

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

TIME: 9:00 a.m. – 11:00 a.m., Thursday, April 8, 2021

This will be a Virtual WebEx Teleconference Meeting

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

(This Agenda may change before the meeting)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	9:00 a.m.
2	Approval of Minutes: RFTA Board Meeting March 11, 2021, page 3		Approve	9:01 a.m.
3	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	9:02 a.m.
4	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	9:05 a.m.
5	Consent Agenda:			9:15 a.m.
	A. 2021 IGA for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities – Dan Blankenship, CEO, page 15	4.2.5	Approve	
	B. Resolution 2021-09 : Authorization to Submit a FAST Act Reauthorization Proposal Through a Statewide Process Administered by CASTA – David Johnson, Director of Planning, page 17	4.2.5	Approve	
	C. Authorization for RFTA CEO to Enter into Leases for RFTA Seasonal Housing – Dan Blankenship, CEO, page 21	4.2.5	Approve	
6	Presentations/Action Items:			
	A. 27thSt./HWY 82 Pedestrian Underpass Project Phasing and Aesthetics Presentation – Mike Hermes, Director of Facilities and Nick Senn, Senior Construction Manager, page 23	4.2.5	Discussion /Direction	9:20 a.m.
	B. RFTA Service Planning Issues Related to the Outbreak of Coronavirus (COVID-19) – Kurt Ravenschlag, COO, page 25	2.2.3	Discussion /Direction	10:00 a.m.
7	Public Hearing:			
	A. Adoption of Maroon Bells Bus Service Fare Structure for the 2021 Season – Dan Blankenship, CEO, page 30	4.2.5	Approve	10:15 a.m.
8	Board Governance Process:			
	A. RFTA Board Strategic Planning Retreat – David Johnson, Director of Planning, page 32	3.2.3	Direction	10:25 a.m.
	(Agenda Continued on Next Page)			

	Agenda Item	Policy	Purpose	Est. Time
9	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, <i>page 34</i>	2.8.6	FYI	10:40 a.m.
10	Issues to be Considered at Next Meeting:			
	To Be Determined at the April 8, 2021 Board Meeting	4.3	Meeting Planning	10:50 a.m.
11	Next Meeting: 9:00 a.m. – 11:30 a.m., May 13, 2021 via Webex Teleconference (Details to be provided later)	4.3	Meeting Planning	10:55 a.m.
12	Adjournment:		Adjourn	11:00 a.m.

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**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
March 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); Shelley Kaup (City of Glenwood Springs); Bill Madsen (Town of Snowmass Village)

Staff Present (via WebEx):

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Mike Hermes and Brett Meredith, Facilities and Trails Department; David Johnson and Jason White, Planning Department; Paul Hamilton, Director of Finance; Jason Smith, Safety and Training Department; Tammy Sommerfeld, Procurement Manager; Craig Dubin, Special Projects Manager; John Blair, Operations Manager; Mike Christenson, Maintenance Department; Linda Forgacs and Lawrence Bond, HR Department; 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); Adrian Witte (Toole Design); Mirte Mallory (WE-cycle); Steve Smith, Ken Murphy, 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 March 11, 2021 RFTA Board of Directors meeting began at 9:02 a.m.

2. Approval of Minutes:

Bill Kane moved to approve the February 11, 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 March 11, 2021 Board Agenda.

Steve Smith with the City of Glenwood Springs' Classical Advocates, stated that he was thrilled about the partnership regarding the 27th Street underpass project. In the design of the underpass he requested that RFTA ensure that the access ramp, at both ends of the underpass, be at least 10 feet wide to avoid pedestrian and bicyclist congestion.

Richardson closed Public Comments at 9:08 a.m.

4. Items Added to Agenda – Board Member Comments:

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

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

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

Shelley Kaup stated that new ideas and options have been presented for the MOVE Study, and requested that the MOVE Study update be added to a future RFTA Board meeting so that those ideas and options can be presented to the Board.

Jonathan Godes stated that it is very important that these new ideas and options be presented to the Board so that they are fully aware of all options available for this project. The Board needs to have all of the information so that the best choice is made.

Kurt Ravenschlag stated that the MOVE Study has temporarily stalled due to budget constraints. RFTA is currently appropriating funds in order for the MOVE Study to proceed.

Richardson closed Board comments at 9:15 a.m.

5. Consent Agenda:

A. Approval of Office Lease, 101 Midland, Suite 220 – Mike Hermes, Director of Facilities

The current work space for Dispatch Operations and Information Technology (IT) is scheduled to be remodeled during the GMF Phase 2 Expansion Project, and converted into a centralized dispatch center, break room, and server room for IT equipment. Both Dispatch and IT need to be relocated from the GMF space by July so that this remodel work can commence.

Staff has identified an ideal space, located at 101 Midland Avenue, Suite 220, Glenwood Springs, to accommodate Dispatch Operations and IT while the GMF renovations are taking place. Eventually, IT and Dispatch Operations will be moved into their permanent spaces at the GMF after all 5 phases of the expansion projects are completed, in 2024. The total estimated budget for this office lease and operations (utilities, janitorial, etc.) in 2021 will be \$59,700.

Ann Mullins moved to approve the Office Lease, 101 Midland, Suite 220, and Riddile seconded the motion. The motion was unanimously approved.

B. Resolution 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 – Jason White, Assistant Planner

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).

RFTA will submit a LoNo grant request for \$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%, however RFTA is

proposing a grant match of 50% to make its proposal as competitive as possible, given the limited amount of grant funding.

Mullins moved to approve Resolution 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, and Riddile seconded the motion. The motion was unanimously approved.

6. Presentations/Action Items:

A. Regional Bike Share Study/First and Last Mile Mobility Development and Implementation Plan Update – Adrian Witte, Toole Design and David Johnson, Director of Planning

Adrian Witte summarized the timeline for the Regional Bike Share and First and Last Mile Mobility (FLMM) Study:

- Task 1/A – Project Management; March
 - Project Kick-Off Meeting
 - Project Team Meetings
 - Project Management Plan
 - Public Involvement Plan
- Task 2 – Existing Conditions Summary; April
 - Existing System Review
 - Local Context Analysis
 - Peer City Practice Review
 - Summary Memoranda
- Task 3/B – Stakeholder Communications, Education, and Outreach; May-September
 - Assist with Project Website Development
 - Crowdsourcing Map and Survey
 - In-Person Events
 - Online Open House
 - Technical Advisory Committee (TAC) Meetings (up to 6)
 - Focus Group Meetings (up to 5)
 - Stakeholder Phone Interviews (up to 6)
 - Summary Memoranda
- Task 4 – Regulatory Policy Development; June
 - Review Existing Policies
 - Identify Needed Adjustments
 - Regional Coordination Assessment
 - Summary of Policy Recommendations
- Task 5 – Bike Share Operations Framework; June
 - Identify Expansion Needs
 - Technology Review
 - Evaluate Different Operational Models
 - Operating Framework
- Task 6 – Bike Share Financial Planning and Programming; June
 - Financial Pro-Forma

- Efficiencies and Funding Assessment
- Recommended Cost Sharing Agreement
- Task C – FLMM Technology Review; June
 - Technology Review
 - Evaluation Matrix
 - Summary Memoranda
- Task D – FLMM Implementation Framework; September
 - Strategy Development
 - Needs Assessment
 - Planning and Implementation Framework
- Task 7/E – Plan Finalization; Bike Share, May and FLMM, October
 - Bike Share Draft Plan
 - Bike Share Final Plan
 - Bike Share RFTA Board Presentation
 - FLMM Draft Plan
 - FLMM Final Plan
 - FLMM RFTA Board Presentation

The Technical Advisory Committee (TAC) will be made up of staffs from RFTA, Cities, and Counties; 6 meetings are scheduled to take place. The TAC will make recommendations regarding the Bike Share Organizational Model Decision, Outreach and the FLMM Strategy.

Once an Operating model has been selected, the Bike Share Implementation Plan will define and/or recommend:

- The roles of different partners
- The regulatory policy development
- The operational framework
- Financial programming

Richardson asked what the best way would be for the public to stay informed during this process.

Witte stated that the information will be continuously updated on the website. There will be virtual information that will have links for updates, and there will be several outreach options for the public to attend. The virtual information will inform people how to attend the outreach sessions and how to respond with comments or questions.

Mullins asked when the public outreach would begin.

Witte responded that current plan is to allow for in-person outreach, if possible. However, semi-public outreach will begin first with Stakeholders and then will be extended to the general public.

Mullins asked what the total costs related to this project would be.

David Johnson stated that the whole project is budgeted at \$300,000, with a portion of that going to WE-cycle, to assist with the study.

Michael Yang clarified that \$146,000 is available for WE-cycle's assistance with the project and \$200,000 is for the actual study.

Kaup asked how information will be made available to the 25% of the population that is Spanish speaking.

Witte stated that they are currently working on getting all of the information translated into Spanish for that population group.

Kaup stated that the group should ensure that the low-income population has access to the Bike Share/FLMM systems as well.

Witte responded that currently the outreach strategy for low-income population groups has not been fully developed, however, it will be added as part of the process.

Jeanne McQueeney stated that we need to ensure that the process involves working with WE-cycle. RFTA wants to ensure that WE-cycle continues to be a partner in the valley.

Witte stated that WE-cycle is part of the technical team, and working closely with the consultants.

B. Maroon Bells Bus Service Update – Dan Blankenship, CEO

The 2020 Maroon Bells Bus Service began on June 28, 2020 and ended on October 18, 2020. The 2021 season is scheduled to begin on June 7, 2021 and end on October 17 or 24, 2021, depending upon demand. Instead of a 113-day season, the 2021 season is planned to be either 126 days or 133 days.

The estimated fully allocated pre-audit subsidy for the service in 2020 was \$187,748 or 21%, whereas the estimated subsidy in 2021, is \$73,085 or 7%.

In 2020, the fare for all passengers, except those under the age of 6 (who rode free) was \$15.95. For the 2021 season, several pricing changes to make the service more affordable for Senior Citizens and families, and to generate additional revenue, are being recommended as follows:

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

Charging more for, day of, walk-in passengers and charging one-way downhill riders should offset reductions in revenue.

Shenk asked if in 2020 a one-way downhill ride from Maroon Bells was charged. How will RFTA communicate the new fee of a one-way downhill ride?

Dan Blankenship stated that RFTA is working with the Forest Service and other organizations to communicate this new fee for 2021 to the public, and that a reservation for the one-way downhill ride is needed.

Godes questioned how the Maroon Bells Bus Service is in-line with RFTA's Mission and Vision?

Blankenship responded that discussion might be best determined at the RFTA Board Retreat. Background is that when RFTA was formed, Pitkin contributed additional sales tax revenue

with the stipulation that Maroon Bells, the Senior Van, and Woody Creek would continue to be provided by RFTA.

Greg Poschman stated that he would advocate for increasing the ticket prices even more, the current prices are still much lower than many other outdoor activities in the area.

Ward Hauenstein stated that he has mounting concerns over E-bikes on Maroon Creek road, it is a very hazardous situation.

Richardson stated that looking at the proposed Maroon Bells Service for 2021, it has the potential for being a cash flow to RFTA instead of a subsidy.

C. RFTA Employee Sick Leave Donation Policy – Lawrence Bond, HR Generalist

Lawrence Bond explained that the Employee Sick Leave Donation Policy is intended to provide employees with additional sick leave when there is an exceptional need due to a Medical Emergency. Full-time and seasonal RFTA employees are eligible to receive donated sick leave in accordance with this policy. Employees must have exhausted all of their Accrued Time Off balances in order to receive donated sick leave.

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 that reduces their accrued sick time balance below 160 hours.

Employees requesting sick leave time must meet the following criteria:

Medical Emergency: A medical condition of the employee that will require the prolonged/extended absence of the employee from duty that will result in a Substantial Loss of income to the employee due to the exhaustion of all paid leave available.

RFTA will use 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 donated sick leave time.

Donation of sick leave time is strictly voluntary. Eligible employees wishing to donate sick leave hours must complete and submit a Sick Leave Donation Form to Human Resources. The employee's request will then be reviewed and must be approved by the Human Resources Director and the Director of Finance.

To receive donated sick leave time, 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, Chief Financial and Administrative Officer, or a designated representative. The employee will be notified in writing how many hours have been approved and, if denied, the reason for denial.

Upon separation of employment from RFTA, employees with accrued sick leave are only paid for their sick leave balance, up to a maximum of 133 hours. Employees cannot cash out their accrued sick leave while actively employed at RFTA. By allowing employees to transfer their sick leave to other employees, there will likely be some fiscal implications, although it is not anticipated that more than a few employees would make use of this program on an annual basis.

Mullins questioned if there will be any type of incentive or additional benefit for employees who donate sick leave time?

Lawrence Bond responded that there will not be any incentive or additional benefit, other than coworkers knowing that they have helped another employee who was in need.

Riddle state that the Town of New Castle has implemented a similar policy and it has been very beneficial, and significantly helped those in need.

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

As of Friday, March 5, RFTA's Attendance Record reflected 6 COVID-19 related absences.

On Thursday, February 25th our first employees started receiving their vaccinations through Pitkin County. RFTA is sending employees in stages for vaccinations, in order to maintain continuity of operations on vaccine clinic days, and several days after in case of employees experience side effects. Staff is still gathering information about how many employees have received at least one dose of the vaccine so far, 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. That number is likely higher due to incomplete reporting. 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 the next two to three weeks. RFTA's Safety and Communications teams have ramped up RFTA's internal vaccine information campaign to help ensure that employees have the most accurate, authoritative, scientific information available.

RFTA has seen a dramatic increase in the number of disposable courtesy masks RFTA has given out. RFTA has distributed nearly 600 masks a day at times. There has not been an increase in non-compliance, as most of RFTA's ridership is well-versed in mask protocols. Consistent enforcement of RFTA's mask policies has resulted in almost all customers adhering to the policies. There have been no recent developments regarding state-mandated capacity restrictions.

A bonus of \$500 is being offered to provide the maximum incentive for employees to get vaccinated and to do so as rapidly as possible. If every one of RFTA's approximately 400 employees receives both vaccination shots, or the single Johnson and Johnson vaccination, the cost to RFTA for the incentive bonus would be approximately \$200,000. Vaccinations are thought to be the single most effective way to reduce the severity of the effects from the COVID-19 pandemic, so the incentive bonus is a good investment.

Colorado Department of Transportation (CDOT) recently issued RFTA a grant funding Notice of Award indicating it will receive approximately \$19.25 million in CRRSAA funding in 2021. This Federal COVID-19 relief more than offsets what RFTA is investing in the vaccination incentive bonus program.

McQueeney stated that, unfortunately, individuals who have been vaccinated may be less worried about contracting COVID-19, and therefore are less concerned about wearing a mask. RFTA must remain vigilant on the mask policy to ensure the health and safety of the public and employees.

Blankenship responded that RFTA will continue to strictly enforce the mask policy as long as it is mandated.

Average system-wide daily ridership during the winter has increased by approximately 119%. Hwy 82/TOSV/BRT & Local Service ridership has increased by approximately 78%. Hogback commuter bus service has decreased by approximately 2%. Carbondale Circulator ridership has decreased by 4%. City of Aspen ridership has increased by 133%, and the Ride Glenwood service has decreased by 1%. The highest single day ridership reached a total of 11,893 passengers on December 31.

From September 7 through November 22, the average percentage of regional bus trips needing backup was 17%. During the winter season, through February 28, the average percentage of bus trips requiring backup has been 3%. 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 the greatest demand for backup buses.

RFTA's winter season recruitment and training program for seasonal Bus Operators has concluded. RFTA did not meet its Bus Operator staffing level goal of 212, falling short by 18. RFTA should have sufficient personnel to make it through the winter season by paying overtime.

5 new Gillig 40-foot low-floor buses were put into service on February 27, RFTA has 119 heavy-duty transit buses available for its winter service plan. The peak daily pullout of buses requires approximately 94 buses, allowing for a 27% spare ratio, when the goal is 20%.

7. Public Hearing:

A. Resolution 2021-07: 2020 Supplemental Budget Appropriation – Michael Yang, CFAO and Paul Hamilton, Director of Finance

Due to lower investment income than originally budgeted, an increase in transfers from the general fund to the various debt service funds are required. The following project budgets and related revenues will need to be carried forward from 2020 and re-appropriated in 2021 primarily due to timing issues.

General Fund:

Bus Replacements:

- (\$7,312,809) decrease in Grant Revenues
- (\$3,302,454) decrease in Other Financing Sources
- (\$12,759,135) decrease in Capital Outlay

Traveler Van Replacements:

- (\$148,125) decrease in Grant Revenues
- (\$36,531) decrease in Other Government Contributions
- (\$185,156) decrease in Capital Outlay

Vehicle Maintenance Projects

- (\$451,122) decrease in Capital Outlay

Glenwood Springs Municipal Operations Center (GMOC):

- (\$208,586) decrease in Capital Outlay

GMF Expansion Project - Phase 2:

- (\$1,144,721) decrease in Grant Revenues
- (\$6,342,340) decrease in Capital Outlay

27th Street Underpass Project - Design

- (\$890,316) decrease in Capital Outlay

27th Street BRT Park and Ride Expansion – Property Acquisition Services

- (\$50,000) decrease in Capital Outlay

Grand Avenue Corridor Study (MOVE):

- (\$161,051) decrease in Other Government Contributions
- (\$130,869) decrease in Capital Outlay

RFTA Housing Replacement – Design

- (\$991,450) decrease in Capital Outlay

Parker House Improvements

- (\$100,000) decrease in Capital Outlay

27th Street Feasibility Study:

- (\$21,919) decrease in Capital Outlay

Regional Bike Share Study / First and Last Mile Mobility Development Plan

- (\$150,000) decrease in Capital Outlay

Community Survey

- (\$40,000) decrease in Capital Outlay

Clean Energy Feasibility Study

- (\$5,000) decrease in Capital Outlay

Contribution to River Walk Trail Crossing

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

IT Projects and Equipment:

- (\$516,380) decrease in Capital Outlay

Contributions (LoVa Trail and WE-Cycle):

- (\$188,987) decrease in Transit (LoVa Trail)
- (\$146,225) decrease in Transit (WE-Cycle)

Facilities Projects

- (\$499,040) decrease in Capital Outlay

Trail Projects and Equipment:

- (\$30,000) decrease in Other Government Contributions
- (\$246,454) decrease in Capital Outlay

Debt Service Funds Transfers:

- \$22,810 increase in Other Financing Uses

Series 2019 Capital Projects Fund:

GMF Expansion Project:

- (\$2,148,227) decrease in Capital Outlay

Series 2009A Debt Service Fund:

- (\$12,484) decrease in Other Income
- \$12,484 increase in Other Financing Sources

Series 2012A Debt Service Fund:

- (\$6,815) decrease in Other Income
- \$6,815 increase in Other Financing Sources

Series 2013B Debt Service Fund:

- (\$3,511) decrease in Other Income
- \$3,511 increase in Other Financing Sources

Net increase (decrease) to 2020 fund balance by fund:

General Fund	\$11,964,478
Series 2019 CPF	\$2,148,227
Series 2009A DSF	\$0
Series 2012A DSF	\$0
Series 2013B DSF	\$0
Total	\$14,112,705

Richardson asked if any member of the public would like to address the Board or make a comment regarding Resolution 2021-07: 2020 Supplemental Budget Appropriation.

No members of the public had any comments.

Richardson closed Public Comments at 10:33 a.m.

Poschman moved to approve Resolution 2021-07: 2020 Supplemental Budget Appropriation, and McQueeney seconded the motion.

A Roll Call Vote Was Taken:

Dan Richardson	Yes
Bill Kane	Yes
Ann Mullins	Yes
Art Riddle	Yes
Jonathan Godes	Yes
Jeanne McQueeney	Yes
Alyssa Shenk	Yes
Greg Poschman	Yes

The motion was unanimously approved.

B. Resolution 2021-08: 2021 Supplemental Budget Appropriation – Michael Yang, CFAO and Paul Hamilton, Director of Finance

All items listed above in Resolution 2021-07: 2020 Supplemental Budget Appropriation are re-appropriated to the 2021 Budget by Resolution 2021-08: 2021 Supplemental Budget Appropriation.

New Budget Items included in this Resolution are:

Grant Revenues:

- \$19,547,419 increase in Grants

FTA 5304 SH Corridor Grant Study (Grand Avenue Corridor Study-MOVE)

- \$8,565 increase in Grants

COVID-19 Emergency Response Plan:

Vaccination Incentive Plan:

- \$200,000 increase in Transit

COVID-19 Preparedness:

- \$56,615 increase in Transit

Office Lease, 101 Midland Avenue, Suite 220:

- \$59,700 increase in Transit

GMF Expansion Project (Phases 3, 4, 5, and 7):

- \$3,035,693 increase in Capital Outlay

Transfer to Service Contracts Special Revenue Fund:

- \$9,517 increase in Other Financing Uses

Net increase (decrease) in 2021 fund balance by fund:

General Fund	\$4,523,486
Service Contract SRF	\$0
Series 2019 CPR	(\$2,148,227)
Total	\$2,375,259

Richardson asked if any member of the public would like to address the Board or make a comment regarding Resolution 2021-08: 2021 Supplemental Budget Appropriation.

No members of the public had any comments.

Richardson closed Public Comments at 10:37 a.m.

Kane moved to approve Resolution 2021-08: 2021 Supplemental Budget Appropriation, and Shenk seconded the motion.

A Roll Call Vote Was Taken:

Dan Richardson	Yes
Bill Kane	Yes
Ann Mullins	Yes
Art Riddle	Yes
Jonathan Godes	Yes
Jeanne McQueeney	Yes

Alyssa Shenk	Yes
Greg Poschman	Yes

The motion was unanimously approved.

8. Board Governance Process:

A. CEO Performance Review – Dan Blankenship, CEO

Dan Blankenship, CEO received an automatic 2.5% salary increase on January 1, 2021.

Kane moved to approve an additional 1.5% merit salary increase in addition to the automatic 2.5% salary increase given to Dan Blankenship, CEO, for a total salary increase of 4% for 2021, retroactive to January 1, 2021, and to be revisited in June or July, 2021 and McQueeney seconded the motion. The motion was unanimously approved.

9. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

Yang referred the Board to page 60 of the Board packet, 2020 Board Audit Subcommittee. He requested that two board members volunteer to be a part of the subcommittee.

Alyssa Shenk and Ward Hauenstein volunteered to be the two Board members on the 2020 Board Audit Subcommittee.

10. Executive Session:

A. Two Matters: Personnel Issues: Pursuant to C.R.S. 24-6-602 (e) and (f): 1) CEO Performance Review and 2) COVID-19 Incentive Bonus

After consideration, it was determined that the March 11, 2021 Board Executive Session was not necessary. Executive Session Agenda Item number 10. A. was cancelled.

11. Issues to be Considered at Next Meeting:

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

13. Adjournment:

Mullins moved to adjourn from the March 11, 2021 RFTA Board meeting, and Alyssa Shenk seconded the motion. The motion was unanimously approved.

The March 11, 2021 RFTA Board Meeting adjourned at 10:55 a.m.

Respectfully Submitted:

Nicole R. Schoon
Secretary to the RFTA Board of Directors

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

Meeting Date:	April 8, 2021
Subject:	Intergovernmental Agreement for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities.
Strategic Outcome:	Accessibility and Mobility
Strategic Objective:	2.3 Increase alternative mode splits throughout the region
Presented By:	Dan Blankenship, Chief Executive Officer
Staff Recommends:	Authorize the Chair to Execute the IGA Renewal Letter
Executive Summary:	<ol style="list-style-type: none"> 1. In December 2009, the RFTA Board approved the IGA for Transit Services (the Hogback agreement). The agreement committed Garfield County to providing up to \$614,000 in operating assistance to RFTA for the Grand Hogback bus service in 2010. 2. In 2011, Garfield County amended the IGA by adding a paragraph that will allow its \$650,000 contribution to the Grand Hogback bus service (and its contributions in subsequent years) to be approved by means of an Intergovernmental Agreement Renewal or Change Order Letter instead of amending the IGA every year. 3. For 2017, Garfield County crafted a new IGA, which incorporated most of the provisions included in the original 2010 IGA, but which updated the language and eliminated some of the unnecessary provisions. 4. For 2019, the County increased its contribution to \$760,240, which was 4% over the \$731,000 amount provided in 2018. 5. Initially in 2020, the County approved \$760,240 for the Hogback bus service, however, due to COVID-19, the Hogback bus service levels were lower than originally planned and the revised estimate of the County’s share in 2020 was \$666,921. However, because the County’s grant for the Hogback bus service in 2021 was anticipated to be \$500,000 (due to the County’s severe budgetary constraints in 2021) and the estimated cost is \$633,706, the BOCC agreed to approve the full \$760,240 grant amount in 2020 and allow RFTA to apply the \$93,319 difference (760,240 - \$666,921) to help offset the 2021 short fall of \$133,706 (\$633,706 – \$500,000). 6. RFTA greatly appreciates the willingness of the County to continue its contribution for this worthwhile commuter bus service in 2021 in the reduced amount of \$500,000. 7. Staff is seeking the Board’s authorization for the RFTA Board Chairman to execute the IGA, which will formalize Garfield County’s \$500,000 contribution for the Grand Hogback bus service. The IGA has been reviewed and approved as to form by the RFTA General Counsel.
Background/Discussion:	See Core Issues

Governance Policy:	Board Job Products Policy 2.4.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
Fiscal Implications:	Garfield County has budgeted \$500,000 for the Hogback bus service in 2021. RFTA relies on this funding to help support the Hogback bus service.
Attachments:	Yes, please see “IGA - 2021 Intergovernmental Agreement For Transit Services in Unincorporated Garfield County and To Non-Member Municipalities.pdf,” included in the April 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.

Meeting Date:	April 8, 2021
Agenda Item:	Resolution 2021-09: Authorization to Submit a FAST Act Reauthorization proposal through a Statewide process administered by CASTA
Strategic Outcomes:	7 High Performing Organization
Strategic Objectives:	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
Presented By:	David Johnson, Director of Planning
Staff Recommends	<p>Authorize RFTA to submit an earmark proposal in the FAST Act Reauthorization Bill. The earmark will be part of a consolidated Statewide request, coordinated by the Colorado Association of State Transit Agencies (CASTA), on behalf of its roughly 56-member, mostly rural transit agencies.</p> <p>The exact scope and cost is still being determined and the resolution may be revised accordingly before being executed by the Chair. RFTA recommends that that Board approve a request of up to \$6 million for purchase of Battery Electric Buses or for Facility Renovation and Expansion, with a local match commitment of a minimum of 20% and a maximum of 50%, not to exceed \$3 million.</p>
Executive Summary	<p>President Biden’s Administration has pursued a more aggressive direction on infrastructure investments. On March 31, 2021, President Biden released his proposed infrastructure plan, The American Jobs Plan. The approximately \$2 trillion proposal is an eight-year plan that encompasses sweeping investments in our nation’s surface transportation, water, and other infrastructure.</p> <p>In addition, the Administration and Congress have resurrected the use of earmarking, last used in 2009. Earmarks are now allowed to be considered, with some caveats under the Appropriations process for the last year of the FAST Act, and under the pending 5-year Reauthorization. Knowledge of the previous earmarking process has faded, the new process is still being formulated, and deadlines are aggressive. Therefore, in this situation, RFTA needs to keep options open regarding scope and funding.</p> <p>CASTA has recently hired a lobbyist to assist with the effort, who will address the following issues at a meeting among CASTA members on April 9:</p> <ul style="list-style-type: none"> • Earmark process • Funding ranges • Eligibility • Strategy & competitiveness • Timeline for participants
Background/Discussion	See Executive Summary

Governance Policy	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).”
Fiscal Implications:	Staff is proposing an earmark request of up to \$6 million, and a local match commitment not to exceed \$3 million.
Attachments:	Yes, please see Resolution 2021-09: Authorization to Submit a FAST Act Reauthorization proposal through a Statewide process administered by CASTA, attached below.

Director _____ moved to adopt the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2021-09**

**AUTHORIZATION TO SUBMIT PROPOSAL FOR FAST ACT REAUTHORIZATION EARMARK,
THROUGH CASTA’S STATEWIDE CONSOLIDATED PROCESS**

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 Proposal through the Colorado Association of State Transit Agencies (CASTA) for up to \$6,000,000 for purchase of Battery Electric Buses or for Facility Renovation and Expansion; and

WHEREAS, RFTA will commit a minimum of 20% local match, up to 50% local match, not to exceed \$3 million, contingent upon award and upon earmarking requirements outlined at a meeting among CASTA members on April 9, 2021.

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 or facilities 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 RFTA’s fleet and facilities in a State of Good Repair and will appropriate funds on an annual basis for routine maintenance.
6. If grants are awarded, the RFTA Board of Directors hereby authorizes the CEO to execute Grant Agreements.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 8th day of April, 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 April 8, 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 8th day of April, 2021.

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

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

Meeting Date:	April 8, 2021
Subject:	Authorization for RFTA CEO to Enter into Leases for RFTA Seasonal Housing
Strategic Outcome:	3.0 Sustainable Workforce
Strategic Objective:	3.3 Provide comfortable and affordable short-term and long-term housing solutions
Presented By:	Kurt Ravenschlag, COO Pam Willis, Housing Coordinator
Staff Recommends:	To meet RFTA’s summer housing needs, staff recommends that the Board authorize the CEO to enter into lease agreements, subject to approval as to form by the RFTA General Counsel, for a 5-6 month period.
Executive Summary:	<p>Staff seeks authorization from the Board to enable the CEO to enter into short-term (5-6 month) lease agreements to meet RFTA’s summer housing needs.</p> <p>This year, RFTA was unable to secure the summer housing needed from Aspen Skiing Company that it has relied on in the past for winter Burlingame residents and new summer seasonal staff.</p> <p>Staff is in discussions with several Roaring Fork Valley properties to secure between 15-30 additional beds. RFTA will lose 40 beds at Burlingame at the end of April and will need units in May to accommodate existing new hires and additional summer seasonal staff, which is prompting the urgency of this request.</p> <p>If approved, RFTA will utilize existing budget from the seasonal employee housing line item to secure the new lease agreements. If additional budget is required for the fall/winter season, RFTA will either transfer potential budget savings from other line items into the housing line item, or return to the Board with a Supplemental Budget Appropriation request. Without knowing the details of the lease costs at this time, however, staff is unable to accurately assess whether there might be a need for additional housing budget.</p>
Background/ Discussion:	<p>RFTA provides an assortment of housing during the winter and summer seasons for seasonal personnel. In the winter season RFTA housing is a combination of RFTA-owned housing in Carbondale (31 Beds) and Burlingame seasonal housing units in Aspen (40 beds). Twenty of these beds are secured through a long-term master agreement that expires in 2033. The other 20 beds are typically leased to RFTA on a first-come, first-served basis. RFTA also supplements winter housing with additional leased units wherever it is available, as needed.</p> <p>In the spring, RFTA loses the 40 beds at Burlingame and it has traditionally been able to secure units from Aspen Skiing Company (ASC) in the summer to</p>

	<p>move the Burlingame residents into, as well as provide units for summer seasonal employees. Regrettably, staff was notified recently that ASC will not be able to provide RFTA summer housing this year. Due to the need of existing staff to transition out of Burlingame housing at the end of April, and the need to recruit new summer seasonal employees almost immediately, RFTA must secure new short-term housing to meet its summer staffing needs.</p> <p>The inability to secure adequate seasonal housing could jeopardize RFTA's ability to retain existing Bus Operators and to recruit an adequate number of seasonal Bus Operators to provide planned service levels. It could also result in significantly higher overtime costs and burnout of existing Bus Operators.</p> <p>This request is to authorize the CEO to enter into 5-6 month lease agreements utilizing existing 2021 budget for summer employee housing.</p>
Governance Policy:	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)."
Fiscal Implications:	This request will utilize existing budget identified in RFTA's 2021 Budget for seasonal employee housing.
Attachments:	No.

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

Meeting Date:	April 8, 2021
Subject:	27 th St./State HWY 82 Underpass Project Phasing and Aesthetics Presentation
Strategic Outcome:	1.0 Safe Customers, Workforce and General Public 2.0 Accessibility and Mobility 7.0 High Performing Organization
Strategic Objective:	1.1 Customers are safe at RFTA facilities and riding RFTA services 1.2 The public is safe and comfortable using the Rio Grande Trail 2.7 Provide convenient connections to key activity centers in service area 7.1 Optimize the use of RFTA assets through capital improvement planning, preventative maintenance and asset management
Presented By:	Nicholas Senn, Senior Project Manager Kurt Ravenschlag, Chief Operating Officer Jason Jaynes, DHM Design
Staff Recommends:	Staff recommends the Board provide feedback and ask questions regarding the overview of the 27 th St/State Highway 82 Underpasses Project.
Executive Summary:	<p>RFTA Destination 2040 Project S1, Pedestrian and Bicycle Crossings of 27th Street and Hwy 82 in Glenwood Springs has reached a 30% design completion. This project is a funding partnership between RFTA, CDOT and Glenwood Springs. Final design is scheduled for completion by August 2021 with construction beginning Fall 2021. Staff wishes to check-in with the RFTA Board to demonstrate progress and solicit feedback on design and aesthetic treatments. The 30% design and aesthetics were presented to Glenwood Springs City Council on March 18, 2021 for their feedback as well.</p> <p>Glenwood Springs City Council Feedback:</p> <ul style="list-style-type: none"> • Concern regarding construction impacts to traffic flow • Ensure safe pedestrian movements during construction • Look to see if width of ramp on SE corner bringing pedestrians/bikes up to grade at 27th Street Transfer Station could be wider. • Some feedback on aesthetic design features • Look at opportunities to include public art • Ensure security cameras are included
Background/Discussion:	<p>Following the 2018 ballot vote on November 6, RFTA member jurisdictions approved the 2.65 mill levy ballot measure to help fund strategic improvements to the region’s transportation system. The 27th St./ State HWY 82 Underpass Project was included in this tax initiative which is referred to as RFTA Destination 2040.</p> <p>The Rio Grande Trail currently crosses 27 Street at grade within the railroad right of way owned by RFTA. The Rio Grande Trail is one of the main bike routes through Glenwood Springs and provides trail access to the upper valley.</p> <p>The 27th Street intersection experiences a high volume of traffic especially at peak travel times and this grade-separated pedestrian crossing for the Rio</p>

	<p>Grande Trail across 27 Street will benefit both the function of the intersection for vehicles, by removing the pedestrian phase from the intersections signal, and enhance the safety for the pedestrians utilizing the Rio Grande Trail by removing them from the intersection.</p> <p>Crossing Highway 82 at 27 Street in Glenwood Spring is challenging for pedestrians to negotiate and it is a barrier for people trying to access the RFTA BRT station. A grade-separated pedestrian crossing across SH 82 at this location will benefit both pedestrians attempting to cross the highway and the flow of traffic through the intersection by removing the pedestrian phase from the traffic signal.</p>																
Governance Policy:	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).”																
Fiscal Implications:	<p>The budgeted cost of the project is \$10.1 million dollars. Currently RFTA has allocated the following resources to finance the project and plans to continue to look for other grant opportunities:</p> <table border="1" data-bbox="480 787 1515 1182"> <thead> <tr> <th data-bbox="480 787 1239 835">Source</th> <th data-bbox="1239 787 1515 835">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="480 835 1239 884">RFTA 2040 Funds (including design/CM efforts)</td> <td data-bbox="1239 835 1515 884">\$4.279 million</td> </tr> <tr> <td data-bbox="480 884 1239 932">RFTA 2040 Service Reallocation</td> <td data-bbox="1239 884 1515 932">\$2.27 million</td> </tr> <tr> <td data-bbox="480 932 1239 980">CDOT Multimodal Options Funds (MMOF)</td> <td data-bbox="1239 932 1515 980">\$1.1 million</td> </tr> <tr> <td data-bbox="480 980 1239 1029">CDOT Transportation Alternatives Program (TAP)</td> <td data-bbox="1239 980 1515 1029">\$1.0 million</td> </tr> <tr> <td data-bbox="480 1029 1239 1077">CDOT Regional Priority Project (RPP)</td> <td data-bbox="1239 1029 1515 1077">\$1.0 million</td> </tr> <tr> <td data-bbox="480 1077 1239 1125">Garfield County FMLD</td> <td data-bbox="1239 1077 1515 1125">TBD</td> </tr> <tr> <td data-bbox="480 1125 1239 1182">City of Glenwood Springs</td> <td data-bbox="1239 1125 1515 1182">\$0.5 million</td> </tr> </tbody> </table>	Source	Amount	RFTA 2040 Funds (including design/CM efforts)	\$4.279 million	RFTA 2040 Service Reallocation	\$2.27 million	CDOT Multimodal Options Funds (MMOF)	\$1.1 million	CDOT Transportation Alternatives Program (TAP)	\$1.0 million	CDOT Regional Priority Project (RPP)	\$1.0 million	Garfield County FMLD	TBD	City of Glenwood Springs	\$0.5 million
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City of Glenwood Springs	\$0.5 million																
Attachments:	Yes, please “27th St-HWY 82 Underpass Project Phasing and Aesthetics Presentation.pdf,” included in the April 2021 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the Board Agenda Packet.																

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

Meeting Date:	April 8, 2021
Subject:	RFTA Service Planning Issues Related to the Outbreak of Coronavirus (COVID-19)
Strategic Outcome:	1.0 RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, practices, and policies for managing risks and hazards.
Strategic Objective:	1.1 Customers are safe at RFTA facilities and riding RFTA services 1.3 Maintain and promote a healthy and safe workforce 1.4 The general public has a positive perception of the safety of RFTA services 1.5 Staff are well trained and safety focused
Presented By:	Kurt Ravenschlag, COO
Staff Recommends:	This is intended to be an FYI for the RFTA Board of Directors and an opportunity for the Board to provide any addition direction to staff.

1. **RFTA’s COVID-19 Emergency Response Plan and Attendance:** 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.

As of Friday, April 2, 2020, RFTA’s Attendance Record reflected 3 COVID-19 related absences, as follows:

RFTA COVID-19 Attendance Summary by Category												
Date:	4/2/2021											
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	2	1	0	0	0	3	0	0	10	13	26	7%

Executive Summary:

Note: Out of an abundance of caution, RFTA directs its employees to remain home if they are experiencing any possible symptoms of COVID-19. The majority of employees that go out for COVID-19 related reasons doesn’t test positive for COVID-19. On March 23, 2020, during the height of the pandemic, RFTA had 38 employees out of work (who would have been in Column F above) who were either experiencing COVID-19 like symptoms or who may have been exposed to someone else who was experiencing symptoms.

2. **COVID19 Vaccinations, Mask/Face Coverings, and Vehicle Capacity Updates:**
Jason Smith, Safety and Training Manager:

Vaccinations: RFTA continues to make progress in its employee vaccination efforts. As of Friday, 4/2, at least 222 employees (approximately 58% of the total workforce) have received at least one COVID-19 shot, with 209 of those (approximately 54% of the workforce) confirmed to have been fully vaccinated. Today, the State made all

residents 16/18 years or older eligible for vaccination so, hopefully the pace of vaccination statewide will accelerate quickly. RFTA continues to provide up-to-date information about vaccine safety, vaccine availability, and government policy changes to its workforce. The RFTA Safety Team and the Communications Team are collaborating on efforts to encourage and facilitate more employees getting vaccinated as quickly as possible. RFTA also continues to remain in close communication with State and local governments, public health authorities, and other stakeholders regarding developments in pandemic efforts.

The recent significant uptick in COVID-19 cases locally and nationally is a source of concern that RFTA is monitoring closely. Hopefully, with the ski season ending soon and the resultant drop in tourist numbers (for a few weeks at least), increasing rates of vaccination, and warmer weather allowing for more outdoor activities and better fresh air ventilation options, the local rate of COVID-19 cases should begin to drop in the near future. For now, though, the local increase and the elevation of Pitkin County to Orange Level restrictions and Garfield County to Yellow Level argues for continued vigilance towards safety precautions and against any immediate loosening of protocols on RFTA buses, at bus stops, or in maintenance shops and offices. RFTA remains hopeful that numbers will improve soon to the point that it can reevaluate which safety measures will need to continue and which can be relaxed. Until then, all current safety protocols remain in effect, with the exception of substituting intensified cleaning of facilities instead of fogging them with virucide.

Mandatory Mask/Face Covering Compliance: RFTA is still operating under a Federal mandatory mask/face covering mandate for public transit. The vast majority of passengers have been cooperative in abiding by the mask order, however, at least a handful of times each week, Bus Operators must either ask non-compliant passengers to disembark their buses or request law enforcement assistance to remove them.

Transit Vehicle Capacity Restrictions: There has been an indication that the State will lift transit system capacity restrictions on public transit vehicles effective April 16. At that time, it is anticipated the State will allow Local Public Health Officials to determine the appropriate limitations, if any, to place on transit vehicle passenger capacities for their communities. Staff has been discussing this issue with Pitkin County Public Health Officials and, for now, it is staff's recommendation that no changes be made to RFTA current 50% capacity limitations during the spring off-season. This will allow time for more RFTA employees and members of the public to receive vaccinations, and for Public Health Officials to assess trends in COVID-19 infection rates. Prior to the State-imposed 50% capacity restriction of public transit vehicles, RFTA proposed to Local Public Health Officials that it be allowed to limit capacity to 75% for trips under 15 minutes and 50% for trips over 15 minutes. In the near term, it is unlikely that anyone will feel comfortable with removing all restrictions on transit capacity. So, for the summer season, it might be a good first step for RFTA to implement the plan it had before the State limited capacity to only 50%.

3. **Winter Season Service Plan:** With only a few more weeks to go, the winter service plan has been operating smoothly and efficiently. The Chart on the next page provides a comparison of service Fall and Winter season service levels by route:

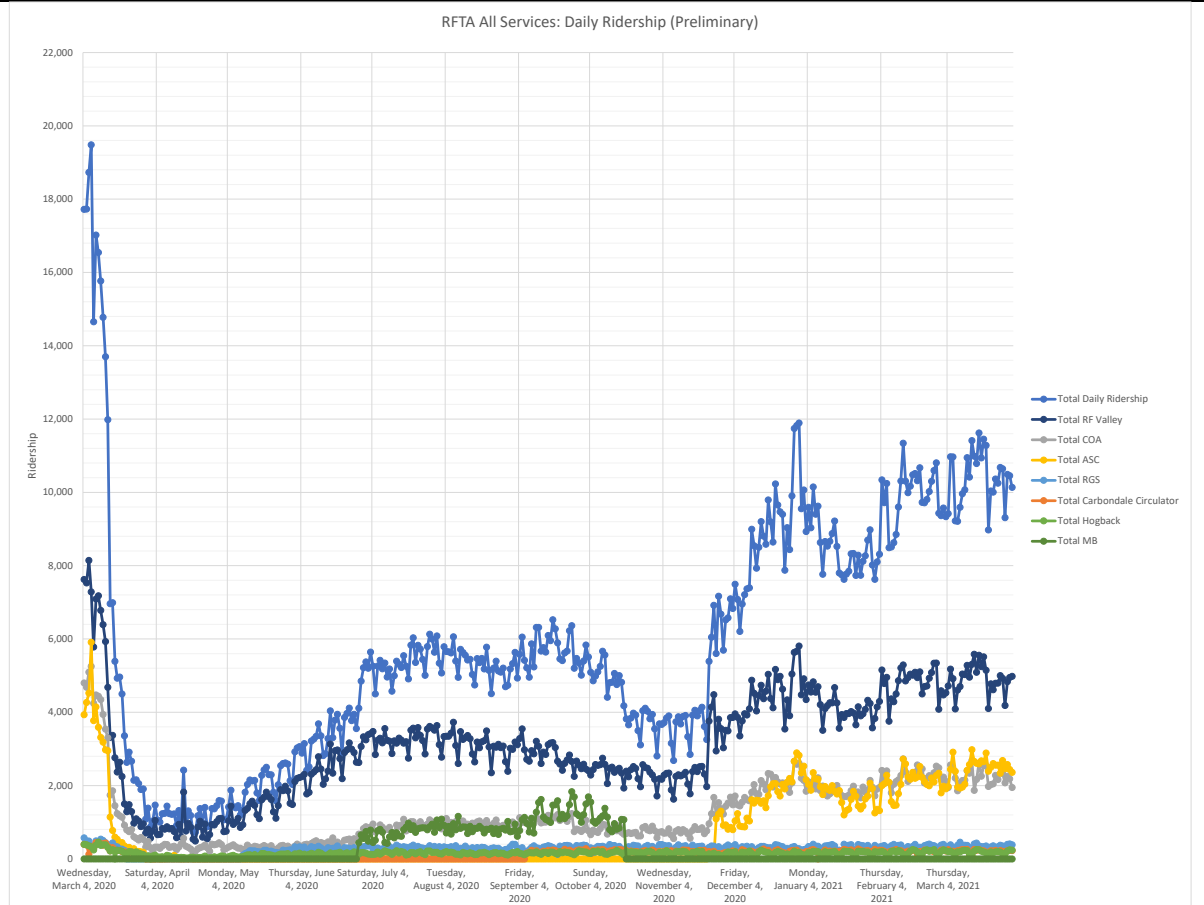
RFTA Trip Comparison by Service Level

	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	Subtotal Regional	299	556	257	86%
13	Ride Glenwood	22	22	-	0%
14	City of Aspen	206	323	117	57%
15	Buttermilk Skier Shuttle	0	72	72	N/A
16	Highlands Skier Shuttle	0	52	52	N/A
17	Total Local Circulator Trips	228	469	241	106%
18	Total Daily Trips	527	1,025	498	94%

4. **Ridership:** As the chart below indicates, average system-wide daily ridership during the winter season (which began on Monday, November 23) has increased by approximately 128% compared to the fall season (September 7 through Sunday, November 22). Average daily Hwy 82/TOSV/BRT & Local Service ridership has increased by approximately 83% compared to the average daily ridership during the fall. Winter season Hogback commuter bus service is up by approximately 1%. The Carbondale Circulator ridership has decreased by 3%. City of Aspen ridership has increased by 140%, and the Ride Glenwood service has increased 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 - 3/31/21

	A	B	C	D	E
	Route	Fall	Winter	# Vari	% Vari
1	RF Valley/BRT/Local/TOSV	2,460	4,499	2,039	83%
2	Hogback	168	170	2	1%
3	Carbondale Circulator	209	202	(7)	-3%
4	City of Aspen	844	2,026	1,182	140%
5	Ride Glenwood	315	325	10	3%
6	Aspen Skiing Company	-	1,896	1,896	N/A
7	Total	3,996	9,118	5,122	128%



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 March 26, the average percentage of bus trips requiring backup has been 3%. The number of regional backup buses needing to be deployed continues to be low. The added seating capacity on buses (50% instead of 15) and more frequent headways on BRT's have helped immensely. The upper valley between Aspen and Snowmass is where RFTA has experienced the greatest demand for backup buses this winter.

RFTA Regional Backup Bus Utilization Report - 3/26/21

	A	B	C	D	E
	Category	Fall	Winter	# Increase Fall - Winter	% Increase Fall - Winter
1	Total daily trips	299	553	254	85%
2	Trips with 18-24 passengers	41	64	23	56%
3	Percent trips with 18 - 24 passengers	17%	12%	-5%	-29%
4	Number of trips needing backup buses	41	17	(24)	-59%
5	Percent trips needing backup buses	17%	3%	-14%	-82%
6	Trips with more than 18 passengers	0.13	0	(0.1300)	-100%
7	Percent trips with more than 18 - 24	0.06%	0%	(0.0006)	-100%
8	Times passengers left behind	1	1	-	0%
9	# of Passengers left behind	2	3	1	50%

6. **Winter Staffing Levels:** RFTA’s winter season recruitment and training program for seasonal Bus Operators concluded in January. Due to turnover, RFTA did not meet its Bus Operator staffing level goal of 212 and, due to attrition, is current short by 23 Bus Operators (Line 9, Column D, below). Barring any unforeseen circumstances, and because the Highlands’ and Buttermilk Skier Shuttles will discontinue operations on April 4, 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-service training for RFTA Bus Operators. However, RFTA will need to recruit and train approximately 20-25 seasonal Bus Operators for summer.

RFTA Winter and Spring Bus Operator Staffing Plan (as of 3/29/21)

	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	157	155	155
2	Estimated Seasonal and Part-Time Bus Operators on Staff	7	5	33	0	0
3	Total FTE's, Seasonal and Part-Time Bus Operators on Staff	162	158	190	155	155
4	Estimated number of Bus Operators Unavailable due to COVID/Other	-6	-4	1	0	0
5	Total Estimated Bus Operators Available To Work	156	154	189	155	155
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	-43	8	-7
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	-23	21	7

7. **Bus Availability:** Currently, as the chart below indicates, RFTA has 120 heavy-duty transit buses available to operate its winter service plan. The peak daily pullout of buses requires approximately 91 buses, which allows for a 32% 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, especially since four fewer buses will be required to deliver service when Aspen Highlands and Buttermilk Ski Areas close on April 5. As of March 31st RFTA had 106 operable buses, or a surplus of 15 buses available for the peak pullout.

Shop	Buses at Location	Out of Service	Available	Peak Pullout	Deficit/Surplus
AMF	63	6	57	50	7
GMF	57	8	49	41	8
Total	120	14	106	91	15

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:

None to report at this time.

Attachments:

None.

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

Meeting Date:	April 8, 2021
Subject:	Adoption of Maroon Bells Bus Service Fare Structure for the 2021 Season
Strategic Outcome:	Accessibility and Mobility: RFTA will provide accessible, effective and easy to use mobility options that connect our region for all user types.
Strategic Objective:	2.2 Trail and transit users move safely, quickly and efficiently. 2.7 Provide convenient connections to key activity centers in service area.
Presented By:	Dan Blankenship, CEO
Staff Recommends:	Adopt the Maroon Bells Bus Service Fare Structure for the 2021 Season

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, as it was due to the late start in 2020, the season this year is planned to be either 126 days or 133 days.
2. As the chart below, indicates the estimated fully allocated pre-audit subsidy for the service in 2020 was \$187,748 or 21%, whereas the estimated subsidy in 2021, for a 133-day season, depending upon demand, is \$73,085 or 7%.

Maroon Bell Bus Service Revenue and Cost Estimates

	A	B	C
Line Item	Preliminary Unaudited 2020	Estimated Cost 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 Subtotal Operating Cost	\$789,016	\$999,203	
7 Allocated Training & Other Costs	\$118,908	\$85,847	
8 Total Operating Cost w Training/Oth	\$907,924	\$1,085,050	
9 RFTA Fare Revenue (net)	\$720,176	\$1,011,965	
10 Excess/(Shortage)	(\$187,748)	(\$73,085)	
11 Percent Subsidy	21%	7%	

**Executive
Summary:**

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, 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, is recommending several pricing changes to make the service more affordable for Senior Citizens and families, as well as to generate additional revenue, 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 help offset reductions in revenue due to the recommended discounts. A Public Hearing on the recommended fare increases is being 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:

Board Management Limitations’ Treatment of the Public, Policy 2.1.2 states, “The CEO shall not fail to clearly communicate to the public what may be expected from the services offered. The public shall be provided an opportunity to comment on proposed “major” service reductions and to any changes in fares at least 30 days prior to implementation of them.”

Note: The Public Comment period prior to the Public Hearing was slightly shorter than 30 days, i.e. the Public Hearing Notice regarding the proposed fare increase was published on March 11 in the Aspen Times, a total of 28 days prior to the Public Hearing. However, an article about the proposed fare increase appeared in the Aspen times on March 9. No written comments on the proposed fare increase were received prior to the Public Hearing.

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. Fires, highway closures, and 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
“BOARD GOVERNANCE PROCESS” AGENDA ITEM SUMMARY # 8. A.

Meeting Date:	April 8, 2021
Agenda Item:	RFTA Board Strategic Planning Retreat
Strategic Outcome	7.0 High Performing Organization
Strategic Objective	7.5 Ensure appropriate transparency of all RFTA business
Presented By:	David Johnson, Planning Director
Recommendation:	<p>Please provide direction regarding:</p> <ul style="list-style-type: none"> • Potential month for Retreat; • Location and format (in-person or remote or a combination) • Agenda topics; • Retreat Agenda Board Subcommittee members, if needed; and • Facilitator selection and other issues and preferences.
Core Issues:	<p>In previous years, the Board’s annual planning cycle has concluded on the last day of July, so that administrative planning and budgeting could be put in place by the beginning of the new calendar year; however, the Board has generally opted to conduct its Retreat earlier. This year, June or July appear to be the best months for the Retreat.</p> <p>Each year, the RFTA Board typically conducts a 6 or 7-hour Strategic Planning Retreat in lieu of the regularly scheduled Board meeting.</p> <p>In the past RFTA Board members have served on a Board Retreat Subcommittee, which works with the Board Chair and staff to determine the agenda. Topics for consideration might include:</p> <ul style="list-style-type: none"> • Strategic Plan: Are any revisions needed/desired? • Maroon Bells Service: Is it aligned with RFTA’s Mission? • What is the Vision for Regional Bike Share – First/Last Mile Mobility Services? • What are the Alternatives for the Glenwood Springs MOVE Study? • What is the post-pandemic outlook for RFTA services and programs? • What strategies should RFTA pursue to ensure that its services and programs are as inclusive and equitable as possible? <p>Staff also seeks input on the possible selection of a facilitator and whether the Retreat should be held in person or via Teleconference. If an in-person Retreat is desired, where should it be held?</p> <p>Another option might be to conduct a tour of RFTA facilities and services throughout the region, discussing select Retreat topics along the way and at stopovers.</p>

Background Info:	See Core Issues.
Policy Implications:	<p>RFTA Board Governance Process policy 4.3 states the following:</p> <ol style="list-style-type: none"> 1. The Board’s annual planning cycle will conclude each year on the last day of July so that administrative planning and budgeting can be based on accomplishing a one-year segment of long-term Ends. 2. The annual cycle will start with the Board’s development of its agenda plan for the next year. <ol style="list-style-type: none"> A. The Board will identify its priorities for Ends and other issues to be resolved in the coming year, and will identify information gathering necessary to fulfill its role. This may include methods of gaining ownership input, governance education, and other education related to Ends issues, (e.g. presentations by futurists, advocacy groups, demographers, other providers, staff, etc.).
Fiscal Implications:	Budget for Facilitation is approximately \$5,000 - \$10,000.
Attachments:	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: April 8, 2021

Chief Operating Officer Update, April 2021: 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"> 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. 		<ul style="list-style-type: none"> Order placed Scheduled for April/May 2021

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"> 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. 		<ul style="list-style-type: none"> Ten replacement buses have been ordered for a April/May 2021 delivery

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"> 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. 		<ul style="list-style-type: none"> 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.

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"> 2021 budget includes \$300,000 to go towards asphalt repair, fencing, rock scaling, shoulder improvements and culvert maintenance 		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"> 2020 Budget includes funding to purchase 5 expansion low floor clean diesel buses. 		<ul style="list-style-type: none"> RFTA took receipt of the five expansion buses in January and they entered revenue service February 27th.

C5 - Grand Avenue Corridor Study (MOVE) (27th 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: April 2021
<ul style="list-style-type: none"> 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 27th Street and downtown GWS. 		<ul style="list-style-type: none"> Parsons consulting has been re-tasked with completing this project after receiving the additional funding at March board meeting to complete project. Project updates are expected at either May or June board meetings. 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.

C8 - 27th 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"> 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 27th Street Station. 		<ul style="list-style-type: none"> RFTA staff and representatives have begun discussions with property owner regarding right to enter for appraisal and environmental work.

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"> RFTA staff continue to coordinate with Town of Snowmass on the design and implementation of the Snowmass Transit Center. 		<ul style="list-style-type: none"> RFTA staff continue coordination efforts with TOSM on design of Transit Center.



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: April 2021
<ul style="list-style-type: none"> In 2021 RFTA staff and design consultants plan to develop 100% design and construction documents of the 27th Street and SH-82 Underpass. RFTA plans to Bond for the remaining construction funding to allow for an October 2021 construction start date. 		<ul style="list-style-type: none"> Staff update provided at April Board meeting. Currently at 30% design.

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"> 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. 		<ul style="list-style-type: none"> RFTA is trying to initiate a partnership of interested stakeholders to move Buttermilk Underpass into design phase and establish a partnership for construction.

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: April 2021
<ul style="list-style-type: none"> 2021 Budget includes funding for Phase 2 Construction: Grading, Excavation, Fleet Maintenance Build Renovation & Expansion. 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. 	<p>Phase 2</p> <ul style="list-style-type: none"> Construction underway. <p>Phase 3,4,5,7</p> <ul style="list-style-type: none"> Grant Execution coordination with FTA and CDOT RFQ released March 17 	 <p>GMF Phase 2 Construction Activity</p>  <p>GMF Phase 2 Construction Activity</p>

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: March 2021
<ul style="list-style-type: none"> Staff will be requesting to roll forward 2020's budget for housing master planning and design to 2021. 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. 		

2021 Actuals/Budget Comparison (February YTD)

2021 Budget Year				
General Fund	February YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 103,041	\$ 89,117	15.6%	\$ 25,606,000
Property Tax	\$ 428,275	\$ 428,275	0.0%	\$ 10,945,000
Grants	\$ -	\$ -	#DIV/0!	\$ 1,401,678
Fares (2)	\$ 307,603	\$ 346,998	-11.4%	\$ 2,426,756
Other govt contributions	\$ 6,667	\$ 6,667	0.0%	\$ 1,625,299
Other income	\$ 226,277	\$ 222,042	1.9%	\$ 808,130
Total Revenues	\$ 1,071,863	\$ 1,093,100	-1.9%	\$ 42,812,863
Expenditures				
Fuel	\$ 266,037	\$ 346,962	-23.3%	\$ 1,794,137
Transit	\$ 5,443,627	\$ 5,970,872	-8.8%	\$ 30,278,835
Trails & Corridor Mgmt	\$ 44,629	\$ 48,997	-8.9%	\$ 670,770
Capital	\$ 2,914,851	\$ 2,818,407	3.4%	\$ 7,966,792
Debt service	\$ 1,321,108	\$ 1,321,108	0.0%	\$ 2,773,200
Total Expenditures	\$ 9,990,252	\$ 10,506,345	-4.9%	\$ 43,483,734
Other Financing Sources/Uses				
Other financing sources	\$ 3,697,803	\$ 3,697,803	0.0%	\$ 6,525,758
Other financing uses	\$ (499,544)	\$ (499,544)	0.0%	\$ (3,291,096)
Total Other Financing Sources/Uses	\$ 3,198,259	\$ 3,198,259	0.0%	\$ 3,234,662
Change in Fund Balance (3)	\$ (5,720,131)	\$ (6,214,987)	-8.0%	\$ 2,563,791

- (1) Timing issue, as the January and February sales and use tax Revenues are received 2 months in arrears (i.e. January sales and use tax revenue will be deposited in March and February sales and use revenue will be deposited in April).
- (2) Through February, fare revenue and ridership are lower by 55% and 49%, respectively, compared to the prior year. Over the course of the year, timing of bulk pass orders by outlets and businesses can affect the % change. The chart below provides a YTD February 2020/2021 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 2/2020	YTD 2/2021	Increase/ (Decrease)	% Change
Regional Fares	\$ 690,058	\$ 307,558	\$ (382,500)	-55%
Total Fare Revenue	\$ 690,058	\$ 307,558	\$ (382,500)	-55%
Ridership on RFTA Regional Services*:				
	YTD 2/2020	YTD 2/2021	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	139,092	75,505	(63,587)	-46%
BRT	185,392	98,087	(87,305)	-47%
SM-DV	26,497	5,898	(20,599)	-78%
Grand Hogback	21,175	10,060	(11,115)	-52%
Total Ridership on RFTA Fare Services	372,156	189,550	(182,606)	-49%
Avg. Fare/Ride	\$ 1.85	\$ 1.62	\$ (0.23)	-12%

* 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 February 2021 YTD				Hours February YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	818,801	832,893	(14,092)	-1.7%	41,463	41,602	(139)	-0.3%
City of Aspen	96,875	99,111	(2,236)	-2.3%	11,317	11,283	34	0.3%
Aspen Skiing Company	120,003	119,416	587	0.5%	8,458	8,309	149	1.8%
Ride Glenwood Springs	19,679	19,218	461	2.4%	1,589	1,576	12	0.8%
Grand Hogback	44,979	44,250	729	1.6%	1,968	1,851	117	6.3%
Senior Van	1,260	3,470	(2,210)	-63.7%	165	185	(19)	-10.4%
Subtotal - Transit Service	1,101,597	1,118,358	(16,761)	-1.5%	64,960	64,806	154	0.2%
Training & Other	-	4,879	(4,879)	-100.0%	3,372	7,172	(3,800)	-53.0%
Total Transit Service, Training & Other	1,101,597	1,123,237	(21,640)	-1.9%	68,332	71,978	(3,646)	-5.1%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Feb-20 YTD	Feb-21 YTD	# Variance	% Variance
City of Aspen	314,564	129,750	(184,814)	-58.75%
RF Valley Commuter	506,915	273,709	(233,206)	-46.00%
Grand Hogback	21,175	10,060	(11,115)	-52.49%
Aspen Skiing Company	265,192	114,999	(150,193)	-56.64%
Ride Glenwood Springs	28,369	19,508	(8,861)	-31.23%
X-games/Charter	32,756		(32,756)	-100.00%
Senior Van	826	113	(713)	-86.32%
MAA Burlingame		-	-	#DIV/0!
Maroon Bells		-	-	#DIV/0!
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	1,169,797	548,139	(621,658)	-53.14%

Subset of Roaring Fork Valley Commuter Service with BRT in 2019

Service	YTD Feb 2020	YTD Feb 2021	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	139,092	75,505	(63,587)	-46%
BRT	185,391	98,087	(87,304)	-47%
Total	324,483	173,592	(150,891)	-47%

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 27th Street Project, and 27th Street BRT Park and Ride Expansion Project (property acquisition). The preliminary estimate of the size of the bond issuance is approximately \$30-35 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 RFTA Board Audit Subcommittee . 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 & 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>

S&P Global Ratings Reaffirms its Long-Term Rating of “AA” for RFTA’s Outstanding Sales Tax Bonds and Revised its Outlook to Stable from Negative

On March 27, 2020, S&P Global Ratings revised its outlook to negative on mass-transit operators, including RFTA, as a reflection of the potential risk that macroeconomics effects of the COVID-19 global pandemic posed to sales tax revenue and overall operating performance. On November 2, 2020, S&P Global published its updated criteria “Global Not-For-Profit Transportation Infrastructure Enterprises” (TIE). On February 16, 2021, S&P Global informed RFTA that under their updated Global TIE criteria that it is conducting a review of RFTA’s creditworthiness. Since then, RFTA’s Finance staff worked diligently to provide the requested financial and operating information to the S&P as part of the review which S&P recently concluded. On March 26, 2021, S&P Global Ratings published its summary report on RFTA where it revised its outlook to stable from negative and affirmed its ‘AA’ long-term rating on RFTA’s outstanding sales tax bonds.

2021 Budget – Update

The 2021 adopted budget includes approximately \$62,000 for RFTA employee housing rental expenditures anticipated at Aspen Skiing Company (ASC) housing during the summer season. RFTA has been able to rental housing from ASC for the past few summer seasons; however, based on staff’s recent findings, it appears that the ASC housing is not available. Staff is actively searching for alternative employee housing options and will plan to shift these funds from ASC housing this summer to a new location.

Also the 2021 adopted budget includes the GMF Expansion Project – Phase 2. Staff plans to utilize \$160,000 of the \$250,000 already included in the 2021 adopted budget for GMF Phase 2 contingency funds to provide additional support from third party project management services due to recent unforeseen changes in internal RFTA staffing availability.

Planning Department Update, April 2021 – David Johnson, Director of Planning

Please see the “4-8-2021 Planning Department Update.pdf” included in the April 2021 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

**Facilities and Bus Stop Maintenance April 9, 2021
Facilities Capital Projects Update**

Projects currently under construction:

1. Phase 2 GMF expansion. The retaining walls to expand the GMF site are complete and the area that these walls have created is being prepped for asphalt. The new pavement is schedule to be place April 5 weather permitting. Work will then shift to replacing and reconfiguring the buildings water line.
2. The lease for the space for the new dispatch center is complete and staff will now begin remodeling the space to suit its use as a dispatch center and IT work shop. The current plan is to have the dispatch center functional by the end of July.
3. RFTA has received permission from the owner of the parcel at 505 27 Street in Glenwood Springs to begin the environmental work for the property. Staff from ERO will be on site April 8 to begin their work on the phase one environmental report, as well as the environmental work to support a categorical exclusion from the FTA for the parcel. Valbridge Property Advisors has begun work on the appraisal for the property and the staff at HC Peck has begun working with the owner on relocating their business.
4. The plan set has have been completed for the repairs to the Wingo Bridge and staff is currently preparing and RFP for this work to be released in April.
5. The scope of work for this year's repair and maintenance project for the Rio Grande Trail is complete and staff is preparing a RFP to be released in April.
6. The yearly sweeping, striping and general repairs to RFTA's asphalt parking surface is scheduled to begin mid-April.

Facilities projects budgeted for 2021

1. Acquisition of property in the vicinity of 27th Street in 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. Revision of the facilities storm water management plans.
6. Revisions and updates to the CNG emergency response plan at the GMF.
7. Development of an operations' dispatch center.
8. Parker House and Main Street Apartments condition assessment report.
9. Asphalt repair and maintenance project.
10. Development of a RFTA housing construction strategy.

Facilities projects completed to in 2021:

1. Demo of the MOC

Construction projects currently in the design process:

1. 27th Street pedestrian underpasses.
2. Phases 3-4-5 & 7 at 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 Paul on several ditch concerns, and determine a path to finalize agreements involving property boundary disputes. (Ongoing)
- **Recreational Trails Plan (RTP)** – The Planning and Facilities Departments are working collaboratively with regional stakeholders to update the 2005 Recreational Trails Plan (RTP). Following unanimous RFTA Board adoption of the Access Control Plan (ACP) in early 2018, the RTP is the second component plan of the larger Corridor Comprehensive Plan that guides management of the entire Rio Grande Railroad Corridor from Glenwood Springs to Aspen. (Ongoing)
- **Federal Grant Right of Way (fgrow) project** – Staff continues to identify and approach adjacent property owners located in the fgrow areas in an attempt to negotiate the exchange of Bargain and Sale deeds. Staff is in the process of finalizing paperwork for an FGROW section in Carbondale. (Ongoing)
- **Mid Valley Trails Committee (MVTC)** – Eagle County and RFTA staff are reviewing all of the original agreements regarding oversight of this committee and will be bringing a presentation to the RFTA Board sometime in the next few months.



- Staff is gearing up for spring!
 - 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 Emma Rd to allow biking, walking, and other trail use.

- Riverview Trail Update - more work in 2021 will occur; fencing/fall protection and asphalt paving will occur on the portion within RFTA ROW. This is a “safe routes to school project” that will connect people from CR 109 and the Westbank/Ironbridge neighborhoods up to the Rio Grande Trail.
 - Project is waiting for NTP from CDOT to advertise/put out for bids.
- 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 completed, civil/structural design is happening now, and construction is scheduled to begin sometime in 2021. Please see pages from the schematic design below.
- The “wildlife section” of trail, Catherine Bridge to Rock Bottom Ranch, closed for the winter season on November 30th at 5:00 p.m. This seasonal closure gives wildlife a break during the critical winter and early spring months, and the closure also affords animals uninterrupted travel from the Roaring Fork River bottom up to the Crown and beyond.
- Staff has been working with Back 40 Stories to create new information kiosk map/panels, survey existing trail amenities, and identify locations that could benefit from additional amenities, signs, etc.
- 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 – asphalt remove/replace and root barrier install.
 - Re-vegetation efforts.
 - Rio Grande ArtWay improvements.
- Our Seasonal Trail Technician, Kyle Pieti, will be returning to work in early April. We are excited to have Kyle back for his 3rd season on the Rio Grande Trail!

