There is a nominal set of services that will need to remain manually reported until additional refinements to these systems have been incorporated. Staff will provide an additional update when the remaining services have transitioned to the automated calculations.

**2021 Financial Statement Audit – Schedule**

Date	Activity	Status
5/2/2022 – 5/6/2022	Start of Audit – auditors conducting onsite fieldwork	<i>On schedule</i>
Mid-June	During this period, staff anticipates that the Audit Report will be reviewed by the <b>RFTA Board Audit Subcommittee</b> . A meeting will be held at a RFTA office in Carbondale between the Audit Subcommittee, the auditor and staff to discuss the audit in detail.	<i>Email will be sent to Audit Subcommittee to establish date &amp; location of meeting.</i>
7/8/2022	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/14/2022	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

McMahan & Associates, LLC will conduct the 2021 financial statement audit.

**At this time, staff requests that the RFTA Board confirm the Board members who will serve on the Audit Subcommittee (see below for list of members).** Staff will correspond via email with the Subcommittee to establish the date and location of the meeting which is expected to be held during the second half of June before the July Board meeting where the final audit report will be presented to the RFTA Board.

**Prior Year’s Audit Subcommittee Members:**

1. **Ward Hauenstein**, RFTA board member,
2. **Alyssa Schenk**, RFTA board member, and
3. **Jill Klosterman**, independent financial expert and Eagle County Director of Finance
4. **Ann Driggers**, independent financial expert and Pitkin County Treasurer/Public Trustee

**Anticipated guests include:**

1. **Paul Backes**, CPA and Partner at McMahan & Associates, LLC (external auditor)
2. **Dan Blankenship**, RFTA CEO
3. **Kurt Ravenschlag**, RFTA COO
4. **Michael Yang**, RFTA CFAO
5. **Paul Hamilton**, RFTA Director of Finance
6. **David Carle**, Budget Manager
7. **Tim Williams**, Accounting Manager

**Background:**

The Audit Subcommittee was created in 2011 and has been comprised of at least two members of the RFTA Board and at least one independent financial expert. Since then, the subcommittee has met annually to review and discuss the prior year’s audit report with the external auditor and RFTA staff to gain a better understanding RFTA’s financial condition. Afterwards, the subcommittee would provide a summary report of the meeting to the RFTA Board as part of the presentation of the audit at the July Board meeting.

**Audit Subcommittee Meeting Expectations:**

An agenda will be set forth by the subcommittee. The draft version of the audit report will be made available to the subcommittee prior to the meeting. The external auditor will present the audit report to the subcommittee and answer questions related to the report and audit process. RFTA staff will also be available answer questions. In addition, the meeting will allow time for the subcommittee to discuss the audit report without RFTA staff present.

**Facilities & Trails Update, March 2022 – Mike Hermes, Director of Facilities & Trails****Facilities and Bus Stop Maintenance March 10, 2022  
Facilities Capital Projects Update**

The facilities staff has begun ramping up for spring projects such as deep cleaning all the bus stops, asphalt sweeping and maintenance, spring cleanup of all the bus stops and facilities and ramping up landscaping activities. Small projects that impact bus operations such as cleaning the AMF ventilation system, replacing the AMF trench drains and repairing the paint booth at the AMF will be scheduled and completed this spring.

**United States Forest Service (USFS) parcel feasibility study:**

This contract for Design Workshop is close to be finalized and the MOU between the stakeholders in this feasibility study is almost complete. Staff anticipates this project will kick off by mid-March with interview of each stakeholder being conducted by Design Workshop staff to determine the needs of each partner in this project. Design Workshop will also be gathering all available public information on the parcel so this information can be incorporated into the study.

**Wingo Bridge Repairs:**

A pre-bid meeting for this project was held on February 23 and there were no significant issues raised by the contractor. The project is scheduled for September, October, and November when the river flows are at their lowest point.

**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 installation of roofing, exterior walls, interior walls and drywall are all proceeding well. Electrical and plumbing rough-in are also proceeding as anticipated.
2. Repair's to the Parker House employee housing facility 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 stair case. 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. Staff has received the second draft of the GMF storm water management plan and currently conducting a staff review of the plan. It is anticipated that the plan will be completed by April 1.

### **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' storm water management plans. Underway
4. Revisions and updates of the CNG emergency response plan. Underway

### **New facilities projects for 2022 currently being scoped and put out to bid.**

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)
- 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** – See above.
- **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 March 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
    - i. (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 organization’s 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 “wildlife section” was closed on November 30 at 5pm, and the animals will get a rest until April 30 at 5pm.
  - Jud, our full-time Trail Technician got some great wildlife footage/photos this fall/winter. See below.
  - Jud also started a Facebook page <https://www.facebook.com/riograndetrail>. Please check it out.
- Riverview Trail Update – work is on-going. The trail is NOT open to the public yet...still waiting on the intersection traffic control and refurbishing of the old bridge.
  - 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.
  - 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 construction will begin in the Spring of 2022.
  - Staff will continue working with Back 40 Stories in 2022 to finish creating new information kiosk map/panels, in order to complete the remaining 3 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.

- ❖ Procurement and the RFTA Project Manager are working with the selected Contractor to get this project moving forward for 2022.
- ❖ Coordination with Pitkin County is ongoing, as they are a partner.
- 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.

