

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

TIME: 8:30 a.m. – 11:00 a.m., Thursday, April 14, 2022

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

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

(This Agenda may change before the meeting)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	8:30 a.m.
2	Approval of Minutes: RFTA Board Meeting March 10, 2022, page 3		Approve	8:35 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	8:40 a.m.
4	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	8:45 a.m.
5	Consent Agenda:	2.10.6	Approve	8:55 a.m.
	A. 1517 Blake Avenue, Suite 202, Glenwood Springs; Potential Office Space Lease – Angela Henderson, Assistant Director, Project Management and Facilities Operations, page 13	4.2.5	Approve	
	B. Conversion of the 4th Street Railroad Crossing in Carbondale From a Private Crossing to a Public Crossing; Ongoing Railroad Corridor Cleanup – Angela Henderson, Assistant Director, Project Manager and Facilities Operations, page 15	4.2.5	Approve	
6	Presentations/Action Items:			
	A. RFTA Regional Bike Share/First-Last Mile Mobility Study Update David Johnson, Director of Planning, page 17	4.2.5	Discussion /Direction	9:00 a.m.
	B. RFTA Capital Projects Outlook and Funding Needs – Kurt Ravenschlag, COO and Mike Yang, CFAO, page 19	4.2.5	Discussion /Direction	9:50 a.m.
	C. SB22-180 – Regarding Possible Free Regional Commuter Service During One Month this Summer – Dan Blankenship, CEO, page 26	4.2.5	Discussion /Direction	10:30 a.m.
7	Board Governance Process:			
	A. RFTA Board Strategic Planning Retreat – David Johnson, Director of Planning, page 28	3.2.3	Discussion /Direction	10:40 a.m.
8	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 29	2.8.6	FYI	10:45 a.m.
	(Agenda Continued on the Next Page)			

	Agenda Item	Policy	Purpose	Est. Time
9	Issues to be Considered at Next Meeting:			
	To Be Determined at April 14, 2022 Board Meeting	4.3	Meeting Planning	10:50 a.m.
10	Next Meeting: 9:00 a.m. – 11:30 a.m., May 12, 2022, In-person at Carbondale Town Hall or via Webex Teleconference (Details to be provided later)	4.3	Meeting Planning	10:55 a.m.
11	Adjournment:		Adjourn	11:00 a.m.

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

Board Members Present:

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

Non-Voting Alternates Present:

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

Staff Present:

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Mike Hermes, Angela Henderson, Brett Meredith, Jud Lang, and Abbey Pascoe, Facilities and Trails Department; Paul Hamilton, Director of Finance; David Johnson, Director of Planning, Jason White, Assistant Planner; Jamie Tatsuno, Communications Manager; Rebecca Hodgson, Procurement Department

Visitors Present (in person or via WebEx):

Lynn Rumbaugh (City of Aspen); Linda DuPriest (City of Glenwood Springs); David Pesnichak (EOTC/Pitkin County); Mirte Mallory (WE-cycle); Scott Condon (Aspen Times); Tom Newland (NPR);and Adrian Witte (Toole Design)

Agenda

1. Call to Order/Roll Call:

Jeanne McQueeney called the RFTA Board of Directors to order at 8:50 a.m. McQueeney declared a quorum to be present (8 member jurisdictions present) and the March 10, 2022 RFTA Board of Directors meeting began at 8:51 a.m.

2. Approval of Minutes:

Art Riddile moved to approve the February 10, 2022, Board Meeting Minutes, and Greg Poschman seconded the motion. The motion was unanimously approved.

3. Public Comment:

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

No members of the public had any comments.

McQueeney closed Public Comments at 8:53 a.m.

4. Items Added to Agenda – Board Member Comments:

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

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

Poschman stated that Pitkin County has received approval for the Coal Basin project in the amount of \$1.2 million.

Bill Kane stated that the micro-transit service (Basalt Connect) is up and running and has already transported 822 passengers during the month of February.

Alyssa Sherk stated that she was not aware of the RFTA Flyer that runs from the Highlands to the mall. The Flyer is a much better and more available bus since the direct bus from Snowmass Village only runs at 1:00 a.m. and 1:00 p.m. She suggested getting more information out to the public regarding the Flyer services availability.

McQueeney closed Board comments at 8:56 a.m.

5. Consent Agenda:

A. Resolution 2022-05: Authorization to Submit Grant Application to Garfield County Federal Mineral Lease District (FLMD) – David Johnson, Director of Planning

RFTA staff will submit a Garfield County FMLD grant proposal for the Spring 2022 cycle, requesting \$500,000 in FMLD grant funds for Battery Electric Bus (BEB) Charging. This component was removed from the overall Regional Transit Center construction package due to cost escalations. These are still being designed and, as RFTA acquires additional funding, will be added back into the project.

If the grant proposal is approved, RFTA will need to commit up to \$214,587 in local matching funds. These funds will be committed from the Capital Reserves or bonds and/or cash reserves backed by RFTA's 2.65 mill property tax mill levy.

Riddile moved to approve Resolution 2022-05: Authorization to Submit Grant Application to Garfield County Federal Mineral Lease District (FLMD), and Jonathan Godes seconded the motion. The motion was unanimously approved.

B. Resolution 2022-06: Authorization to Submit USDOT RAISE Grant Application in Partnership with CDOT for RFTA Mobility Hub – David Johnson, Director of Planning

RFTA desires to partner with CDOT on developing and submitting a 2022 USDOT RAISE grant to create multimodal mobility hubs on the I-70 corridor between Glenwood Springs and Grand Junction. CDOT is working on creating multimodal mobility transportation hubs along the I-70 corridor between Glenwood Springs and Grand Junction. This will serve as the foundation for improved Bustang service, and for improved local and regional transit service connectivity.

One of the proposed Mobility Hubs would be located at the West Glenwood Springs Park and Ride, and incorporated into Phase 6 of RFTA's Glenwood Springs Maintenance Facility (GMF) Renovation and Expansion project. RFTA will utilize the grant funds for the transit plaza, some potential Park and Ride improvements, and an on-route Battery Electric (BEB) charger. The cost estimate for these infrastructure improvements is approximately \$6 million, and will require a \$1.5 million RFTA match.

Riddile moved to approve Resolution 2022-06: Authorization to Submit USDOT RAISE Grant Application in Partnership with CDOT for RFTA Mobility Hub, and if grant is approved, a RFTA local match of up to \$1.5 million, and Godes seconded the motion. The motion was unanimously approved.

C. Authorization for RFTA CEO to Enter into Lease for RFTA Seasonal Housing – Kurt Ravenschlag, COO

Staff seeks authorization from the Board to enable the CEO to enter into short-term lease agreements in 2022 to meet RFTA's seasonal housing needs. This year, RFTA has been able to secure the summer housing needed from The Snowmass Inn (10 units/10 beds) and we are working with the Aspen Skiing Company as well to secure units.

Staff is in discussions with several Roaring Fork Valley properties to secure between 25-60 additional beds. RFTA will lose 40 beds at Burlingame, 20 beds at Marolt, and 16 beds at the Roaring Fork Club at the end of April and will need units in May to accommodate existing new hires and additional summer seasonal staff, which is prompting the urgency of this request.

If approved, RFTA will utilize existing budget that was approved for 2022 from the seasonal employee housing line item to secure the new lease agreements. If additional budget is required for the fall/winter season, RFTA will either transfer potential budget savings from other line items into the housing line item, or return to the Board with a Supplemental Budget Appropriation request. Without knowing the details of the lease costs at this time, however, staff is unable to accurately assess whether there might be a need for additional housing budget.

Riddile moved to approve the Authorization for RFTA CEO to Enter into Lease for RFTA Seasonal Housing, and Godes seconded the motion. The motion was unanimously approved.

D. RFTA Board Concurrence with CEO Delegation of Authority – Michael Yang, CFAO

RFTA Board Governing Policy 3.3 delegates authority to the CEO (using reasonable interpretations of the Board's Ends and Management Limitations Policies) to establish procurement and other policies and procedures not explicitly stated in the RFTA Board's Governing Policies. The changes pertain to increased limits of contracting authority that the CEO plans to delegate to RFTA management personnel, therefore, the following information is being provided.

In accordance with RFTA Board Governing Policy 2.3, the CEO is authorized to execute contracts over \$50,000 without Board approval as long as the amounts for the contracts are included in the budget and appropriated prior to contracting.

The RFTA CEO plans to make the following changes in RFTA's procurement policies in order to delegate more contracting authority to the Chief Financial and Administrative Officer (CFAO), Chief Operating Officer (COO), Department Directors, and Project Managers:

- **RFTA Chief Operating Officer and RFTA Chief Financial & Administrative Officer:** \$250,000 contracting authority for budgeted items.
- **RFTA Department Heads:** \$150,000 contracting authority for budgeted items.
- **RFTA Project Managers:** Up to \$150,000 in contracting authority may be delegated on a per-project, case-by-case basis, to manage change orders and minor contract revisions.

RFTA staff responsible for making contract decisions, within the limits of their delegated authority, will be accountable for their actions, and the decisions will be supported by clear documentation, sound analysis, and a full understanding of the consequences of contracts and changes. All RFTA Contracts will continue to be reviewed by RFTA Legal Counsel prior to execution.

Riddile moved to approve the RFTA Board Concurrence with CEO Delegation of Authority, and Godes seconded the motion. The motion was unanimously approved.

6. Presentations/Action Items Agenda:

A. Covenant Enforcement Commission (CEC) 2021 Report – Abbey Pascoe, EAM Administrator and Railroad Manager and Brett Meredith, RFTA Trail Manager

The following is a summary of new and pre-existing violations in the Rio Grande Trail Corridor Right-of-Way (ROW):

New Violations

- Area #4 (Milepost 10.79) – Gravel storage and access in ROW.
 - RFTA staff will contact property owner to discuss removal of items. Fencing might be appropriate along this area.
- Milepost 14.2 – Newly excavated area adjacent to and possibly on the corridor.
 - RFTA staff will contract property owner to discuss removal of items. Fencing might be appropriate along this area.
- Area #6 (Milepost 21.3) – Newly placed debris from irrigation ditch.
 - RFTA staff will contract property owner to discuss removal of items. Fencing/signage might be appropriate along this area.
- Milepost 25.15 – Private pathway in corridor. Pathway is more substantial than the typical private trail placed to access the Rio Grande Trail. The area of disturbance within the corridor is about 800 – 1,000 square feet.
 - RFTA staff will contact property owner to discuss issues surrounding the private access, which include the safety of all trail users.

Existing Violations

- Milepost 9.37 – New landscaping around the “Aspen Glen” sign, including irrigation and lighting.
 - RFTA staff will contact Aspen Glen to discuss planted material.
- Area #6 (Milepost 18.71) – Shed continues to exist on the corridor.
- Area #6 (Milepost 19.80) – Berm and structure in rail corridor.
 - RFTA staff has been working with the landowner and is close to determining a solution.
- Area #7 (Milepost 22.8 to 23.1) – A sign stating the trail is crossing private property is located within the corridor.
- Area #7 (Milepost 24.55) – Marking along the edge of a green repair area, which is also close to or within the corridor. Possible new irrigation line or could mean a water hazard, along with vegetation.
 - RFTA staff should contact the Roaring Fork Club on this matter.
- Milepost 25.32 to 25.49 – Lawn encroachments into Rail Corridor.
 - RFTA staff will contact property owners to discuss options for compliance.
- Milepost 29.04 – New path to private river access from trail. The path does not cross the trail but starts on the south side of trail and goes to the river.
 - RFTA staff to contact property owner to discuss options for compliance.

Overall, the corridor is in good condition, the trail is well used and maintained; no significant weed infestations or trash accumulations were present other than debris from ditch clearing, and gravel.

Brett Meredith and Abbey Pascoe requested direction on how aggressive they should be with property owners in order to get existing violations resolved. Regarding violations that have been on the CEC report numerous times, Dan Richardson stated that it is time to get them taken care of. RFTA staff should take serious measures, including legal actions, in order to clear up violations in the ROW.

Poschman stated that if RFTA staff is having any trouble getting responses from Pitkin County, to please reach out to him and he will be happy to help get violations resolved.

Ben Bohmfalk questioned how the issue in conservation area #5 is going. This issue is regarding trash under the bridge abutments and piers and graffiti on bridge girders and posts in the Town of Carbondale.

Angela Henderson responded that RFTA staff has discussed the situation with its rail attorneys, however, the issue continues to be an ongoing challenge.

McQueeney stated that it is the consensus of the Board that RFTA staff be authorized to be as aggressive as necessary in order to get violations resolved.

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

WE-cycle requires a funding commitment from RFTA in order to launch existing and modestly enhanced and expanded bike-share services in the Mid-Valley and Aspen communities this coming Spring. WE-cycle, in cooperation with RFTA and the local communities, will commence planning for system startups in Carbondale and Glenwood Springs in 2023 and 2024.

RFTA will enter into an Interim Grant Agreement with WE-cycle for 2022. The interim grant agreement will allow for system repairs and maintenance, technology upgrades, increased staffing and compensation/benefits, and an expansion in existing We-cycle service areas. The grant agreement will initiate planning for bike-share system startups in Carbondale in 2023 and in Glenwood Spring in 2024.

For 2022, no additional local funding commitments for operations are necessary beyond the existing jurisdictions' budgeted funds. RFTA's commitment for Administration, Operations, system modernization, and planning, will be approximately \$728,000 and its commitment for capital will be \$66,480, for a total contribution of 794,480. RFTA funding for the 2022 Interim Agreement is included in Supplemental Budget Resolution 2022-08. For the longer-term plan, the preliminary plan forecasts indicate that designated Destination 2040 funding will not cover the entire capital cost of regional expansion or the annual operating costs.

2022 WE-cycle Capital Expenditures:

Total Capital: \$340,600

- 2 solar-powered e-stations
- 26 e-bikes
- 32 map panels
- New capital funded 80% RFTA, 20% local match
 - RFTA - \$88,4803
 - Aspen - \$8,260
 - Basalt - \$12,130
 - Eagle County - \$1,860
 - Pitkin County - \$9,410
 - Snowmass Village - \$460
- City of Aspen secured a CMAQ grant for \$180,000 for 5 solar-powered e-stations
- Capital funding request for Carbondale deferred until Summer 2022

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

RFTA will enter into a five-year Agreement with WE-cycle (subject to annual appropriations) to provide the regional bike-share services for each of the participating jurisdictions each year, according to the annual Scope of Work included in the multi-jurisdiction MOU.

**Long-Term O&M Funding Concept
Operations and Maintenance**

- Regional Trunk-line
 - Overall administration, year-round staff, continuation of fare-free service, insurance, system-wide expenses
- Local Operations
 - Service requirements for a specific number of bikes, stations, and staffing hours
- System Planning
 - Station siting and planning, community engagement, communications, and launch coordination

The phasing plan, long-range financing plan, and recommended governance structure will be incorporated in a draft report that will be presented to the RFTA Board for review in April. A final report and recommendations will be presented, most likely in May 2022.

C. Sustainable Workforce Strategy – Michael Yang, CFAO and Kurt Ravenschlag, COO

Due to the additional challenges that RFTA’s workforce has experienced during the 2021/2022 winter high season, staff recommends implementing a discretionary employee recognition bonus program for the season that is to be paid at the end of April. The total estimated cost of the bonus program is approximately \$350,000 and can be funded using a portion of the estimated \$9 million of excess surplus over the \$23 million surplus that is reflected in Resolution 2022-08.

The maximum bonus amount is \$1,000 for a frontline employee and \$500 for a non-frontline employee. The bonus scales for RFTA frontline and non-frontline workforce will be based on percentage of hours worked during the winter season.

The bonus will provide a much-needed morale boost that should enable RFTA to make a strong finish to the winter season.

Dan Richardson questioned what the definition of comp time earned is.

Michael Yang responded that it is any time over 40 hours, not paid out as over-time.

McQueeney stated that it is important to acknowledge the non-frontline employees as well.

7. Public Hearing:

A. Resolution 2022-07: 2021 Supplemental Budget Appropriation – Michael Yang, CFAO and Paul Hamilton, Director of Finance

The following budget items will be transferred from the 2021 budget to the 2022 budget:

General Fund:

- **Bus Replacements:**
 - (\$2,368,000) decrease in Grant Revenues
 - (\$2,368,000) decrease in Other Financing Sources
 - (\$5,328,000) decrease in Capital Outlay
- **Traveler Van Replacement:**
 - (\$72,160) decrease in Grant Revenues
 - (\$18,040) decrease in Other Government Contributions
 - (\$91,522) decrease in Capital Outlay
- **Vehicle Maintenance Projects:**
 - (\$100,400) decrease in Capital Outlay
- **GMF Expansion Project - Phase 2:**
 - (\$1,005,958) decrease in Capital Outlay
- **GMF Expansion Project – Phases 3, 4, 5, and 7:**
 - (\$27,451,000) decrease in Grant Revenues
 - (\$27,240,598) decrease in Capital Outlay
- **27th Street Underpass Project:**
 - (\$3,050,392) decrease in Grant Revenues
 - (\$3,550,392) decrease in Capital Outlay
 - (\$500,000) decrease in Other Governmental Contributions
- **Paepcke Transit Hub Project Contribution:**
 - (\$50,000) decrease in Capital Outlay
- **Brush Creek P&R EOTC Contribution:**
 - (\$500,000) decrease in Capital Outlay
- **RFTA Housing Replacement – Design:**
 - (\$895,165) decrease in Capital Outlay
- **Parker House Improvements:**
 - (\$81,315) decrease in Capital Outlay
- **USFS Housing Study Conceptual Design Contribution:**
 - (\$12,500) decrease in Capital Outlay
- **(BEB) Renewable Energy Offset:**
 - (\$10,000) decrease in Capital Outlay
- **Regional Bike Share Study / First and Last Mile Mobility Development Plan:**
 - (\$29,081) decrease in Capital Outlay
- **Community and On-Board Surveys:**
 - (\$55,000) decrease in Capital Outlay
- **Contribution to River Walk Trail Crossing:**
 - (\$200,000) decrease in Capital Outlay
- **IT Projects and Equipment:**
 - (\$742,600) decrease in Capital Outlay
- **Contributions (LoVa Trail and WE-Cycle):**
 - (\$188,987) decrease in Transit (LoVa Trail)
 - (\$15,000) decrease in Transit (WE-Cycle)
 - (\$4,510) decrease in Capital Outlay (WE-Cycle)
- **Planning Projects:**
 - (\$29,000) decrease in Transit
- **Facilities Projects:**
 - (\$49,205) decrease in Capital Outlay
- **Trail Projects and Equipment:**
 - (\$218,000) decrease in Other Government Contributions

- (\$563,240) decrease in Capital Outlay
- **Bus Stops/PNR Fund Transfers:**
 - (\$46,100) decrease in Other Financing Uses
- **Debt Service Funds Transfers:**
 - (\$80) decrease in Other Financing Uses
- **Capital Project Funds Transfers:**
 - (\$8,280) decrease in Other Financing Sources
- **Investment Income:**
 - (\$166,300) decrease in Other Income

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

- **505 27th Street Project:**
 - (\$46,100) decrease in Other Financing Sources
 - (\$46,100) decrease in Transit

Series 2021A Capital Projects Fund:

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

Series 2012A Debt Service Fund:

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

Series 2013B Debt Service Fund:

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

Series 2019 Debt Service Fund:

- \$289 increase in Other Income
- (\$289) decrease in Other Financing Sources

Series 2021A Debt Service Fund:

- \$20 increase in Other Income
- (\$20) decrease in Other Financing Sources

McQueeney asked if any member of the public would like to address the Board or make a comment regarding Resolution 2022-07: 2021 Supplemental Budget Appropriation.

No members of the public had any comments.

Richardson closed Public Comments at 10:35 a.m.

Torre moved to approve Resolution 2022-07: 2021 Supplemental Budget Appropriation, and Kane seconded the motion. The motion was unanimously approved.

- B. Resolution 2022-08: 2022 Supplemental Budget Appropriation – Michael Yang, CFAO and Paul Hamilton, Director of Finance**

Resolution 2022-08 includes all items described in Resolution 2022-07, and also includes the following New Budget items:

New Budget Items:

Grant Revenues:

- **CDOT Capital Grant (ARPA):**
 - \$1,000,000 increase in Grant Revenues
- **USDOT BUILD Capital Grant:**
 - \$9,000 increase in Grant Revenues
- **FTA 5304 Planning Grant:**
 - \$75,620 increase in Grant Revenues
- **2021 5311 Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Operating – Hogback Service Grant:**
 - \$100,000 increase in Grant Revenues

27th Street Underpass Project: RFTA received an additional \$250,000 contribution from the City of Glenwood Springs for the 27th Street Underpass project to fund added snowmelt system. This increases the City's contribution to \$750,000.

- \$250,000 increase in Other Governmental Contributions
- \$250,000 increase in Capital Outlay

WE-Cycle

- **System Expansion:**
 - \$36,600 increase in Capital Outlay
 - \$32,120 increase in Other Governmental Contributions
- **Operating and Planning for Modernization and Expansion:**
 - \$538,000 increase in Transit

AABC Integrated Clean Energy Projects:

- \$213,750 increase in Capital Outlay

Paepcke Transit Hub Project: The City of Aspen has identified the intersection of Main and Garmisch Streets in Aspen as in need of improved bus stop, multimodal infrastructure, and enhanced pedestrian safety enhancements. The original 2021 budget included a RFTA contribution of \$50,000 for this project and the City is requesting an additional \$50,000 contribution, for a total contribution of \$100,000 to the project. The additional request is being made due increases in project costs.

- \$50,000 increase in Capital Outlay

Employee Discretionary Bonuses

- \$350,000 increase in Transit

Special Revenue Fund – Service Contracts:

- **New Appropriation:**
 - \$85,000 increase in Service Contract Revenue
 - \$6,700 increase in Fuel
 - \$76,300 increase in Operating
 - \$2,000 increase in Capital

McQueeney asked if any member of the public would like to address the Board or make a comment regarding Resolution 2022-08: 2022 Supplemental Budget Appropriation.

No members of the public had any comments.

Richardson closed Public Comments at 10:43 a.m.

Torre moved to approve Resolution 2022-08: 2022 Supplemental Budget Appropriation, and Richardson seconded the motion. The motion was unanimously approved.

8. Board Governance Process:

A. RFTA Board Strategic Planning Retreat – David Johnson, Director of Planning

RFTA is planning to conduct the annual Board Strategic Planning Retreat in June or July of this year. Staff is requesting general direction and ideas on:

- Month/date of Retreat
- Location
- Facilitator
- Subcommittee members

Greg Poschman, Jeanne McQueeney, and Alyssa Shenk volunteered to sit on the RFTA Board Retreat subcommittee. If any Board member have suggestions on a facilitator or venue for the Retreat they are to email David Johnson, djohnson@rfta.com.

9. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

Michael Yang requested volunteers to sit on the RFTA audit subcommittee. Alyssa Shenk, Ward Hauenstein, and Torre volunteered to be a part of the RFTA audit subcommittee.

Kurt Ravenschlag informed the Board about a driver recruitment campaign targeted towards locals of our area. The campaign will involve the wrapping of the driver side of five 45' coaches along with digital and print materials. The campaign tag line is "Drive your Life" with the notion that RFTA provides the ability for our employees to work to live vs living to work.

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

11. Next Meeting: 8:30 a.m. – 11:30 a.m.; April 14, 2022, Carbondale Town Hall, Room 1 and via WebEx Teleconference, for those who are unable to attend in person.

12. Adjournment:

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

The March 10, 2022 RFTA Board Meeting adjourned at 11:08 a.m.

Respectfully Submitted:

Nicole R. Schoon
Secretary to the RFTA Board of Directors

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 5. A.

Meeting Date:	April 14, 2022
Subject:	Lease 1517 Blake Street, Suite 202, Glenwood Springs, CO 81601
Strategic Outcome:	Sustainable Workforce: RFTA will ensure organizational sustainability by enhancing its ability to continue to recruit and retain an engaged, well-trained, resilient professional workforce
Strategic Objective:	3.8 Provide employees with the tools, space and equipment to maximize efficiency and safety
Presented By:	Angela M. Henderson – Assistant Director, Facilities Operations and Project Management
Staff Recommends:	Please authorize staff to negotiate and sign a lease and approve the budget for another suite at the 1517 Blake Street offices once approved as to form by the RFTA general counsel, Paul Taddune.
Executive Summary:	<ul style="list-style-type: none"> • RFTA currently leases two separate office spaces at the 1517 Blake Street office, Suite 201 and Suite 102. The two offices house the Traveler, their vehicles and several RFTA administrative staff from various departments. • As RFTA has continued to grow in size, the RFTA Administrative staff has also continued to grow and has now outgrown the two current shared spaces. • The Blake Street property owner, High Country Engineering, has offered to lease RFTA another vacant office space in this same building, Suite 202. The new space will accommodate a temporary customer service center, the customer service operations manager and three safety and training staff members who do not currently have a desk in a RFTA facility.
Background/ Discussion:	<ul style="list-style-type: none"> • If the RFTA Board authorizes staff to negotiate a lease for Suite 202, staff will work to negotiate and take control of the premises effective Monday, April 18, 2022. • The initial lease term will be for three years, with an option to extend for two additional one-year terms. • The new lease rate, effective April 18, 2022 will be \$??SF + a percentage of the monthly building maintenance costs. The rate will remain the same through April 30, 2025. • This office and the other two offices at Blake Street will continue to house RFTA staff until a new office space is built to accommodate RFTA staff at the Glenwood Maintenance Facility • Staff will provide an overview of the current office count vs. office availability as part of the presentation.
Governance Policy:	2.3.7 - With respect to financial condition and activities, the CEO shall not cause or allow the development of fiscal jeopardy, or a material deviation of actual expenditures from the Board’s Ends priorities, which includes to acquire, encumber or dispose of real property.

Fiscal Implications:	<p>The total estimated rent budget for this office in 2022 will be \$21,900.00, the operating expenses for the remainder of the year are estimated to be \$22,000.00 and the estimate for the costs associated with setting up the office for the RFTA Administrative Staff is approximately \$50,000.00, for an estimated supplemental budget request at the May 12,2022 RFTA Board meeting of approximately \$93,900.</p>
Attachments:	<p>Staff will provide the Board with the Draft Lease Agreement for 1517 Blake Street, Suite 202, Glenwood Springs, CO. 81601 (which is in the process of being developed) at the April 14, 2022 Board meeting.</p>

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

Meeting Date:	April 14, 2022
Subject:	PUC Application to Convert the 4 th Street Railroad Crossing in Carbondale to a Public Street Crossing
Strategic Outcome:	2.0 – Accessibility and Mobility
Strategic Objective:	2.1 Rio Grande Railroad Corridor/Rio Grande Trail is appropriately protected and Utilized
Presented By:	Angela Henderson, Assistant Director, Project Management & Facility Operations and Kevin Schorzman – Town of Carbondale Public Works Director
Staff Recommends:	Approval to submit Joint Application to the Colorado Public Utility Commission for a change in use from a private to a public crossing of the RFTA Railroad Corridor at 4th Street in Carbondale, once the PUC application is approved “as to form” by the RFTA General Counsel
Executive Summary:	The 4th Street crossing of the Railroad Corridor was converted to a public use in 2002. Unfortunately, there was no application to the Colorado Public Utility Commission to review and approve this change in use at that time.
Background/ Discussion:	<ul style="list-style-type: none"> • In 2002 Carbondale LLC., a private entity, deeded a parcel of property to the Town of Carbondale to create 4th Street • 4th Street was built, but no application was filed with the Colorado Public Utilities Commission (C.P.U.C.) to change the designation from a private crossing to a public street crossing of the RFTA Railroad Corridor. • As a reminder, RFTA’s authority over the railroad corridor is limited to approving private crossing requests. All public crossings have to be reviewed and approved by the C.P.U.C. • Staff has been working together with RFTA’s member jurisdictions to clean up any discrepancies in uses identified up and down the railroad corridor. The 4th Street crossing has been on staff’s radar for a few years and we are finally able to address the need for a change in use from private to public on behalf of the Town of Carbondale. • Staff is requesting approval from the RFTA Board to apply to the C.P.U.C. to request a change in designation from private use to a public street crossing. • This will clean-up a longstanding issue and allow the Town of Carbondale staff to better prepare for an eventual Industry Way connection to Merrill Avenue/4th Street. • Staff used this same joint process for Southside Drive in Basalt in 2017. • Once the application is filed, there is a 30-day public hearing period before a decision is rendered by the C.P.U.C. • Staff does not believe that there will be any controversy involved in converting this crossing from a private to a public use. • Kevin Schorzman will be securing approval from the Carbondale Trustees for a joint application to the C.P.U.C., at the Tuesday, April 12, 2022 Trustees meeting. Staff will have their decision in advance of the RFTA Board of Director’s meeting on April 14, 2022.

	<ul style="list-style-type: none"> The exhibit for the application is complete and attached here. We are waiting on receipt of the C.P.U.C. application from our State rail attorney, Cash Parker. We hope to have it available for the April 14th Board meeting, but if not, we would respectfully request that you authorize the CEO to sign it once it is complete and approved as to form by the RFTA General Counsel.
Governance Policy:	2.8.1 – Preserve the Rio Grande Railroad Corridor’s railbanked status under 16 U.S.C.1247(), under the jurisdiction of the STB for Freight Rail Service
Fiscal Implications:	Cost to develop exhibit and time for attorney to review and apply to PUC for approval. Staff has the budget available in the 2022 budget.
Attachments:	Yes, please click on this link: “ 4th Street C.P.U.C Exhibit A-1.pdf ,” and “ 4th Street Profile C.P.U.C. - Exhibit A-2.pdf ,” or see “4th Street C.P.U.C Exhibit A-1.pdf,” and “4th Street Profile C.P.U.C. - Exhibit A-2.pdf,” included in the April 2022 RFTA Board Meeting Portfolio attached to the e-mail transmitting the RFTA Board Agenda Packet.

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

Meeting Date:	April 14, 2022
Subject:	Regional Bike Share/First and Last Mile Mobility (FLMM) Update
Strategic Outcome:	2.0 ACCESSIBILITY AND MOBILITY
Strategic Objective:	2.4 Provide increased first and last mile options for customers throughout service area
Presented By:	Adrian Witte, Toole Design
Staff Recommends:	Review and comment on overall Bike Share Plan, including the Governance Model, Expansion Plan, and Funding Proposal
Executive Summary:	<p>On April 5, 2022, the consultant team met with the Technical Advisory Committee to review draft bikeshare system plans, governance structure, estimated capital and operating costs, and proposed funding by RFTA, Destination 2040, the EOTC, and the local jurisdictions. Absent local government staff concerns about committing to the more conceptual, longer-term phases in advance of elected officials’ review and approval, the TAC was comfortable with governance structure, expansion plans, and funding plans, and noted the large share of capital and operating costs to be assumed by Destination 2040 and RFTA.</p> <p>The bike share expansion plans, governance model and funding proposal are outlined in the attached PowerPoint and will be presented by Adrian Witte, Toole Design during the April 14 RFTA Board meeting.</p> <p>Next Steps</p> <ul style="list-style-type: none"> • May 2022: Draft Regional Bikeshare Plan presented to the RFTA Board for adoption and Draft MOU presented to RFTA Board • June 2022: Finalize MOU for RFTA Board adoption • June 2022 and beyond: Briefing sessions with local jurisdictions to seek adoption of MOU
Background/ Discussion:	<p>Destination 2040 committed approximately \$1.2 million in capital funding and about \$550,000 per year in operating funds (increasing by an estimated 3% per year) for the expansion of the WE-cycle bike sharing program to Carbondale and Glenwood Springs, where no bike share currently exists, and for bike share expansion in Aspen and Basalt.</p> <p>In March 2021, RFTA enlisted Toole Design to help develop a bike share implementation and/or expansion plan for each of RFTA’s member jurisdictions.</p>
Governance Policy:	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
Fiscal Implications:	<ol style="list-style-type: none"> 1. The estimated cost of the RBSS and FLMM Development Plan is approximately \$200,000. An additional \$43,660 has been allocated to WE-cycle to serve as a resource expert for the study.

	<p>2. For 2022, no additional local commitments are required for 2022 administration, operations, and planning beyond jurisdictions' already budgeted funds. RFTA's commitment will be about \$794,480, an amount that is within available Destination 2040 funds and RFTA's 2022 budget commitment for WE-cycle operations in the amount of \$190,000.</p> <p>3. In future years, as outlined in the attached presentation, the following funding is estimated to be needed to implement the "D2040 Implementation + Enhanced Upper Valley Service" scenario:</p> <ul style="list-style-type: none"> a. Capital: \$3,689,000 (\$3,045,000 RFTA / \$644,000 local match) b. Years 2023-2029 Total Operating: \$15.24 million (\$7.65 million RFTA / \$1.47 million WE-cycle / \$0.79 million EOTC / \$5.33 million local match)
<p>Attachments:</p>	<p>Yes, please click on this link: "First-Last Mile Mobility Study Board Presentation.pdf," and "RFTA - WE-cycle Long-Term Agreement Framework.pdf," or see "First-Last Mile Mobility Study Board Presentation.pdf," and "RFTA - WE-cycle Long-Term Agreement Framework.pdf," included in the April 2022 RFTA Board Meeting Portfolio attached to the e-mail transmitting the RFTA Board Agenda Packet.</p>

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

Meeting Date:	April 14, 2022
Subject:	RFTA Capital Projects Outlook and Funding Needs
Strategic Outcome:	1.0 Safe Customers, Workforce and General Public 2.0 Accessibility and Mobility 9.0 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 2.2 Trail and transit users move safely, quickly and efficiently 2.3 Increase alternative mode splits throughout the region 2.4 Provide increased first and last mile options for customers throughout service area 2.6 Identify and reduce barriers to riding transit and accessing trails 7.1 Optimize the use of RFTA assets through capital improvement planning, preventative maintenance and asset management
Presented By:	Kurt Ravenschlag, COO Mike Yang, CFAO
Staff Recommends:	Staff is seeking RFTA Board of Directors input regarding the identified Capital funding needed to advance projects over the next two-year horizon, as well as its preferences for securing it.
Executive Summary:	<p>RFTA staff is in the process of advancing several capital projects associated with RFTA’s Destination 2040 Plan. Many do not yet have full funding secured or committed to advance them to construction or purchase. The purpose of this agenda item is to update the Board on what staff believes to be a two-year horizon of additional funding needed to advance and complete several projects and initiatives, as well as to explore several possible funding mechanisms for them.</p> <p>Projects RFTA is looking to advance over the next two years are the following:</p> <ul style="list-style-type: none"> • Glenwood Maintenance Facility Phases 3, 4, 5, and 7 • 27th Street/HWY 82 Underpass • Glenwood Maintenance Facility Phase 6/Transit Center • Bike Share Expansion • RFTA Housing • Bus Replacement <p>RFTA Staff are in the process of advancing several RFTA Destination 2040 projects through design/bid, design/build, or the competitive purchase of capital equipment. Parallel to this process, staff is working to secure full funding to advance these projects to contract or purchase; many of which still have estimated ranges of potential funding gaps, depending on how various grant pursuits play out.</p>

This agenda summary describes the projects and funding nuances as well as conveys RFTA's current financial position to address these gaps.

Table 1. RFTA Capital funding Needs over next 2-5 years

	Potential Funding Gap	Potential Solution	Decision Date
GMF Phase 3, 4, 5, 7	\$6.2m - \$8.2m	RFTA/Grants	May 2022
27th/HWY 82 Underpass	\$0 - \$7.8m	RFTA/GWS/RAISE Grant Pending	Sept. 2022
GMF Phase 6/Transit Center	\$8.2m - \$16m	RFTA/RAISE Grant Pending	Sept. 2022
Bike Share	\$1.9m	RFTA (FLMM Reserve)	Over next 7 years
RFTA Housing	\$6.3m - \$15.6m	RFTA/Grants	Over next 2 years
Buses	\$5.34 - \$26.7m	RFTA/Grants	Over next 2 years
Total	\$31.6m - \$75.6m		

Glenwood Maintenance Facility Phases 3, 4, 5 and 7:

The GMF Phase 3, 4, 5 and 7 Project will add needed vehicle capacity for maintenance, storage, and fueling, as well as an operations center. This project is being delivered through a design/build contract, which was executed for a portion of the program. When RFTA received the design/build bids we were over budget and needed to remove project items in order to advance the contract and work with the funding available. At this point in time, it is estimated that the items removed total approximately \$17.8 million. This funding gap could grow with any further project delays. RFTA has currently been notified of receiving an additional \$9.35 million from FTA 5339 funding, which will reduce the funding gap to approximately \$8.1 million. There are two additional grants pending that could reduce the funding gap even further. The items removed include one of the two 30-bus indoor storage buildings, secondary fueling and wash lanes, Battery Electric Bus charging infrastructure, and a bus canopy for outdoor pre- and post- trip inspections. These project elements are critical for RFTA to accomplish its mission over the next 20 years. The decision to add these project elements back into the construction contract will likely need to occur in May 2022. Funding for this project is RFTA's most critical need and additional delays in locking in prices may result in significant cost escalation. Absent additional grant funds or other available revenue, staff will likely recommend that reserve funds be used to fill any potential funding gap.

27th Street/HWY82 Underpass:

In the Destination 2040 Plan, the 27th Street/HWY82 Underpass was identified as a critical piece of infrastructure in Glenwood Springs to allow pedestrians and cyclists to safely travel across 27th Street on the Rio Grande Trail and under Highway 82 to the RFTA 27th Street BRT Transit Station. This project will not only provide safe travel for pedestrians and cyclists, but will also allow for better vehicular operation of the 27th

Street/Highway 82 intersection. This project has a number of funding sources, primarily from RFTA, at about \$6,55 million, \$4.05 million in grants and \$750k from Glenwood Springs. After receiving bids, the project was approximately \$6.07 million over budget.

RFTA is working with CDOT to submit a Federal USDOT RAISE grant application to fill the funding gap, however, we estimate that delaying the project until next year could increase the gap to approximately \$7.8 million, which is the amount being requested in the application. The plan is to use the existing local and grant funding committed to the project to match the grant request. RAISE grant announcements are anticipated in September of 2022 and, if full funding amounts are not provided, decisions will need to be made on how to fill any potential remaining funding gap. The City of Glenwood Springs is a partner in this project and has entered into an IGA with RFTA to share project overruns. However, if the gap is too large for the City and RFTA, staff may recommend that the project be put on hold until additional grant revenue becomes available and/or the economic climate becomes more favorable for construction projects.

Glenwood Maintenance Facility Phase 6/Transit Center:

The Glenwood Maintenance Facility Phase 6/Transit Center project would provide for a northern RFTA terminal for connections to Ride Glenwood, Colorado River Valley Services of the Hogback and Bustang and Roaring Fork Valley Local and BRT services. This facility would be located across from the existing West Glenwood Springs Park and Ride. Above the Transit Center would be the Phase 6 portion of the GMF expansion project providing operational and training space as well as office space that would consolidate numerous departments that are currently scattered in various leased locations throughout the Roaring Fork Valley.

This project is currently unfunded except for \$1.8 million in Destination 2040 funding for the Transit Center portion of this project. RFTA is currently coordinating with CDOT to submit a USDOT RAISE grant for \$6 million to go towards the Transit Center portion of this project. If that grant is received, RFTA will need to determine how to secure the remaining funding of \$8.2 million of the Phase 6 portion of the project to advance them both to construction, as it is currently designed as one building with the transit center on the ground floor. RAISE grant announcements are anticipated in September of 2022 and if the full funding request is not provided, a decision will need to be made as to how any potential additional funding gap will be filled.

Bike Share:

As part of Destination 2040 (“D2040”), RFTA made a commitment to the public to fund bikeshare through a one-time \$1.271 million capital investment and \$583,000 per year (scaling by 3% per year) towards the operations and maintenance of expanded service. Per the project description in Destination 2040, these funds would establish service in Carbondale and Glenwood Springs and increase levels of service in Aspen and Basalt. Bikeshare expansion plans have been developed with the input of local jurisdictions and were used to determine what expansion should be included in the D2040 implementation and what should be implemented outside of D2040. Over the next 5 years, pending Board approval of the plan and annual appropriations, RFTA plans to implement a phased expansion of bikeshare throughout the RFTA service area that will require \$1.9 million in capital expenses above and beyond what was identified in the Destination 2040 programing. These funds could potentially be drawn from the RFTA FLMM Reserve over the next five years.

RFTA Housing:

RFTA is currently working through a process to identify site locations for future RFTA housing expansion. RFTA conducted a housing expansion study to evaluate 5 separate properties in RFTA control to evaluate the potential for housing construction. The study recommended that the Carbondale Maintenance Facility and property owned adjacent to the West Glenwood Springs Park and Ride were best suited for addressing RFTA's housing needs. RFTA Destination 2040 includes \$10 million for housing expansion, but these two options in Carbondale and Glenwood Springs range in cost between \$16.3 million and \$25.6 million. The potential funding gaps of \$6.3 million and \$15.6 million will need to be addressed by RFTA funding, grants or combination of both, before a new housing project could advance.

Bus Replacement:

RFTA has 29 heavy-duty replacement buses currently on order for 2023 delivery. Nineteen of these ordered buses do not currently have any grant funding associated with their purchase. RFTA has 10 more buses scheduled for replacement next year for a 2024 delivery, which could be Battery Electric Buses that are significantly more expensive than diesel or CNG buses. RFTA continually pursues grants for bus purchases and buses without grant funding currently, may ultimately receive grant funding and reduce RFTA's contribution. These purchases may also be lease-purchase arrangements rather than cash. Depending on whether grants are received and/or buses are lease-purchased, costs to RFTA for these purchases could range from \$5.34m - \$26.7m.

Capital Project Funding Options:

With rising inflation and increases in costs due to the impacts of the COVID-19 global pandemic, many projects across the country and in our region are experiencing cost increases. RFTA has been working on two major projects: the Glenwood Maintenance Facility – Phases 3, 4, 5 & 7 and the 27th Street/Highway 82 Pedestrian Underpass and both are seeing cost increases resulting in funding shortfalls. Funding the cost increases can be accomplished by way of:

- pay-go (net revenues),
- seeking additional grants,
- cash funding from existing fund balance,
- or debt financing.

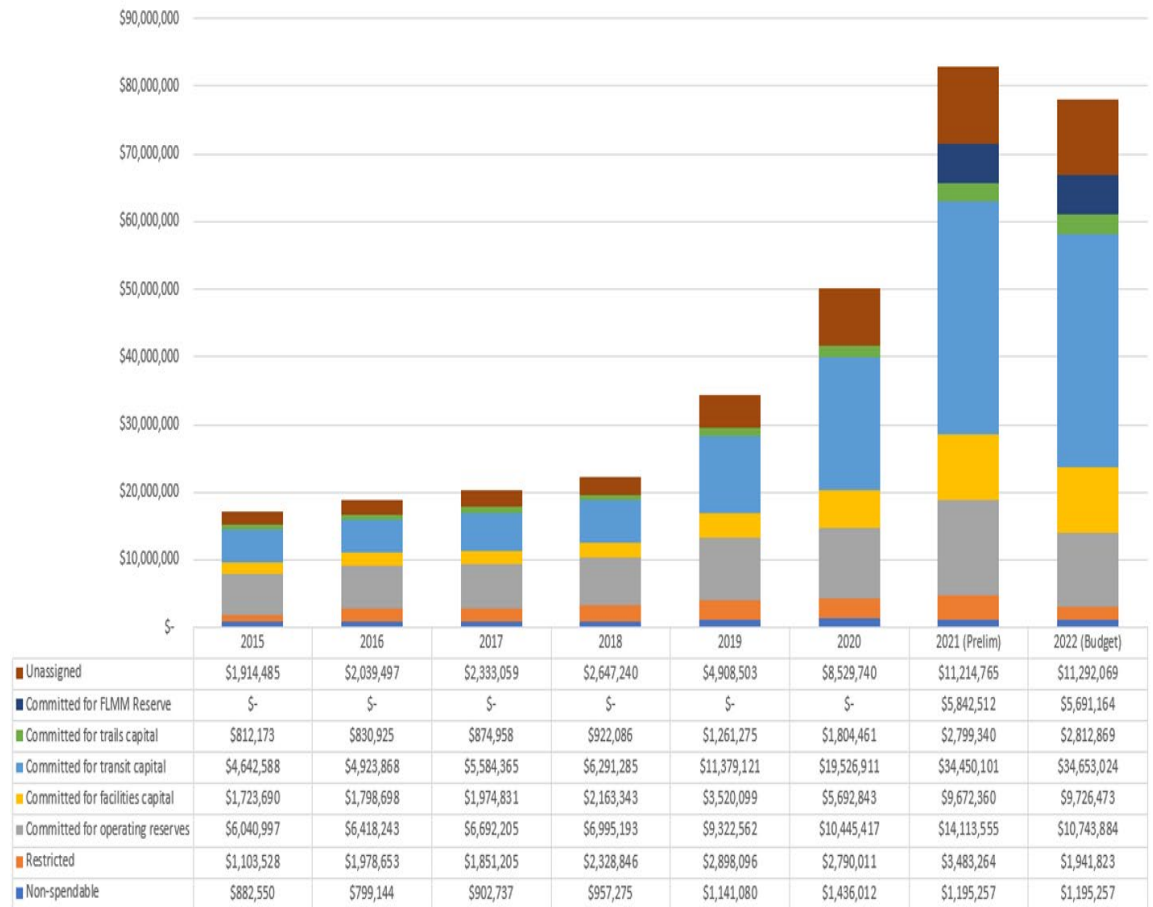
Cash funding projects is the “least expensive” in terms of not repaying interest. RFTA's fund balance in its General Fund has grown over the years and even more so over the past few years. Over the past 2 years during the pandemic, RFTA's fund balance has increased significantly, primarily due to RFTA's reimbursement of \$28 million that was received through federal disaster relief funding from CARES Act and CRRSAA one-time operating grant programs. In addition, sales tax collections were greater than expected, and savings were realized in its operating budget due to reduced service levels.

RFTA's higher fund balance has positioned RFTA to better accommodate cash funding for the cost increases. The RFTA Board will need to determine whether it is comfortable spending down a portion of its fund balance to fund the cost increases or whether keeping additional cash on hand is more attractive given continued uncertainties. A threshold for cash funding could be aligned with the \$28 million of RFTA's local funds that were freed up due to the one-time federal disaster relief funding. When looking at the chart on the following page, if RFTA were to set the cash funding threshold at \$28

million, then that could potentially reduce fund balance from approximately \$78 million to approximately \$50 million, which exceeds RFTA's fund balance prior to the COVID-19 pandemic, which was \$34.4 million. Under this scenario, portions of unassigned and committed capital reserves could be used while keeping operating reserves intact.

Table 2:

RFTA's General Fund: History of Fund Balance Composition



Grant funding projects has been one of the primary methods that RFTA has used to fund its large capital projects. RFTA has a team that actively seeks out grant opportunities for RFTA's projects. With the increased Federal infrastructure and Transit grant funding, there are more opportunities that could potentially be used to RFTA's financial advantage.

Debt funding projects has also been a method that RFTA has used to fund its local share on large capital projects. Debt financing its project costs is one option available to RFTA. Depending on the complexity of the transaction, the debt issuance process could take roughly 6 months. Repayment of debt must be secured and common methods of securing/issuing debt includes:

- Property tax revenues bonds
- Sales tax revenue bonds
- Certificates of Participation

Table 3:

	Benefits	Considerations
Property Tax Bonds	<ul style="list-style-type: none"> • Highly rated • Low interest rates • Available bonding authorization 	<ul style="list-style-type: none"> • Bond authorization is limited (\$45.895 million available)
Sales Tax Revenue Bonds	<ul style="list-style-type: none"> • Highly rated • Low interest rates 	<ul style="list-style-type: none"> • No remaining bond authorization
Certificates of Participation	<ul style="list-style-type: none"> • No limit on authorization 	<ul style="list-style-type: none"> • Lower rated • Higher interest rates than Property Tax/Sales Tax Bonds

Interim Financing/Reimbursement: One consideration with project funding is the timing of funding needs. It is often that funds are needed over numerous years for multi-year construction projects. Tax-exempt bonds require a reasonable expectation at the time of issuance that 85% of the bond proceeds will be spent within 3 years. Rather than issuing multiple series of bonds and/or issuing bonds too far in advance of their expenditures, RFTA has options to provide interim financing. One option would be to cash fund capital expenditures under a Reimbursement Resolution where RFTA subsequently issue bonds to reimburse expenditures and replenish fund balance. RFTA has previously used this method of interim financing. Another option might be to utilize a bank line of credit to provide interim financing with the intention of paying off the line of credit in the future with either funds on hand or through a future bond issuance.

Transportation Infrastructure Finance and Innovation Act (TIFIA) Program: TIFIA is a federal loan program for eligible transportation projects and can fund up to 33% of eligible project costs and repaid over a period of up to 35 years. TIFIA can take 18+ months to complete the entire process without any guarantees of acceptance. TIFIA Lite is an alternative for smaller projects which can be 3-6 months faster with little to no negotiation of terms.

	Benefits	Considerations
TIFIA	<ul style="list-style-type: none"> • Flexible draw provisions • Flexible repayment provisions • Low interest rates • Discounts and favorable terms available for eligible "Rural Projects" 	<ul style="list-style-type: none"> • Often 12-18+ month process until loan closing • Significant upfront costs • Ongoing administrative requirements during life of loan • Competitive program • Can only fund 33% of Eligible Project Costs (certain projects may receive up to 49%) • Project becomes "federalized"

Governance Policy: Board Job Products Policy 4.2.5 states, "The Board will approve RFTA's annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy)."

Fiscal Implications:	As indicated in Table 1, above, staff has identified 6 capital projects, with funding needs totaling between \$31.6m - \$75.6m, for which sources of revenue must be identified in the next few years in order to complete them.
Attachments:	None.

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

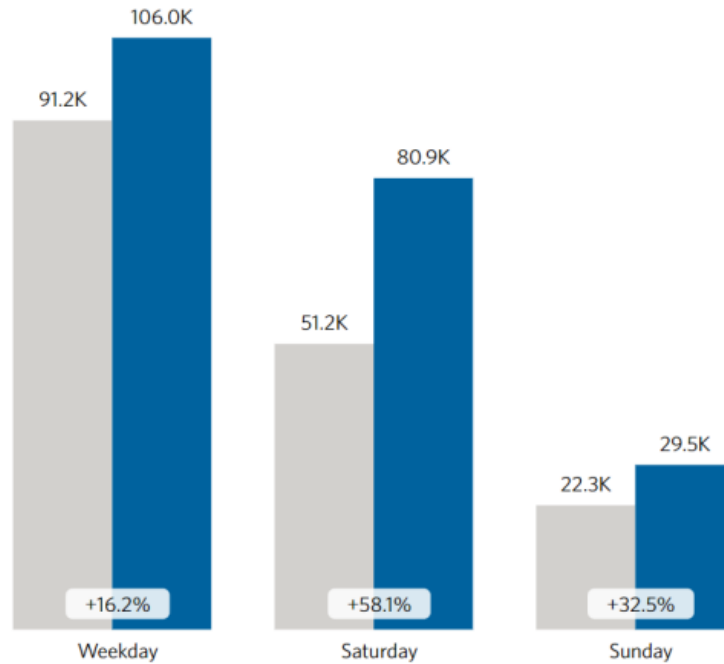
Meeting Date:	April 14, 2022
Subject:	SB22-180 – Regarding Possible Free Regional Commuter Service During Summer Months
Strategic Outcome:	5.0 – Satisfied Customers
Strategic Objective:	5.2 – Transit services are affordable for all user types
Presented By:	Dan Blankenship, CEO
Recommendation:	Staff would like to gauge the RFTA Board’s interest in providing free regional commuter service for one or more months this summer and next, if SB22-180 passes
Executive Summary:	<p>Currently, SB22-180, “Concerning Programs to Reduce Ground Level Ozone Through Increased Use of Transit” is working its way through the State Legislature. The Bill is expected to pass.</p> <p>Three of the primary components of this Bill are:</p> <ol style="list-style-type: none"> 1. To provide up to \$11 million to offset RTD fares during the summer. 2. To provide up to \$3 million to the Colorado Association of Transit Agencies, in order to make grants to other State transit agencies so that they can offset their fares for 2 – 3 months during the summer over the next two years. 3. To create a \$30 million three-year pilot program to increase Bustang service in the I-70 corridor. <p>Based on what is known at present, RFTA would require approximately \$225,000 per month in the summer to offset the estimated amount of fare revenue it would otherwise generate.</p> <p>Although a local match of up to 20% might be required, it is possible that there would not be any local match required.</p> <p>RFTA would need to determine whether it would refund a portion of the price of season passes for riders who had purchased them, since the Spring/Summer/Fall season passes are on sale this month and the Bill most likely will be signed into law by the Governor in May. It may be possible, although it is not certain at this time, that the refunds could be reimbursed by this Bill as well.</p> <p>Next year, if the Bill passes, RFTA could plan for the free service in advance of pass sales and discount them accordingly.</p> <p>The timing appears opportune given higher gas prices, increased automobile congestion, and RFTA’s desire to recover ridership lost due to the COVID-19 pandemic. The free transit program, made possible by SB22-180 could help to draw back previous riders and attract new ones, some of which might continue using RFTA after the free-ride promotion ends.</p>

Also, from time-to-time, the Board has expressed an interest in offering free service throughout the RFTA system and this would provide an opportunity to measure the potential benefits of doing so, with little or no financial downside.

The Utah Transit Authority conducted a Free Fare pilot program in February of this year and saw significant increases in ridership across nearly every mode. The attached report provides a significant amount of detail regarding the response by the public and it addresses both positive as well as some of the negative perceptions of riders about it.

UTA Average Daily Ridership - All Modes

Month ● Jan 2022 ● Feb 2022



Increases in UTA ridership in February compared to January were observed for weekdays, Saturdays, and Sundays. The largest increases were observed on Saturdays - average Saturday ridership in February was up 58.1% over January. Weekday ridership was up 16.2% and Sunday ridership was up 32.5% over January.

Governance Policy:	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
Fiscal Implications:	Fares forgone during a one – two-month free fare program during summer months would likely be offset by SB22-180 funding, although a minimal local match could be required. If demand increased significantly, RFTA might need to increase backup service and associated operating costs.
Attachments:	Yes, please click on this link: “SB22-180.pdf,” and “UTA Free Fare Report 4-2022.pdf,” or see “SB22-180.pdf,” and “ UTA Free Fare Report 4-2022.pdf,” included in the April 2022 RFTA Board Meeting Portfolio attached to the e-mail transmitting the RFTA Board Agenda Packet.

RFTA BOARD OF DIRECTORS MEETING
“BOARD GOVERNANCE PROCESS” AGENDA ITEM SUMMARY # 7. A.

Meeting Date:	April 14, 2022
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:	Please provide comments on direction on the proposed 2022 Board Retreat.
Core Issues:	<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>At the March 2022 Board meeting, the Board agreed to conduct the 2022 Retreat during the June 9, 2022 regular board meeting and appointed Greg Poschman, Jeanne McQueeney and Alyssa Schenk as the Retreat Subcommittee</p> <p>The Subcommittee met on Wednesday April 13 to recommendations on the following:</p> <ol style="list-style-type: none"> 1. Goals and Agenda 2. Location 3. Facilitator <p>The Retreat Subcommittee will provide a report on its decisions at the April 14 Board meeting.</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 the Retreat is approximately \$5,000 - \$10,000
Attachments:	None

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

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: April 14, 2022

CEO Succession Plan Update: Due to exceptionally heavy workloads last month for the CEO, CFAO, and COO, no significant progress was made on succession planning during March.

COVID-19 Update:

1. **Vaccinations:** As of March April 6, 2022, the number of RFTA employees that were fully vaccinated was as follows:

RFTA Employee Initial Vaccination and Booster Shot Report - 4/6/22

1	Total RFTA Employees Initially Vaccinated	303
2	Total RFTA Employees	370
3	Percentage of Total RFTA Employees Initially Vaccinated	82%
4	Total RFTA Employees that have received Booster Shot	157
5	Total RFTA Employees Initially Vaccinated	303
6	Percentage of Initially Vaccinated RFTA Employees that have received Booster Shot	52%
7	Total RFTA Employees that have received Booster Shot	157
8	Total RFTA Employees	370
9	Percentage of Total RFTA Employees who have received Booster Shot	42%

2. **Attendance:** As of Wednesday, April 6, 2022, there were 2 RFTA employees absent due to COVID-19 related reasons. This was down from a high of 36 on January 5, 2022

RFTA COVID-19 Attendance Summary by Category

Date: 4/6/2022

A	B	C	D	E	F	G	H	I	J	K	L	M
Symptoms Positive COVID Test Isolating	Symptoms Pending COVID Test Results Quarantining	Symptoms Not Tested Quarantining	Possibly Exposed No Symptoms Quarantining	Asymptomatic Tested Positive	Exposed No Symptoms Tested Results Pending	Subtotal EE's Out COVID Related	Symptoms Tested Negative Quarantining	No Symptoms Tested Negative	High Risk Category Quarantining	Other Than COVID-19	Total Employees Out	% of Total EE's Out
2	0	0	0	0	0	2	2	0	0	9	13	4%

3. **Winter Staffing:** For the balance of the Winter season, which ends on April 17, RFTA will be 41 Bus Operators short of its goal of 201 Bus Operators. RFTA is covering shifts with overtime and, on occasion, must eliminate bus trips when insufficient Bus Operators are available to cover them all.

Spring Staffing: Including the training class that started last week with 4 new employees, RFTA will be 4 Bus Operators short at the conclusion of their training in early May. Until the new Bus Operators complete training, RFTA will be about 8 Bus Operators short even with 3 Part-Time Bus Operators picking up work. There are 4 Bus Operators out due long-term absences, but it is possible that 2 of them may come back by the end of April. The staffing level will be much more comfortable during the Spring, however, RFTA must continue efforts to recruit and train 36 full- and part-time Bus Operators for the Summer season.

RFTA Winter and Spring Bus Operator Staffing Plan (as of 4/8/22)

	A	B	C
	Description	Winter Service Plan (4/8)	Spring Service Plan (4/18)
1	Estimated Bus Operator FTE's* on Staff	144	146
2	Estimated Seasonal and Part-Time Bus Operators on Staff	22	3
3	Total FTE's, Seasonal and Part-Time Bus Operators on Staff	166	149
4	Estimated number of Bus Operators Unavailable due to COVID/Other	6	4
5	Total Estimated Bus Operators Available To Work	160	145
6	Total Estimated Active Bus Operators Required for Scheduling per Week for 114%	201	149
7	Estimated Excess/(Shortfall) of Bus Operators Available per Week for 114%**	-41	-4

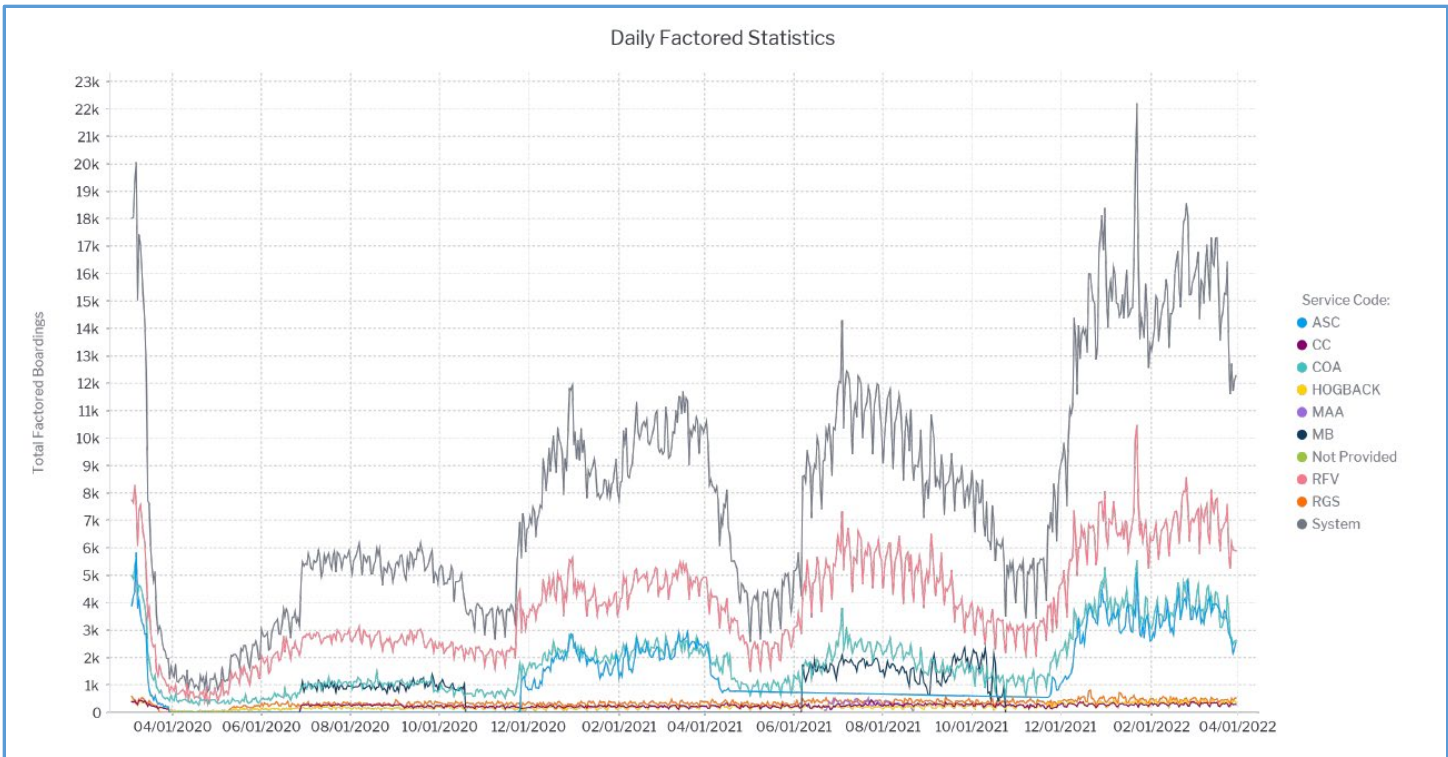
4. **Ridership:** Through March 31, 2022, RFTA's 2021/2022 Winter Season Average Daily Ridership was up 59% system-wide compared to RFTA's Winter 2020/2021 Average Daily Ridership (see chart below). The peak day ridership of **22,202** so far this season occurred on January 22 (the Saturday of the X-games). For the same period last year, the peak day ridership of 11,928 occurred on New Year's Eve.

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

Season to date through March 31, 2022

	A	B	C	D	E
	Route	Winter 20-21	Winter 21-22	# Vari	% Vari
1	RF Valley/BRT/Local/TOSV	4,469	6,470	2,001	45%
2	Hogback	170	339	169	99%
3	Carbondale Circulator	214	292	78	36%
4	City of Aspen	2,162	3,653	1,491	69%
5	Ride Glenwood	329	467	138	42%
6	Aspen Skiing Company	1,927	3,536	1,609	83%
7	Total	9,271	14,757	5,486	59%

The graph on the next page indicates that ridership this Winter Season has been rebounding through March 31st compared to ridership (on the left side of the graph) in March 2020 before the ski areas were closed. Ridership continues to be strong.



The chart directly below compares Year-to-Date February 2022 ridership with Year-to-Date February 2019 pre-pandemic ridership. Overall, Year-to-Date system-wide ridership in February 2022 was down 28% compared to February 2019. However, Valley ridership was only down 24%.

Total Ridership YTD Comparison: 2019 vs. 2022			
Service	YTD Feb 2019	YTD Feb 2022	% Vari YTD 2022 to YTD 2019
Aspen	362,445	226,402	-38%
Valley	544,827	416,392	-24%
Hogback	16,449	19,987	22%
Other	335,436	241,575	-28%
Total	1,259,157	904,356	-28%

The chart below compares the month of February 2022 with the pre-COVID month of February 2019. System-wide in February 2022, ridership was down 25% compared with February 2019, however, Valley ridership was only down 19%.

Ridership Comparison: Feb. 2019 vs. Feb. 2022			
Service	Feb. 2019	Feb. 2022	% Vari Feb. 2022 to Feb. 2019
Aspen	168,862	106,845	-37%
Valley	245,594	198,216	-19%
Hogback	7,781	9,859	27%
Other	145,812	112,601	-23%
Total	568,049	427,521	-25%

Chief Operating Officer Update, April 2022: Kurt Ravenschlag, COO

RFTA 2021 Work Plan for Destination 2040 Implementation

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

2022 Budget: \$7,280,650	% Complete: 25%	Last Updated: March 2022
<ul style="list-style-type: none"> 2022 Budget included funding to purchase 10 replacement clean diesel, low floor buses. This budget was appropriated in the 2022 Annual Budget appropriation. 		<ul style="list-style-type: none"> Order placed on Feb 10 10 buses to be delivered May 2023

E2 - Bike Share Expansion

2022 Capital Budget: \$0	% Complete: 40%	Last Updated: April 2022
<ul style="list-style-type: none"> 2022 Budget includes the remaining project funds from a 2021 appropriation of \$200,000 for a Bike Share Expansion and First and Last Mile Planning Study. 		<ul style="list-style-type: none"> Plan update to be provided at April 2022 RFTA Board meeting Evaluating Governance models, cost allocations and completing bike share expansion plan

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

2022 Budget: \$3,640,325	% Complete: 25%	Last Updated: March 2022
<ul style="list-style-type: none"> 2022 Budget includes funding to purchase 5 expansion low floor clean diesel buses. 		<ul style="list-style-type: none"> Buses ordered Feb 10 5 buses to be delivered May 2023

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)

2022 Budget: \$150,000	% Complete: 95%	Last Updated: March 2022
<ul style="list-style-type: none"> MOVE study to identify a locally preferred alternative to extend the BRT service from 27th Street Park and Ride to the West Glenwood Springs Park and Ride. 		<ul style="list-style-type: none"> Scope of work is being finalized between Glenwood Springs and RFTA

C8 - 27th Street Parking Expansion

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

C13 – Town of Snowmass Village Transit Center

2022 Budget: \$500,000	% Complete: 20%	Last Updated: April 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"> TOSM received \$13.5m from FTA 5339 to help with additional costs of this project. Project is currently on hold after receiving updated construction estimates. RFTA staff continue coordination efforts with TOSM on design of Transit Center. It is understood that Snowmass may request RFTA's \$500,000 contribution to this project in 2022.

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

2022 Budget: \$3,800,392	% Complete: 30%	Last Updated: February 2022
<ul style="list-style-type: none"> In 2022 RFTA staff plan to contract with a construction team and begin construction of the 27th Street and SH-82 Underpass in fall 2022. 		<ul style="list-style-type: none"> Procurement of construction contractor is underway. Bids received and project over budget. Funding gap being requested through a UUSDOT RAISE grant in partnership with CDOT.

S4 - Buttermilk Underpass

2022 Budget: \$0	% Complete: 0%	Last Updated: September 2021
<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"> Pitkin County is beginning to coordinate partnerships and design efforts.

S7 - Glenwood Maintenance Facility (GMF) Expansion

2022 Budget: \$28,246,556	% Complete: 30%	Last Updated: April 2022
<ul style="list-style-type: none"> 2022 Budget includes remaining funding for Phase 2 Construction: Grading, Excavation, Fleet Maintenance Build Renovation & Expansion. 	Phase 2 <ul style="list-style-type: none"> Construction is underway 	

- Construction funding for phases 3,4,5,7 has been appropriated in 2022 Annual Budget.

- Scheduled completion of May 2022

New



northern Bus Bay



Exterior siding being attached

Phase 3,4,5,7

- RFTA was notified that we received \$9.35m from FTA 5339 funding to help add back scope that had been reduced due to limited budget to advance work.
- RFTA awaiting revised costs from Saunders to add back project elements that had been removed due to budget shortfalls.
- RFTA working with City of Glenwood Springs to navigate the Development Review process for this project.
- RFTA has hired Saunders Construction as our Design/Build team to begin construction June 2022

	<ul style="list-style-type: none"> RFTA has submitted a new 5339 grant request that would add back portions of the project that were removed to allow the project to fit within our existing budget
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S10 - Replacement Office/Housing

2022 Budget: \$895,165	% Complete: 10%	Last Updated: April 2022
<ul style="list-style-type: none"> Staff has received a Housing Feasibility study in Dec. 2021 and will use this document to help craft a recommendation for a 2023 Strategic Initiative to begin construction in 2023. 		<ul style="list-style-type: none"> Staff working to revise and create a comprehensive housing benefit plan for RFTA employees. Staff committee is narrowing in on a recommended site to advance RFTA housing expansion. Staff forming a housing recommendation committee to develop a strategic initiative to begin construction on a housing project in 2023

Planning Department Update, April 2022 – David Johnson, Director of Planning

Please see the click on the links: "[4-14-2022 Planning Department Update.pdf](#)," or see "4-14-2022 Planning Department Update.pdf," included in the April 2022 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

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2022 Actuals/Budget Comparison (February YTD)

2022 Budget Year				
General Fund	February YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 115,474	\$ 102,998	12.1%	\$ 31,881,900
Property Tax	\$ 498,053	\$ 498,053	0.0%	\$ 11,876,000
Grants	\$ -	\$ -	#DIV/0!	\$ 2,447,530
Fares (2)	\$ 449,932	\$ 308,390	45.9%	\$ 3,723,500
Other govt contributions	\$ 6,667	\$ 6,667	0.0%	\$ 935,000
Other income	\$ 218,856	\$ 207,584	5.4%	\$ 941,380
Total Revenues	\$ 1,288,983	\$ 1,123,692	14.7%	\$ 51,805,310
Expenditures				
Fuel	\$ 342,741	\$ 342,230	0.1%	\$ 1,949,694
Transit	\$ 5,904,012	\$ 6,632,779	-11.0%	\$ 34,835,647
Trails & Corridor Mgmt	\$ 77,081	\$ 85,116	-9.4%	\$ 896,000
Capital	\$ 207,345	\$ 110,345	87.9%	\$ 18,329,800
Debt service	\$ 110,455	\$ 110,455	0.0%	\$ 1,649,984
Total Expenditures	\$ 6,641,634	\$ 7,280,925	-8.8%	\$ 57,661,125
Other Financing Sources/Uses				
Other financing sources	\$ 360	\$ -	#DIV/0!	\$ 9,233,281
Other financing uses	\$ (1,141,996)	\$ (1,141,996)	0.0%	\$ (4,993,360)
Total Other Financing Sources/Uses	\$ (1,141,636)	\$ (1,141,996)	0.0%	\$ 4,239,921
Change in Fund Balance (3)	\$ (6,494,288)	\$ (7,299,229)	-11.0%	\$ (1,615,894)

- (1) Sales and Use Tax Revenues are received 2 months in arrears (i.e. February sales and use tax revenue will be deposited in April).
- (2) Through February, fare revenue and ridership are increased by 44% and 65%, respectively, compared to the prior year. Note that due to COVID-19 social distancing measures, RFTA was operating under a 50% seated capacity limitation and it wasn't until June 2021 that it changed to 100% seated capacity which contributes to the ridership increases. The chart below provides a YTD February 2021/2022 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 2/2021	YTD 2/2022	Increase/ (Decrease)	% Change
Regional Fares	\$ 307,558	\$ 443,516	\$ 135,958	44%
Total Fare Revenue	\$ 307,558	\$ 443,516	\$ 135,958	44%

Ridership on RFTA Regional Services*:	YTD 2/2021	YTD 2/2022	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	75,505	118,057	42,552	56%
BRT	98,097	152,242	54,145	55%
SM-DV	5,898	22,017	16,119	273%
Grand Hogback	10,060	19,987	9,927	99%
Total Ridership on RFTA Fare Services	189,560	312,303	122,743	65%

Avg. Fare/Ride	\$ 1.62	\$ 1.42	\$ (0.20)	-12%
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- (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 YTD				Hours February YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	761,657	810,587	(48,930)	-6.0%	35,606	36,625	(1,019)	-2.8%
City of Aspen	106,752	108,149	(1,397)	-1.3%	11,786	12,250	(464)	-3.8%
Aspen Skiing Company	118,558	118,043	515	0.4%	8,517	8,874	(357)	-4.0%
Ride Glenwood Springs	18,747	19,392	(645)	-3.3%	1,571	1,580	(8)	-0.5%
Grand Hogback	68,290	69,796	(1,506)	-2.2%	3,376	3,402	(26)	-0.8%
Specials/Charters	3,750	9,816	(6,066)	-61.8%	279	663	(383)	-57.8%
Senior Van	1,523	1,260	263	20.9%	328	165	163	98.5%
Subtotal - Transit Service	1,079,277	1,137,043	(57,766)	-5.1%	61,464	63,559	(2,095)	-3.3%
Training & Other	4,263	-	4,263	#DIV/0!	3,833	3,557	277	7.8%
Total Transit Service, Training & Other	1,083,540	1,137,043	(53,503)	-4.7%	65,297	67,115	(1,818)	-2.7%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Feb-21 YTD	Feb-22 YTD	# Variance	% Variance
City of Aspen	129,750	226,402	96,652	74.49%
RF Valley Commuter	273,709	416,392	142,683	52.13%
Grand Hogback	10,060	19,987	9,927	98.68%
Aspen Skiing Company	114,999	202,624	87,625	76.20%
Ride Glenwood Springs	19,508	28,046	8,538	43.77%
X-games/Charter	-	10,732	10,732	#DIV/0!
Senior Van	113	173	60	53.10%
MAA Burlingame	-	-	-	#DIV/0!
Maroon Bells	-	-	-	#DIV/0!
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	548,139	904,356	356,217	64.99%

Subset of Roaring Fork Valley Commuter Service with BRT in 2019

Service	YTD Feb 2021	YTD Feb 2022	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	75,505	118,057	42,552	56%
BRT	98,087	152,242	54,155	55%
Total	173,592	270,299	96,707	56%

2021 Financial Statement Audit – Schedule

Date	Activity	Status
5/2/2022 – 5/6/2022	Start of Audit – auditors conducting onsite fieldwork	<i>On schedule</i>
Mid-June	During this period, staff anticipates that the Audit Report will be reviewed by the 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>
7/8/2022	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/14/2022	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

**Facilities and Bus Stop Maintenance April 14, 2022
Facilities Capital Projects Update**

The facilities department is currently trying to fill 3 positions within the Department. RFTA is looking for a Facilities Tech to work on maintaining the bus stops, an Administrative Assistant and a Facilities Manager. Ads are in the local papers and on all the appropriate websites and staff is currently sorting resumes and conducting interviews for these positions.

Facilities staff put the replacement of the trench drains at the AMF shop out to bid and we did not receive any interest in this project. The volume of new construction in the valley, rapidly increasing costs for labor and construction materials and labor shortages are making bidding any small projects extremely challenging. For projects like the trench drains, staff is going to have to work on a temporary solution to address the issue and put the project on hold until the environment for bidding small projects improves. For more urgent projects that are of similar work, staff is going to try and package several different projects into one RFP and hopefully draw more interest in them.

The Facilities Department is beginning to see the impact in the increased prices of the services the Department relies on to keep the organization's assets operating as designed as well as the increase in the price of parts and other materials the Department needs to make repairs. The inflation in the cost of parts and materials, as well as the increased cost of services, is beginning to impact the Department's budgets and will make staying within the 2022 repair and maintenance budgets challenging.

United States Forest Service (USFS) Parcel Feasibility Study:

The contract for this housing feasibility study, with Design Workshop leading the process, is expected to be finalized by April 15. A kick off meeting will be schedule for immediately after the contract has been executed.

Wingo Bridge Repairs:

This project is ready to go and work will begin in the fall of 2022 when the water levels in the Roaring Fork River are at their lowest.

Projects Currently Under Construction:

1. Phase 2 GMF expansion. The GMF expansion project is moving forward. Work is scheduled to be completed April 30.
2. Repairs to the Parker House employee housing facility are continuing and the repairs to the roofs between the cabins have been completed. Staff will now be working toward replacing some failed siding and rebuilding the set of stairs that lead to the second story apartments. This work is expected to continue through the spring into the early summer.
3. Staff is completing the final revisions to the AMF storm water management plan and this project should be completed by the end of April.

Facilities Projects Budgeted for 2021 and Rolled into 2022:

1. Repairs to the Wingo bridge abutments. Underway.
2. Repair of siding, soffit and fascia at the Parker House apartments. Underway
3. Revision of the facilities storm water management plans. Underway
4. Revisions and updates to the CNG emergency response plan. Underway

New Facilities Projects for 2022 Currently Being Scoped and Put Out to Bid.

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

Railroad Corridor & Rio Grande Trail Update

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

- Staff has begun to utilize a new review process for projects proposing to make use of the Railroad Corridor. This process allows staff to have railroad and legal experts review, assess and report on proposed development impacts along the Railroad Corridor along with making recommendations regarding potential mitigation for the impacts that RFTA can provide to permitting jurisdictions. (Ongoing)
- Staff is in the process of approaching every adjacent, unlicensed property owner and working with them to get a license in place for access across, or encroachments into the RFTA Railroad Corridor. Identifying each of the property owners has proven a bit challenging. However, staff is in the process of compiling a detailed list of every adjacent property owner, and will begin approaching each property owner on a county-by-county basis. (Ongoing)
- Based on comments received from the RFTA Board members at the 02/11/2021 meeting, staff has begun working with Paul Taddune and the rail attorneys, to bring some longstanding licensees into compliance with the terms of their license agreements, secure license agreements with the unlicensed adjacent property owners, and work to eliminate all outstanding encroachments. We will also work with Paul and the rail attorneys on several ditch concerns, and determine a path to finalize agreements involving property boundary disputes. (Ongoing)
- **Recreational Trails Plan (RTP)** – The Planning Department and Facilities departments are working collaboratively with regional stakeholders to update the 2005 Recreational Trails Plan (RTP). Following unanimous RFTA Board adoption of the Access Control Plan (ACP) in early 2018, the RTP is the second component plan of the larger Corridor Comprehensive Plan that guides management of the entire Rio Grande Railroad Corridor from Glenwood Springs to Aspen. (Ongoing)
- **Rail Salvage Project** – Staff has been tasked with developing a statement of work for, and removal of all rail between 7th Street and 27th Street in Glenwood Springs in 2022. Staff will have the Farnsworth Group onsite March 21st and 22nd to inventory all of the rail equipment, tracks, ties, etc. for the rail salvage RFP. This particular project may be put on hold if the 27th Street underpass project moves forward, because the contractor will not want the rail salvage contractor disturbing the 23rd Street intersection at the same time that the underpass contractor is disturbing the 27th Street intersection. (ongoing)
- **Wingo Bridge Rehabilitation Project** – Staff received three bids for the Wingo Bridge Rehabilitation project. Staff has selected a contractor to complete the rehabilitation. The work is tentatively scheduled to begin in late September/early October 2022. (Ongoing)

- **Covenant Enforcement Commission (CEC)** – Staff has completed the annual CEC assessment and the direction received from the RFTA Board of Director’s is to go forth and manage the Railroad Corridor. Staff will be working with Paul Taddune and the Rail attorneys to set a policy for addressing and removing violations up and down the Railroad Corridor. (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 has completed the Carbondale section and has started the conversation with Pitkin County to work through an exchange involving the Phillips property. Pitkin County purchased the Phillips property a few years ago. They now control the Phillips homestead and the Phillips trailer park. (Ongoing)
- **Mid Valley Trails Committee (MVTC)** – Eagle County and RFTA staff have reviewed all of the agreements regarding oversight of this committee and plan to be bring a recommendation for management of this committee to RFTA leadership, and then to the RFTA Board at the June 10th meeting.



- Staff is still busy out on the trail!
 - The Trail Staff is working hard to give ALL trail users a great experience.
 - Staff has been out plowing, sweeping, debris blowing, cleaning up trailheads, etc. to make sure the trail is safe and clean.
 - We have been able to groom for cross country skiing from Carbondale up to Emma (excluding the “Wildlife Section”)
 - ❖ Unfortunately, the longer/warmer Spring days have taken its toll on our cross-country ski course, so we will begin to clear the trail of snow and get ready for other multi-use trail activities.
- The “wildlife section” was closed on November 30 at 5pm, and the animals will get a rest until April 30 at 5pm.
- Riverview Trail Update – work is on-going. The trail is NOT open to the public yet...still waiting on the intersection traffic control and refurbishing of the old bridge.
 - This is a “safe routes to school project” that will connect people from CR 109 and the Westbank/Ironbridge neighborhoods up to the Rio Grande Trail and then a trail connects to the Riverview School campus.
- Staff continues working with Carbondale Arts to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
 - The next big project is the Youth Art Park, and it will be located just north of Town Hall and the Carbondale Rec Center. The final design package was complete and approved, unfortunately the Town has requested a slight change in location due to some redevelopment scheduled for the lot directly behind Town Hall. This means that they will need to bring the project back for another review, to check for any drainage issues in the new location, etc.
- Bi-Annual Bridge Inspections for 5 Rio Grande Railroad Bridges is complete and staff has received the draft inspection report. It appears that we may need to make some fairly major repairs to one of the

Roaring Fork bridge abutments due to some scouring damage. Stay tuned for a more detailed update in May.

- Some 2022 projects that we hope to complete are listed below:
 - Wingo Bridge Maintenance/Repair
 - ❖ RFTA and Pitkin County Open Space and Trails had a joint workday on May 12, 2021 to remove vegetation around the bridge structure in preparation for the repair work
 - ❖ Procurement and the RFTA Project Manager are working with the selected Contractor to get this project moving forward for 2022.
 - ❖ Coordination with Pitkin County is ongoing, as they are a partner.
 - Rio Grande Trail – 20-year plan.
 - Re-vegetation efforts
 - Restoration efforts, including using goats to build soil health and control noxious vegetation
 - Rio Grande ArtWay improvements
 - Kiosk Construction
 - ❖ Staff will continue working with Back 40 Stories in 2022 to finish creating new information kiosk map/panels, in order to complete the remaining 3 kiosk updates.
 - Adopt-a-Trail
 - ❖ RFOV project collaborations