

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

TIME: 8:30 a.m. – 11:00 a.m., Thursday, May 11, 2023

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 April 13, 2023, pg. 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			8:50 a.m.
	A. RFTA Board Waiver of RFTA Procurement Code, Conflict of Interest Provision, Pertaining to Micro-Purchase of Services from RFTA Employee for Recording of the Maroon Bells Bus Tour - Tammy Sommerfeld, Director of Procurement, page 12	2.4.4	Approve	
6	Presentations/Action Items:			
	A. Presentation of the Final RFTA Climate Action Plan (CAP) – Evan Murphy, Gannet Fleming Inc., and David Johnson, Director of Planning, page 13	1.6	Discussion /Direction	8:55 a.m.
	B. Presentation of Rodeway Inn Employee Housing Renovation Project – Mike Hermes, Director of Facilities, page 15	1.3	Discussion	9:25 a.m.
7	Board Governance Process:			
	A. RFTA Board Strategic Planning Retreat – David Johnson, Director of Planning, page 17	3.2.3	Direction	9:45 a.m.
8	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 19	2.8.6	FYI	9:55 a.m.
9	Executive Session:			10:05 a.m.
	A. Paul Taddune, General Counsel: Two (2) Matters: 1) Pursuant to C.R.S. 24-6-402 4(b) and (e) (I): Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions (employee housing issues); and 2) Pursuant to C.R.S. 24-6-402 (e) (I) and (f): Personnel matters: Succession Planning and Other Matters.	3.5.2.B.	Executive Session	
10	Discussion Item Agenda:			
	A. RFTA-Wide Succession Planning – David Knapp, PhD, pg. 30	1.3	Discussion	10:35 a.m.

	Agenda Item	Policy	Purpose	Est. Time
11	Issues to be Considered at Next Meeting:			
	To Be Determined at May 11, 2023 Board Meeting	4.3	Meeting Planning	10:50 a.m.
12	Next Meeting: 8:30 a.m. – 9:00 a.m., June, 2023, In- person at Carbondale Town Hall or via Webex Teleconference (Details to be provided later). This will be an abbreviated Board meeting followed directly by the RFTA Board Strategic Planning Retreat	4.3	Meeting Planning	10:55 a.m.
13	Adjournment:		Adjourn	11:00 a.m.

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**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES**

April 13, 2023

Board Members Present:

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

Non-Voting Alternates Present:

Colin Laird (Town of Carbondale); Bill Madsen (Town of Snowmass Village); Shelley Kaup (City of Glenwood Springs)

Staff Present (in person or via WebEx):

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Mike Hermes, Angela Henderson, Ben Ludlow, and Sarah Faichney, Facilities and Trails Department; Paul Hamilton, Director of Finance; David Johnson and Jason White, Planning Department; Tammy Sommerfeld, Director of Procurement; Ian Adams, Director of Operations; Jamie Tatsuno, and Joni Christenson, Communications; Mike Christenson, Director of Vehicle Maintenance; Craig Dubin, Special Projects Manager; Ed Cortez, President ATU Local 1774

Visitors Present (in person or via WebEx):

Evan Murphy and Antonio Megna, (Gannett Fleming Consulting Team) Linda DuPriest, (Pitkin County); Lynn Rumbaugh (City of Aspen); Sam Guarino (Town of Snowmass Village); Tracy Trulove, (Myers and Sons Public Information Officer (PIO))

Agenda

1. Call to Order/Roll Call:

Jeanne McQueeney called the RFTA Board of Directors to order at 8:33 a.m. McQueeney declared a quorum to be present (8-member jurisdictions present) and the April 13, 2023, RFTA Board of Directors meeting began at 8:34 a.m.

2. Executive Session:

A. Paul Taddune, General Counsel: Two (2) Matters: 1) Pursuant to C.R.S. 24-6-402 4(b) and (e) (I): Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions (employee housing issues and legislative clarifications and initiatives); and 2) Pursuant to C.R.S. 24-6-402 (e) (I) and (f): Personnel matters: CEO Performance Review Process and Succession Planning.

Greg Poschman moved to adjourn from the Regular Board Meeting into the Executive Session and Alyssa Shenk seconded the motion. The motion was unanimously approved. Executive Session began at 8:36 a.m.

Staff Present: Paul Taddune, General Counsel; Dan Blankenship, CEO; Kurt Ravenschlag, COO; Michael Yang, CFAO; Nicole Schoon, Secretary to the Board; Mike Hermes, Director of Facilities and Trails

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

No action was taken during the Executive Session, which adjourned at 9:25 a.m.

3. Approval of Minutes:

Shenk moved to approve the March 9, 2023, Board Meeting Minutes, and Art Riddile seconded the motion. The motion was unanimously approved.

4. Public Comment:

McQueeney asked if any member of the public would like to address the Board or make a comment regarding items not on the April 13, 2023 Board Agenda.

No members of the public had any comments.

McQueeney closed Public Comments at 9:28 a.m.

5. Items Added to Agenda – Board Member Comments:

McQueeney asked if there were any items that needed to be added to the April 13, 2023, Board meeting Agenda.

No items were added to the April 13, 2023, Board Agenda.

McQueeney asked if any Board member had any comments or questions regarding issues not on the April 13, 2023, Board meeting Agenda.

Godes stated that he has been reviewing the Hogback bus schedule, specifically getting from 27th Street to other stops down-valley. He has noticed that the Hogback bus going to New Castle has times that do not actually coincide with the actual times that the bus arrives at the bus stops. He questioned if there is a way that bus drivers can stay in contact with dispatch during these trips in order to ensure they are remaining on time, and if not how to share the updated times with the passengers. The mobile app might be a good way to update arrival and departure times. It can be most frustrating, and potentially scary for younger riders when they are expecting a bus to arrive at a certain time and it is running late, they may jump to conclusions and think they missed the bus.

Bohmfalk stated that an educational valley-wide, career-connected workforce development system is being launched. It allows students to explore careers in the valley, from the City of Aspen to the Town of Rifle. The students can get hands-on experiences with careers in gourmet cooking, construction, education, and other types of careers. There are currently several major organizations involved in this new way of teaching students how to get more familiar with being in the real-world working environment. Bohmfalk suggested that RFTA might want to look into the career-connected program and see if there is a way to get involved.

McQueeney informed the RFTA Board that Tonya Allen has been named the finalist for the new Chief Executive Officer (CEO) position for the new Eagle Valley Regional Transportation Authority (EVRTA).

McQueeney closed Board Comments at 9:32 a.m.

6. Consent Agenda:

A. Resolution 2023-11: Appointing Members to the Mid-Valley Trails Committee – Angela Henderson, Assistant Director, Project Management & Facilities Operations and Abbey Pascoe, Business Specialist III

The Roaring Fork Transportation Authority (RFTA) is responsible for providing oversight of the Mid-Valley Trails Committee (MVTC), it must also review and approve new committee members. The MVTC is requesting RFTA review, approve, and appoint one (1) new committee member, Perry Kleespies, to a three-year term.

The MVTC is made up of five (5) members that reside in the Eagle County Portion of the Roaring Fork Valley. Currently, there are three (3) existing members and one (1) new appointee. Current members are:

- George Trantow, Chairman
- Phillip Ring, Treasurer
- Brian Schaefer, Member
- Alan Luu, Member
- Perry Kleespies, Member (upon the unanimous approval of Resolution 2023-11)

The MVTC Chairman continues to work on filling the remaining open seat. Upon approval of Resolution 2023-11, the three (3) current members will be re-appointed to a three-year term, and the new member to a three-year term.

Bill Kane moved to approve Resolution 2023-11: Appointing Members to the Mid-Valley Trails Committee, and Shenk seconded the motion. The motion was unanimously approved.

7. Presentations/Action Items Agenda:

A. RFTA Climate Action Plan (CAP) Update – Jason White, RFTA Assistant Planner and Evan Murphy and Antonio Megna, Gannett Fleming Consulting Team

The RFTA Board set the following goals:

- RFTA will reduce its Scope 1 and 2 emissions 50% by 2030 and 90% by 2050, measured from a 2019 baseline.
- RFTA will reduce its Scope 3 emissions 3x by 2030 and by 5x by 2050, measured from a 2019 baseline.

The RFTA Climate Action Plan (CAP) planning process is approximately 75% complete, two months behind schedule and within budget. The Draft CAP will be presented at the May 11th board meeting. The Final CAP will be presented at the June 8th Board Retreat, with additional facilitated discussion on this topic.

The goal of the RFTA CAP is to create measurable, actionable strategies to achieve RFTA's greenhouse gas (GHG) reduction and climate action goals. These goals and strategies will be developed during the CAP process.

The plan outlines the potential strategies and an evaluation process to select strategies, including benefit-cost, and a method for tracking how the strategies (and future strategies) impact RFTA's goals. Once the Board defines goals for GHG reductions for Scope 1, 2, and 3 emissions, the CAP Team will evaluate and select strategies to adopt. The CAP Team will then outline a plan to implement these strategies and track their impact on the goals.

The CAP team has collected a wide range of emissions-related data from RFTA: ridership, fleet fuel consumption, and facility utility bills. This information forms RFTA's 2019 Baseline Greenhouse Gas (GHG) emissions inventory.

The CAP project team has engaged with area stakeholders and RFTA staff to examine the GHG reduction goals of RFTA's member jurisdictions and to consider a wide variety of GHG reduction strategies, consolidated from numerous CAPs across the nation.

This CAP planning process is demonstrating that transitioning to a higher ratio of zero emission buses will be required to reduce scope 1 and 2 emissions from RFTA's fleet and facilities. The team has also learned that Scope 3 emissions displacements from transit's impact on multimodal transportation choices and on efficient land use decisions, is a major factor in GHG reductions.

Emissions Displaced

- Direct effect of regional vehicle miles traveled (MVT)

Key Variables:

- Transit Passenger Miles Traveled (PMT)
- Mode Shift Factor: ratio of people that would drive if transit did not exist (estimated 33% based on recent APTA surveys)
- RFTA is in-line with state and national averages

Displacement Ratio:

- Emissions Displaced/Emissions Produced (RFTA: 0.41; Colorado: 0.43; National: 0.41)
- 5,094 Metric Tons Displaced

Emissions Displaced – Land Use

- Indirect Effect of transit on regional vehicle miles traveled (VMT)

Key Variables:

- First/Last Mile Options
- Transit Route Density: Route Miles/Land Area
- Regional VMT per Capita
- RFTA is above state and national averages

Displacement Ratio:

- Emissions Displaced/Emissions Produced (RFTA: 2.83; Colorado: 2.41; National: 2.18)
- 35,238 Metric Tons Displaced

Impact of Transit on Emissions

- Mode Shift to Transit – 5,094 metric tons displaced
 - Traveler choice to ride transit vs driving alone
 - Positive impact on GHG emissions
- Land Use Effect – 35,238 metric tons displaced

- Impact of condensed land use due to transit presence; encouraging less-polluting modes
- Positive impact on GHG emissions
- RFTA Operations – 17,315 metric tons produced
 - Emissions emitted by RFTA through operating transit and administrative services
 - Target area for climate action goal to further reduce scope 1 & 2 GHG emissions
- Emissions Impact – Net benefit of 23.017 metric tons CO₂e

RFTA’s Climate Action Goals:

- Reduce emissions produced by transit by 50% by 2030 and 90% by 2050
- Increase emissions displaced by transit to 3x RFTA’s baseline in 2030 and 5x in 2050

RFTA’s Regional Impact:

- RFTA’s services resulted in a regional net benefit of 23,011 metric tons of GHG emissions
- RFTA’s goals of increasing displaced emissions will result in a benefit of 84,872 metric tons by 2050

Climate Action Strategy Categories to be Evaluated:

- Emissions from RFTA Fleet
 - Revenue Fleet
 - Bus Replacement (1/3 CNG, 1/3 BEB, 1/3 Diesel) by 2030
 - Expansion of BRT & Mobility HUBS
 - Extend BRT to West Glenwood Springs – 8th St. & Midland
- Emissions from RFTA Facilities
 - Development of On-Site Renewable Energy Systems
 - Aspen Maintenance Facility Expansion (Solar PV Addition)

The Final CAP will be presented at the June 8th Board Retreat, with additional facilitated discussion on this topic.

Poschman questioned if there has been outreach to organizations such as Holy Cross Energy or various government entities.

Jason White responded that stakeholder meetings were done early on in the process. As the plan progresses there will be additional interactions with outside entities.

Kurt Ravenschlag added that as the project gets closer to completion, RFTA will need to reach out to multiple organizations. There are plans incorporated in the project to work with the jurisdictions, as well as other organizations in order for the project to be a success.

B. Update Regarding 27th Street Pedestrian Underpass Project – Ben Ludlow, Interim Senior Project Manager

After several years of planning, multiple bidding processes, and the support of RFTA’s Federal, State, and local partners to accumulate the funding necessary for the project, the construction of the 27th Street underpasses is about to begin. The project is located in Glenwood Springs on Colorado Highway 82 at the intersection of 27th Street. The project includes a reconfiguration of the Rio Grande Trail, drainage improvements, and construction of two (2) underpasses under 27th and Highway 82.

Proposed Project Phasing

- Initial clearing and grubbing – April 2023

- East portal construction and East half of HWY 82 underpass construction – April 2023 – October 2023
- West half of HWY 82 underpass and south half of 27th St. sidewalk construction – October 2023 – May 2024
- North portion of Rio Grande Trail, north half of 27th St. underpass, and north 27th St. sidewalk construction – May 2024 – October 2024

HWY 82 & 27th St. Traffic Impacts

- Traffic will shift out of the current pattern to allow for construction of both underpasses
- There will be 2 thru lanes and a left-hand turn lane each direction on CO 82. 27th St. will lose the double left-hand turn lane during phases 2 and 3
- There will also be a speed reduction to 25 MPH on CO 82 during construction

Godes expressed his concern over Phase 2, east-bound 27th St. straight ahead going east and south onto Grand Ave. Currently, this area backs up and, with these changes, it could back up further through both of the round-a-bouts and onto 4-mile road. It has the potential to have extreme congestion through 4-mile road.

Ben Ludlow responded that he is aware of this concern, and he has voiced his concern about the potential impact, however, there is no way to foresee what the impact will be. The best solution is to make the public aware of the construction ahead of time so that they can adjust as needed. Some potential solutions are light changes or flaggers to help alleviate the back-up on 82, Midland, and 27th St. This will be brought up at the meeting between CDOT, RFTA, and the City of Glenwood Springs in May.

Ludlow stated that RFTA is working with Briana Starbuck to launch a hotline, website, and email notification system that announce the traffic changes before and during construction.

Rio Grande Trail Impacts:

- Closed and detoured from late April 2023 until the project completion in October 2024
- Directional and wayfinding signs to guide trail users from the detour from 29th St. to Grande Ave. until it ties back into the Rio Grande Trail at 23rd St.

Pedestrian Impacts:

- Pedestrians will not be allowed to cross the HWY 82 Corridor at 27th St for the duration of the project
- Pedestrians will not be allowed to cross 27th St on the west side of the intersection
- All pedestrian HWY 82 crossing will occur at 23rd St. A temporary pedestrian route on East 27th St. will allow users to access the transit station and continue south along the HWY 82 corridor.

Timeline – What to Expect:

- April 2023 to Fall 2024
- Daily lane closures outside commuter time
- Traffic speed reduction to 25 MPH on HWY 82/27th St.
- Loss of double-turn lane during later phases
- Increased presence of construction workers
- Pedestrian routing changes around 27th St. Station
- Increased pedestrian and cyclist activity on Grand Ave.

Kane asked if there has been cost containment on the project.

Ludlow responded yes, RFTA has not experienced cost increases, and the budget looks sound.

8. Public Hearing:

A. Second Reading – Proposed Revisions to Appendix B of the Rio Grande Corridor Access Control Plan to Include a Utility Fee Structure – Angela Henderson, Assistant Director, Project Management & Facilities Operations & Abbey Pascoe, Asset and Railroad Manager

The initial ACP had an approved Fee Structure of TBD. Staff has added a fee structure based on rates charged by other railroad entities. The new structure will be provided to the applicants upfront and provide uniformity in staff's approach to fee assessments.

Page 24- Item D.

Added text: *"obligation to request a permit for the work"*

Item 4

Added text: *"RFTA will require a letter of reimbursement in order to begin the application review process. Full payment of the applicable application fee is required at the end of the review process once a license agreement is put in place."*

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Added text: *"Receipt of the application fee reimbursement letter"*

McQueeney asked if any member of the public would like to address the Board or make a comment regarding Second Reading – Proposed Revisions to Appendix B of the Rio Grande Corridor Access Control Plan to Include a Utility Fee Structure.

No members of the public had any comments.

McQueeney closed Public Comments at 10:38 a.m.

Shenk moved to approve the Second Reading – Proposed Revisions to Appendix B of the Rio Grande Corridor Access Control Plan to Include a Utility Fee Structure, and Bohmfalk seconded the motion. The motion was unanimously approved.

9. Board Governance Process:

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

The Strategic Planning Retreat will be held June 8, 2023 at the Carbondale Town Hall, immediately following an abbreviated regular RFTA Board meeting which will begin at 8:30 a.m. The facilitator will be Andrea Palm-Porter.

The subcommittee has recommended the following topics:

- Accomplishments made since last year's Retreat.
- Strategies to improve workforce recruitment and retention (such as providing a higher employer contribution to the 401a retirement plan or a match on 457 contributions; reducing

or eliminating the employee contribution for health insurance premiums; a housing stipend for employees for whom RFTA does not provide housing.

- Direction of RFTA's Climate Action Plan.
- Better engagement with the Latino community
- Review of the Strategic Plan Outcomes.

Another item that was requested to look at if time allows is First/Last Mile Mobility.

Poschman suggested looking into having Holy Cross or essential partners participate in the Retreat to give advice/feedback on RFTA's Climate Action Plan.

10. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

Through **February 2023**, RFTA's year-to-date system-wide ridership was **1,155,821**, up **27.8%** compared to **904,356** passengers through February **2022**.

RFTA will be celebrating and rewarding its hard-working employees with an "End of Season Party." Board Members, Board Alternates, and General Counsel are invited to join in the celebration, and are welcome to bring a guest. The party will be held April 22, 2023 at the Hotel Colorado, Glenwood Springs, from 6:00 p.m. – 11:30 p.m.

Nicole Schoon, Secretary to the Board, has sent an emailed inviting Board Members, Alternates, and General Counsel, with the information about the event and requests that you please respond to let her know if you will be attending and if you will be bringing a guest. Dinner will be served and, to ensure there is plenty of food for everyone, we need to get an accurate head count.

The Garfield County Transportation Improvement Subcommittee held its fourth virtual meeting on April 7th. The Subcommittee, Chaired by Ben Bohmfalk, Town of Carbondale, was attended by Subcommittee members, Jonathan Godes and Shelley Kaup, City of Glenwood Springs. Other participants were, Nathan Lindquist, CDOT, Derek Hanrahan, Town of Silt, Sean Strode, Town of Rifle, and RFTA staff, Michael Yang, Kurt Ravenschlag, David Johnson, and Dan Blankenship. Participants discussed some of the current challenges associated with traveling in the I-70 and Highway 82 corridors within. There appeared to be consensus travel challenges will likely worsen in the years ahead due to growth in population, residential and commercial development, and associated traffic. The group felt that having CDOT involved in, and possibly facilitating, discussions among Garfield County jurisdictions about current and future transportation challenges and potential solutions would be beneficial. While the CDOT representative made no commitments, he indicated that it might be helpful for communities to communicate their interest in having CDOT participate in these discussions by writing letters to CDOT. The next meeting of the Subcommittee on April 21st will be spent discussing how best to communicate with and encourage Garfield County jurisdictions to participate in a series of transportation roundtable meetings, hopefully, with CDOT facilitating the discussions.

A break-down of RFTA's 1st Quarter Executed Grants, Awarded Pending Execution Grants, and Submitted Awaiting Potential Award Grants has been included in the April Board Portfolio.

- The total Federal amount of Executed Grants is \$54,983,912, RFTA's amount is \$40,564,880 for a total of \$95,548,792.

- Awarded Pending Execution Grants Total Federal amount is \$15,044,926, RFTA's amount is \$15,007,248 for a total of \$30,051,674.
- The Grant Total of Federal Grant funds is \$70,028,338, RFTA's amount is \$55,572,128, for a grand total of \$125,600,466 for current and future projects.
- Submitted and Awaiting Potential Award Grants Total Federal amount is \$28,917,469, RFTA's amount is \$10,173,156 for a total of \$39,090,629.

Staff identified savings in RFTA's existing budget to advance three items to ensure added employee housing, assist the Human Resource Department, and increased design costs for the Roaring Fork Bridge project. There is a net-zero impact to the 2023 budget.

- **Employee Housing:**
 - **Property Management Services:** RFTA is currently in the solicitation process to enter into a Property Management services agreement for RFTA-owned properties at the Rodeway Inn, in Glenwood Springs, Parker House and Main Street, in Carbondale, and leased units located at the Residences on Grand, in Glenwood Springs. The contract is anticipated to begin May 1, 2023. The estimated cost is approximately \$60,350.
 - **Housing Units:** Seasonal housing rental units at Burlingame and Marolt are scheduled to end in April. Staff is actively securing additional rental units to relocate employees; however, due to limited housing options, Staff is preparing to open 18-units at the Rodeway Inn by May 1, 2023. The estimated cost is approximately \$63,732.
- **Human Resource Department:** Staff has engaged the Employers Council to provide HR Manager support while RFTA's Director of Human Resources is out on an extended leave. The estimated cost of this service is approximately \$50,000 for four to five months. Staff plans to fund this cost using identified budget savings from the HR Department's existing budget.
- **Roaring Fork Bridge Repair Project:** To finalize the design work for the Roaring Fork Bridge project, an additional \$57,500 is required. This increases the overall design budget to approximately \$133,000, of which, approximately \$37,500 had been completed in 2022. Staff plans to fund the additional cost using identified budget savings from the existing capital budget.

Godes moved to approve Directing Paul Taddune to Prepare a Budget and Brief Explanation for Working with Dr. David Knapp on Succession Planning, for the May 11, 2023 RFTA Board Meeting, and Bohmfalk seconded. The motion was unanimously approved.

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

12. Next Meeting: 8:30 a.m. – 11:30 a.m.; May 11, 2023, Carbondale Town Hall, Room 1 and via WebEx Teleconference, for those who are unable to attend in person.

13. Adjournment:

Poschman moved to adjourn from the April 13, 2023 RFTA Board meeting, and Bohmfalk seconded the motion. The motion was unanimously approved.

The April 13, 2023 RFTA Board Meeting adjourned at 11:03 a.m.

Respectfully Submitted:

Nicole R. Schoon
Secretary to the RFTA Board of Directors

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

Meeting Date:	May 11, 2023
Subject:	RFTA Board Waiver of RFTA Procurement Code, Conflict of Interest Provision, Pertaining to Micro-Purchase of Services from RFTA Employee for Recording of the Maroon Bells Bus Tour
Strategic Outcome:	5.0 Satisfied Customers 7.0 High Performing Organization
Strategic Objective:	5.3 Leverage technology to enhance customer experience. 7.5 Ensure appropriate transparency of all RFTA business. 7.7 Continually seek ways to improve business process.
Presented By:	Tammy Sommerfeld, Director of Procurement Ian Adams, Director of Operations
Staff Recommends:	That the Board of Directors approve the staff recommendation to waive the conflict of interest in accordance with Procurement Policy Section 3.21.2 and award a contract with RFTA Employee, Owen O’Farrell.
Executive Summary:	RFTA Procurement policy, section 2.2.4 states that “it shall be a breach of ethical standards for any employee to participate directly or indirectly in procurement when the employee knows that: <ul style="list-style-type: none"> • The Employee or any member of the Employee’s family has a financial interest pertaining to the procurement.” • However, RFTA Procurement Policy 3.21.2 states that “the RFTA Board may grant an employee a written waiver from the application of this section.”
Background/ Discussion:	Owen O’Farrell, RFTA Bus Operator, is considered the “gold standard” in terms of tour quality for RFTA’s ever-popular Maroon Bells Bus Tour. As a result of this and his theater background, RFTA staff feels he is the ideal candidate to produce voice-over recording work to be used on the service.
Governance Policy:	RFTA Board Asset Protection Policy 2.4.4 states, “The CEO shall not allow any purchase wherein normally prudent protection has not been given against conflict of interest.”
Fiscal Implications:	For Owen O’Farrell to do the voice-over for the Maroon Bells Bus Tour the amount will not exceed \$3,500.
Attachments:	None

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

Meeting Date:	May 11, 2023
Subject:	RFTA Climate Action Plan (CAP) Project Update
Strategic Outcomes:	6.0 ENVIRONMENTAL SUSTAINABILITY
Strategic Objectives:	<p>6.1 Trail and transit users enjoy environmentally friendly equipment and facilities</p> <p>6.2 RFTA organization will strive for 100% renewable energy use</p> <p>6.3 Maximize energy efficiencies within RFTA organization with cost-effective solutions</p> <p>6.4 Provide alternative and innovative travel solutions to help slow the growth of vehicle miles traveled in region</p> <p>6.5 Advance renewable/sustainable projects without sacrificing our existing services and responsible budget</p>
Presented By:	David Johnson, RFTA Planning Department Evan Murphy and Antonio Megna, Gannett Fleming
Staff Recommends:	Staff requests feedback on the CAP presentation, and in particular the proposed, initial “recipe” of greenhouse gas (GHG) reduction strategies to achieve the goal of 90% reduction of RFTA generated GHG’s by 2050 as well as a reduction of “Scope 3” emissions from targeted multimodal transportation and land use decisions. This program of projects can be modified at any time and re-modeled for GHG emissions’ impacts.
Executive Summary:	<p>The RFTA Climate Action Plan (CAP) planning process is approximately 90% complete. The presentation at today’s meeting represents the content and findings of the CAP. The CAP will be finalized by the end of May, based on comments from the RFTA Board. Copies of the final CAP will be available for the Board Retreat.</p> <p>The goal of the RFTA CAP is to create measurable, actionable strategies to achieve RFTA’s greenhouse gas (GHG) reduction and climate action goals. These goals and strategies are being developed during the CAP process.</p> <p>The CAP outlines the strategies and the evaluation process used to select strategies, including costs, GHG reductions, and benefit-cost</p> <p>The CAP team has collected a wide range of emissions-related data from RFTA based transit ridership, fleet fuel consumption, and facility utility bills. This information forms RFTA’s 2019 Baseline Greenhouse Gas (GHG) emissions inventory.</p> <p>The CAP project team engaged with area stakeholders and RFTA staff in the fall of 2022 to examine the GHG reduction goals of RFTA’s member jurisdictions and to consider a wide variety of GHG reduction strategies, consolidated from numerous CAPs across the nation.</p>

	<p>This CAP planning process is demonstrating that transitioning to a higher ratio of zero emission buses will be required to reduce RFTA’s scope 1 and 2 emissions substantially, from RFTA’s fleet and facilities. The team has also learned that Scope 3 emissions displacements from multimodal transportation investments and efficient land use decisions that reduce vehicle miles traveled, is a major factor in GHG reductions.</p>
<p>Background/ Discussion:</p>	<p>One of the primary themes from the 2021 RFTA Board Retreat was better defining RFTA’s role in climate action.</p> <p>In July of 2022, RFTA contracted with Gannett Fleming to develop a RFTA Climate Action Plan (CAP). The CAP team provided a project kickoff presentation at the August 11, 2022 board meeting.</p> <p>On October 18th the CAP team and RFTA Staff hosted a regional stakeholders’ workshop in Carbondale, consisting primarily staff planners to discuss the CAP planning process and to consider various emissions reduction strategies relevant to RFTA</p> <p>At the November 1, 2022 RFTA Board Meeting, the CAP team provided an in-person project update. The presentation included potential GHG reduction strategies and an estimate of RFTA’s 2019 baseline emissions, to be used as a foundation for setting GHG emissions reductions goals. The clear message that the Board delivered is that the Authority should “plant the flag” with assertive emissions reduction targets into the future, with reasonable milestone dates to report on accomplishments and to re-evaluate goal-setting.</p> <p>An update regarding the CAP and the preliminary findings was provided at the April 13 RFTA Board Meeting. Board input received at the meeting was incorporated in the presentation that will be provided at the May 11 Board meeting.</p>
<p>Governance Policy:</p>	<p>Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”</p>
<p>Fiscal Implications:</p>	<p>The cost of the CAP is estimated to be \$167,000.</p>
<p>Attachments:</p>	<p>Yes, please click on this link: “Final CAP May Board Presentation.pdf,” or find “Final CAP May Board Presentation.pdf,” included in the May 2023 RFTA Board Meeting Portfolio.pdf 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:	May 11, 2023
Subject:	Presentation Regarding RFTA Rodeway Inn Employee Housing Renovation Project
Strategic Outcome:	3.0 Sustainable Workforce
Strategic Objective:	3.3 Provide comfortable and affordable and short-term and long-term housing solutions
Presented By:	Michael Hermes, Director of Facilities/Project Management.
Staff Recommends:	This is an informational update, there are no staff recommendations at this time.
Executive Summary:	Since the purchase of the Rodeway Inn, staff has been working on the plans to renovate the property and convert it from a short-term stay motel to studio apartments suitable for full-time year-round occupancy. This presentation is intended to update the Board on the highlights of the design of the new studio apartments and provide the Board with an opportunity to comment on the design of the project.
Background/ Discussion:	<p>The concept of turning older hotels into affordable employee housing is fairly new in Colorado, and RFTA was fortunate that the organization’s “on-call” architects and engineers, Short-Elliott and Henderson (SEH), have prior experience in this type of conversion. Staff has also had the advantage of learning firsthand the differences between the designs of a property meant for short-term motel rentals verses long-term studio apartments gleaned from our recent experience with leasing units at the Residences on Grand, which are going through the same renovation process.</p> <p>The challenges staff and the design team have had to overcome begin with the age of the motel, which was largely built in the early 1980’s. Building codes have changed dramatically since then and the current building code is driving the need for many upgrades at the property. Most notably, the current building code requires the installation of a fire suppression and alarm system, upgraded electrical power to each unit and upgrades to ADA units and ADA parking.</p> <p>Revisions to the Glenwood Springs municipal code that address converting traditional short-term stay motels to extended stay motels requires that the renovations incorporate certain upgrades such as laundry facilities, at a ratio of one washer and dryer for every 20 units, outdoor lighting improvements to meet illumination and dark sky standards, and set minimum requirements for the kitchenettes that include separate sinks for the kitchen and the lavatory and built in cook top units with hoods. These code revisions also required RFTA to deed restrict 35% (15) of the units at the motel to be rented at no more than 100% of the maximum rents established by the Colorado Housing and Finance Authority (CHFA).</p>

	<p>In addition to the improvements listed above, the current design Includes:</p> <ul style="list-style-type: none"> • New “Package Terminal Air Conditioner” (PTAC) to provide more efficient and better-quality heating and cooling. • The installation of insulation in hollow walls and the addition of sound mitigating drywall on adjoining walls and ceilings where appropriate. • A laundry facility with 6 sets of washers and dryers. Currently a 7 to one ratio. • Moving the bathroom door to provide separation between the bathroom and the kitchen area. • An 11.6 square foot or larger refrigerator. • An oven with a 2-burner stove top and microwave with a hood. • New vinyl flooring. • Improvements to the landscaping to provide a small accessible green space behind Building A.
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:	There are no fiscal implications at this time that are associated with this update.
Attachments:	There are no attachments. Staff will be presenting a PowerPoint presentation to walk the Board through the highlights of the Rodeway Inn renovation design.

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

Meeting Date:	May 11, 2023
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 the 2023 Board Retreat
Core Issues:	<p>Each year, in May, June or July, 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 2023 Board meeting, the Board agreed to schedule the Retreat on June 8, 2023 at the Carbondale Town Hall. Subcommittee members include Greg Poschman and Colin Laird.</p> <p>The facilitator will be Andrea Palm-Porter.</p> <p>The subcommittee has discussed the following ideas to date:</p> <ol style="list-style-type: none"> 1) Review accomplishments that have been made since last year’s Retreat 2) Staff Housing Strategies and workforce retention: How can we think strategically and regionally? How we can partner with other entities to increase the amount and types of housing available and the options for acquisition? 3) Direction on RFTA’s Climate Action Plan (consider inviting a broad array of stakeholders to the Retreat). 4) Better engagement with the Latinx community (regarding our Climate Action Plan and RFTA services in general) 5) First and Last Mile Mobility. 6) Succession Planning: How do we set up a network of training and support so we have an eco-system of recruitment and retention? 7) Review of the Strategic Plan Outcomes to see if they still suffice, or if they should be revised.
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 (Outcomes) 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: May 11, 2023

Upcoming Meetings with RFTA’s Congressional Delegation: Staff is seeking Board Member/Alternate volunteers to travel to Washington D.C. during the week of June 20 – 23, to meet with members of the Congressional Delegation in order to advocate on behalf of grant applications that RFTA is submitting for capital projects, such as the Phase 6 Office Building and Transit Center.

Ridership: Through **March 2023**, RFTA’s year-to-date system-wide ridership was **1,715,361**, up **25.3%** compared to **1,368,926** passengers through **March 2022**.

The chart below compares year-to-date **March 2023** ridership with year-to-date **March 2019** pre-pandemic ridership. Overall, year-to-date system-wide ridership through **March 2023** was down **9%** compared to year-to-date system-wide ridership through **March 2019**. However, Valley ridership was only down **1%** and Hogback ridership was up **70%** compared with year-to-date **March 2019**.

Total Ridership YTD Comparison: 2019 vs. 2023			
Service	YTD Mar. 2019	YTD Mar. 2023	% Vari YTD 2023 to YTD 2019
Aspen	543,109	391,952	-28%
Valley	813,244	806,627	-1%
Hogback	25,094	42,725	70%
Other	497,007	474,057	-5%
Total	1,878,454	1,715,361	-9%

When looking only at the month of **March 2023** ridership compared to **March 2019** (pre-pandemic), system-wide ridership was down **10%**, but Valley ridership was only down **1%**, Hogback ridership was up **66%**, and Other ridership, which includes Ride Glenwood and Aspen Skiing Company, was down **7%** (see below).

Ridership Comparison: Mar. 2019 vs. Mar. 2023			
Service	Mar-19	Mar-23	% Vari Mar. 2023 to Mar. 2019
Aspen	180,664	130,127	-28%
Valley	268,417	265,152	-1%
Hogback	8,645	14,370	66%
Other	161,571	149,891	-7%
Total	619,297	559,540	-10%

Garfield County Transportation Improvement Subcommittee: The Subcommittee held a virtual meeting on May 5. The Subcommittee, Chaired by Ben Bohmfalk, Carbondale, was also attended by Subcommittee members, Jonathan Godes, Glenwood Springs, and Art Riddile and Brandy Copeland, Town of New Castle. Other participants were: Derek Hanrahan and Jeff Layman, Silt, Sean Strode, Rifle, Travis Elliot, Town of Parachute, Tom Jankovsky, Garfield County, and RFTA staff, Kurt Ravenschlag, and Dan Blankenship.

Subcommittee members provided background to new participants regarding the objective of the Subcommittee, which is to create a Garfield County jurisdictional forum for discussing current and forecasted challenges associated with traveling in the I-70 and Highway 82 corridors within Garfield County. Participants concurred that absent the identification and implementation of a broad range of solutions, travel challenges within the County will likely worsen in the years ahead due to forecasted growth in population, residential and commercial development, and associated traffic. The group reviewed and approved a draft letter asking CDOT to convene and facilitate discussions among Garfield County jurisdictions about current and future transportation challenges and potential solutions. The group agreed that a letter requesting CDOT to lead this effort would be forwarded for approval and signature by each Garfield County jurisdiction, and then sent to CDOT.

RFTA Mobile Fare Payment App Update – April 2023:

- **Successful transactions using the app during April 2023:** **10,343**
- **Value of successful transactions during April 2023:** **\$291,768**
- **Accounts created since the app was implemented:**
 - **November 2022:** **1,182**
 - **December 2022:** **2,262**
 - **January 2023:** **2,610**
 - **February 2023:** **1,515**
 - **March 2023:** **1,308**
 - **April 2023** **766**
 - **Total:** **9,643**
- **Ridership using the app in April 2023:** **52,455**

Chief Operating Officer Update, May 2023 – Kurt Ravenschlag, COO

Operational Readiness

Spring: 115%
 Projected Summer: 107% - 111%

The Roaring Fork Transportation Authority utilizes an Operational Readiness calculator to determine whether or not we have the appropriate level of staffing to deliver a particular season scheduled service. For example, a 100% readiness means RFTA has the exact number of bus operators to cover the scheduled service. However, 100% readiness does not account for vacations, sick absences, FMLA or other reasons an employee might be away from work. Ideally, RFTA would have a 120% readiness to account for all the various absences the operations staff would be dealing with on a day-to-day basis and avoid excessive overtime. RFTA has established a threshold of 105% readiness before service reductions would be necessary to reliably deliver scheduled service.

RFTA 2023 Work Plan for Destination 2040 Implementation

E1 - Bus Replacement – 19, 40’ 9 clean diesel and 10 CNG, low floor buses

2023 Budget: \$11,341,890	% Complete: 25%	Last Updated: April 2023
<ul style="list-style-type: none"> 2021 and 2022 Budget included funding to purchase 19 replacement clean diesel, low floor buses. This budget was appropriated in the 2022 Annual Budget appropriation. 		<ul style="list-style-type: none"> 8 of 9 Clean Diesel buses delivered as of 4/7/23. 10 CNG scheduled for delivery May 2023

E2 - Bike Share Expansion

2023 Capital Budget: \$2,064,858	% Complete: 100%	Last Updated: May 2023
<ul style="list-style-type: none"> 2023 Budget includes \$2,064,858 to purchase and implement bike share in Carbondale and Glenwood Springs. 		<ul style="list-style-type: none"> 2023 Bike Share implementation is underway.

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

2023 Budget: \$2,803,850	% Complete: 25%	Last Updated: Jan. 2023
<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"> 5 Diesel scheduled for delivery May 2023

C13 – Town of Snowmass Village Transit Center

2023 Budget: \$500,000	% Complete: 20%	Last Updated: May 2023
<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"> TOSV Planning and Zoning Board rejected Transit Center Plans. Town Council also rejected plans. Project is currently tabled.



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

2023 Budget: \$3,800,392	% Complete: 30%	Last Updated: May 2023
<ul style="list-style-type: none"> In 2023 RFTA staff plan to contract with a construction team and begin construction of the 27th Street and SH-82 Underpass in spring 2023. 		<ul style="list-style-type: none"> Meyers and Sons getting mobilized for Construction to begin May 9.

S4 - Buttermilk Underpass

2023 Budget: \$0	% Complete: 0%	Last Updated: May 2023
<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 leading grade separation planning and public outreach to determine design parameters for Buttermilk/HWY82 crossing. www.eotcbuttermilk.com

S7 - Glenwood Maintenance Facility (GMF) Expansion

2022 Budget: \$28,246,556	% Complete: 30%	Last Updated: May 2023
<ul style="list-style-type: none"> Construction funding for phases 3,4,5,7 has been appropriated in 2023 Annual Budget. Design funding for Phase 6 has been appropriated in 2023 Annual Budget. 	<p>Phase 3,4,5,7</p> <ul style="list-style-type: none"> Construction resumed March 2023  <p><i>Drilling foundations</i></p>  <p><i>Wall construction</i></p>	



Aerial view of GMF Construction



Aerial view of GMF Construction

Phase 6 (Transit Center and Operations Center)

- Design team has been selected for Phase 6 and contracting is underway.

S10 - Replacement Housing

2022 Budget: \$50,000	% Complete: 10%	Last Updated: May 2023
<ul style="list-style-type: none"> • Funding for a comprehensive housing policy effort has been included in the 2023 annual budget appropriation to help define the housing type RFTA should build. 	<ul style="list-style-type: none"> • Consultant team has been selected and contracting is underway 	

Planning Department Update, May 2023 – David Johnson, Director of Planning

Please see the click on the links: "[05-11-2023 Planning Department Update.pdf](#)," or see "05-11-2023 Planning Department Update.pdf," included in the May 2023 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

Finance Department Update, May 2023 – Michael Yang, CFAO

2023 Actuals/Budget Comparison (March YTD)

2023 Budget Year				
General Fund	March YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 4,306,032	\$ 3,456,263	24.6%	\$ 36,813,900
Property Tax	\$ 4,427,209	\$ 4,427,209	0.0%	\$ 11,843,939
Grants	\$ 2,341,961	\$ 2,341,961	0.0%	\$ 54,862,431
Fares (2)	\$ 705,269	\$ 517,171	36.4%	\$ 4,243,700
Other govt contributions	\$ 1,134,669	\$ 1,134,669	0.0%	\$ 2,433,143
Other income	\$ 1,211,841	\$ 645,685	87.7%	\$ 1,406,600
Total Revenues	\$ 14,126,980	\$ 12,522,958	12.8%	\$ 111,603,713
Expenditures				
Fuel	\$ 528,483	\$ 775,035	-31.8%	\$ 2,579,765
Transit	\$ 9,080,149	\$ 9,504,580	-4.5%	\$ 39,674,261
Trails & Corridor Mgmt	\$ 126,261	\$ 143,681	-12.1%	\$ 944,890
Capital	\$ 2,350,517	\$ 2,349,321	0.1%	\$ 97,884,966
Debt service	\$ 330,433	\$ 330,433	0.0%	\$ 1,900,833
Total Expenditures	\$ 12,415,844	\$ 13,103,051	-5.2%	\$ 142,984,715
Other Financing Sources/Uses				
Other financing sources	\$ 160	\$ -	#DIV/0!	\$ 3,669,760
Other financing uses	\$ (1,293,991)	\$ (1,293,991)	0.0%	\$ (5,179,954)
Total Other Financing Sources/Uses	\$ (1,293,831)	\$ (1,293,991)	0.0%	\$ (1,510,194)
Change in Fund Balance (3)	\$ 417,305	\$ (1,874,084)	-122.3%	\$ (32,891,196)

- (1) Sales and Use Tax Revenues are received 2 months in arrears (i.e. March sales and use tax revenue will be deposited in May).
- (2) 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.
- (3) Through February, fare revenue and ridership are increased by 14% and 29%, respectively, compared to the prior year. The average sale per transaction was approximately \$14.44 in March 2022 compared to \$7.15 in March 2023. The primary driver for this decrease is due to Mobile App functionalities (i.e. one-way purchases) as compared to only offering Stored Value Card purchases at the Ticket Vending Machines. The Mobile App was implemented in November 2022. The chart on the next page provides a YTD March 2022/2023 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 3/2022	YTD 3/2023	Increase/ (Decrease)	% Change
Regional Fares	\$ 612,165	\$ 695,077	\$ 82,912	14%
Total Fare Revenue	\$ 612,165	\$ 695,077	\$ 82,912	14%
Ridership on RFTA Regional Services*:				
	YTD 3/2022	YTD 3/2023	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	179,171	216,726	37,555	21%
BRT	232,801	313,341	80,540	35%
SM-DV	33,663	42,874	9,211	27%
Grand Hogback	31,243	42,725	11,482	37%
Total Ridership on RFTA Fare Services	476,878	615,666	138,788	29%
Avg. Fare/Ride	\$ 1.28	\$ 1.13	\$ (0.15)	-12%

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage March YTD				Hours March YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	1,040,909	1,057,576	(16,667)	-1.6%	48,701	49,790	(1,088)	-2.2%
City of Aspen	160,448	167,482	(7,034)	-4.2%	18,724	19,038	(313)	-1.6%
Aspen Skiing Company	187,031	190,471	(3,440)	-1.8%	13,414	14,104	(689)	-4.9%
Ride Glenwood Springs	27,694	29,343	(1,649)	-5.6%	2,447	2,446	1	0.0%
Grand Hogback	101,346	102,443	(1,097)	-1.1%	4,789	4,796	(7)	-0.1%
Specials/Charters	1,948	3,750	(1,802)	-48.1%	327	279	48	17.0%
Senior Van	2,868	2,057	811	39.4%	361	413	(52)	-12.5%
Subtotal - Transit Service	1,522,244	1,553,121	(30,878)	-2.0%	88,765	90,866	(2,101)	-2.3%
Training & Other	3,829	6,730	(2,901)	-43.1%	5,930	6,319	(389)	-6.2%
Total Transit Service, Training & Other	1,526,072	1,559,851	(33,779)	-2.2%	94,694	97,184	(2,490)	-2.6%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Mar-22 YTD	Mar-23 YTD	# Variance	% Variance
City of Aspen	338,510	391,952	53,442	15.79%
RF Valley Commuter	667,330	849,352	182,022	27.28%
Grand Hogback	31,243	42,725	11,482	36.75%
Aspen Skiing Company	309,750	403,130	93,380	30.15%
Ride Glenwood Springs	42,363	63,114	20,751	48.98%
X-games/Charter	10,732	7,304	(3,428)	-31.94%
Senior Van	241	509	268	111.20%
MAA Burlingame	-	-	-	#DIV/0!
Maroon Bells	-	-	-	#DIV/0!
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	1,400,169	1,758,086	357,917	25.56%

Subset of Roaring Fork Valley Commuter Service with BRT in 2019

Service	YTD Mar 2022	YTD Mar 2023	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	179,171	216,726	37,555	21%
BRT	232,801	313,341	80,540	35%
Total	411,972	530,067	118,095	29%

2022 Financial Statement Audit – Schedule

Date	Activity	Status
5/1/2023 – 5/5/2023	Start of Audit – auditors conducting onsite fieldwork	<i>Completed</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>
7/7/2023	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/13/2023	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

Confirmed members of RFTA Board Audit Subcommittee:

1. **Alyssa Shenk**, RFTA Board member (Town of Snowmass Village)
2. **Colin Laird**, RFTA Board member (Town of Carbondale)
3. **Greg Poschman**, RFTA Board member (Pitkin County)
4. **Ann Driggers**, Independent Financial Expert (Pitkin County Chief Financial and Administrative Officer, Treasurer and Public Trustee)
5. **Jill Klosterman**, Independent Financial Expert (Eagle County Chief Financial Officer) or **Anna Earl**, Independent Financial Expert (Eagle County Deputy Director of Finance)

Facilities & Trails Update, May 2023 – Mike Hermes, Director of Facilities & Trails

Facilities, Railroad Corridor & Rio Grande Trail Update

Glenwood Housing Facility (formally known as the Rodeway Inn): Staff has taken over management of the Glenwood Housing facility and is working through the redevelopment process with S.E.H., RFTA’s contract engineering firm to convert the existing hotel rooms into employee housing units. In the short-term, staff has prepped 18 rooms for use to accommodate summer Bus Operator training classes. As soon as we have a property manager onsite, RFTA will begin utilizing this property for new-hire housing. (ongoing)

Right-of-Way Land Management Project: Along with its legal and engineering consultants, RFTA staff will be working on the following tasks in 2023:

With the RFTA Board’s direction, staff will begin identifying all current unlicensed uses inside the Railroad Corridor and begin requesting that the adjacent neighbors, utility companies, jurisdictions either license the use (if applicable), or remove the use. Staff will start this process in Glenwood Springs as soon as the snow melts and the ground thaws, most likely mid-June.

Staff will provide monthly updates on this process once the process is in motion. (ongoing)

Land Use Applications:

Railroad Items:

- Working with Paul Taddune on outstanding corridor issues
 - Zlotnick
 - Deane
 - Eubank
- Rail Attorney items:
 - PUC application with Town of Carbondale
 - Town of Carbondale license language
 - Black Hills' license language
 - Rail car letters
 - Letter for Hooks' Encroachments

Land Use:

- Current Applications:
 - Holy Cross Fiber Project- waiting on as-builts
 - Pitkin County Gerbaz Bridge- provided RFTA comments to Pitkin County on 60% design
- Outstanding Applications
 - Cedar Networks- waiting for revised plans on bringing pole into compliance, need fee structure approved before they will sign license
- **Recreational Trails Plan (RTP)** – The Planning Department is working with regional stakeholders to update the 2005 Recreational Trails Plan (RTP). Following unanimous RFTA Board adoption of the Access Control Plan (ACP) in early 2023, the RTP is the second component plan of the larger Corridor Comprehensive Plan that guides management of the entire Rio Grande Trail from Glenwood Springs to Woody Creek. (postponed)
- **Rail Salvage Project** – Staff has been tasked with developing a statement of work for, and removal of all rail between 8th Street and 23rd Street in Glenwood Springs in 2023. The 27th Street underpass project will begin during spring 2023. Rail salvage will move to 2024 (ongoing)
- **Wingo Bridge Rehabilitation Project** – The contractor is mobilizing back in to finish the Wingo Bridge repair project. They have roughly a month of work left to complete the repairs. (ongoing)
- **Roaring Fork Bridge Rehabilitation Project** – This repair project is in the design process. Staff anticipates the repair design and engineer's estimate will be complete in late spring/early summer of 2023. There are two parts to this project, the first and most critical is the repair to the abutments and installation of some anti-graffiti improvements, fencing to block access to the abutments, etc. One of the abutments has twisted and dropped and staff has been tasked with posting "no emergency vehicles on the bridge until further notice" on each side of the bridge to ensure that the bridge abutment doesn't fail.

The second part of the scope is to clean up and remove all of the graffiti. We will bring the budget for the repairs and the graffiti removal to the RFTA board for review and to decide if we want to do one or both of the scopes. Planning did submit the bridge repair portion of the project for a TAP grant. This is a perfect project for TAP funds.

Pictures of the graffiti can be seen below:



- The Rio Grande Trail Staff is staying busy.
 - Staff has been sweeping, debris blowing, clearing limbs and sightlines, cleaning up trailheads and vault toilets, reminding dog owners to leash their pets, etc. to make sure the trail is safe and clean.
 - The entire lower RGT is plowed and clear of snow
 - The "Wildlife Section" (Catherine Bridge TH to Rock Bottom Ranch) opened for the season on April 30th at 5 pm.
 - Staff spent some time this Spring pruning the various fruit trees in the Corridor.

- Jud Lang studied hard this winter and passed his drone license exam!
- Staff continues working with Carbondale Arts to beautify the corridor through the Town of Carbondale, called the “Rio Grande ArtWay”
 - The next big project is the Youth Art Park, and it is located just north of Town Hall and the Carbondale Rec Center. Phase 1 of this project should be completed in 2023.
- 2023 projects that we hope to complete are listed below:
 - Bridge Maintenance/Repair
 - ❖ Wingo Bridge: Contractor mobilized first week of October of ‘22 to get this important repair project started. Project goal is to repair the concrete pier footings. This project will continue into 2023
 - Coordination with Pitkin County is ongoing, as they are a partner
 - ❖ Roaring Fork Bridge: Repair work is being designed and will hopefully begin in ‘23
 - Hire a full time Trail Technician. The job has been posted and we will begin to schedule interviews with the top candidates very shortly.
 - Rio Grande Trail Maintenance – Shoulder Repair Project. Goal is to repair the trail shoulders from the CMC Trailhead up to the edge of Carbondale. The shoulders are important to maintain because they provide a clear space for trail users to safely step off the trail, a soft surface to walk/run on, and they also provide structural stability for the asphalt trail itself
 - ❖ The shoulder repair project is out for bid.
 - Continue re-vegetation and corridor restoration efforts. 2023 will be year # 8 utilizing goats to help build soil health, control vegetation, and help to snuff out noxious weeds. The goats will primarily be working in the Emma to Rock Bottom Ranch section of the trail in ‘23
 - ❖ Continue and expand our vegetation monitoring program
 - Continue Rio Grande ArtWay improvements and maintenance
 - Kiosk Construction – the last remaining kiosk to be updated is located at the Satank Bridge
 - Adopt-a-Trail and RFOV project collaborations
 - Build guard rail fence, aka fall protection fence, in 2 priority areas
 - ❖ The fence project is out to bid.
 - Complete the annual CEC tour, report, and meeting
 - Put together Scope of Work for 2024 asphalt repair/replacement project

**RFTA BOARD OF DIRECTORS MEETING
“DISCUSSION” AGENDA SUMMARY ITEM # 10. A.**

Meeting Date:	May 11, 2023
Subject:	RFTA-Wide Succession Planning
Strategic Outcome:	3.0 Sustainable Workforce
Strategic Objective:	3.6 Ensure organization resilience through thoughtful succession planning and workforce development
Presented By:	David Knapp, PhD, Denver Training Group/Marathon Leadership
Staff Recommends:	At the April 13, 2023 Meeting, several Board members expressed an interest in having a more in-depth discussion with Dr. Knapp about RFTA-wide succession planning activities. This is a placeholder, following the Executive Session, to provide the RFTA Board and Dr. Knapp with an opportunity to discuss current and future efforts surrounding RFTA-wide workforce development and succession planning.
Executive Summary:	<p>In 2022, David Knapp, PhD led the RFTA Supervisor Academy. There were 7 classes that began in June and ended in October. There were 25 Supervisors, Foreman & Managers that participated in the course.</p> <p>RFTA intends to provide the course again in 2023 for another 25 participants. The curriculum is as follows:</p> <p>Class # 1: Academy Launch including goals, objectives, expectations, and setting the stage with a course on Management versus Leadership</p> <p>Class # 2: Communicating Effectively as a Leader</p> <p>Class # 3: Motivating, Coaching and Empowering Employees</p> <p>Class # 4: Adaptability, and Change Management</p> <p>Class # 5: Conflict Management and Personal Resilience</p> <p>Class # 6: Innovative Project Ideas to help improve RFTA</p> <p>Class # 7: Developing Emotional Intelligence</p> <p>The following leadership principles should be an integral part of each class:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sharing a clear and compelling vision on RFTA’s Strategic Plan. <input type="checkbox"/> Activating the potential in others through coaching skills <input type="checkbox"/> Motivating, inspiring, encouraging and challenging employees by leading through example <input type="checkbox"/> Teaching with patience

	<p>☐ Customer service skills to make RFTA Best in Class</p> <p>Separately, there will be individual virtual & in-person coaching sessions to assist employees in developing their professional and personal growth and communication skills. There are 8 individuals for which Dr. Knapp has been providing ongoing coaching, beginning in 2022, and there will be more added this year.</p>
<p>Background/ Discussion:</p>	<p><u>From Dr. Knapp’s Marathon Leadership Website:</u></p> <p>With over 25 years of experience in the corporate boardroom and the university classroom, my passion is helping clients improve themselves and their organizations through the practical application of the most current research findings in the areas of communication, management, leadership, and organizational development.</p> <p>During that time, I have worked with local, national, and international organizations and governments in nearly all areas of organizational learning and development, including:</p> <ul style="list-style-type: none"> • Designing, Implementing, Facilitating, and Measuring the Success of Employee Training Sessions. • Facilitating Organizational Strategy Sessions for C-level Executives and Board Members. • Coaching C-level Executives and High-potential Employees on Leadership Effectiveness. • Implementing Succession Plans. • Creating Employee and Leadership Development Programs. • Guiding Corporate Restructuring Efforts. • Starting Mentoring Programs. • Developing and Overseeing Performance Management Systems. • Serving as an External Mediator for Employee Relations Situations.
<p>Governance Policy:</p>	<p>Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”</p>
<p>Fiscal Implications:</p>	<p>For the services described above, the current 2023 contract maximum “not to exceed” amount without prior written authorization, is \$77,726. In order to thoughtfully plan for CEO succession, pending RFTA Board authorization, Dr. Knapp has proposed to provide additional Executive-Level development coaching for the Chief Operating Officer and Chief Financial and Administrative Officer over the next 21 months for approximately \$33,000 more.</p>
<p>Attachments:</p>	<p>None.</p>