

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

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

This will be a Virtual WebEx Teleconference Meeting

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

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

	Agenda Item	Policy	Purpose	Est. Time
1	<b>Call to Order / Roll Call:</b>		Quorum	9:00 a.m.
2	<b>Approval of <a href="#">Minutes</a>:</b> RFTA Board Meeting February 11, 2021, <b>page 3</b>		Approve	9:01 a.m.
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)		Public Input	9:02 a.m.
4	<b>Items Added to Agenda – Board Member Comments:</b>	4.3.3.C	Comments	9:10 a.m.
5	<b>Consent Agenda</b>			9:15 a.m.
	A. <a href="#">Approval</a> of Office Lease, 101 Midland, Suite 220 – Mike Hermes, Director of Facilities <b>page 13</b>	4.2.5	Approve	
	B. <a href="#">Resolution 2021-06</a> : Authorization to Submit Grant Application to Federal Transit Administration (FTA) Low or No Emissions (LoNo) Grant Program to Purchase Four (4) Battery Electric buses (BEBs) and Charging Equipment – Jason White, Assistant Planner, <b>page 14</b>	4.2.5	Approve	
6	<b>Presentations/Action Items:</b>			
	A. Regional <a href="#">Bike</a> Share Study / First and Last Mile Mobility Development and Implementation Plan Update – Adrian Witte, Toole Design and David Johnson, Director of Planning, <b>pg. 18</b>	4.2.5	Discussion /Direction	9:25 a.m.
	B. <a href="#">Maroon</a> Bells Bus Service Update – Dan Blankenship, CEO, <b>page 20</b>	4.2.5	Discussion /Direction	9:45 a.m.
	C. RFTA <a href="#">Employee</a> Sick Leave Donation Policy – Linda Forgacs, Director of HR and Lawrence Bond, HR Generalist, <b>page 22</b>	4.2.5	Discussion /Direction	10:15 a.m.
	D. RFTA <a href="#">Service</a> Planning Issues Related to the Outbreak of Coronavirus (COVID-19) – Kurt Ravenschlag, COO, <b>page 25</b>	2.2.3	Discussion /Direction	10:35 a.m.
7	<b>Public Hearing:</b>			
	A. <a href="#">Resolution 2021-07</a> : 2020 Supplement Budget Appropriation – Michael Yang, CFAO and Paul Hamilton, Director of Finance, <b>page 33</b>	4.2.5	Approve	10:55 a.m.
	B. <a href="#">Resolution 2021-08</a> : 2021 Supplemental Budget Appropriation – Michael Yang, CFAO and Paul Hamilton, Director of Finance, <b>page 43</b>	4.2.5	Approve	
8	<b>Board Governance Process:</b>			
	A. CEO <a href="#">Performance</a> Review – Dan Blankenship, CEO, <b>page 53</b>	3.2.3	Direction	11:10 a.m.

	<b>Agenda Item</b>	<b>Policy</b>	<b>Purpose</b>	<b>Est. Time</b>
9	<b>Information/Updates:</b>			
	A. <a href="#">CEO</a> Report – Dan Blankenship, CEO, <i>page 54</i>	<b>2.8.6</b>	<b>FYI</b>	<b>11:20 a.m.</b>
10	<b>Executive Session:</b>			
	A. Paul Taddune, General Counsel: Personnel Issues if desired: Pursuant to C.R.S. 24-6-602 (e) and (f): CEO Performance Review and COVID-19 Incentive Bonus	<b>3.5.2.B.</b>	<b>Executive Session</b>	<b>10:50 a.m.</b>
11	<b>Issues to be Considered at Next Meeting:</b>			
	To Be Determined at the March 11, 2021 Board Meeting	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:20 a.m.</b>
12	<b>Next Meeting:</b> 9:00 a.m. – 11:30 a.m., April 8, 2021 via Webex Teleconference (Details to be provided later)	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:25 a.m.</b>
13	<b>Adjournment:</b>		<b>Adjourn</b>	<b>11:30 a.m.</b>

-- Do not delete or change any of the following text. --

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

[Join meeting](#)

**More ways to join:**

**Join from the meeting link**

<https://rfta.webex.com/rfta/j.php?MTID=maa8c90c8661a8305c02bca7678305211>

**Join by meeting number**

Meeting number (access code): 141 967 9856

Meeting password: vaQrEPxp768

**Tap to join from a mobile device (attendees only)**

[+1-650-479-3208](tel:+16504793208), [1419679856##](tel:+1419679856) Call-in toll number (US/Canada)

**Join by phone**

1-650-479-3208 Call-in toll number (US/Canada)

**Join from a video system or application**

Dial [1419679856@rfta.webex.com](tel:+1419679856)

You can also dial 173.243.2.68 and enter your meeting number.

**ROARING FORK TRANSPORTATION AUTHORITY  
BOARD MEETING MINUTES  
February 11, 2021**

**Board Members Present (via WebEx):**

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

**Non-Voting Alternates Present (via WebEx)**

Ward Hauenstein (City of Aspen); Francie Jacober (Pitkin County);

**Staff Present (via WebEx):**

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Mike Hermes, Angela Henderson, and Brett Meredith, Facilities and Trails Department; David Johnson and Jason White, Planning Department; Jamie Tatsuno, Communications Manager; Paul Hamilton, Director of Finance; Jason Smith, Safety and Training Department; Tammy Sommerfeld and Melissa Sever, Procurement Department; Craig Dubin, Special Projects Manager; John Blair, Operations Manager; Ed Cortez, President, ATU Local 1774

**Visitors Present (via WebEx):**

David Pesnichak (EOTC/Pitkin County); John Krueger (City of Aspen); Madeleine Osberger (Aspen Daily News), Amy Fulstone and Linda DuPriest (Citizens)

**Agenda**

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

**Dan Richardson called the RFTA Board of Directors to order at 9:01 a.m. Richardson declared a quorum to be present (8 member jurisdictions present) and the February 11, 2021 RFTA Board of Directors meeting began at 9:02 a.m.**

**2. Approval of Minutes:**

**Ann Mullins moved to approve the January 14, 2021 Board Meeting Minutes, and Art Riddile seconded the motion. The motion was unanimously approved.**

**3. Public Comment:**

**Richardson asked if any member of the public would like to address the Board or make a comment regarding items not on the February 11, 2021 Board Agenda.**

No members of the public had any comments.

**Richardson closed Public Comments at 9:05 a.m.**

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

**Richardson asked if there were any items that needed to be added to the February 11, 2021 Board meeting Agenda.**

No items were added to the February 11, 2021 Board Agenda.

**Richardson asked if any Board member had comments or questions regarding issues not on the February 11, 2021 Board meeting Agenda.**

Riddile stated that Garfield County and the New Castle Town Council had a meeting to discuss funding for several projects. During these discussions it was stated that due to financial impacts of COVID-19 on the County, funding for the Traveler Services and Hogback bus services might have to be cut. Garfield County then had a meeting with the Town of Rifle to inform them that if they wished to have the Hogback services continue, they might need to consider joining RFTA as a contributing jurisdiction.

Bill Kane questioned why this is being considered.

Riddile stated that this decision is financially driven, the County is cutting back funding everywhere it can, and this is definitely one place that it can save money.

**Richardson closed Board comments at 9:10 a.m.**

**5. Consent Agenda:**

**A. Resolution 2021-04: Authorization to Submit Grant Application to Department of Local Affairs (DOLA) for Glenwood Maintenance Facility (GMF) Expansion – David Johnson, Director of Planning**

The Glenwood Maintenance Facility (GMF) expansion project will renovate and expand its current maintenance facility into a new, centrally located operations, maintenance and administrative center. The GMF expansion project will provide sufficient bus storage, operations, maintenance and administrative capacity to support RFTA's long-term vision of creating greater community connectivity within our region.

RFTA operates approximately 44 buses from the GMF on a regular basis, which exceeds capacity by 30%. Without additional storage, as many as 20 buses would need to be deadheaded 45 miles each way from RFTA's Aspen Maintenance Facility (AMF) to meet peak morning commute demands.

RFTA has currently secured approximately \$29 million in grants for the GMF project, and must contribute another \$26 million through local funds, grants or a combination of both. Currently, approximately \$11 million additional funds are needed in order to complete the GMF Expansion Project. RFTA will submit a \$1 million grant request to the Department of Local Affairs (DOLA), to help supplement grant and local funds already secured for the GMF Expansion Project.

**Riddile moved to approve Resolution 2021-04: Authorization to Submit Grant Application to DOLA for GMF Expansion, and Alyssa Shenk seconded the motion. The motion was unanimously approved.**

**B. Adoption of Resolution 2021-05: Passenger Suspension and Code of Conduct Policy – Kurt Ravenschlag, COO**

RFTA always aims at providing a safe environment for its passengers and employees while at RFTA facilities and onboard RFTA vehicles. Occasionally, RFTA has individuals who violate expected conduct while utilizing RFTA services or engage in criminal activity against RFTA, on RFTA premises, or against other RFTA passengers. RFTA needs a way to impose consequences on individuals who

violate its Code of Conduct or engage in criminal activity. RFTA has created a Passenger Suspension and Code of Conduct Policy, intended to provide a more clear and transparent process.

Committing a violation of Federal law, state law, and/or the RFTA Passenger Suspension and Code of Conduct Policy may be cause for suspension of a person's privileges to enter RFTA property and to use the RFTA transit system. Notice of such suspension shall be in a written Notice of Suspension Form, which will notify the person suspended; the cause, the length of the suspension, appeal procedures, and that failure to comply may be grounds for criminal prosecution. Notice of Suspension may be issued by RFTA personnel or local law enforcement. RFTA's Passenger Advisory & Code of Conduct Outline:

#### **Advisory**

- All RFTA buses and facilities are under video and audio surveillance.
- Drivers have the right to refuse service to intoxicated or problematic persons.
- Stay clear of the doors until they are opened.
- Do not cross the street in front of a bus after exiting the vehicle.
- Report suspicious packages or behavior to the bus driver.
- Have your correct fare ready.

#### **Code of Conduct**

- No illegal activity on RFTA buses or property;
- Passengers must follow bus operator directions and all RFTA policies and applicable, RFTA rules and regulations;
- No consumption of alcohol or open alcohol containers;
- No fare evasion;
- No littering on the bus;
- No disrupting the safe operation of bus or bus operator duties;
- No disruptive or abusive behavior or language on RFTA buses or on RFTA property;
- No loitering on RFTA property;
- No vandalism of any kind on RFTA buses or property;
- Strollers must be collapsible and must be stowed while riding;
- Riders must maintain safe personal hygiene;
- Shoes, shirts, and bottoms are required; and
- No roller skates.

**Riddile moved to approve the Adoption of Resolution 2021-05: Passenger Suspension and Code of Conduct Policy, and Shenk seconded the motion. The motion was unanimously approved.**

#### **6. Presentations/Action Items:**

##### **A. Covenant Enforcement Commission (CEC) 2020 Report – Brett Meredith, RFTA Trail Manager and Angela Henderson, Assistant Director, Project Management and Facilities Operation**

Angela Henderson and Brett Meredith outlined the Conservation Areas with existing, ongoing, or new violations, which include:

- Conservation Area #2: County Road 109 (Ironbridge) to CMC Intersection
  - Category (8) Weeds: Thompson Ditch Company leaving spoils and cut vegetation along the trail and within the corridor. They are not revegetating or reseeding their disturbance, causing noxious weeds to cultivate and spread. The ditch has been leaking and now water is

- overtopping the Rio Grande Trail (RGT), which has impacted the construction of the Riverview Trail (Safe Routes to School Project) (ongoing).
- o Category (9) Other: Utility Company trespassing and digging/boring 2019. Stopped work until proper paperwork was submitted and RFTA approves the project, application is still in the process of getting approved. Company has not reseeded/mulched the disturbance (ongoing).
- Conservation Area #4: East of Aspen Glen to Satank Bridge
  - o Category (9) Other: Storage of materials by neighbor (ongoing).
- Conservation Area #6: Catherine Store Bridge up to Sopris Creek
  - o Category (9) Other: Trash Structure at Driveway (existing)
  - o Category (9) Other: Berm and Barn on RFTA Property (existing)
  - o Category (9) Other: Yard waste and Tree Limbs (existing)
    - Staff has been working with the property owner and towards a resolution; move the berm and barn off RFTA Property. Property owner provided RFTA with a letter stating their willingness to remove the berm and fence, but has taken no action to rectify the situation. Staff recommends the berm, fence, and barn be removed or relocated back onto the adjacent landowner's property for the following reasons:
      - ❖ Structures restrict access of the public to public lands;
      - ❖ Structures are inconsistent or are maintained in a fashion inconsistent with the general character of a rural environment embodying significant conservation values; and
      - ❖ Structures present a negative impact on the use of this public property by wildlife.
- Conservation Area 7: Sopris Creek to Wingo Junction
  - o Category (2) Fence Repair/Maintenance Project; Existing Fencing was only repaired by Grange Family and Pitkin County Open Space and Trails (PCOST). Found bare ground beneath the canopy of willows and clematis, nothing was growing underneath, if necessary PCOST will treat any noxious weeds that grow and revegetate (not a violation).
  - o Category (9) Other: Roaring Fork Club (RFC) Improvements to their Golf Course, some improvements are within the RFTA Right-of-Way (ROW) and without permissions (ongoing).
- Conservation Area #9: Phillips Curve to Woody Creek Road
  - o Category (6) Paving, Roads, and Trails: Old driveway that has been removed and consolidated with another area, there has been landscaping, irrigation, and a small pedestrian or 4-wheeler gate where the old driveway was located (ongoing).

In conclusion, staff feels the Rail Corridor and Trail are in excellent condition and RFTA has made a lot of progress on controlling noxious weeds, trash, and other potential violations. At the start of the CEC, RFTA had approximately 60-70 encroachments and are now down to around 10. RFTA staff continues to work with adjacent property owners on long-standing encroachments to remove or relocate off of RFTA ROW. RFTA staff also continues to develop and build relationships with Utility Companies.

**Ward Hauenstein asked if notice should be given to those who violate or continue to violate the ROW without permission.**

**Paul Taddune stated that it would be a good idea to send those violators a Letter of Notice that they are encroaching on RFTA property. Some people will be responsive while others may tend to ignore the letter. Those who are unresponsive might need to be pushed to increased action if they continue to ignore RFTA's requests.**

**Mullins stated that she truly enjoys being a part of the CEC committee, and the drone footage is amazing. As the populations in all of the surrounding communities grows, RFTA needs to stay vigilant to keep up on the Corridor, and stay ahead of any possible violations. There also needs to be formality regarding enforcement on the Corridor. It would be good for RFTA staff to have Policies and Procedures regarding the Corridor so that RFTA staff can have better compliance.**

**Richardson stated that if at any time RFTA staff needs the Board or Board members to get involved in helping to enforce any policies or procedures on the ROW, RFTA staff should contact the RFTA Board, who are glad to help in any way possible.**

**Greg Poschman questioned, if there is a dispute regarding encroachment, what decisions are up to the Board? Is there a policy in place that the Board can refer to in order to make a final decision?**

**Taddune stated that any property owner can come before the Board to discuss the matter. RFTA staff will always include the Board when necessary.**

**Jeanne McQueeney appreciates that continued violations can be “cranked up” and taken to another level in order to have responsiveness and to get these ROW items cleared up. Appreciates that RFTA staff works with property owners as well as Utility Companies and other companies in order to get the ROW up to 100% compliance.**

**Several Board members thanked Brett and Angela on their superb and hard work on keeping the ROW compliant and in such good condition. Also on their continued effort working with property owners and companies, and keeping such good relationships with these individuals.**

**B. Regional Bike Share Study/First and Last Mile Mobility Development Plan Update – Kurt Ravenschlag, COO**

In 2021, RFTA is preparing to launch the Regional Bike Share Study (RBSS) and, for the sake of efficiency, believes the First and Last Mile Mobility (FLMM) Development Plan should be undertaken concurrently. The cost of this planning effort is estimated to be just under \$200,000. In 2020, RFTA budgeted \$150,000 for the RBSS, but did not expend the funds. It also budgeted \$386,850 for WE-Cycle support and possible integration with RFTA, however only expended \$240,625, leaving a balance of \$146,225. However, in order to get the study underway, staff will execute the consulting contract, before funds can be rolled forward from 2020 to 2021 and appropriated by the Board.

With the approval of Destination 2040, funding included in the plan would be used to develop bike share systems in Glenwood Springs and Carbondale, where no systems currently exist. Expansion of existing systems in Aspen and Basalt was also a part of the communications to the public. It is possible that more funding than what was designated in the Destination 2040 Plan will be required to implement a regional bike share system.

Unfortunately, at the time, RFTA targeted the bike share expansion funding for the Highway 82 corridor, which regrettably excluded the Town of Snowmass Village and the Town of New Castle. Snowmass Village and New Castle have been included in the RBSS and FLMM Development Planning process. RFTA plans to work with these communities to identify grants and other resources which, along with their local investments, will enable them to implement mobility improvements in their communities.

While the Destination 2040 Plan was being developed, FLMM solutions other than bike share were not considered. E-bikes were not necessarily envisioned, but are now becoming an in-demand item. RFTA believes that there is some flexibility to use the Destination 2040 funding for other types of mobility solutions, in addition to or instead of bike share. If the scope of the planning is changed, then it will need to be determined if additional monies are needed and where those will come from. At this time RFTA is requesting an additional \$50,000 to look at additional FLMM solutions such as e-bikes and e-scooters.

**Jonathan Godes thanked RFTA staff for the holistic approach, and for looking at additional options for the first/last mile. Glenwood Springs has many challenges, the approach needs to be comprehensive.**

**Kane stated that there was a surge of interest at WE-cycle when they started to offer E-bikes as an option. E-bikes are a great option in our area due to the terrain.**

**David Johnson stated that e-bikes are a part of the core bike share process. RFTA is really making an effort to reach out to all communities so that each community can offer their requests and suggestions regarding the types of first/last mile options they would like to consider.**

There was much discussion from Board members regarding the use of scooters as one of the options for this plan. The majority of opinions was that scooters are not a mode of transportation that should be offered or allowed on the Rio Grande Trail or as part of the Regional Bike Share Study (RBSS) and First and Last Mile Mobility (FLMM) Development Plan.

**RFTA Board was in support of the additional \$50,000 to continue on with the RBSS and FLMM Development Plan.**

**C. Colorado Department of Transportation (CDOT) Maroon Creek Roundabout Repaving Project Funding Partnership Request – Dan Blankenship, CEO**

The Colorado Department of Transportation (CDOT) is struggling, financially, to cover the costs associated with the repaving of Maroon Creek Roundabout. CDOT has requested that RFTA be a funding partner in the Maroon Creek Roundabout Reconstruction Project in the amount of \$300,000. CDOT is seeking additional partners to fund the Roundabout Project and has proposed the following funding plan for the estimated \$2.53 million project:

Aspen	\$1,000,000
CDOT	\$590,000
EOTC	\$271,000
RFTA	\$300,000
<b>Total</b>	<b>\$2,161,000</b>

The current roundabout has deteriorated and needs to be replaced with longer lasting concrete, along with other safety and efficiency improvements. If the current roundabout should fail, it would cause significant challenges to CDOT to repair and increased auto congestion while the roundabout is being repaired.

This project includes extensive traffic phasing efforts to maintain traffic through the roundabout for the duration of construction. A potential approach to reduce the costs of this project include using McLain Flats Road as a detour for general traffic and limit the roundabout to buses, trucks, and local traffic. This could also potentially allow for transit services to receive priority from CDOT traffic control during



the construction period. Priority treatment for transit would allow RFTA to promote the use of public transit during construction, helping to achieve the following goals:

- Provide an incentive for people to use transit during the construction period, helping to reduce automobile congestion; and
- Help rebuild transit ridership that has been significantly impacted by COVID-19.

The precedent for this proposed partnership was established when RFTA, the Elected Officials Transportation Committee (EOTC), and Garfield County, jointly contributed \$815,695 for transit mitigation services during the Grand Avenue Bridge Construction Project. The Grand Avenue Bridge serves as the gateway to Glenwood Springs and the Roaring Fork Valley, similar to the Maroon Creek Roundabout serving as the gateway to the Entrance to Aspen.

If RFTA is willing to become a partner, CDOT will create an Intergovernmental Agreement (IGA), which will need to be executed prior to Labor Day 2021, so that the project can be put out to bid. The disbursement of the \$300,000 would not be necessary until 2022. CDOT has been a valued partner of RFTA over the years, building park and ride facilities, bus pull-offs and bus stops, and bus lanes in the Highway 82 corridor, as well as purchasing buses. CDOT is one of RFTA's primary source of grant revenue for transit operating and capital costs, recently contributing \$3.05 million to the 27<sup>th</sup> Street Grade-Separated Pedestrian Crossings' Project.

**Richardson state that these types of requests may continue to be requested of RFTA. It would be in RFTA's best interest to develop criteria for such requests, and if that criteria is met, then RFTA would be willing to be a partner in funding for that project. RFTA needs to make sure that it is not setting a precedent that it is willing to help financially for every project.**

**Dan Blankenship responded that RFTA staff can create criteria for other projects that might be requested of RFTA, this criteria would justify RFTA's decision for each project.**

**Kane stated that he wants to ensure that RFTA does not become a target for all projects. The RFTA Board should review all requests and ensure that the project supports RFTA's mission.**

**Mullins stated that RFTA should look into partnerships, as more funding projects are requested of RFTA. It is encouraging that CDOT is requesting a signed IGA on this project, it covers all interested parties. Where will RFTA be utilizing funds from?**

**Blankenship stated that the funds will come from the General Fund. RFTA will be receiving approximately \$19.3 million from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), which will be covering RFTA's operating costs, thus freeing up funds in the General Fund.**

**Kane moved to approve the Colorado Department of Transportation (CDOT) Maroon Creek Roundabout Repaving Project Funding Partnership Request of \$300,000, and Mullins seconded the motion. The motion was unanimously approved.**

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

As of Thursday, February 4, 2021 RFTA had a total of 7 employees out due to COVID-19 related symptoms.

Jason Smith discussed the new Presidential Mask Order for Public Transportation, which mandated universal mask usage on all modes of public transportation and at all public transportation hubs and boarding/disembarking locations in the United States. RFTA has required masks and face coverings since last April, so there was not much functional change for us beyond narrowing what are considered acceptable masks. Bandanas and scarfs are no longer allowed, riders must wear a double layered, approved mask.

RFTA has notified the public that masks are now required by Federal law, and that failure to comply is a violation which requires intervention by RFTA (up to and including removing non-compliant passengers from our buses). The communications RFTA has issued are in various formats, including press releases to local media, postings on the RFTA website, social media accounts, and signage on buses, signage at bus stops and stations, and instructions for our bus operators and staff on what is expected of them.

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

System-wide daily ridership during the winter season has increased by approximately 109% compared to the fall season. Daily Hwy 82/TOSV/BRT and Local Service ridership has increased by approximately 72%. Winter Hogback commuter bus service has decreased by approximately 7%, the Carbondale Circulator has decreased by 6%, the City of Aspen has increased by 120%, and the Ride Glenwood has decreased by 1%.

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

RFTA's winter season recruitment and training program for seasonal Bus Operators has concluded. Due to turnover, RFTA did not meet its Bus Operator staffing level goal of 212, falling short by 14. RFTA estimates it will have approximately 198 Bus Operators available, assuming there is no more turnover. RFTA should have sufficient personnel to make it through the winter season by paying overtime.

RFTA has 115 heavy-duty transit buses available for operating its winter service plan. Five additional new buses were delivered and IT and other equipment is being installed. With the 5 additional new buses the total number of buses available during peak pull-out will be 120, providing a 28% spare ratio, which should allow RFTA to comfortably meet all of its service requirements for the remaining winter season.

Plexiglas Barriers for driver compartments have been installed in all RFTA buses. Maintenance continues to make alterations to latching mechanisms to address functionality issues raised by bus operators.

## 8. Information/Updates:

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

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

Colorado Department of Transportation's (CDOT's) preliminary proposed allocation of CRRSAA funds to rural transit agencies indicates that RFTA and the City of Aspen could anticipate to receive \$19.3 million and \$4.5 million, respectively, for a total of \$23.8 million. The purpose of the CRRSAA is to provide funds to prevent, prepare for, and respond to COVID-19. Beginning January 20, 2020 all activities normally eligible under FTA Section 5311 programs are eligible for CRRSAA funding, which includes increased operating costs due to COVID-19. RFTA has eligible operating costs going back to October 2020 that it could seek reimbursement for with the CRRSAA funds.

Over the next two weeks, CDOT plans to finalize the allocation of CRRSAA funding and determine the period of time that the CRRSAA funding will cover. The grant award process is anticipated to start on February 19, 2021 with contracts released at the beginning of April 2021. In the meantime, RFTA and other rural transit agencies have been given pre-award authority that will cover their expenditures prior to the execution of contracts with CDOT.

RFTA plans to resume meetings with the Retirement Program Subcommittee in order to develop a recommendation for inclusion in RFTA's 2022 annual budget planning process in July. The RFTA Retirement Program subcommittee includes Board members; Dan Richardson (Town of Carbondale) and Jonathan Godes (City of Glenwood Springs, RFTA staff; Dan Blankenship (CEO), Michael Yang (CFAO), Kurt Ravenschlag (COO), Paul Hamilton (Finance Director), and Linda Forgacs (HR Director).

## 9. Executive Session:

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

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

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

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

**No action was taken during the Executive Session. The Executive Session adjourned at 11:48 a.m.**

**11. Issues to be Considered at Next Meeting:**

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

**13. Adjournment:**

**Directly after the Executive Session, a quorum was no longer met, therefore a motion was not necessary to adjourn from the February 11, 2021 RFTA Board meeting.**

**The February 11, 2021 RFTA Board Meeting concluded at 11:50 a.m.**

Respectfully Submitted:

Nicole R. Schoon  
Secretary to the RFTA Board of Directors

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

<b>Meeting Date:</b>	March 11, 2021
<b>Subject:</b>	Lease 100 Midland Avenue, Suite 220, Glenwood Springs, CO. 81601
<b>Strategic Outcome:</b>	3.0 Sustainable Workforce 7.0 High Performing Organization
<b>Strategic Objective:</b>	3.8 Provide employees with the tools, space and equipment to maximize efficiency and safety 7.2 Innovative technology will be leveraged to improve service and efficiency in all outcome areas
<b>Presented By:</b>	Kurt Ravenschlag, COO and Michael Hermes, Director of Facilities
<b>Staff Recommends:</b>	Department Staff recommends that the Board allow the CEO to execute the lease for 100 Midland Avenue suite 220 once the lease has been approved as to form by the RFTA General Counsel.
<b>Executive Summary:</b>	With construction underway of Phase 2 of the Glenwood Maintenance Facility (GMF) and Phases 3, 4, 5, and 7 scheduled for construction later this year two work groups consisting of our Dispatch Operations and Information Technology staff will need to be relocated from the GMF to facilitate construction activities. To ensure a space is secured and outfitted in time for the staff to be relocated in June of this year, RFTA is seeking permission from the Board for the CEO to sign the lease for the property at 100 Midland Avenue, Suite 220, once the lease has been approved as to form by the RFTA General Counsel.
<b>Background/ Discussion:</b>	The shared space between Dispatch operations and IT is scheduled to be remodeled during the GMF Phase 2 Expansion Project and converted into a larger centralized dispatch center, a larger break room as well as a server room for IT’s equipment. Both Dispatch and IT need to be relocated from this space by July so that this remodel work can commence.  Staff has located an ideal space to accommodate these two work groups while the GMF renovations are going on. Eventually both IT and the Dispatch Center will be moved back into their permanent spaces at the GMF when all 5 phases of the expansion projects are completed in 2024.
<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>	The total estimated budget for this office lease and operations (utilities, janitorial, etc.) in 2021 will be \$59,700 and will be requested in a subsequent supplemental appropriation on the March, 2021 Board Agenda.
<b>Attachments:</b>	Yes, please “RFTA-100 Midland Avenue Suite 220, Glenwood Lease 02.10.2021.pdf,” included in the March 2021 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the Board Agenda Packet.

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

<b>Meeting Date:</b>	March 11, 2021
<b>Subject:</b>	Resolution 2021-06: Authorization to Submit Grant Application to the Federal Transit Administration (FTA) to purchase four (4) Battery Electric Buses (BEBs) and Charging Equipment
<b>Strategic Outcomes:</b>	6 ENVIRONMENTAL SUSTAINABILITY 7 HIGH PERFORMING ORGANIZATION
<b>Strategic Objectives:</b>	6.1 Trail and transit users enjoy environmentally friendly equipment and facilities 6.2 RFTA organization will strive for 100% renewable energy 7.1 Optimize the use of RFTA assets through capital improvement planning, preventative maintenance and asset management 7.2 Innovative technology will be leveraged to improve service and efficiency in all outcome areas
<b>Presented By:</b>	Jason White, Assistant Planner
<b>Staff Recommends</b>	Authorize RFTA to submit a grant proposal to the <a href="#">FY21 Federal Transit Administration (FTA) Low or No Emissions (LoNo) grant program</a> FTA Low or No Emissions (LoNo) Program for up to \$2,700,000 to purchase four (4) battery electric buses (BEBs) and charging equipment. Authorize \$2.7 million in local matching funds, contingent upon grant award.
<b>Executive Summary</b>	By year 2040, RFTA intends to develop and maintain a 120-bus fleet with a fuel/propulsion ratio of roughly 1/3 diesel, 1/3 compressed natural gas (CNG) and 1/3 zero-emission buses (such as battery electric and/or hydrogen fuel cell).  Recognizing that BEB’s and necessary charging equipment can be more than double the price of a diesel bus, staff must use public dollars wisely by seeking Federal/State grant funding opportunities to offset the incremental costs.
<b>Background/Discussion</b>	In July of 2018, RFTA and the City of Aspen accumulated \$8.5 million in grant funding and local match to launch the innovative Battery Electric Bus (BEB) Pilot Project.  RFTA signed Contract 17-009 on 10/24/2018 with New Flyer of America, in the amount of \$8,297,470.94, to purchase eight (8) New Flyer Excelsior XE40 BEBs, four (4) ABB 150 kW dual-plug depot chargers and one (1) ABB product and support package.  RFTA was awarded \$715,000 in FY17 FTA LoNo funding to purchase one of the eight pilot BEBs. Staff has not submitted a LoNo application since.  RFTA and the City of Aspen held a ribbon cutting at Rubey Park on Dec. 3, 2019 to announce the official first day of service.  Per the <a href="#">FY21 FTA LoNo notice of funding</a> , there is a total of \$180 M funding available nationwide. This is the highest amount of available funding since the grant program started in 2016.

<b>Background/Discussion</b>	Staff will be submitting this application as part of a consolidated state application with the assistance of CDOT and a consultant. The final grant due date is April 17 <sup>th</sup> . Grant awards are projected for November/December 2021 and executed contracts are projected for March/April 2022. Pending awards, staff would likely solicit a competitive RFP package in 2022, buses would be ordered in late 2022 or early 2023 and bus delivery would be in late 2023 or early 2024.
<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>	Staff is proposing a grant request of \$2.7 million, with a local match of \$2.7 million, for a total grant project cost of \$5.4 million. The minimum local match requirement is 20%. Staff is proposing a grant match of 50% to make its proposal as competitive as possible, given the limited amount of grant funding.
<b>Attachments:</b>	Yes, please see Resolution 2021-06, attached below.

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

**BOARD OF DIRECTORS  
ROARING FORK TRANSPORTATION AUTHORITY  
RESOLUTION NO. 2021-06**

**AUTHORIZATION TO SUBMIT GRANT APPLICATION TO FEDERAL TRANSIT ADMINISTRATION (FTA)  
LOW OR NO EMISSIONS (LONO) GRANT PROGRAM TO PURCHASE FOUR (4) BATTERY ELECTRIC  
BUSES (BEBs) AND CHARGING EQUIPMENT**

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

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

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

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

**WHEREAS**, RFTA will submit a Grant Application to FTA for up to \$2,700,000 for purchase of four (4) battery electric buses (BEBs) and charging equipment; and

**WHEREAS**, RFTA will commit up to \$2,700,000 as local match, contingent upon grant award.

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

1. The above recitals are hereby incorporated as findings by the RFTA Board of Directors.
2. The RFTA Board of Directors strongly supports the Grant Applications to be submitted by RFTA and it will appropriate matching funds, if awarded.
3. If the grant is awarded, the RFTA Board of Directors strongly supports the completion of the project.
4. The Board of Directors of RFTA authorizes the expenditure of funds necessary to meet the terms and obligations of any grant awarded pursuant to any Grant Agreements.
5. The buses will be owned by RFTA and will be maintained and operated by RFTA for the next 12 years or longer. The RFTA Board of Directors will continue to maintain the bus fleet in a State of Good Repair and will appropriate funds on an annual basis for routine maintenance.
6. If grants are awarded, the RFTA Board of Directors hereby authorizes the CEO to execute Grant Agreements.

[Rest of this Page is Intentionally Left Blank]



**INTRODUCED, READ AND PASSED** by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 11<sup>th</sup> day of March, 2021.

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

By: \_\_\_\_\_  
Dan Richardson, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on March 11, 2021; (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 11<sup>th</sup> day of March, 2021.

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

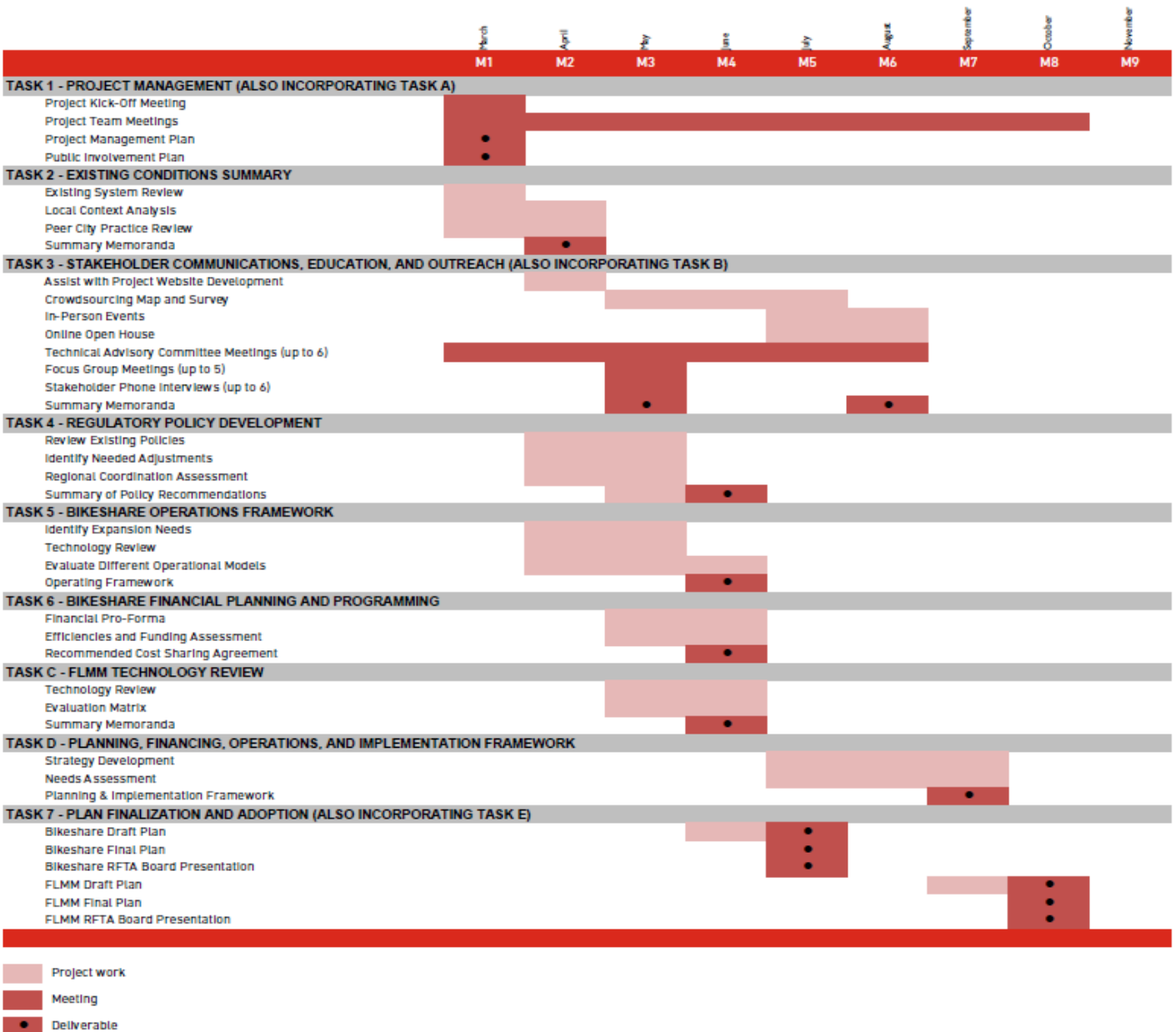
**RFTA BOARD OF DIRECTORS MEETING**  
**“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 6. A.**

<b>Meeting Date:</b>	March 11, 2021
<b>Subject:</b>	Regional Bike Share Study / First and Last Mile Mobility Development and Implementation 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>	Adrian Witte, PE, Senior Engineer, New Mobility Practice Lead David Johnson, Director of Planning
<b>Staff Recommends:</b>	Meet the consultant selected for the Regional Bike Share Study / First and Last Mile Mobility Development Plan and review the plan and schedule for conducting the study.
<b>Executive Summary:</b>	<p>Later this month, RFTA’s Regional Bike Share/First-Last Mile Mobility Development Plan will be launched by its consulting team, Toole Design. Following is the plan and schedule for conducting the study:</p> <ol style="list-style-type: none"> <li>1. <b>(Late) March:</b> introduce the project including scope, schedule, and role of the TAC; get input on the vision, goals, and objectives of the expanded bike share program; describe and explore in detail the existing WE-Cycle program including its development, history, expansion, organizational model, and expansion framework.</li> <li>2. <b>April:</b> respond to any follow-up questions about WE-Cycle operations; review bikeshare organizational models in other communities with a focus on communities with non-profit-run systems that have either retained that model or transitioned to a different model; introduce and get feedback on key considerations for deciding the future organizational structure; start the discussion on other modes and programs including e-scooters and other first and last mile mobility options; discuss how these modes may or may not fit within the same operating model.</li> <li>3. <b>May:</b> review results of local context analysis and interviews with individual cities and focus groups (including bike shops and other groups) to identify locally-specific needs and considerations; present and discuss a short-listed option of organizational models with the intent of identifying 1-2 preferred models to take forward for further analysis.</li> <li>4. <b>June:</b> facilitate group input on the implementation needs for the preferred models including how regional decision making occurs, funding and oversight responsibilities, expansion planning, role of public, private, and other partners. Introduce the public engagement plan that will collect feedback on the existing bikeshare system, desired expansion or program enhancements, and interest in different first and last mile mobility strategies.</li> <li>5. <b>August:</b> update and summarize public outreach efforts to gauge participation and feedback received; present materials and get feedback on different first and last mile mobility strategies and technologies and a sense of which technologies are most preferred by the group.</li> <li>6. <b>September:</b> present the draft report to gather feedback from the group that will be incorporated into the final report before it is presented to the RFTA Board.</li> </ol>

<b>Governance Policy:</b>	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
<b>Fiscal Implications:</b>	The estimated cost of the RBSS and FLMM Development Plan is approximately \$200,000. An additional, as yet undetermined amount, will also be required to enable WE-cycle to serve as a resource expert for the study. Approximately \$296,000 of 2020 unexpended budget for WE-cycle support and integration and the RBBS, by means of a 2021 Supplemental Budget Appropriation Resolution that will be submitted to the Board at the March 11 Board meeting.
<b>Attachments:</b>	Yes, please see the proposed project schedule attached below.

## RFTA Regional Bikeshare and First & Last Mile Mobility Study

### PROPOSED SCHEDULE



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

<b>Meeting Date:</b>	March 21, 2021
<b>Subject:</b>	Maroon Bells Bus Service Update
<b>Strategic Outcome:</b>	Accessibility and Mobility: RFTA will provide accessible, effective and easy to use mobility options that connect our region for all user types.
<b>Strategic Objective:</b>	2.2 Trail and transit users move safely, quickly and efficiently. 2.7 Provide convenient connections to key activity centers in service area.
<b>Presented By:</b>	Dan Blankenship, CEO
<b>Staff Recommends:</b>	This is an update regarding the plan for providing the Maroon Bells shuttle service in 2021.

1. Planning for the 2021 Maroon Bells bus service has been underway since October of last year when the season ended. Whereas the service began on June 28 in 2020 and ended on Sunday, October 18, the 2021 season is slated to begin on June 7 and end on Sunday, October 17 or 24, depending upon demand. Instead of a 113-day season, the season this year is planned to be either 126 days or 133 days.
2. As the chart below, assuming a 133-day season, indicates the estimated fully allocated pre-audit subsidy for the service in 2020 was \$187,748 or 21%, whereas the estimated subsidy in 2021, depending upon demand, is \$73,085 or 7%.

**Maroon Bell Bus Service Revenue and Cost Estimates**

	A	B	C
Line Item		Preliminary Unaudited	Estimated Cost
		2020	2021
1 Tickets		61,284	86,715
2 Miles		95,010	111,826
3 Hours		7,144	8,408
4 Total Marginal Cost		\$449,034	\$571,901
5 Allocated Fixed Cost		\$339,982	\$427,302
6 <b>Subtotal Operating Cost</b>		<b>\$789,016</b>	<b>\$999,203</b>
7 Allocated Training & Other Costs		\$118,908	\$85,847
8 <b>Total Operating Cost w Training/Oth</b>		<b>\$907,924</b>	<b>\$1,085,050</b>
9 <b>RFTA Fare Revenue (net)</b>		<b>\$720,176</b>	<b>\$1,011,965</b>
10 <b>Excess/(Shortage)</b>		<b>(\$187,748)</b>	<b>(\$73,085)</b>
11 <b>Percent Subsidy</b>		<b>21%</b>	<b>7%</b>

**Executive Summary:**

3. The chart below reflects the breakout of the estimated Forest Service, H2O Ventures, and RFTA shares of estimated ticket revenue.

**Estimated Revenue/Costs/Subsidy for 2021 Season (as of 3/5/21)**

	A	B	C	D	E	F	G	H	I
	Average Tickets Sold Per Day Season-to-Date	Number of Days Maroon Bells Season	Estimated Number of Tickets Sold Per Season	Tickets from 20% More Capacity - 18 seats	Total Estimated Tickets Sold	Est. Ticket Revenue Ticket Price = \$16	Less USFS Fee = \$0.65	Less H2O Ventures Fee = \$3.68	Net RFTA Revenue
1	543	133	72,262.55	14,453	86,715	1,387,440.93	(56,365)	(319,111.41)	<b>\$ 1,011,965</b>
2	Estimated RFTA Cost	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<b>\$ (1,085,051)</b>
3	Estimated Subsidy	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<b>\$ (73,086)</b>
4	Percent Subsidy/Cost	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<b>7%</b>

(1) Amount does not include downhill rider fees or higher fee for walk-ins. Also does not include discounts for Seniors and Children  
(2) Cost does not include potential higher number of extra service weekends during peak season

4. In 2020, the fare for all passengers, except those under the age of 6 (who rode free) was \$15.95. There were no discounts. For the 2021 season, several pricing changes to make the service more affordable for Senior Citizens and families, as well as to generate additional revenue, are being recommended by the Maroon Bells working group, comprised of the Forest Service, Pitkin County, City of Aspen, Aspen Chamber Resort Association, the Aspen Skiing Company, H2O Ventures, and RFTA, as follows:

- A. Rounding up the regular single ride adult round-trip ticket price to \$16.00.
- B. Increasing the regular adult round-trip, day of, walk-in fare to \$20.
- C. Charging \$14 for a discounted Senior/Child under 12 years of age round-trip, day of, walk-in fare.
- D. Charging \$10 for a discounted regular Senior/Child under 12 round-trip fare.
- E. Charging \$10 for a one-way downhill ride from the Maroon Bells.

Staff believes that charging more for day of walk-in passengers and charging one-way downhill riders from the Maroon Bells should offset reductions in revenue due to the recommended discounts. Staff believes a Public Hearing on the recommended fare increases should be conducted at the April 8, 2021 RFTA Board meeting.

**2021 Maroon Bells Fare Table**

	A	B	C	D	E
#	Ticket Type	Est. Ticket Revenue Ticket Price	Less USFS Fee = \$0.65	Less H2O Ventures Fee = 22.884%	Net RFTA Revenue
1	2020 Single Ride Round-Trip Fare	\$ 15.95	\$ 0.65	\$ 3.65	\$ 11.65
2	2021 Regular Adult Round-Trip Fare	\$ 16.00	\$ 0.65	\$ 3.68	\$ 11.67
3	2021 Adult Round-Trip Walk-in Fare	\$ 20.00	\$ 0.65	\$ 4.60	\$ 14.75
4	2021 Discounted Senior/Child Under 12 Walk-in Fare	\$ 14.00	\$ 0.65	\$ 3.22	\$ 10.13
5	2021 Discounted Regular Senior/Child Under 12 Fare	\$ 10.00	\$ 0.65	\$ 2.30	\$ 7.05
6	2021 One-Way Downhill Rider Fare	\$ 10.00	\$ 0.65	\$ 2.30	\$ 7.05

**Governance Policy:** The Board Financial Condition and Activities policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”

**Fiscal Implications:** The current estimated cost of the Maroon Bells Shuttle for a 133-day season is \$1,085,051. If ticket sales follow the trend set last year, with 20% more capacity per bus available, net ticket revenue to RFTA at the end of the season would be approximately \$1,011,965, and the subsidy for the service would be approximately \$73,086 or 7%.

A variety of factors could potentially make the financial performance of the service more or less favorable, i.e. fires, highway closures, spikes in the pandemic might adversely affect ticket sales, while the ability to utilize more seats on the buses would generate more revenue.

**Attachments:** None.

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

<b>Meeting Date:</b>	March 11, 2021
<b>Subject:</b>	Employee Sick Leave Donation Policy
<b>Strategic Outcome:</b>	3.0 Sustainable Workforce
<b>Strategic Objective:</b>	3.2 Provide competitive compensation and benefit packages
<b>Presented By:</b>	Lawrence Bond, HR Generalist
<b>Recommendation:</b>	Adopt Employee Sick Leave Donation Policy in order to create a Sick Leave Bank for employees to donate their excess sick leave to fellow employees that have an exceptional need for additional paid sick leave but have exhausted all of their paid time off.
<b>Executive Summary:</b>	<ol style="list-style-type: none"> <li>1. The COVID-19 pandemic has increased awareness that extraordinary employee health emergencies could arise from time-to-time that might put employees at risk of income loss during times of extreme personal and financial crisis.</li> <li>2. RFTA recognizes that employees may have Medical Emergencies resulting in a need for additional paid sick leave on an interim basis in excess of their accrued time off.</li> <li>3. To address this need, and provide a bridge to short-term disability insurance when accrued leaves are exhausted, RFTA proposes that an Employee Sick Leave Donation Policy be established. The policy would provide employees with additional sick leave when an exceptional need for additional paid sick leave arises due to Medical Emergencies.</li> <li>4. Eligible employees will be allowed to donate sick leave from their unused sick accrual balance into the Sick Leave Bank, creating a bank of donated sick leave.</li> <li>5. Eligible employees that have exhausted all of their accrued time off, may request additional sick leave during times of need.</li> <li>6. RFTA Human Resources and Finance Departments will monitor the incoming and outgoing sick leave in a fair and equitable manner.</li> <li>7. The policy has been reviewed by Human Resource consultants at Employers Council and it includes their input.</li> </ol>
<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>	Upon separation of employment from RFTA, employees with accrued sick leave are only paid for their sick leave balance, for a maximum of 133 hours. Employees cannot cash out their accrued sick leave while actively employed at RFTA. Therefore, by allowing employees to transfer their sick leave to other employees, there will likely be some fiscal implications, although staff does not anticipate that more than a few employees would avail themselves of this program on an annual basis.
<b>Attachments:</b>	Yes, please see Employee Sick Leave Donation Policy attached below.

## EMPLOYEE SICK LEAVE DONATION POLICY

Effective April 1, 2021

RFTA recognizes that employees may have a Medical Emergency resulting in a need for additional paid sick leave in excess of their available Vacation, Compensatory, Credit, and Sick Leave balances (hereinafter referred to as "Accrued Time Off"). To address this need, the Employee Sick Leave Donation Policy is established to provide employees with additional sick leave when there is an exceptional need for additional paid sick leave due to a Medical Emergency. Eligible employees will be allowed to donate sick leave from their unused sick accrual balance into the Sick Leave Bank (hereinafter referred to as the "Bank") in accordance with this Policy, described below.

### I. Eligibility

- A. Recipient: Full-time and seasonal RFTA employees are eligible to receive donated sick leave in accordance with this policy. Eligible employees upon separation from RFTA, or subsequent to transitioning to short-term or long-term disability insurance, will no longer be eligible to receive sick leave time from the Sick Leave Bank. Employee must have exhausted all of his or her Accrued Time Off balances in order to receive donated sick leave from the Sick Leave Bank.
- B. Donor: To be eligible to donate sick leave, employees must have a minimum of 168 accrued and unused sick leave hours at the time of donation. The donor employee, however, may not make a donation to the Bank that reduces their accrued sick time balance below 160 hours of accrued sick leave.
- C. Bank: The Sick Leave Bank may only hold a maximum of 4,000 hours of sick leave. No additional hours may be donated to the Bank that cause the Bank to surpass 4,000 hours. Thus, once the cap is reached, potential donors will be asked to submit their donations at a later date.

### II. Guidelines

Employees requesting sick leave time from the Bank must meet the following criteria:

- **Medical Emergency:** Defined as a medical condition of the employee that will require the prolonged/extended absence of the employee from duty and will result in a Substantial Loss of income to the employee due to the exhaustion of all paid leave available. A Substantial Loss is defined as a loss of pay of at least 8 hours or more when an employee is incapacitated and unable to work due to illness or injury, or to attend necessary and time sensitive medical appointments and/or treatment. Where able, employee may provide medical documentation to bolster his or her request.
- RFTA shall follow its Sick Leave Policy when an employee is incapacitated and unable to work due to illness or injury, or for medical appointments and/or treatment. RFTA reserves the right, **in its sole discretion**, to determine whether an employee's Medical Emergency qualifies for sick leave donated from fellow employees into the Sick Leave Bank.

### III. Donation of Sick Leave Time

- Donation of sick leave time to the Bank is strictly voluntary.
- Eligible employees wishing to donate sick leave hours must complete and submit a Sick Leave Donation Form to Human Resources. Employee's request will then be reviewed and must be approved by the Human Resources Director and the Director of Finance.
- The minimum number of sick leave hours that an eligible employee may donate is 8 hours, and smaller increments are not accepted.

- The maximum number of sick leave hours an eligible employee may donate in one calendar year is 160 hours, however, after each donation, the eligible donating employee may not have a balance of less than 160 hours of accrued sick leave remaining.
- Employees who are currently on an approved leave of absence, worker's compensation, or disability are not eligible to donate sick leave hours.
- Donating employee's sick leave hours will be donated to the Sick Leave Bank based on the number of hours donated, with no regard to the employee's hourly rate of pay.
- Sick leave hours donated to the Sick Leave Bank are not reimbursable and will reduce the donor employee's sick leave balance.

#### **IV. Requesting Sick Leave Bank Hours**

- An eligible employee must complete and submit the Sick Leave Donation Request Form to Human Resources.
- The Form will be reviewed and approved by the Human Resources Director and by either the Chief Executive Officer, Chief Operating Officer, or Chief Financial and Administrative Officer, or a designated representative.
- The employee will be notified in writing, electronic or otherwise, how many hours have been approved and, if denied, the reason for denial.
- If the employee has available Accrued Time Off, all Accrued Time Off must be used prior to the Bank hours.
- The minimum amount of sick leave that may be requested of the Bank, is 8 hours of Sick Leave.
- The recipient employee shall receive the donated sick time at the recipient employee's regular rate of pay.
- An employee may receive a maximum of 160 Bank hours per approved request and Sick Leave Bank hours issued may not exceed the balance in the Bank. With the approval of the Chief Executive Officer, an employee may receive more than 160 Bank hours if required to enable the employee to transition to worker's compensation leave or disability insurance without a break in compensation.
- Approved Sick Leave Bank hours distributed will be paid at the recipient employee's regular hourly rate, subject to the employee's payroll withholdings, and no vacation or sick leave hours will be accrued on Bank hours used by the recipient employee. Recipient will be paid during the normal payroll schedule, up to 40 hours per week, and will not receive any additional payout outside of Employer's regular payroll schedule.
- In the event the employee is a seasonal employee or otherwise ineligible for short-term disability, leave requests of more than 160 hours must be approved by the Chief Executive Officer.



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

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

<b>Executive Summary:</b>	<p>1. <b><u>RFTA’s COVID-19 Emergency Response Plan and Attendance:</u></b> RFTA’s Emergency Response Plan is relatively consistent with Pandemic plans throughout the transit industry, and has three primary goals: 1) protection of the public; 2) protection of employees; and 3) continuity of operations. The plan is designed to enable RFTA to continue operating even though employees may become ill, because public transportation is considered an essential service for those who rely upon it.</p> <p>As of Friday, March 5, RFTA’s Attendance Record EE’s reflected 6 COVID-19 related absences, as follows:</p>																																							
	<p><b>RFTA COVID-19 Attendance Summary by Category</b></p>																																							
	<p>Date: 3/5/2021</p>																																							
	<table border="1"> <thead> <tr> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> <th>K</th> <th>L</th> <th>M</th> </tr> </thead> <tbody> <tr> <td>Symptoms Positive COVID Test Isolating</td> <td>Symptoms Pending COVID Test Results Quarantining</td> <td>Symptoms Not Tested Quarantining</td> <td>Possibly Exposed No Symptoms Quarantining</td> <td>Asymptomatic Tested Positive</td> <td>Exposed No Symptoms Tested Results Pending</td> <td>Subtotal EE’s Out COVID Related</td> <td>Symptoms Tested Negative Quarantining</td> <td>No Symptoms Tested Negative</td> <td>High Risk Category Quarantining</td> <td>Other Than COVID-19</td> <td>Total Employees Out</td> <td>% of Total 400 EE’s Out</td> </tr> <tr> <td align="center">0</td> <td align="center">1</td> <td align="center">1</td> <td align="center">4</td> <td align="center">0</td> <td align="center">0</td> <td align="center">6</td> <td align="center">0</td> <td align="center">0</td> <td align="center">10</td> <td align="center">12</td> <td align="center">28</td> <td align="center">7%</td> </tr> </tbody> </table>	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 400 EE’s Out	0	1	1	4	0	0	6	0	0	10	12	28	7%
	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 400 EE’s Out																											
	0	1	1	4	0	0	6	0	0	10	12	28	7%																											
	<p><b>Note:</b> Out of an abundance of caution, RFTA directs its employees to remain home if they are experiencing any possible symptoms of COVID-19. The majority of employees that go out for COVID-19 related reasons doesn’t test positive for COVID-19. On March 23, 2020, during the height of the pandemic, RFTA had 38 employees out of work (who would have been in Column F above) who were either experiencing COVID-19 like symptoms or who may have been exposed to someone else who was experiencing symptoms.</p>																																							
	<p>2. <b><u>COVID19 Vaccination and Mask/Face Covering Update:</u></b> Jason Smith, Safety and Training Manager:</p>																																							
	<p><b><u>Vaccinations:</u></b> Like other parts of our communities, RFTA has begun moving forward against the COVID-19 pandemic, instead of merely reacting to developments. On Thursday, February 25<sup>th</sup> our first employees were able to receive vaccinations through Pitkin County. Due to the need to maintain continuity of operations on vaccine clinic</p>																																							

days, as well as for several days thereafter in case of employees experiencing flu-like side effects, RFTA is sending employees in stages for vaccinations. We are still gathering information about how many employees have received at least one dose of the vaccine so far (due to medical privacy we do not require employees to give us that information), but we are aware of nearly 100 that either received a first dose on 2/25 or 5 who had received one or both doses as of 3/5 as part of the higher-priority age categories. Keep in mind that number is almost certainly higher due to incomplete reporting. Additionally, RFTA made over 200 employees available for Pitkin County vaccine clinics on 3/5 and 3/7.

We anticipate that every employee will have had the opportunity to get vaccinated in roughly the next two to three weeks. That estimate is contingent, however, upon outside variables such as vaccine allocations to local public health agencies. RFTA's Safety and Communications teams have significantly ramped up its internal vaccine information campaign to help ensure that employees have the most accurate, authoritative, scientific information available.

**Mask/Face Covering Compliance:** RFTA has seen a dramatic increase in the take rate of disposable courtesy masks since the Federal mask mandate on public transportation went into effect on 2/1. Between employees and customers, RFTA has distributed nearly 600 masks a day at times, company-wide. We have not seen a marked increase in instances of non-compliance, fortunately, as most of RFTA's ridership is by now well-versed in mask protocols which have been in place since April of last year. Consistent enforcement of our mask policies has resulted in almost all customers adhering to the policies consistently, for which we are very grateful.

There have been no recent developments regarding state-mandated capacity restrictions. RFTA continues to operate at maximum 50% capacity.

3. **COVID-19 Vaccination Incentive Bonus Program:** Dan Blankenship, CEO, Michael Yang, CFAO, Kurt Ravenschlag COO and Jason Smith, Safety and Training Manager:

At 5:49 p.m. on February 15, Pitkin County notified RFTA that it was planning to begin administering COVID-19 vaccinations to all RFTA employees during Phase 1B.3 for frontline essential industries, with transit as a priority regardless of where employees lived or what departments they worked in. The notice stated, "*We understand that this can take time, especially if your business is large and with multiple departments. However, in order to have your employees have the opportunity to get vaccinated this week (Friday, Feb. 19th) we would need this information by Wednesday, Feb. 17th at 3:00 p.m. Please provide this information in the below format in either an Excel spreadsheet or Google Sheets document.*"

While that was exceptionally good and exciting news, staff initially believed that RFTA would be required to provide Pitkin County a list of its employees by 3:00 p.m. Wednesday, February 17, in order to make them eligible for the vaccine on Friday, February 19, at the clinic located at the Benedict Music Tent parking lot in Aspen. Subsequently, staff learned that registration for vaccinations for the Phase 1B.3 frontline workers would take place on Thursday, February 18, and the shots would be administered on Thursday, February 25. Pitkin County also informed RFTA that there would be approximately 800 reservations for vaccinations available on a first come - first served basis.

Given the short time frames, staff had to act rapidly to determine how many of its employees could be let off on Thursday, February 25, in order to get vaccinated, while

still maintaining RFTA services. RFTA sent Pitkin County a list of its employees and then, on Thursday, February 18, Pitkin County sent RFTA a link to the registration page. RFTA, in turn, forwarded the registration link to frontline workers who would be off duty on February 25, as well as to all Administrative personnel, plus additional frontline workers scheduled for work on February 25 that could potentially fit a vaccination into their schedules.

It was also necessary to develop an internal communication about the vaccination registration process for rapid dissemination to RFTA personnel. At the January 14 RFTA Board of Directors meeting, the topic of making vaccinations a condition of employment was discussed. Staff believed it was the sense of the Board that rather than make vaccinations mandatory, the approach would be to provide RFTA employees a combination of information and incentives. Prior to notification by Pitkin County that vaccinations would become available to RFTA employees on February 25, staff believed that it would have until March or April to develop RFTA's information campaign, and to determine the amount of the incentive bonus offered to employees who received their vaccinations. However, given the short notice, staff needed to act swiftly and did not believe it had time to confer with the Board. Staff also felt that a significant bonus (i.e. \$500) should be offered to provide the maximum incentive for people to get vaccinated and to do so as rapidly as possible. Staff consulted with the RFTA Board Chair prior to implementing the bonus program. Reasons for offering the \$500 bonus were as follows:

- A. RFTA offered a \$50 flu shot vaccination bonus and approximately 30% of its employees qualified for the bonus by getting their flu shots.
- B. Since the pandemic began, RFTA has had over 130 employees who have either tested positive for COVID-19, experienced COVID-19-like symptoms and were required to quarantine, or were exposed to someone with COVID-19 and required to quarantine. We also have had a significant number of employees who have taken extended leaves from work because they are in the high-risk category. There have been several spikes in terms of infections at RFTA since the pandemic began which, in addition to the human toll on those infected, created significant disruption for the RFTA organization, as managers scrambled to cover shifts for people going out of the workforce on short notice for extended periods of time.
- C. Since mid-August, when this statistic began being recorded, RFTA has had 40 employees test positive for COVID-19. Many others undoubtedly were positive for COVID-19 prior to that time, but tests were not widely available.
- D. RFTA has had three employees who were hospitalized due to COVID-19, one of whom was on a ventilator for three weeks. COVID-19 is a deadly disease, the severity of which affects people differently. Anything within reason that RFTA can do to increase the number of people within the workforce that receive the vaccinations and accelerate the pace at which they receive them, will potentially help to prevent RFTA employees from becoming seriously ill or worse.
- E. During 2020, RFTA incurred over \$2 million in direct costs associated with managing the pandemic and on protecting its employees and the public (see chart on next page). These costs are currently ongoing in 2021. If every one of RFTA's approximately 400 employees received both vaccination shots, the cost to RFTA for the incentive bonus would be approximately \$200,000. Vaccinations are thought to be the single most effective way (if not prevent the spread of the virus) to reduce the severity of the effects from it, so the incentive bonus is a good investment.

Estimated 2020 RFTA COVID-19 Emergency Response Plan: Additional Costs Incurred		
Department	Description	2020 Amount
Vehicle Maintenance	Special Project account - COVID - 19 Supplies	\$ 155,690
Vehicle Maintenance	Special Project account - COVID - 19 Temporary Services	\$ 19,538
Operations	COVID 19 -Preparedness	\$ 290
Safety & Training	COVID 19 -Preparedness	\$ 20,866
Facilities	COVID-19 Cardiff Cleaning-GMF	\$ 136,130
Facilities	COVID-19 Preferred Clean-AMF	\$ 77,519
Facilities	COVID-19 ECOS	\$ 380,402
Facilities	COVID-19 Supplies	\$ 36,242
Facilities	COVID-19 Temp Janitorial-AMF	\$ 16,981
Facilities	COVID-19 Temp Janitors-RP	\$ 48,541
Vehicle Maintenance	Bus Barriers	\$ 282,446
IT	COVID -19 Computers, Monitors, Printers & Phones	\$ 23,634
Operations	Estimated Cost for Canceled Shifts & 38 hour/week	\$ 659,800
Vehicle Maintenance	2 Full Time Non-CDL Bus Cleaner	\$ 84,000
Vehicle Maintenance	2 Full Time Transit Service Technicians	\$ 24,200
Vehicle Maintenance	4 Seasonal None-CDL Bus Cleaners	\$ 43,900
Vehicle Maintenance	2 Seasonal Transit Service Technicians	\$ 33,000
	<b>Total</b>	<b>\$ 2,043,179</b>

F. Due in part to COVID-19 related absences in January 2021, RFTA's overtime expenditures were approximately \$46,000 greater than they were in 2020, notwithstanding the fact that there were no ramped-up X-games transit services this year (see chart below). Anything RFTA can do to provide an extra layer of health protection for its workforce can only help RFTA keep COVID-19 related overtime costs from escalating and, potentially, help to lower them, while assuring continuity of service.

January 2021 Versus January 2020 Overtime Expenditures

Department	Jan-21	Jan-20	2021 vs. 2020 \$ Variance	2021 vs. 2020 % Variance
Maintenance	\$ 28,570	\$ 26,724	\$ 1,846	7%
Operations	\$ 100,583	\$ 56,530	\$ 44,053	78%
Facilities	\$ 2,850	\$ 2,700	\$ 150	6%
<b>Total</b>	<b>\$ 132,003</b>	<b>\$ 85,954</b>	<b>\$ 46,049</b>	<b>54%</b>

G. The vaccination incentive bonus is intended to demonstrate to employees the importance RFTA places on their health. In addition, a goal of the bonus is to motivate employees to get the required courses of COVID-19 shots as rapidly as possible and not drag this out for an extended period of time; time during which they could potentially contract the virus and/or spread it to others within the workforce and community. The bonus has definitely created a lot of buzz and excitement within the organization and has gotten people's attention!

H. RFTA received approximately \$8.88 million in CARES Act funding in 2020/2021 and CDOT recently issued RFTA a Notice of Award indicating it will receive approximately \$19.25 million in CRRSAA funding in 2021. One of the purposes of this funding is to help protect transit workers from COVID-19. This Federal COVID-

19 relief more than offsets what RFTA is investing in the vaccination incentive bonus program.

I. Resolution 2020-06: "Authorizing and Enabling the RFTA CEO to Respond to the Exigencies of the Coronavirus Disease," granted the CEO the following emergency authorization:

1. The Board hereby determines that the potential spread and contagion of the Coronavirus Disease (COVID-19) presents a potential emergency and exigent circumstance that may require an immediate response by RFTA, acting through the RFTA CEO; and
2. The RFTA CEO is hereby authorized and empowered to utilize emergency prevention procedures and take such action as he deems necessary and appropriate to avoid the spread of the COVID-19 if and when he believes, in his reasonable discretion, that it would be difficult for him to report to and receive direction from the Board in specific situations before a Board meeting can be noticed and held; and
3. For such purposes of providing appropriate responses to the COVID-19 epidemic, the \$50,000.00 limitation set forth in Section 7.07 of the Bylaws is hereby suspended and shall be increased to \$100,000.00 for such emergency response and, in so doing, the RFTA CEO shall report his activities to the Board as promptly and often as practicable and seek the advice and consent of the Board Chair for the expenditure of funds for any one specific purpose in any amounts over \$50,000.00.

J. Resolution 2021-08: 2021 Supplemental Budget Appropriation (Public Hearing Agenda Item 7. B., below) includes a \$200,000 appropriation for the Vaccination Incentive Program.

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

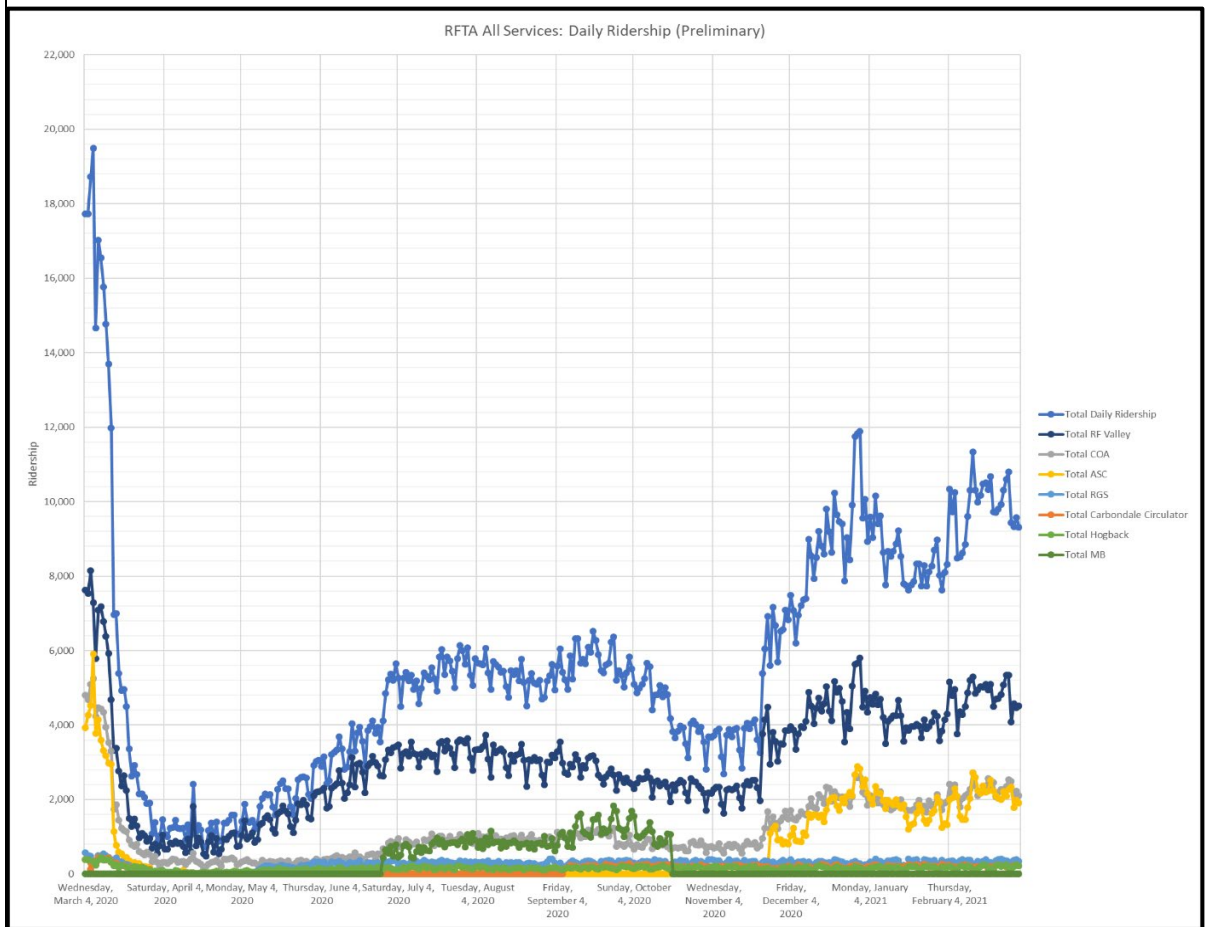
**RFTA Trip Comparison by Service Level**

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

4. **Ridership:** As the chart below indicates, average system-wide daily ridership during the winter season (which began on Monday, November 23) has increased by approximately 119% compared to the fall season (September 7 through Sunday, November 22). Average daily Hwy 82/TOSV/BRT & Local Service ridership has increased by approximately 78% compared to the average daily ridership during the fall. Winter season Hogback commuter bus service has decreased by approximately 2%. The Carbondale Circulator ridership has decreased by 4%. City of Aspen ridership has increased by 133%, and the Ride Glenwood service has decreased by 1% during this period. The line graph on the next page indicates system-wide ridership is trending upward. The highest single day ridership reached a total of 11,893 passengers on December 31.

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

	A	B	C	D	E
	Route	Fall	Winter	# Vari	% Vari
1	RF Valley/BRT/Local/TOSV	2,460	4,380	1,920	78%
2	Hogback	168	164	(4)	-2%
3	Carbondale Circulator	209	200	(9)	-4%
4	City of Aspen	844	1,968	1,124	133%
5	Ride Glenwood	315	319	4	1%
6	Aspen Skiing Company	-	1,737	1,737	N/A
7	<b>Total</b>	<b>3,996</b>	<b>8,768</b>	<b>4,772</b>	<b>119%</b>





5. **RFTA Regional Backup Bus Utilization Report:** The chart below, indicates that in the Fall Service Plan from September 7 through November 22, the average percentage of schedule regional bus trips needing backup was 17% (see Column B, Line 5 from chart below). So far during the winter season, through February 28, the average percentage of bus trips requiring backup has been 3%. The number of regional backup buses needing to be deployed has dropped sharply as the corridor buses are now scheduled instead of being supplemented every day with show-ups. In addition, the added seating capacity on buses (50% instead of 15) and more frequent headways on BRT's are continuing to help immensely and regional commuter buses are not requiring as much backup. The upper valley between Aspen and Snowmass continues to be where RFTA has experienced the greatest demand for backup buses so far.

RFTA Regional Backup Bus Utilization Report - 2/28/21

	A	B	C	D	E
	Category	Fall	Winter	# Increase Fall - Winter	% Increase Fall - Winter
1	Total daily trips	299	552	253	85%
2	Trips with 18-24 passengers	41	58	17	41%
3	Percent trips with 18 - 24 passengers	17%	11%	-6%	-35%
4	Number of trips needing backup buses	41	16	(25)	-61%
5	Percent trips needing backup buses	17%	3%	-14%	-82%
6	Trips with more than 18 passengers	0.13	0	(0.1300)	-100%
7	Percent trips with more than 18 - 24	0.06%	0%	(0.0006)	-100%
8	Times passengers left behind	1	0.39	(1)	-61%
9	# of Passengers left behind	2	2	-	0%

6. **Winter Staffing Levels:** RFTA's winter season recruitment and training program for seasonal Bus Operators has concluded. Due to turnover, RFTA did not meet its Bus Operator staffing level goal of 212, falling short by 18. Currently, RFTA estimates it has approximately 196 Bus Operators available (Line 5, Column D, below), assuming there is no more turnover, falling 18 short of its goal (Line 9, Column D, below). Barring any unforeseen circumstances, RFTA should have sufficient personnel to make it through the winter season by paying overtime. Based on current projections, staffing levels for the spring season appear sufficient to allow RFTA to reinstate in-in service and other needed safety training for RFTA Bus Operators.

RFTA Winter and Spring Bus Operator Staffing Plan (as of 3/5/21)

	A	B	C	D	E	F
	Description	Phase 5 Service Increase Plan (6/28)	Fall Service Plan (9/7)	Winter Service Plan (12/19)	Spring Service Plan (4/19)	Spring Service Plan (4/19) w/ IST & Training
1	Estimated Bus Operator FTE's* on Staff	155	153	161	158	158
2	Estimated Seasonal and Part-Time Bus Operators on Staff	7	5	34	0	0
3	Total FTE's, Seasonal and Part-Time Bus Operators on Staff	162	158	195	158	158
4	Estimated number of Bus Operators Unavailable due to COVID/Other	-6	-4	2	1	0
5	Total Estimated Bus Operators Available To Work	156	154	193	157	158
6	Total Estimated Active Bus Operators Required for Scheduling per Week for 125%	166	169	232	147	162
7	Estimated Excess/(Shortfall) of Bus Operators Available per Week for 125%**	-10	-15	-39	10	-4
8	Total Estimated Active Bus Operators Required for Scheduling per Week for 114%	151	154	212	134	148
9	Estimated Excess/(Shortfall) of Bus Operators Available per Week for 114%**	5	0	-19	23	10

7. **Bus Availability:** With the addition of 5 new Gillig 40-foot low-floor buses introduced into service on February 27, as the chart on the next page indicates, RFTA has 119 heavy-duty transit buses available for operating its winter service plan. The peak daily pullout of buses requires approximately 94 buses, which allows for a 27% spare ratio. A

20% or more spare ratio is the goal. Barring any unforeseen circumstances, this should position RFTA to comfortably meet all of its service delivery requirements for the balance of the winter season.

Shop	Buses at Location	Out of Service	Available	Peak Pullout	Deficit/Surplus
AMF	63	2	61	50	11
GMF	56	7	49	41	8
<b>Total</b>	119	9	110	91	19

8. For the latest schedule changes, the public should monitor RFTA's website at <https://www.rfta.com/> :

**Governance Policy:**

1.0.1. Safe Customers, Workforce, and General Public: RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, and practices, and policies for managing risks and hazards.

**Fiscal Implications:**

RFTA has approximately 400 employees at this time of the year. If all employees receive the full course of vaccinations (2 shots for Pfizer/Moderna or 1 shot Johnson & Johnson), the cost to RFTA for the vaccination incentive bonus would be approximately \$200,000. It is not anticipated that all 400 employees will elect to receive a vaccination. Savings in COVID-19 related protection expenses are anticipated due to employees receiving the vaccination, however they are challenging to quantify at this time. Having fewer employees that contract COVID-19 or experience more moderate symptoms from it, can only help RFTA reduce COVID-19 expenses and to become more resilient.

**Attachments:**

None.



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

<b>Meeting Date:</b>	March 11, 2021
<b>Agenda Item:</b>	Resolution 2021-07: 2020 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>	<b>Adopt Supplemental Budget Appropriation Resolution 2021-07</b>
<b>Executive Summary:</b>	<p>At the December Board meeting, it was communicated to the Board that staff would be coming back at the March Board meeting to carry-forward unexpended capital budget from 2020 to 2021 for various capital projects after the December bills have been received and paid. Based on the continuation of our year-end review, staff has identified the following project budgets and related revenues that will need to be carry-forward from 2020 and re-appropriated in 2021 primarily due to timing issues. In addition, due to lower investment income than originally budgeted, an increase in transfers from the general fund to the various debt service funds are required.</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. (\$7,312,809) decrease in Grant Revenues</li> <li>b. (\$3,302,454) decrease in Other Financing Sources</li> <li>c. (\$12,759,135) decrease in Capital Outlay</li> </ol> </li> <li><b>2. Traveler Van Replacements:</b> <ol style="list-style-type: none"> <li>a. (\$148,125) decrease in Grant Revenues</li> <li>b. (\$36,531) decrease in Other Government Contributions</li> <li>c. (\$185,156) decrease in Capital Outlay</li> </ol> </li> <li><b>3. Vehicle Maintenance Projects</b> <ol style="list-style-type: none"> <li>a. (\$451,122) decrease in Capital Outlay</li> </ol> </li> <li><b>4. Glenwood Springs Municipal Operations Center (GMOC):</b> <ol style="list-style-type: none"> <li>a. (\$208,586) decrease in Capital Outlay</li> </ol> </li> <li><b>5. GMF Expansion Project - Phase 2:</b> <ol style="list-style-type: none"> <li>a. (\$1,144,721) decrease in Grant Revenues</li> <li>b. (\$6,342,340) decrease in Capital Outlay</li> </ol> </li> <li><b>6. 27<sup>th</sup> Street Underpass Project - Design</b> <ol style="list-style-type: none"> <li>a. (\$890,316) decrease in Capital Outlay</li> </ol> </li> <li><b>7. 27<sup>th</sup> Street BRT Park and Ride Expansion – Property Acquisition Services</b> <ol style="list-style-type: none"> <li>a. (\$50,000) decrease in Capital Outlay</li> </ol> </li> <li><b>8. Grand Avenue Corridor Study (MOVE):</b> <ol style="list-style-type: none"> <li>a. (\$161,051) decrease in Other Government Contributions</li> <li>b. (\$130,869) decrease in Capital Outlay</li> </ol> </li> <li><b>9. RFTA Housing Replacement – Design</b> <ol style="list-style-type: none"> <li>a. (\$991,450) decrease in Capital Outlay</li> </ol> </li> <li><b>10. Parker House Improvements</b> <ol style="list-style-type: none"> <li>a. (\$100,000) decrease in Capital Outlay</li> </ol> </li> <li><b>11. 27<sup>th</sup> Street Feasibility Study:</b> <ol style="list-style-type: none"> <li>a. (\$21,919) decrease in Capital Outlay</li> </ol> </li> <li><b>12. Regional Bike Share Study / First and Last Mile Mobility Development Plan</b> <ol style="list-style-type: none"> <li>a. (\$150,000) decrease in Capital Outlay</li> </ol> </li> </ol>

	<p><b>13. Community Survey</b>  a. (\$40,000) decrease in Capital Outlay</p> <p><b>14. Clean Energy Feasibility Study</b>  a. (\$5,000) decrease in Capital Outlay</p> <p><b>15. Contribution to River Walk Trail Crossing</b>  a. (\$200,000) decrease in Capital Outlay</p> <p><b>16. IT Projects and Equipment:</b>  a. (\$516,380) decrease in Capital Outlay</p> <p><b>17. Contributions (LoVa Trail and WE-Cycle):</b>  a. (\$188,987) decrease in Transit (LoVa Trail)  b. (\$146,225) decrease in Transit (WE-Cycle)</p> <p><b>18. Facilities Projects</b>  a. (\$499,040) decrease in Capital Outlay</p> <p><b>19. Trail Projects and Equipment:</b>  a. (\$30,000) decrease in Other Government Contributions  b. (\$246,454) decrease in Capital Outlay</p> <p><b>20. Debt Service Funds Transfers:</b>  a. \$22,810 increase in Other Financing Uses</p> <p><b><u>Series 2019 Capital Projects Fund:</u></b>  <b>1. GMF Expansion Project:</b>  a. (\$2,148,227) decrease in Capital Outlay</p> <p><b><u>Series 2009A Debt Service Fund</u></b>  <b>1.</b> (\$12,484) decrease in Other Income  <b>2.</b> \$12,484 increase in Other Financing Sources</p> <p><b><u>Series 2012A Debt Service Fund</u></b>  <b>1.</b> (\$6,815) decrease in Other Income  <b>2.</b> \$6,815 increase in Other Financing Sources</p> <p><b><u>Series 2013B Debt Service Fund</u></b>  <b>1.</b> (\$3,511) decrease in Other Income  <b>2.</b> \$3,511 increase in Other Financing Sources</p>												
<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 2020 fund balance by fund:</p> <table border="1" data-bbox="651 1465 1373 1675"> <tr> <td>General Fund</td> <td>\$ 11,964,478</td> </tr> <tr> <td>Series 2019 CPF</td> <td>2,148,227</td> </tr> <tr> <td>Series 2009A DSF</td> <td>-0-</td> </tr> <tr> <td>Series 2012A DSF</td> <td>-0-</td> </tr> <tr> <td>Series 2013B DSF</td> <td>-0-</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$ 14,112,705</b></td> </tr> </table>	General Fund	\$ 11,964,478	Series 2019 CPF	2,148,227	Series 2009A DSF	-0-	Series 2012A DSF	-0-	Series 2013B DSF	-0-	<b>Total</b>	<b>\$ 14,112,705</b>
General Fund	\$ 11,964,478												
Series 2019 CPF	2,148,227												
Series 2009A DSF	-0-												
Series 2012A DSF	-0-												
Series 2013B DSF	-0-												
<b>Total</b>	<b>\$ 14,112,705</b>												
<b>Attachments:</b>	Yes, please see Resolution 2021-07, attached below.												

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

**BOARD OF DIRECTORS  
ROARING FORK TRANSPORTATION AUTHORITY  
RESOLUTION NO. 2021-07**

**2020 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 2020 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 11, 2021 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 2020 budget as summarized herein:

**General Fund**

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

<b>Type</b>	<b>Amount</b>	<b>Explanation</b>
Grants	\$(2,231,500)	FTA 5339(b) Capital Grant - buses - c/f to 2021
Grants	(1,760,000)	FTA 5339(a) Rural Grant -buses - c/f to 2021
Grants	(1,761,309)	FTA 5399(b) Grant - buses - c/f to 2021
Grants	(1,144,721)	CDOT FASTER - GMF Expansion Phase 2 - c/f to 2021
Grants	(148,125)	CDOT Grant - 2 Travelers Vans - c/f to 2021
Grants	(440,000)	CDOT CCCP Faster Grant - Bus - c/f to 2021
Grants	(1,120,000)	FTA 5339 Capital Grant - buses - c/f to 2021
Other govt contributions	(30,000)	Pitkin County Contributions for Wingo Bridge - c/f to 2021
Other govt contributions	161,051)	Grand Avenue Corridor Study (MOVE)- c/f to 2021
Other govt contributions	(36,531)	Garfield County - 2 Travelers' Vans c/f to 2021
Other financing sources	(3,302,454)	Proceeds from Capital Lease - 6 buses - c/f to 2021
<b>Total Revenue &amp; OFS</b>	<b>\$(12,135,691)</b>	

<b>Revenue &amp; OFS Summary</b>	<b>Previous</b>	<b>Change</b>	<b>Current</b>
Sales tax	\$24,352,649	-	24,352,649
Property tax	10,996,000	-	10,996,000
Grants	20,128,974	\$(8,605,655)	11,523,319
Fares	2,555,200	-	2,555,200
Other govt contributions	1,851,136	(227,582)	1,623,554
Other income	732,010	-	732,010
Other financing sources	8,500,844	(3,302,454)	5,198,390
<b>Total</b>	<b>\$69,116,813</b>	<b>\$(12,135,691)</b>	<b>\$56,981,122</b>

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

<b>Type</b>	<b>Amount</b>	<b>Explanation</b>
Transit	\$(146,225)	WE-Cycle Contribution - c/f to 2021
Transit	(188,987)	LOVA Trails Contribution - c/f to 2021
Capital	(8,247,135)	Transit Bus Replacements- c/f to 2021
Capital	(4,512,000)	Diesel Coach Bus Replacements - c/f to 2021
Capital	(185,156)	2 Traveler Vans - c/f to 2021
Capital	(362,610)	Engines & Transmission Rebuilds - c/f to 2021
Capital	(24,000)	Bike Rack Upgrade (New Flyer) - c/f to 2021
Capital	(25,534)	Bike Rack Upgrade (MCI) - c/f to 2021
Capital	(1,424)	Bike Rack Upgrade (Gillig) - c/f to 2021
Capital	(37,554)	Bus Barriers - c/f to 2021
Capital	(55,000)	GMOC Building Demolition - c/f to 2021
Capital	(37,560)	GMOC Environmental Mitigation - c/f to 2021
Capital	(116,026)	GMOC Site Study - c/f to 2021
Capital	(5,702,019)	GMF Phase 2 Building Construction Expansion - c/f to 2021
Capital	(250,000)	GMF Phase 2 Owners' Contingency - c/f to 2021
Capital	(39,770)	GMF Phase 2 Permitting - c/f to 2021
Capital	(350,551)	GMF Phase 2 Design/Planning - c/f to 2021
Capital	(20,000)	AMF PH9 Fuel Farm - c/f to 2021
Capital	(890,316)	27th Street Underpass Design Costs - c/f to 2021
Capital	(50,000)	27th Street Property Acquisition Services - c/f to 2021
Capital	(991,450)	RFTA Housing Replacement Design - c/f to 2021
Capital	(100,000)	Parker House Improvements - c/f to 2021
Capital	(20,000)	1340 Main St HVAC System - c/f to 2021
Capital	(200,000)	Contribution to River Walk Trail/Crossing - c/f to 2021
Capital	(130,869)	Grand Avenue Corridor Study (MOVE) - c/f to 2021
Capital	(150,000)	Regional Bike Share Study / First and Last Mile Mobility Development Plan - c/f to 2021
Capital	(40,000)	Community Survey - c/f to 2021

Capital	(5,000)	Clean Energy Feasibility Study - c/f to 2021
Capital	(21,919)	27th Pedestrian Underpass Feasibility Study - c/f to 2021
Capital	(49,746)	BEB EAM Integration - c/f to 2021
Capital	(50,000)	Clever Works - c/f to 2021
Capital	(21,265)	Computers - Laptops -c/f to 2021
Capital	(127,844)	Clever Software - c/f to 2021
Capital	(90,000)	Fixed Route Scheduling Software - c/f to 2021
Capital	(110,000)	Mobile Ticketing - c/f to 2021
Capital	(8,218)	RGT Bridge Inspection and Design- c/f to 2021
Capital	(30,000)	Wingo Bridge Deck Replacement - c/f to 2021
Capital	(24,705)	River Connection to Satank - c/f to 2021
Capital	(100,000)	2 Flashing Ped. Lights at CR 154 - c/f to 2021
Capital	(83,531)	Rosebud Trail Improvements - c/f to 2021
Capital	(67,525)	IT Equipment - c/f to 2021
Capital	(459,040)	Facilities Improvements - c/f to 2021
Other financing uses	12,484	True up transfer to Series 2009A Debt Service Fund
Other financing uses	6,815	True up transfer to Series 2012A Debt Service Fund
Other financing uses	3,511	True up transfer to Series 2013B Debt Service Fund
<b>Total Expenditures &amp; OFU</b>	<b>\$(24,100,169)</b>	

<b>Expenditures &amp; OFU Summary</b>	<b>Previous</b>	<b>Change</b>	<b>Current</b>
Fuel	\$1,092,661	-	\$ 1,092,661
Transit	29,120,416	(335,212)	28,785,204
Trails & Corridor Mgmt	612,133	-	612,133
Capital	29,439,587	(23,787,767)	5,651,820
Debt service	1,144,056	-	1,144,056
Other financing uses	8,750,891	22,810	8,773,701
<b>Total</b>	<b>\$70,159,744</b>	<b>\$(24,100,169)</b>	<b>\$46,069,575</b>

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

Revenues and other financing sources	(\$12,135,691)
Less Expenditures and other financing uses	24,100,169
<b>Net increase (decrease) in fund balance</b>	<b>\$11,964,478</b>

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

Resolution	Beginning Balance	Change	Ending Balance
			\$34,430,736*
2019-28 & 2019-29	\$34,430,736	\$6,639,095	41,069,831
2020-03	41,069,831	1,155,000	42,224,831
2020-09	42,224,831	(2,134,843)	40,089,988
2020-10	40,089,988	(280,000)	39,809,988
2020-12	39,809,988	(2,980,013)	36,829,975
2020-14	36,829,975	(130,000)	36,699,975
2020-15	36,699,975	(219,471)	36,480,504
2020-18	36,480,504	(1,084,250)	35,396,254
2020-20	35,396,254	(1,312,122)	34,084,132
2020-22	34,084,132	(795,517)	33,288,615
2020-25	33,288,615	99,190	33,387,805
2021-07	33,387,805	11,964,478	45,352,283
<b>Total Change</b>		<b>\$10,921,547</b>	

\* Audited

**Series 2019 Capital Projects Fund**

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

Type	Amount	Explanation
No Change		

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

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

Type	Amount	Explanation
Capital	\$(2,148,227)	GMF Expansion Project Phase 2 - c/f to 2021
<b>Total Expenditures &amp; OFU</b>	<b>\$(2,148,227)</b>	

Expenditures & OFU Summary	Previous	Change	Current
Capital	\$6,352,972	\$(2,148,227)	4,204,745
<b>Total</b>	<b>\$6,352,972</b>	<b>\$(2,148,227)</b>	<b>\$4,204,745</b>

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

Revenues and other financing sources	\$ -
Less Expenditures and other financing uses	2,148,227
<b>Net increase (decrease) in fund balance</b>	<b>\$2,148,227</b>

Resolution	Beginning Balance	Change	Ending Balance
			- *
2021-07	-	\$2,148,227	\$2,148,227
<b>Total Net Change</b>		<b>\$2,148,227</b>	

\*Audited

**Series 2009A Debt Service Fund**

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

Type	Amount	Explanation
Other Income	\$(12,484)	True down investment income
Other Financing Source	12,484	True up transfer due to reduced investment income
<b>Total Revenue &amp; OFS</b>	<b>-</b>	

Revenue & OFS Summary	Previous	Change	Current
Other Income	\$16,000	<b>\$(12,484)</b>	<b>\$3,516</b>
Other Financing Source	675,600	<b>12,484</b>	<b>688,084</b>
<b>Total</b>	<b>\$691,600</b>	<b>-</b>	<b>691,600</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	\$691,600	-	<b>\$691,600</b>
<b>Total</b>	<b>\$691,600</b>	<b>-</b>	<b>\$691,600</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
			- *
2021-07	-	\$ -	\$ -
<b>Total Net Change</b>		<b>\$ -</b>	

\*Audited

**Series 2012A Debt Service Fund**

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

Type	Amount	Explanation
Other Income	\$(6,815)	True down investment income
Other Financing Source	6,815	True up transfer due to reduced investment income
<b>Total Revenue &amp; OFS</b>	<b>-</b>	

Revenue & OFS Summary	Previous	Change	Current
Other Income	\$142,000	\$(6,815)	\$135,185
Other Financing Source	382,226	6,815	\$389,041
<b>Total</b>	<b>\$524,226</b>	<b>-</b>	<b>\$524,226</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	\$524,226	-	\$524,226
Other Financing Use	-	-	-
<b>Total</b>	<b>\$524,226</b>	<b>-</b>	<b>\$524,226</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
			- *
2021-07	-	\$ -	\$ -
<b>Total Net Change</b>		<b>\$ -</b>	

**Series 2013B Debt Service Fund**

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

Type	Amount	Explanation
Other Income	\$(3,511)	True down investment income
Other Financing Source	3,511	True up transfer due to reduced investment income
<b>Total Revenue &amp; OFS</b>	<b>-</b>	

Revenue & OFS Summary	Previous	Change	Current
Other Income	\$38,500	\$(3,511)	<b>\$34,989</b>
Other Financing Source	80,852	3,511	<b>84,363</b>
<b>Total</b>	<b>\$119,352</b>	<b>-</b>	<b>\$119,352</b>



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

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

Expenditures & OFU Summary	Previous	Change	Current
Debt Service	\$119,352	-	\$119,352
Other Financing Use	-	-	-
<b>Total</b>	<b>\$119,352</b>	-	<b>\$119,352</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
			- *
2021-07	-	\$ -	\$ -
<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 2020 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.

(Rest of Page Intentionally Left Blank)

**INTRODUCED, READ AND PASSED** by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 11<sup>th</sup> day of March, 2021.

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

By: \_\_\_\_\_  
Dan Richardson, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on March 11, 2021 (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 11<sup>th</sup> day of March, 2021.

\_\_\_\_\_  
Nicole R. Schoon, Secretary to RFTA Board of Directors

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

<b>Meeting Date:</b>	March 11, 2021
<b>Subject:</b>	Resolution 2021-08: 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, Director of Finance
<b>Staff Recommends:</b>	Adopt Supplemental Budget Appropriation Resolution 2021-08
<b>Executive Summary:</b>	<p>At the December Board meeting, it was communicated to the Board that staff would be coming back at the March Board meeting to carry-forward additional unexpended budget from 2020 to 2021 for various capital projects after the December bills have been received and paid. Based on the continuation of our year-end review, staff has identified project budgets and related revenues that will need to be carry-forward from 2020 and re-appropriated in 2021 primarily due to timing issues. In addition, there are budget amendments related to existing budgeted projects and some new budget items described below.</p> <p><b><u>General Fund:</u></b></p> <p><b>21. Re-appropriations:</b> The following budgets are <b>carry-forwards</b> from 2020 and re-appropriated in 2021:</p> <p><b>a. Bus Replacements:</b></p> <ol style="list-style-type: none"> <li>1) \$7,312,809 increase in Grant Revenues</li> <li>2) \$3,302,454 increase in Other Financing Sources</li> <li>3) \$12,759,135 increase in Capital Outlay</li> </ol> <p><b>b. Traveler Van Replacements:</b></p> <ol style="list-style-type: none"> <li>1) \$148,125 increase in Grant Revenues</li> <li>2) \$36,531 increase in Other Governmental Contributions</li> <li>3) \$185,156 increase in Capital Outlay</li> </ol> <p><b>c. Vehicle Maintenance Projects:</b></p> <ol style="list-style-type: none"> <li>1) \$451,122 increase in Capital Outlay <ol style="list-style-type: none"> <li>a) Relates to project timing issues related to engine/transmission rebuilds, bike racks, and driver barriers</li> </ol> </li> </ol> <p><b>d. Glenwood Springs Municipal Operations Center (GMOC):</b></p> <ol style="list-style-type: none"> <li>1) \$208,586 increase in Capital Outlay</li> </ol> <p><b>e. GMF Expansion Project – Phase 2:</b></p> <ol style="list-style-type: none"> <li>1) \$1,144,721 increase in Grant Revenues</li> <li>2) \$6,342,340 increase in Capital Outlay</li> </ol> <p><b>f. 27<sup>th</sup> Street Underpass Project - Design:</b></p> <ol style="list-style-type: none"> <li>1) \$890,316 increase in Capital Outlay</li> </ol> <p><b>g. 27<sup>th</sup> Street BRT Park and Ride Expansion – Property Acquisition Services</b></p> <ol style="list-style-type: none"> <li>1) \$50,000 in Capital Outlay</li> </ol> <p><b>h. Grand Avenue Corridor Study (MOVE):</b></p> <ol style="list-style-type: none"> <li>1) \$161,051 increase in Other Government Contributions</li> <li>2) \$182,819 increase in Capital Outlay <ol style="list-style-type: none"> <li>a) \$130,869 relates to project timing issues</li> </ol> </li> </ol>

	<p style="text-align: center;">b) \$51,950 relates to unexpended Facilities budget repurposed to fund additional costs</p> <ul style="list-style-type: none"> <li>i. <b>RFTA Housing Replacement – Design</b> <ul style="list-style-type: none"> <li>1) \$991,450 increase in Capital Outlay</li> </ul> </li> <li>j. <b>Parker House Improvements:</b> <ul style="list-style-type: none"> <li>1) \$100,000 increase in Capital Outlay</li> </ul> </li> <li>k. <b>27<sup>th</sup> Street Feasibility Study:</b> <ul style="list-style-type: none"> <li>1) \$21,919 increase in Capital Outlay</li> </ul> </li> <li>l. <b>Regional Bike Share Study / First and Last Mile Mobility Development Plan:</b> <ul style="list-style-type: none"> <li>1) \$200,000 increase in Capital Outlay <ul style="list-style-type: none"> <li>a) \$150,000 relates to project timing issues</li> <li>b) \$50,000 relates to unexpended Facilities budget repurposed to fund additional costs</li> </ul> </li> </ul> </li> <li>m. <b>Community Survey</b> <ul style="list-style-type: none"> <li>1) \$40,000 in Capital Outlay</li> </ul> </li> <li>n. <b>Clean Energy Feasibility Study</b> <ul style="list-style-type: none"> <li>1) \$5,000 in Capital Outlay</li> </ul> </li> <li>o. <b>Contribution to River Walk Trail Crossing</b> <ul style="list-style-type: none"> <li>1) \$200,000 in Capital Outlay</li> </ul> </li> <li>p. <b>IT Projects and Equipment</b> <ul style="list-style-type: none"> <li>1) \$516,380 increase in Capital Outlay <ul style="list-style-type: none"> <li>a) Relates to project timing issues related to BEB EAM Integration, Clever Works software, laptop computers, Fixed Route Scheduling Software, Mobile Ticketing and equipment for dispatch center.</li> </ul> </li> </ul> </li> <li>q. <b>Contributions (LoVa Trail and WE-Cycle):</b> <ul style="list-style-type: none"> <li>1) \$188,987 increase in Transit (LoVa Trail)</li> <li>2) \$146,225 increase in Transit (WE-Cycle)</li> </ul> </li> <li>r. <b>Facilities Projects</b> <ul style="list-style-type: none"> <li>1) \$80,775 increase in Capital Outlay <ul style="list-style-type: none"> <li>a) Relates to project timing issues related to AMF Fuel Farm, HVAC system and remodel/furniture for dispatch center.</li> </ul> </li> </ul> </li> <li>s. <b>Trail Projects</b> <ul style="list-style-type: none"> <li>1) \$30,000 increase in Other Government Contributions</li> <li>2) \$246,454 increase in Capital Outlay <ul style="list-style-type: none"> <li>a) Relates to project timing issues (Rio Grande Trail bridge replacements and inspections, CR 154 and Rosebud Trail Improvements, and the River Connection to Satank).</li> </ul> </li> </ul> </li> </ul> <p><b>22. New budget items:</b></p> <ul style="list-style-type: none"> <li>a. <b>Grant Revenues:</b> <ul style="list-style-type: none"> <li>1) <b>CRRSAA and CARES Act Phase 3 Grant:</b> RFTA received an award letter from CDOT for grant funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and CARES Act Phase 3 (Winter Surge). RFTA's allocation of CRRSAA funds is \$19,247,419 and allocation of CARES Act Phase 3 funds is \$300,000. These funds will cover allowable 5311 expenditures. Based on preliminary estimates, staff anticipates to completely draw down on this grant by</li> </ul> </li> </ul>
--	---

January 2022. The grant agreement is expected to be finalized and executed in March 2021 and may cover 2 or 3 years.

a) \$19,547,419 increase in Grants

2) **FTA 5304 SH Corridor Grant Study:** This grant funding represents the \$8,565 remaining balance of funds from a \$100,000 grant for the Grand Avenue Corridor Study (MOVE).

a) \$8,565 increase in Grants

b. **COVID-19 Emergency Response Plan:**

1) **Vaccination Incentive Plan:** In order to achieve Strategic Outcome 1.0 Safe Customers, Workforce and General Public, staff is requesting the board to appropriate funds for offering a \$500 incentive bonus who receive a complete COVID-19 vaccination. Based on a 100% vaccination rate of 400 employees, the estimated cost would be \$200,000. Budget savings have been identified and carried forward from 2020 to 2021 to be repurposed to fund this incentive program.

a) \$200,000 increase in Transit

2) **COVID-19 Preparedness:** The current 2021 budget included funds to support anticipated fogging costs of RFTA facilities through the winter season. Staff is currently re-evaluating this method of disinfecting beyond this time period. Budget savings have been identified and carried forward from 2020 to 2021 to be repurposed to fund these costs.

a) \$56,615 increase in Transit

c. **Office Lease, 101 Midland, Suite 220:** As described in item 5.A. on the March 2021 Board Agenda, staff requests the following appropriation for the office lease and operations (utilities, janitorial, etc.), in which Staff has identified budget savings and carried forward from 2020 to 2021 to fund this item.

1) \$59,700 increase in Transit

d. **GMF Expansion Project (Phases 3, 4, 5, and 7):** With the upcoming construction project, staff plans to contract for the Architect/Engineer One (AE1) technical support services to supplement the RFTA capital projects staff for the duration of the design-build process. The funding is anticipated to assist with project management, design-build development, change orders and minor contract revisions, alternate technical concepts, construction quality assurance, staffing support and indirect costs. At the November 2020 RFTA Board Meeting, the board approved Resolution 2020-23 which preserves RFTA's ability to reimburse eligible project costs, such as these AE1 technical support services, with future bond proceeds from the upcoming 2021 bond issuance.

1) \$3,035,693 increase in Capital Outlay

e. **Transfer to Service Contracts Special Revenue Fund:** Staff identified a minor correction needed to the transfer from the General Fund to the Service Contracts Special Revenue Fund with respect to the executed Intergovernmental Agreement for the 2021 Traveler Service Contract.

1) \$9,517 increase in Other Financing Uses

	<p><b><u>Series 2019 Capital Projects Fund:</u></b></p> <p>1. <b>Re-appropriations:</b> The following budget is a <b>carry-forward</b> from 2020 and re-appropriated in 2021:</p> <p>a. <b>GMF Expansion Project – Phase 2</b></p> <p>1) \$2,148,227 increase in Capital Outlay:</p> <p><b><u>Special Revenue Fund – Service Contracts:</u></b></p> <p>1. <b>Traveler True-up:</b> Staff identified the following minor budget correction needed to reflect the executed Intergovernmental Agreement for the 2021 Traveler Service Contract:</p> <p>a. (\$9,517) decrease in Service Contract Revenue</p> <p>b. \$9,517 increase in Other Finance Sources</p>								
<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>Net increase (decrease) to 2021 fund balance by fund:</p> <table border="1" data-bbox="613 785 1365 936"> <tr> <td>General Fund</td> <td>\$ 4,523,486</td> </tr> <tr> <td>Service Contract SRF</td> <td>-</td> </tr> <tr> <td>Series 2019 CPF</td> <td>(2,148,227)</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$ 2,375,259</b></td> </tr> </table>	General Fund	\$ 4,523,486	Service Contract SRF	-	Series 2019 CPF	(2,148,227)	<b>Total</b>	<b>\$ 2,375,259</b>
General Fund	\$ 4,523,486								
Service Contract SRF	-								
Series 2019 CPF	(2,148,227)								
<b>Total</b>	<b>\$ 2,375,259</b>								
<b>Attachments:</b>	Yes, please see Resolution 2021-08, attached below.								

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

**BOARD OF DIRECTORS  
ROARING FORK TRANSPORTATION AUTHORITY  
RESOLUTION NO. 2021-08**

**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 11, 2021 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:

[The rest of this page intentionally left blank]

## General Fund

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

Type	Amount	Explanation
Grants	\$2,231,500	FTA 5339(b) Capital Grant - buses - c/o from 2020
Grants	1,760,000	FTA 5339(a) Rural Grant - buses - c/o from 2020
Grants	1,761,309	FTA 5399(b) Grant - buses - c/o from 2020
Grants	1,144,721	CDOT FASTER - GMF Expansion Phase 2 - c/o from 2020
Grants	148,125	CDOT Grant - 2 Travelers Vans - c/o from 2020
Grants	440,000	CDOT CCCP Faster Grant - Bus - c/o from 2020
Grants	1,120,000	FTA 5339 Capital Grant - buses - c/o from 2020
Grants	8,565	FTA 5304 SH GS Corridor Study Grant
Grants	300,000	CARES Act - Phase 3 Grant
Grants	19,247,419	CRRSAA Grant
Other govt contributions	30,000	Pitkin County Contributions for Wingo Bridge - c/o from 2020
Other govt contributions	161,051	Grand Avenue Corridor Study (MOVE) - c/o from 2020
Other govt contributions	36,531	Garfield County - 2 Travelers' Vans c/o from 2020
Other financing sources	3,302,454	Proceeds from Capital Lease - 6 buses - c/o from 2020
<b>Total Revenue &amp; OFS</b>	<b>\$31,691,675</b>	

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$25,606,000	-	\$25,606,000
Property tax	10,945,000	-	10,945,000
Grants	1,401,678	28,161,639	29,563,317
Fares	2,426,756	-	2,426,756
Other govt contributions	1,625,299	227,582	1,852,881
Other income	808,130	-	808,130
Other financing sources	6,525,758	3,302,454	9,828,212
<b>Total</b>	<b>\$49,338,621</b>	<b>\$31,691,675</b>	<b>\$81,030,296</b>

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

Type	Amount	Explanation
Transit	\$146,225	WE-Cycle Contribution - c/o from 2020
Transit	188,987	LOVA Trails Contribution - c/o from 2020
Capital	8,247,135	Transit Bus Replacements - c/f to 2020
Capital	4,512,000	Diesel Coach Bus Replacements - c/f to 2020
Capital	185,156	2 Traveler Vans - c/o from 2020
Capital	362,610	Engines & Transmission Rebuilds - c/o from 2020
Capital	24,000	Bike Rack Upgrade (New Flyer) - c/o from 2020
Capital	25,534	Bike Rack Upgrade (MCI) - c/o from 2020
Capital	1,424	Bike Rack Upgrade (Gillig) - c/o from 2020
Capital	37,554	Bus Barriers - c/o from 2020
Capital	55,000	GMOC Building Demolition - c/o from 2020



Capital	37,560	GMOC Environmental Mitigation - c/o from 2020
Capital	116,026	GMOC Site Study - c/o from 2020
Capital	5,702,019	GMF Phase 2 Building Construction Expansion - c/o from 2020
Capital	250,000	GMF Phase 2 Owners' Contingency - c/o from 2020
Capital	39,770	GMF Phase 2 Permitting - c/o from 2020
Capital	350,551	GMF Phase 2 Design/Planning - c/o from 2020
Capital	20,000	AMF PH9 Fuel Farm - c/o from 2020
Capital	890,316	27th Street Underpass Design Costs - c/o from 2020
Capital	50,000	27th Street Property Acquisition Services - c/o from 2020
Capital	991,450	RFTA Housing Replacement Design - c/o from 2020
Capital	100,000	Parker House Improvements - c/o from 2020
Capital	20,000	1340 Main Street HVAC System - c/o from 2020
Capital	200,000	Contribution to River Walk Trail/Crossing - c/o from 2020
Capital	130,869	Grand Avenue Corridor Study (MOVE) - c/o from 2020
Capital	150,000	Regional Bike Share Study / First and Last Mile Mobility Development Plan - c/o from 2020
Capital	40,000	Community Survey - c/o from 2020
Capital	5,000	Clean Energy Feasibility Study - c/o from 2020
Capital	21,919	27th Pedestrian Underpass Feasibility Study - c/o from 2020
Capital	49,746	BEB EAM Integration - c/o from 2020
Capital	50,000	Clever Works - c/o from 2020
Capital	21,265	Computers - Laptops - c/o from 2020
Capital	127,844	Clever Software - c/o from 2020
Capital	90,000	Fixed Route Scheduling Software - c/o from 2020
Capital	110,000	Mobile Ticketing - c/o from 2020
Capital	8,218	RGT Bridge Inspection and Design- c/o from 2020
Capital	30,000	Wingo Bridge Deck Replacement - c/o from 2020
Capital	24,705	River Connection to Satank - c/o from 2020
Capital	100,000	2 Flashing Ped. Lights at CR 154 - c/o from 2020
Capital	83,531	Rosebud Trail Improvements - c/o from 2020
Capital	67,525	IT Equipment - c/o from 2020
Capital	50,000	Facilities Improvements - c/o from 2020 and repurposed for additional costs for Regional Bike Share Study / First and Last Mile Mobility Development Plan
Capital	51,950	Facilities Improvements - c/o from 2020 and repurposed for additional costs for Grand Avenue Corridor Study (MOVE)
Transit	200,000	Facilities Improvements - c/o from 2020 and repurposed for COVID-19 Vaccination Incentive Plan
Transit	56,615	Facilities Improvements - c/f from 2020 and repurposed for additional disinfecting/fogging for RFTA facilities
Capital	40,775	Facilities Improvements - c/f from 2020 and repurposed office remodel/furniture for dispatch center
Transit	59,700	Facilities Improvements - - c/o from 2020 and repurposed for new office lease 101 Midland
Capital	3,035,693	GMF Expansion Project - Phases 3, 4, 5 and 7: AE1 services
Other financing uses	9,517	True up transfer to Service Contract SRF for RFTA's member jurisdictions contribution to Traveler
<b>Total Expenditures &amp; OFU</b>	<b>\$27,168,189</b>	

<b>Expenditures &amp; OFU Summary</b>	<b>Previous</b>	<b>Change</b>	<b>Current</b>
Fuel	\$1,794,137	-	\$1,794,137
Transit	30,278,835	651,527	30,930,362
Trails & Corridor Mgmt	670,770	-	670,770
Capital	7,966,792	26,507,145	34,473,937
Debt service	2,773,200	-	2,773,200
Other financing uses	3,291,096	9,517	3,300,613
<b>Total</b>	<b>\$46,774,830</b>	<b>\$27,168,189</b>	<b>\$73,943,019</b>

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

Revenues and other financing sources	\$31,691,675
Less Expenditures and other financing uses	(27,168,189)
<b>Net increase (decrease) in fund balance</b>	<b>\$4,523,486</b>

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

<b>Resolution</b>	<b>Beginning Balance</b>	<b>Change</b>	<b>Ending Balance</b>
			\$45,352,283*
2020-26 & 2020-27	\$45,352,283	\$2,563,791	47,916,074
2021-08	47,916,074	4,523,486	52,439,560
<b>Total Net Change</b>		<b>\$7,087,277</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	\$(9,517)	True down Traveler's Service Contract Revenue
Other financing sources	9,517	True up transfer from GF for RFTA's member jurisdictions contributions to the Traveler
<b>Total Revenue &amp; OFS</b>	<b>\$ -</b>	

<b>Revenue &amp; OFS Summary</b>	<b>Previous</b>	<b>Change</b>	<b>Current</b>
Service contract revenue	\$12,651,806	(9,517)	12,642,289
Grant revenue	30,000	-	30,000
Other financing sources	158,753	9,517	168,270
<b>Total</b>	<b>\$12,840,559</b>	<b>-</b>	<b>12,840,559</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>
Fuel	\$697,769	-	<b>697,769</b>
Operating	11,265,409	-	<b>11,265,409</b>
Capital	877,381	-	<b>877,381</b>
<b>Total</b>	<b>\$12,840,559</b>	-	<b>\$12,840,559</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>

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

<b>Resolution</b>	<b>Beginning Balance</b>	<b>Change</b>	<b>Ending Balance</b>
			\$ - *
2020-26 & 2020-27	\$ -	\$ -	-
2021-08	-	-	-
<b>Total Net Change</b>		<b>\$ -</b>	

\* Budgeted

### Series 2019 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		-	-
<b>Total</b>	-	-	-

Expenditures and Other Financing Uses (OFU):

<b>Type</b>	<b>Amount</b>	<b>Explanation</b>
Capital	2,148,227	GMF Expansion Project – Phase 2 - c/o from 2020
<b>Total Expenditures &amp; OFU</b>	<b>\$2,148,227</b>	

<b>Expenditures &amp; OFU Summary</b>	<b>Previous</b>	<b>Change</b>	<b>Current</b>
Capital	-	\$2,148,227	\$2,148,227
<b>Total</b>	-	<b>\$2,148,227</b>	<b>\$2,148,227</b>

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

Revenues and other financing sources	-
Less Expenditures and other financing uses	(2,148,227)
<b>Net increase (decrease) in fund balance</b>	<b>(\$2,148,227)</b>

Resolution	Beginning Balance	Change	Ending Balance
			\$2,148,227*
2021-08	\$2,148,227	(\$2,148,227)	-
<b>Total Net Change</b>		<b>(\$2,148,227)</b>	

\*Budgeted

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 11<sup>th</sup> day of March 2021.

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

By: \_\_\_\_\_  
Dan Richardson, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on March 11, 2021 (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 11<sup>th</sup> day of March, 2021.

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

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

<b>Meeting Date:</b>	January 14, 2021
<b>Subject:</b>	CEO Performance and Compensation Review
<b>Strategic Outcome:</b>	7.0 High Performing Organization
<b>Strategic Objective:</b>	7.5 Ensure appropriate transparency of all RFTA business 7.6 Actively plan for business continuity and resilience in the event of crisis 7.7 Continually seek ways to improve business process
<b>Presented By:</b>	Dan Blankenship, CEO
<b>Recommendation:</b>	Discus CEO compensation
<b>Executive Summary:</b>	<ul style="list-style-type: none"> <li>• On February 11, 2021, the RFTA Board conducted the CEO Performance and Compensation.</li> <li>• The CEO receives an automatic 2.5% salary increase on January 1 of each year.</li> <li>• In the past, based on merit, the Board has occasionally increased that amount by 1.5%, bringing the total to 4% for the year, which is generally consistent with what other unrepresented RFTA employees receive in terms of merit increase potential.</li> <li>• After the performance review last month, there may have been uncertainty about what the budgeted 2021 merit increase potential for unrepresented RFTA employees was and the Board deferred any additional increase for the CEO above the automatic 2.5% increase until a later date.</li> <li>• Subsequently, the RFTA Chair requested that this topic be revisited at the March 11 Board meeting.</li> </ul>
<b>Governance Policy:</b>	Accountability of the CEO policy 3.2.3 states, “The Board will view CEO performance as identical to organization performance, so that organization accomplishment of Board stated Ends and compliance with Management Limitations would be deemed successful performance by the CEO.
<b>Fiscal Implications:</b>	The Board establishes CEO compensation. The CEO’s current annual compensation after the automatic 2.5% increase on January 1 is approximately \$194,332.
<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 11, 2021

**Chief Operating Officer March 2021 Update: Kurt Ravenschlag, COO**

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

**E1 - Bus Replacement – Six, 45’ Coach Buses**

Total Project: \$4,200,000	2021 Budget: \$4,512,000	% Complete: 90%
RFTA Share: \$840,000	RFTA Balance: \$67,673,000	Last Updated: March 2021
<ul style="list-style-type: none"> <li>2020 Budget included funding to purchase 6 replacement two door over the road coach buses. This budget is requested to be rolled forward to the 2021 Budget in a March Board meeting supplemental appropriation.</li> </ul>		<ul style="list-style-type: none"> <li>Order placed</li> <li>Scheduled for March 2021</li> </ul>

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

Total Project: \$5,550,000	2021 Budget: \$5,550,000	% Complete: 90%
RFTA Share: \$5,550,000	RFTA Balance: \$62,123,000	Last Updated: March 2021
<ul style="list-style-type: none"> <li>2020 Budget includes funding to purchase 10 replacement low floor clean diesel buses. This budget is requested to be rolled forward to the 2021 Budget in a March Board meeting supplemental appropriation.</li> </ul>		<ul style="list-style-type: none"> <li>Ten replacement buses have been ordered for a March 2021 delivery</li> </ul>

**E2 - Bike Share Expansion**

Total one time RFTA Capital: \$1,270,750	2020 Capital Budget: \$0	%Complete: 5%
Total Annual RFTA O&M: \$550,000	2021 O&M Budget: \$200,000 (following March Board Meeting)	Last Updated: March 2021
RFTA Capital Balance: \$1,270,750		
<ul style="list-style-type: none"> <li>2020 Budget includes \$150,000 for a Bike Share Expansion and First and Last Mile Planning. Staff will be requesting to roll the 2020 budget forward to 2021 and add an additional \$50,000 at the March Board meeting to support the First and Last Mile Planning activities.</li> </ul>		<ul style="list-style-type: none"> <li>Project team is ready to proceed following the March Board meeting. Toole Design Consulting has been selected as the consultant to support this planning effort.</li> </ul>

### E5 - Rio Grande Trail Maintenance

Total Project: \$5,958,000	2021 Budget: \$300,000	% Complete: 0%
RFTA Share: \$5,958,000	RFTA Balance: \$4,983,000	Last Updated: March 2021
<ul style="list-style-type: none"> <li>2021 budget includes \$300,000 to go towards asphalt repair, fencing, rock scaling, shoulder improvements and culvert maintenance</li> </ul>		Contracting for the Summer repair and maintenance work will begin Spring 2021.

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

Total Project: \$2,775,000	2020 Budget: \$2,775,000	% Complete: 100%
RFTA Share: \$2,775,000	RFTA Balance: \$8,581,000	Last Updated: March 2021
<ul style="list-style-type: none"> <li>2020 Budget includes funding to purchase 5 expansion low floor clean diesel buses.</li> </ul>		<ul style="list-style-type: none"> <li>RFTA took receipt of the five expansion buses in January and they entered revenue service February 27th.</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: \$610,000	2021 Budget: \$0	% Complete: 80%
RFTA Share: \$290,228	RFTA Balance: \$0	Last Updated: March 2021
<ul style="list-style-type: none"> <li>MOVE Study to identify preferred alternatives for extending BRT to downtown Glenwood Springs (GWS), expanded park and ride in GWS, location of GWS Downtown Transit Center and one to two BRT stations between 27<sup>th</sup> Street and downtown GWS.</li> </ul>		<ul style="list-style-type: none"> <li>RFTA staff is requesting an additional \$50,000 at the March Board meeting to wrap up the study and present the various modal recommendations for extended BRT through downtown GWS, bike and pedestrian improvements, station locations and parking/traffic management.</li> </ul>

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

Total Project: \$4,445,396	2021 Budget: \$150,000	% Complete: 2%
RFTA Share: \$4,445,396	RFTA Balance: \$4,295,396	Last Updated: March 2021
<ul style="list-style-type: none"> <li>The 2021 budget includes funding for property acquisition, appraisal and environmental services in preparation for a property acquisition for expanded park and ride development near the 27<sup>th</sup> Street Station.</li> </ul>		<ul style="list-style-type: none"> <li>RFTA staff and representatives have begun discussions with property owner regarding right to enter for appraisal and environmental work.</li> </ul>

### C13 – Town of Snowmass Village Transit Center

Total Project: \$12,860,000	2021 Budget: \$0	% Complete: 20%
RFTA Share: \$500,000	RFTA Balance: \$500,000	Last Updated: March 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>RFTA staff continue coordination efforts with TOSM on design of Transit Center.</li> </ul>

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

Total Project: \$10,000,000	2021 Budget: \$1,000,000	% Complete: 12%
RFTA Share: \$4,279,500	RFTA Balance: \$3,229,500	Last Updated: March 2021
<ul style="list-style-type: none"> <li>In 2021 RFTA staff and design consultants plan to develop 100% design and construction documents of the 27<sup>th</sup> Street and SH-82 Underpass.</li> <li>RFTA plans to Bond for the remaining construction funding to allow for an October 2021 construction start date.</li> </ul>		<ul style="list-style-type: none"> <li>Currently at 30% design.</li> </ul>

### S4 - Buttermilk Underpass

Total Project: \$8,057,358	2021 Budget: \$0	% Complete: 0%
RFTA Share: \$500,000	RFTA Balance: \$500,000	Last Updated: Feb. 2020
<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>RFTA is trying to initiate a partnership of interested stakeholders to move Buttermilk Underpass into design phase and establish a partnership for construction.</li> </ul>

### S7 - Glenwood Maintenance Facility (GMF) Expansion

Total Project: \$55,259,161	2021 Budget: \$9,200,000	% Complete: 10%
RFTA Share: \$26,226,701	RFTA Balance: \$12,321,000	Last Updated: March 2021
<ul style="list-style-type: none"> <li>2021 Budget includes funding for Phase 2 Construction: Grading, Excavation, Fleet Maintenance Build Renovation &amp; Expansion.</li> <li>RFTA will be requesting partial funding of Phases 3,4,5,7 for professional services in support of RFQ and RFP process of design/build team. Construction funding for phases 3,4,5,7 will be appropriated after bond issuance.</li> </ul>	<p>Phase 2</p> <ul style="list-style-type: none"> <li>Construction underway.</li> </ul> <p>Phase 3,4,5,7</p> <ul style="list-style-type: none"> <li>Grant Execution coordination with FTA and CDOT</li> <li>RFQ scheduled to be released March 17</li> </ul>	



## S10 - Replacement Office/Housing in Carbondale

Total Project: \$10,000,000	2020 Budget: \$1,000,000	% Complete: 1%
RFTA Share: \$10,000,000	RFTA Balance: \$9,000,000	Last Updated: <b>March 2021</b>
<ul style="list-style-type: none"> <li>Staff will be requesting to roll forward 2020's budget for housing master planning and design to 2021.</li> <li>Staff intends to conduct a site analysis study and housing product definition to provide RFTA a recommendation for where and what should be RFTA's next phase of housing expansion.</li> </ul>		

### Planning Department Update – David Johnson, Director of Planning

Please see the “3-11-2021 Planning Department Update.pdf” included in the March 2021 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

### Finance Department March 2021 Update – Michael Yang, Chief Financial and Administrative Officer

## 2020 Preliminary Actuals/Budget Comparison (December YTD)

2020 Budget Year General Fund	December YTD (as of 3/5/2021)		
	Preliminary Actuals (1)	Amended Budget (2)	% Var.
<b>Revenues</b>			
Sales and Use tax	\$ 26,987,404	\$ 24,352,649	10.8%
Property Tax	\$ 11,232,380	\$ 10,996,000	2.1%
Grants	\$ 11,594,756	\$ 11,523,319	0.6%
Fares	\$ 2,935,842	\$ 2,555,200	14.9%
Other govt contributions	\$ 1,613,318	\$ 1,623,554	-0.6%
Other income	\$ 904,763	\$ 732,010	23.6%
<b>Total Revenues</b>	<b>\$ 55,268,463</b>	<b>\$ 51,782,732</b>	<b>6.7%</b>
<b>Expenditures</b>			
Fuel	\$ 852,469	\$ 1,092,661	-22.0%
Transit (3)	\$ 28,815,453	\$ 28,785,204	0.1%
Trails & Corridor Mgmt	\$ 547,935	\$ 612,133	-10.5%
Capital	\$ 5,207,527	\$ 5,651,820	-7.9%
Debt service	\$ 1,100,125	\$ 1,144,056	-3.8%
<b>Total Expenditures</b>	<b>\$ 36,523,509</b>	<b>\$ 37,285,874</b>	<b>-2.0%</b>
<b>Other Financing Sources/Uses</b>			
Other financing sources	\$ 5,198,390	\$ 5,198,390	0.0%
Other financing uses	\$ (8,602,984)	\$ (8,773,701)	-1.9%
<b>Total Other Financing Sources/Uses</b>	<b>\$ (3,404,594)</b>	<b>\$ (3,575,311)</b>	<b>-4.8%</b>
<b>Change in Fund Balance (4)</b>	<b>\$ 15,340,360</b>	<b>\$ 10,921,547</b>	<b>40.5%</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 2021-07

(3) Transit services covered under RFTA's service contracts experienced reduced service levels over the course of the year due to COVID-19 impacts. As a result, over \$2 million of costs that would have been charged to service contracts were reallocated to the General Fund.

(4) The unaudited surplus exceeds budget.

## 2021 Actuals/Budget Comparison (January YTD)

2021 Budget Year				
General Fund	January YTD			
	Actual	Budget	% Var.	Annual Budget
<b>Revenues</b>				
Sales and Use tax (1)	\$ -	\$ -	#DIV/0!	\$ 25,606,000
Property Tax	\$ -	\$ -	#DIV/0!	\$ 10,945,000
Grants	\$ -	\$ -	#DIV/0!	\$ 1,401,678
Fares (2)	\$ 174,268	\$ 175,722	-0.8%	\$ 2,426,756
Other govt contributions	\$ 3,333	\$ 3,333	0.0%	\$ 1,625,299
Other income	\$ 160,169	\$ 155,935	2.7%	\$ 808,130
<b>Total Revenues</b>	<b>\$ 337,771</b>	<b>\$ 334,990</b>	<b>0.8%</b>	<b>\$ 42,812,863</b>
<b>Expenditures</b>				
Fuel	\$ 126,428	\$ 169,941	-25.6%	\$ 1,794,137
Transit	\$ 3,040,290	\$ 3,327,337	-8.6%	\$ 30,278,835
Trails & Corridor Mgmt	\$ 18,230	\$ 19,379	-5.9%	\$ 670,770
Capital	\$ 2,799,746	\$ 2,774,950	0.9%	\$ 7,966,792
Debt service	\$ 1,265,880	\$ 1,265,880	0.0%	\$ 2,773,200
<b>Total Expenditures</b>	<b>\$ 7,250,575</b>	<b>\$ 7,557,487</b>	<b>-4.1%</b>	<b>\$ 43,483,734</b>
<b>Other Financing Sources/Uses</b>				
Other financing sources	\$ 3,697,803	\$ 3,697,803	0.0%	\$ 6,525,758
Other financing uses	\$ (276,139)	\$ (276,139)	0.0%	\$ (3,291,096)
<b>Total Other Financing Sources/Uses</b>	<b>\$ 3,421,664</b>	<b>\$ 3,421,664</b>	<b>0.0%</b>	<b>\$ 3,234,662</b>
<b>Change in Fund Balance (3)</b>	<b>\$ (3,491,140)</b>	<b>\$ (3,800,833)</b>	<b>-8.1%</b>	<b>\$ 2,563,791</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 lower by 56% and 41%, respectively, compared to the prior year. The chart below provides a YTD January 2020/2021 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 1/2020	YTD 1/2021	Increase/ (Decrease)	% Change
Regional Fares	\$ 397,250	\$ 174,223	\$ (223,027)	-56%
<b>Total Fare Revenue</b>	<b>\$ 397,250</b>	<b>\$ 174,223</b>	<b>\$ (223,027)</b>	<b>-56%</b>
<b>Ridership on RFTA Regional Services*:</b>	<b>YTD 1/2020</b>	<b>YTD 1/2021</b>	<b>Increase/ (Decrease)</b>	<b>% Change</b>
Highway 82 (Local & Express)	74,230	37,532	(36,698)	-49%
BRT	100,523	48,955	(51,568)	-51%
Carbondale Shuttle	12,743	6,753	(5,990)	-47%
Brush Creek	-	7,504	7,504	#DIV/0!
SM-DV	13,506	2,940	(10,566)	-78%
SM-INT	7,057	21,076	14,019	199%
Grand Hogback	10,615	4,997	(5,618)	-53%
<b>Total Ridership on RFTA Fare Services</b>	<b>218,674</b>	<b>129,757</b>	<b>(88,917)</b>	<b>-41%</b>
Avg. Fare/Ride	\$ 1.82	\$ 1.43	\$ (0.39)	-22%

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

(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 2021 YTD				Hours January YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	431,094	437,627	(6,533)	-1.5%	21,735	21,859	(124)	-0.6%
City of Aspen	50,764	52,075	(1,311)	-2.5%	5,937	5,928	9	0.1%
Aspen Skiing Company	63,239	62,744	495	0.8%	4,479	4,366	114	2.6%
Ride Glenwood Springs	10,506	10,098	408	4.0%	833	828	5	0.6%
Grand Hogback	23,516	23,250	266	1.1%	1,062	973	89	9.1%
Senior Van	713	1,777	(1,064)	-59.9%	88	95	(7)	-7.0%
<b>Subtotal - Transit Service</b>	<b>579,832</b>	<b>587,571</b>	<b>(7,739)</b>	<b>-1.3%</b>	<b>34,134</b>	<b>34,048</b>	<b>86</b>	<b>0.3%</b>
Training & Other	-	4,519	(4,519)	-100.0%	2,153	4,955	(2,802)	-56.6%
<b>Total Transit Service, Training &amp; Other</b>	<b>579,832</b>	<b>592,090</b>	<b>(12,258)</b>	<b>-2.1%</b>	<b>36,287</b>	<b>39,004</b>	<b>(2,717)</b>	<b>-7.0%</b>

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

Service	Jan-20 YTD	Jan-21 YTD	# Variance	% Variance
City of Aspen	163,053	63,773	(99,280)	-60.89%
RF Valley Commuter	269,502	135,752	(133,750)	-49.63%
Grand Hogback	10,615	4,997	(5,618)	-52.93%
Aspen Skiing Company	134,448	57,358	(77,090)	-57.34%
Ride Glenwood Springs	14,447	10,123	(4,324)	-29.93%
X-games/Charter	32,756		(32,756)	-100.00%
Senior Van	440	64	(376)	-85.45%
MAA Burlingame		-	-	#DIV/0!
Maroon Bells		-	-	#DIV/0!
GAB Transit Mitigation Svcs.	-	-	-	N/A
<b>Total</b>	<b>625,261</b>	<b>272,067</b>	<b>(353,194)</b>	<b>-56.49%</b>

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

Service	YTD Jan 2020	YTD Jan 2021	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	74,230	37,532	(36,698)	-49%
BRT	100,523	48,955	(51,568)	-51%
<b>Total</b>	<b>174,753</b>	<b>86,487</b>	<b>(88,266)</b>	<b>-51%</b>

## 2021 Property Tax Revenue Bond Issuance - Update

Staff has identified a package of capital projects from RFTA's Destination 2040 Plan for the 2021 Property Tax Bond Issuance. The package includes the multi-phased Glenwood Maintenance Facility Expansion Project (Phases 2, 3, 4, 5 & 7), the Grade Separated Pedestrian Crossings of Highway 82 and 27<sup>th</sup> Street Project, and 27<sup>th</sup> Street BRT Park and Ride Expansion Project (property acquisition). The preliminary estimate of the size of the bond issuance is approximately \$35 million.

- The RFTA Board approved Resolution 2020-23 to preserve its ability to reimburse itself using 2021 Bond Proceeds for moneys spent on the listed projects incurred not earlier than 60 days prior to the date of the Resolution (November 12, 2020) and through the date of issuance of the 2021 Bonds.
- A selective RFP process has been completed for an underwriting syndicate to assist in the sale of the bonds. RFTA received four proposals and awarded the contract for underwriter to Stifel, Nicolaus & Company, Inc.
- The bond issuance team consists of RFTA staff, PFM (financial advisor), Kutak Rock (bond counsel), Stifel, Nicolaus & Co. (underwriter), and UMB (paying agent).
- A Kick-off call with the bond issuance team – January.
- Prepare and finalize bond documents – February to April (est.).
- Credit Ratings Presentation – April (est.).
- Submit Resolution and documents for RFTA Board approval – May (est.).
- Post POS and Price – May Close – End of May/Early June (est.).
- Submit Supplemental Budget Resolution for RFTA Board approval – June (est.).

## 2020 Financial Statement Audit – Schedule

Date	Activity	Status
5/3/2021 – 5/7/2021	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>
7/2/2021	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/8/2021	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

McMahan & Associates, LLC will conduct the 2020 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. **Markey Butler**, RFTA board member,
2. **Ann Mullins**, 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 Director of Finance

### ***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**, 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 and Bus Stop Maintenance March 11, 2021  
Capital Projects Update**

**Projects currently under construction:**

1. The demolition of the Glenwood Springs MOC building is complete and the project has been closed out. The site has been graded and resurfaced to act as a staging area for buses until the construction of Phases 3-4-5 & 7 begin.
2. Phase 2 GMF Expansion. This project is proceeding well despite the winter weather and deep utilities are still being installed. The construction of the retaining wall required to expand the site to the south and west is currently under construction.
3. Staff has begun a project to consolidate the bus Dispatch offices currently located at the AMF and GMF into one central location. The existing Dispatch offices are located in close proximity to the driver's lounges and in Glenwood Spring the Dispatchers share a space with the IT Department and their repair and maintenance shop. Neither of the current offices are well configured for their intended use and the Dispatchers are subject to constant interruptions that distract them from their duties. In Glenwood Springs the Phase 2 renovation project includes remodeling the current Dispatch and IT office spaces and repurposing them into a larger break room for staff and a secured, climate controlled IT space for the facilities' servers. The Dispatchers and IT personnel need to be relocated from their space at the GMF by July so that this remodel work can begin. Staff has located an idea space to convert into a Dispatch Center at 100 Midland Road, Suite 220, and the lease for this space is included in the Consent Agenda.
4. The acquisition of 505 27<sup>th</sup> Street is moving forward but rather slowly. The property owners had been reluctant to communicate with staff and provide approval necessary for RTFA's consultant to access the site and begin the environmental and appraisal tasks.

**Facilities projects budgeted for 2021**

1. Acquisition of property near 27<sup>th</sup> Street Glenwood Springs.
2. Repairs to the Wingo Bridge abutments.
3. Rio Grande Trail repairs and maintenance.
4. Repair of siding, soffit and fascia at the Parker House apartments.
5. Rewrites of the facilities storm water management plans.
6. Revisions and updates to the CNG emergency response plan.
7. Development of an Operations Dispatch Center.

**Facilities projects completed to in 2021:**

Staff has completed the following projects in 2021.

- Demo of the Glenwood Springs MOC

**Construction projects currently in the design process:**

1. 27<sup>th</sup> Street underpasses
2. Phases 3-4-5 & 7 of the GMF expansion program.
3. Wingo Bridge repairs.
4. Rio Grande Trail annual repair and maintenance project.



## Facilities, Rail Corridor & Trail Update RFTA Railroad Corridor

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

- Staff has begun to utilize a new review process for projects proposing to make use of the Railroad Corridor. This process allows staff to have railroad and legal experts review, assess and report on proposed development impacts along the Railroad Corridor along with making recommendations regarding potential mitigation for the impacts that RFTA can provide to permitting jurisdictions. (Ongoing)
- Staff is in the process of approaching every adjacent, unlicensed property owner and working with them to get a license in place for access across, or encroachments into the RFTA Railroad Corridor. (Ongoing)
- Based on comments received from the RFTA Board members at the 02/11/2021 meeting, staff will begin working with Paul Taddune, 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 Mr. Taddune 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)

**Federal Grant Right of Way (FGROW) Project** – Staff continues to identify and approach adjacent property owners located in the fgrow areas in an attempt to negotiate the exchange of Bargain and Sale deeds. Staff is in the process of finalizing paperwork for an FGROW section in Carbondale. (Ongoing)



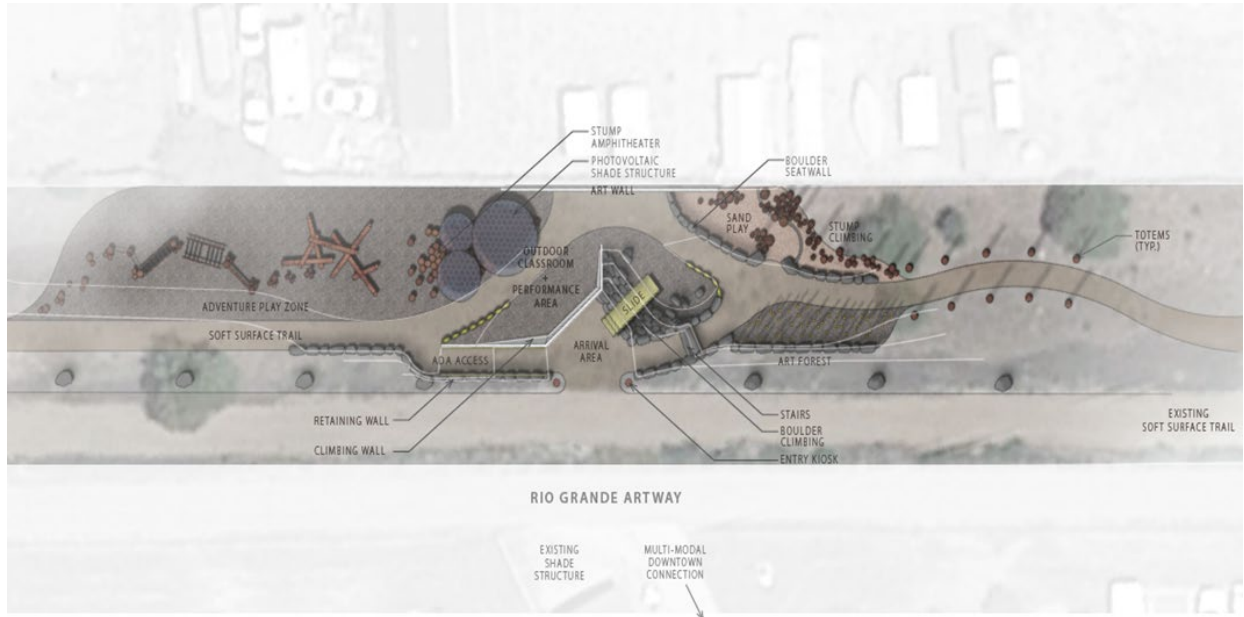
- Staff is gearing up for spring, because it is right around the corner!
  - The Trail Staff is working hard to give ALL trail users a great experience.
  - Staff has been out shoveling, sweeping, debris blowing, cleaning up trailheads, cleaning the restrooms, etc. to make sure the trail is safe and clean.
  - Staff has been plowing snow off the trail from Glenwood Springs up to Carbondale, whenever it snows (this section of trail is too “exposed” and doesn’t hold snow for skiing).
  - Staff has been grooming the trail from Carbondale up to Catherine Bridge, and then again from Rock Bottom Ranch up to Emma Road for cross country skiing and winter multi-use trail users.
    - ❖ However, with the longer days, warmer temps, and sun getting higher in the sky...it is time to plow the remaining snow off the sections of trail that have been used for cross country skiing and winter/snow activities (Carbondale up-valley to Emma). The snow is melting which means the trail surface isn’t good for any user group, due to the inconsistent snow patches.
- Riverview Trail Update - more work in 2021 will occur; fencing/fall protection and asphalt paving will occur on the portion within RFTA ROW. This is a “safe routes to school project” that will connect people from CR 109 and the Westbank/Ironbridge neighborhoods up to the Rio Grande Trail.

- Staff is busy coordinating with organizations applying for Special Use of the corridor.
- Staff continues working with Carbondale Arts to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
  - The Youth Art Park will be located just north of Town Hall and the Carbondale Rec Center. The schematic site design is taking shape and construction is scheduled to begin in 2021. Please see pages from the design below.
  - Carbondale Arts and the American Heart Association teamed up for a Special Event on the Rio Grande Trail over Valentine's Weekend. The Event was called "Light the Night with Love. It was a great success and the community really enjoyed the event.
    - ❖ <https://www.postindependent.com/news/carbondale-event-light-the-night-with-love-unites-community-members-local-artists/>
    - ❖ <https://www.postindependent.com/news/photos-light-the-night-with-love/>
- The "wildlife section" of trail, Catherine Bridge to Rock Bottom Ranch, remains closed for the winter season on November 30<sup>th</sup> at 5:00pm. This seasonal closure gives wildlife a break during the critical winter and early spring months, and the closure also affords animal's uninterrupted travel from the Roaring Fork River bottom up to the Crown and beyond. Here are a couple of photos recently pulled from the wildlife cameras.



- Staff has been working with Back 40 Stories to create new information kiosk map/panels.
- Staff is planning and gearing up for 2021 projects and what is sure to be another busy year on the Rio Grande Trail. Some major projects are listed below:
  - Wingo Bridge Maintenance/Repair
  - Goats are coming baaaaack! to assist with vegetation management in the late summer/early fall
  - Rio Grande Trail Maintenance/Repair

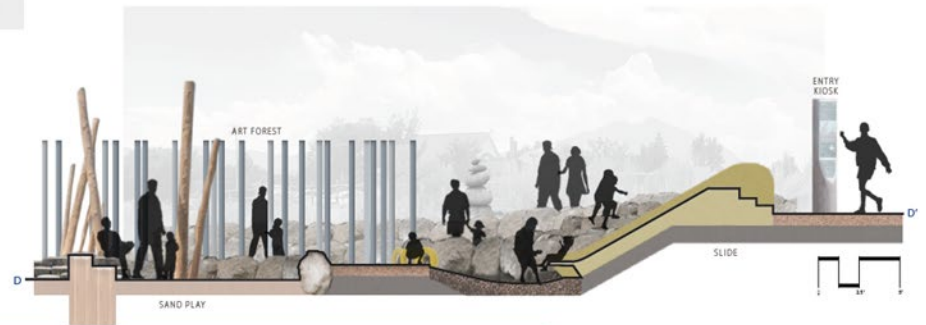
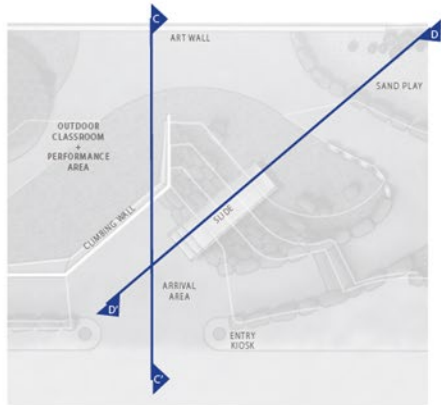
- Re-vegetation efforts
- Rio Grande ArtWay improvements





## SECTIONS C + D: CLIMBING WALL, CREATIVE PLAY + SLIDE

**Top right:** The "Climbing Wall Section" illustrates the differing grades between the climbing wall and the main entry area.  
**Bottom right:** The "Slide + Creative Play Section" illustrates how these two areas function and the material qualities of each play space.



9 | CARBONDALE, CO - YOUTH ART PARK

SCHEMATIC PLAN - NOT FOR CONSTRUCTION

SCHEMATIC DESIGN **NJD**