

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

**TIME:** 9:00 a.m. – 11:30 a.m., Thursday, May 13, 2021

This will be a Virtual WebEx Teleconference Meeting

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

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

	<b>Agenda Item</b>	<b>Policy</b>	<b>Purpose</b>	<b>Est. Time</b>
1	<b>Call to Order / Roll Call:</b>		<b>Quorum</b>	<b>9:00 a.m.</b>
2	<b>Executive Session:</b>			
	A. Paul Taddune, General Counsel: <b>One Matter:</b> 1) Pursuant to C.R.S. 24-6-402 4(e)(I): Determining positions that may be subject to negotiations; developing strategy for negotiations and instructions for negotiators (RFTA-ATU Local 1774 Collective Bargaining Agreement 2022-2024)		<b>Executive Session</b>	<b>9:01 a.m.</b>
3	<b>Approval of <u>Minutes</u>:</b> RFTA Board Meeting April 8, 2021, <b>page 3</b>		<b>Approve</b>	<b>9:45 a.m.</b>
4	<b>Public Comment:</b> Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		<b>Public Input</b>	<b>9:50 a.m.</b>
5	<b>Items Added to Agenda – Board Member Comments:</b>	<b>4.3.3.C</b>	<b>Comments</b>	<b>10:00 a.m.</b>
6	<b>Presentations/Action Items:</b>			
	A. Glenwood Maintenance Facility ( <u>GMF</u> ) Expansion Project Presentation – Kurt Ravenschlag, COO, <b>page 12</b>	<b>4.2.5</b>	<b>Discussion /Direction</b>	<b>10:10 a.m.</b>
	B. RFTA <u>Service</u> Planning Issues Related to the Outbreak of Coronavirus (COVID-19) – Kurt Ravenschlag, COO, <b>page 15</b>	<b>2.2.3</b>	<b>Discussion /Direction</b>	<b>10:40 a.m.</b>
	C. <u>Resolution</u> 2021-10: A Resolution of the Roaring Fork Transportation Authority (in the State of Colorado), Authorizing the Issuance of RFTA’s Property Tax Revenue Bonds, Series 2021a, in an Aggregate Principal Amount Not to Exceed \$35,550,000*, for the Purposes Set Forth in the Ballot Issue; Providing for the Payment of the Bonds From a Pledge of RFTA’s 2.65 Mill Ad Valorem Property Tax Revenues; Delegating the Authority to RFTA’s Sale Delegate to Determine Certain Provisions of the Bonds Within Certain Parameters Set Forth in this Resolution; Authorizing RFTA’s Officers to Execute Certain Documents in Connection with the Issuance of the Bonds – Michael Yang, CFAO and Paul Hamilton, Director of Finance, <b>page 19</b>	<b>4.2.5</b>	<b>Approve</b>	<b>10:50 a.m.</b>
	<b>(Agenda Continued on Next Page)</b>			

	<b>Agenda Item</b>	<b>Policy</b>	<b>Purpose</b>	<b>Est. Time</b>
7	<b>Board Governance Process:</b>			
	A. RFTA <a href="#">Board</a> Strategic Planning Retreat – David Johnson, Director of Planning, <b>page 24</b>	<b>3.2.3</b>	<b>Direction</b>	<b>11:05 a.m.</b>
8	<b>Information/Updates:</b>			
	A. <a href="#">CEO</a> Report – Dan Blankenship, CEO, <b>page 26</b>	<b>2.8.6</b>	<b>FYI</b>	<b>11:15 a.m.</b>
9	<b>Issues to be Considered at Next Meeting:</b>			
	To Be Determined at the May 13, 2021 Board Meeting	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:25 a.m.</b>
10	<b>Next Meeting:</b> 9:00 a.m. – 11:30 a.m., June 10, 2021 via Webex Teleconference (Details to be provided later)	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:27 a.m.</b>
11	<b>Adjournment:</b>		<b>Adjourn</b>	<b>11:30 a.m.</b>

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**ROARING FORK TRANSPORTATION AUTHORITY  
BOARD MEETING MINUTES  
April 8, 2021**

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

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

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

Ward Hauenstein (City of Aspen); Francie Jacober (Pitkin County); Shelley Kaup (City of Glenwood Springs)

**Staff Present (via WebEx):**

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

**Visitors Present (via WebEx):**

David Pesnichak (EOTC/Pitkin County); John Krueger (City of Aspen); Scott Condon and Madeleine Osberger (Reporter, Aspen Daily Times); Jason Jaynes (DHM Design); Shannon Marvel and Linda DuPriest (Transit Planning & Development Lead, City of Glenwood Springs)

**Agenda**

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

**Dan Richardson called the RFTA Board of Directors to order at 9:00 a.m. Richardson declared a quorum to be present (8 member jurisdictions present) and the April 8, 2021 RFTA Board of Directors meeting began at 9:01 a.m.**

**2. Approval of Minutes:**

**Alyssa Shenk moved to approve the March 11, 2021 Board Meeting Minutes, with the correction on page 3 of the minutes, which should state, Steve Smith with the City of Glenwood Springs' Bicycle Advocates, not Classical Advocates, and Ann Mullins seconded the motion. The motion was unanimously approved.**

**3. Public Comment:**

**Richardson asked if any member of the public would like to address the Board or make a comment regarding items not on the April 8, 2021 Board Agenda.**

No members of the public had any comments.

**Richardson closed Public Comments at 9:04 a.m.**

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

**Richardson asked if there were any items that needed to be added to the April 8, 2021 Board meeting Agenda.**

No items were added to the April 8, 2021 Board Agenda.

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

Bill Kane reminded the Board that it needs to be mindful of grant funds coming to RFTA for COVID-19 relief, as well as within each jurisdiction. He expressed that everyone needs to be thinking of supportive opportunities and where those funds would be best spent.

Dan Blankenship responded that RFTA is in a good position regarding COVID-19 funding and stated his thanks for the relief funds RFTA has received and been awarded during these stressful times.

Greg Poschman stated that with such ample grant funds being received it might be a good time to look into additional employee housing.

Jonathan Godes stated that with the opening of Hanging Lake there were over 7000 reservations made within one hour. As more people get vaccinated, they are wanting to get outside to enjoy the scenery and recreational opportunities in the Valley. He wants the Board to think about possibly opening Maroon Bells Shuttle service to get the community up to that area. It would be an opportunity for RFTA to retain employees during the off-season as well as the potential of making additional funds.

Blankenship responded that it would be extremely difficult to open Maroon Bells Shuttle service this summer, generally because RFTA is currently having a difficult time filling positions for the regular bus services as well as lack of employee housing. It might be possible in the future, with discussions with the Forest Service and to see what opening Maroon Bells earlier might entail.

**Richardson closed Board comments at 9:16 a.m.**

**5. Consent Agenda:**

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

In 2020, Garfield County approved \$760,240 for the Hogback bus service, however, due to COVID-19, the Hogback bus service levels were decreased and the revised estimate of the County's share in 2020 was \$666,921. The County's grant for the Hogback bus service in 2021 was anticipated to be \$500,000 (due to the County's severe budgetary constraints), the estimated cost is \$633,706, the BOCC agreed to approve the full \$760,240 grant amount in 2020 and allow RFTA to apply the \$93,319 difference to help offset the 2021 short fall of \$133,706.

RFTA greatly appreciates the willingness of the County to continue its contribution for the Hogback bus service in 2021 in the reduced amount of \$500,000

**Poschman moved to approve the Intergovernmental Agreement for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities, and Riddle seconded the motion. The motion was unanimously approved.**

**B. Resolution 2021-09: Authorization to Submit a FAST Act Reauthorization Proposal Through a Statewide Process Administered by CASTA – David Johnson, Director of Planning**

On March 31, 2021, President Biden released his proposed infrastructure plan, which includes approximately \$2 trillion to be utilized for surface transportation, water, and other infrastructure. The Administration and Congress have once again started allowing the use of earmarking, the new process is still being developed.

CASTA members will be meeting on April 9, 2021 to discuss a statewide earmark submission and address the following issues:

- Earmark process
- Funding ranges
- Eligibility
- Strategy & competitiveness
- Timeline for participants

RFTA is proposing an earmark request of up to \$6 million, and a local match commitment not to exceed \$3 million.

**Poschman moved to approve Resolution 2021-09: Authorization to Submit a FAST Act Reauthorization Proposal Through a Statewide Process Administered by CASTA, and Riddile seconded the motion. The motion was unanimously approved.**

**C. Authorization for RFTA CEO to Enter into Leases for RFTA Seasonal Housing – Kurt Ravenschlag, COO and Pam Willis, Housing Coordinator**

RFTA was unable to secure its summer employee housing needs from Aspen Skiing Company, which it has relied on in the past. RFTA is needing to enter into short-term (5-6 month) lease agreements to meet RFTA's summer housing needs. RFTA is in discussions with several Roaring Fork Valley properties to secure between 15-30 additional beds. At the end of April, RFTA will lose 40 beds at Burlingame and will need units in May to accommodate existing new hires and additional summer seasonal staff.

If RFTA is unable to secure adequate seasonal housing it could jeopardize RFTA's ability to retain existing Bus Operators as well as recruit the necessary additional seasonal Bus Operators needed to provide summer service. Without adequate Bus Operators to operate service, RFTA would be forced to pay significantly higher overtime costs and could risk burnout of existing Bus Operators.

RFTA will utilize existing budget from the seasonal employee housing line item to secure the new lease agreements. Without knowing the details of the lease costs at this time, staff is unable to accurately assess whether there might be a need for additional housing budget funds.

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

**6. Presentations/Action Items:**

**A. 27<sup>th</sup> Street/State HWY 82 Underpass Project Phasing and Aesthetics Presentation – Nick Senn, Senior Project Manager, Kurt Ravenschlag, COO, and Jason Jaynes, DHM Design**

RFTA Destination 2040 Project S1, Pedestrian and Bicycle Crossings of 27th Street and HWY 82 in Glenwood Springs has reached a 30% design completion. This project is a funding partnership between RFTA, CDOT and Glenwood Springs. Final design is scheduled for completion by August 2021, with construction beginning Fall 2021. The 30% design and aesthetics were presented to Glenwood Springs City Council on March 18, 2021 for their feedback, which included:

- Construction impacts to traffic flow;
- Safe pedestrian movements during construction;
- Width of ramp on SE corner bringing pedestrians/bikes up to grade at 27th Street Transfer Station could be wider;
- Aesthetic design features;
- Public art opportunities; and
- Security cameras.

The Rio Grande Trail currently crosses 27<sup>th</sup> Street at-grade within the RFTA Right-Of-Way. The Rio Grande Trail is one of the main bike routes through Glenwood Springs and provides trail access to the upper valley.

The 27th Street intersection experiences a high volume of traffic and this grade-separated pedestrian crossing will benefit both the function of the intersection for vehicles, by removing the pedestrian phase from the intersections signal, and enhancing the safety for the pedestrians utilizing the Rio Grande Trail, by removing them from the intersection.

Crossing Highway 82 at 27<sup>th</sup> Street is challenging for pedestrians to negotiate and is a barrier for people trying to access the RFTA BRT station. A grade-separated pedestrian crossing across SH 82 at this location will benefit pedestrians attempting to cross the highway and the flow of traffic through the intersection, by removing the pedestrian phase from the traffic signal.

The budgeted cost of the 27<sup>th</sup> St./State HWY 82 Underpass Project is \$10.1 million dollars. RFTA has currently allocated the flowing resources to finance the project and plans to continue to see additional grant funding opportunities.

• RFTA 2040 Funds (including design/CM efforts)	\$4.279 million
• RFTA 2040 Service Reallocation	\$2.27 million
• CDOT Multimodal Options Funds (MMOF)	\$1.1 million
• CDOT Transportation Alternatives Program (TAP)	\$1.0 million
• CDOT Regional Priority Project (RPP)	\$1.0 million
• City of Glenwood Springs	\$0.5 million
• Garfield County Federal Mineral Lease District (FMLD)	\$TBD

Jason Jaynes, DHM Design presented the Renderings and Materials that will be utilized during the construction of the 27<sup>th</sup> Street/State HWY 82 Underpass. Materials that will be utilized include:

- Stained Boardform Concrete
- Porcelain Tile Veneer
- Broom Finished Concrete
- Stamped Concrete Matte Finish
- Contrasting Concrete in Circular Pattern
- Galvanized Steel
- Existing Park and Ride Guardrail
- Bar Grate or Perforated Metal Steps on Hanger
- Hardy Shrub Masses and Groundcover

**Riddile asked if there was a start date to break ground.**

Senn responded that RFTA should finish the 90% design by July and a meeting is scheduled with CDOT in August. It will take approximately a month to get all of the comments incorporated. Then the advertisement for the construction bid will go out in August – September, then hopefully RFTA will award a contract to a contractor in October – November.

Mullins questioned why there was an ADA ramp on the East side but there is not a ramp on the West side.

Senn stated that there is a ramp on the West side, however it looks drastically different from the East side due to the slope of the grade on that side.

Mullins asked if there is any concern with bids and the fact that many bids are now coming in much higher than generally estimated.

Senn responded that higher bids are always a concern, especially since this is such a long process for this project. If RFTA can get a contract signed soon, it will fix the amounts and help the costs from increasing. Once the 90% design is complete, RFTA will have a better idea about how costs are going to impact the project.

Kane asked if the underpass is going to be airy and open, similar to the Basalt underpass.

Senn stated that this project is quite similar to the Basalt underpass, however with the constraint of getting into the bus lane, it is not quite as wide as the Basalt underpass.

Shelley Kaup questioned whether the width of the ramp on the East side, at 6 feet wide, will allow plenty of room for bikes or wheelchairs to pass each other.

Kurt Ravenschlag responded that after RFTA made the presentation to the City of Glenwood Springs, the width of the ramp issue has been discussed, in depth, and it is being addressed.

Senn added that RFTA continues to work with Glenwood Springs and CDOT, and they may have possibly found a solution that would add 2 additional feet to make it 8 feet wide.

Francie Jacober asked if an overpass had been considered in lieu of an underpass, and who is the population that will utilize the underpass.

Senn stated that yes, in 2019 a pedestrian overpass and underpass study was conducted, the necessary process was completed, and the underpass was chosen. There are expected to be sufficient current users of the underpasses.

Richardson questioned if after the underpass was complete would there be a possibility to add stairs.

Senn responded that yes, RFTA will be able to review and make changes as needed.

Ed Cortez stated that MCI buses are very large and currently take up a lot of room on the East side as they are pulling into the BRT station. He is concerned with the length of the ramp, when buses are making that turn. Is the turning ratio large enough for the MCI buses to make the turn without much trouble?

Senn stated that where the ramp exits there is plenty of room for MCIs to make the turn without any problems. RFTA utilized bus operators and calculated the bus size when the plans were being created.

**Mullins stated that there are areas underneath the stairs which could be an issue for trash to be discarded and pile up, are there any measures in place to keep it clean. Will there be any issue with drainage in the area?**

**Senn responded that RFTA is taking active steps to keep the area clean. As for the drainage, there are plans to change the entire drainage system in this area.**

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

As of Friday, April 2, RFTA's Attendance Record reflected 3 COVID-19 related absences.

RFTA continues to make progress in its employee vaccination efforts. As of Friday, 4/2, approximately 222 employees (58% of the total workforce) have received at least one COVID-19 shot, with 209 of those (54% of the workforce) confirmed to have been fully vaccinated. RFTA continues to provide up-to-date information about vaccine safety, vaccine availability, and government policy changes to its employees. The RFTA Safety Team and the Communications Team continue to collaborate on efforts to encourage and facilitate, more employees getting vaccinated. RFTA also continues to remain in close communication with State and local governments, public health authorities, and other stakeholders regarding developments in pandemic efforts.

**Poschman questioned if RFTA feels that the vaccination incentive program has been successful.**

**Ravenschlag stated yes, it has been extremely successful, and that can be proven by the current number of employees who have already been vaccinated.**

The recent significant uptick in COVID-19 cases locally and nationally is a source of concern that RFTA is monitoring closely. With the ski season soon ending and the resultant drop in tourist numbers, increasing rates of vaccination, and warmer weather the local rate of COVID-19 cases should begin to drop. For now the local increase and the elevation of Pitkin County to Orange Level restrictions and Garfield County to Yellow Level argues for continued vigilance towards safety precautions and against any immediate loosening of protocols on RFTA buses, at bus stops, or in maintenance shops and offices. All current safety protocols remain in effect, with the exception of substituting intensified cleaning of facilities instead of fogging.

RFTA is still operating under a Federal mandatory mask/face covering mandate for public transit. The vast majority of passengers have been cooperative in abiding by the mask order, however, on several occasions each week, Bus Operators have had to ask non-compliant passengers to disembark the bus or request law enforcement assistance to remove them.

**Jeanne McQueeney stated that there are certain protocols around kids, and the best enforcement is masks, vaccination, and distance. After the distance protocol was lowered to 3 feet, there was an increase in kids attracting COVID-19.**

There has been an indication that the State will lift transit system capacity restrictions on public transit vehicles effective April 16. At that time, it is anticipated the State will allow Local Public Health Officials to determine the appropriate limitations to place on transit vehicle passenger capacities for their communities. RFTA has been discussing this issue with Pitkin County Public Health Officials and it is staff's recommendation that no changes be made to the current 50% capacity limitations during the spring off-season.



**Mullins asked if RFTA had revisited the notion of going to 75% capacity on shorter trips.**

**Jason Smith stated that RFTA is still trying to determine if that would be an appropriate change, while still keep our passengers safe from an outbreak.**

Average system-wide daily ridership during the winter season has increased by approximately 128% compared to the fall season. Average daily Hwy 82/TOSV/BRT & Local Service ridership has increased by approximately 83%. Winter season Hogback commuter bus service is up by approximately 1%. The Carbondale Circulator ridership has decreased by 3%. City of Aspen ridership has increased by 140%, and the Ride Glenwood service has increased by 1%.

Through March 26, the average percentage of bus trips requiring backup has been 3%. The upper valley between Aspen and Snowmass is where RFTA has experienced the greatest demand for backup buses this winter.

RFTA has 120 heavy-duty transit buses available to operate its winter service plan. The peak daily pullout of buses requires approximately 91 buses, which allows for a 32% spare ratio

## **7. Public Hearing:**

### **A. Adoption of Maroon Bells Bus Service Fare Structure for the 2021 Season – Dan Blankenship, CEO**

Planning for the 2021 Maroon Bells bus service has been underway since October of last year. Service began on June 28 in 2020 and ended on Sunday, October 18, the 2021 season is slated to begin on June 7 and end on Sunday, October 17 or 24, depending upon demand. Instead of a 113-day season, this year's season is planned to be either 126 days or 133 days.

The estimated fully allocated pre-audit subsidy for the service in 2020 was \$187,748 or 21%, whereas the estimated subsidy in 2021, for a 133-day season, depending upon demand, is \$73,085 or 7%.

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

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

Charging more for day of walk-in passengers and charging one-way downhill riders from the Maroon Bells should help offset reductions in revenue due to the recommended discounts. Blankenship commented that one member of the public had requested that the downhill service be free until noon for rollerbladers. As a concession, Blankenship recommended making the service free until 11:00 a.m. for downhill riders.

The current estimated cost of the Maroon Bells Shuttle for a 133-day season is \$1,085,051. If ticket sales follow the trend in 2020, with 20% more capacity, net ticket revenue to RFTA at the end of the season would be approximately \$1,011,965, and the subsidy for the service would be approximately \$73,086 or 7%.

**Richardson asked if any member of the public would like to address the Board or make a comment regarding the Adoption of Maroon Bells Bus Service Fare Structure for the 2021 Season.**

No members of the public had any comments.

**Richardson closed Public Comments at 10:36 a.m.**

**Kane moved to approve the Adoption of Maroon Bells Bus Service Fare Structure for the 2021 Season, and Riddile seconded the motion.**

**A Roll Call Vote Was Taken:**

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

**The motion was unanimously approved.**

## **8. Board Governance Process:**

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

David Johnson requested the Board's direction regarding:

- Potential month for Retreat;
- Location and format (in-person, virtually, or a combination);
- Agenda topics;
- Retreat Agenda Board Subcommittee members, if needed; and
- Facilitator selection and other issues and preferences.

Board members agreed that by waiting to have the Board Retreat later in the year it will allow the best chance of COVID-19 issues subduing and being able to offer the Retreat in-person. RFTA will also have the Retreat virtually so that any Board members or members of the public who do not feel comfortable being in-person could still attend.

Richardson requested Board members volunteer to be a part of the Board Retreat Subcommittee. The subcommittee will work on determining the appropriate Agenda items as well as securing a facilitator and location for the Retreat.

The Board Retreat Subcommittee members will be:

- Greg Poschman
- Ward Hauenstein
- Alyssa Shenk
- Dan Richardson

Potential Agenda topics include:

- Strategic Plan
- Maroon Bells Service
- Vision for Regional Bike Share – First/Last Mile Mobility Services
- Alternatives for the Glenwood Springs MOVE Study
- Post-pandemic outlook for RFTA services and programs
- Strategies to ensure RFTA services and programs are inclusive and equitable

Several options for location of the Retreat being held were Cap-K Ranch or the Aspen Institute.

## 9. Information/Updates:

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

Blankenship mentioned a recent release of a Transportation Funding Bill, which is being discussed in Legislature. It is a fairly large bill, both in terms of fees and revenue, with a major focus on improvements in highways, addressing carbon emissions and climate change, electrification of fleets, and charging stations. The Bill is a 10-year bill and includes \$360 million, or \$36 million per year, for multi-modal types of transportation. 60% of those funds would be distributed to counties and municipalities and 40% would be distributed to the metropolitan planning organizations and Regional Transportation Planning Regions (TPRs). Those funds would then be distributed and the Intermountain Transportation Region would receive approximately 4% - 5% of the 40%, which would not be very much funding for RFTA and other transit systems in the TPR.

This is the opportunity to provide input to the Legislatures by writing letters of support to make them aware that more funds are needed for the TPRs than what is currently being allocated. Blankenship will research additional information on the Bill and will write a letter, to be approved and signed by the Board, to send to the Legislature.

## 10. Issues to be Considered at Next Meeting:

11. **Next Meeting:** 8:30 a.m. – 11:30 a.m., May 13, 2021, via WebEx.

## 12. Adjournment:

**Riddile moved to adjourn from the April 8, 2021 RFTA Board meeting, and Shenk seconded the motion. The motion was unanimously approved.**

**The April 8, 2021 RFTA Board Meeting adjourned at 11:07 a.m.**

Respectfully Submitted:

Nicole R. Schoon  
Secretary to the RFTA Board of Directors

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

<b>Meeting Date:</b>	May 13, 2021
<b>Subject:</b>	Overview of Glenwood Springs Maintenance Facility Expansion
<b>Strategic Outcome:</b>	1.0 Safe Customers, Workforce and General Public; 2.0 Accessibility and Mobility; 7.0 High Performing Organization
<b>Strategic Objective:</b>	1.3 Maintain and promote a healthy and safe workforce; 2.7 Provide convenient connections to key activity centers in service area; 7.1 Optimize the use of RFTA assets through capital improvement planning, preventative maintenance and asset management
<b>Presented By:</b>	Kurt Ravenschlag, RFTA Chief Operating Officer
<b>Staff Recommends:</b>	Staff recommends the Board provide any questions or feedback regarding the overview of the Glenwood Springs Maintenance Facility.
<b>Executive Summary:</b>	<p>The RFTA Glenwood Springs Maintenance Facility (GMF) expansion has been RFTA’s number one priority to allow RFTA to safely and reliably provide existing service levels and to be able to serve our member jurisdiction’s future growth. The GMF expansion project was included within the list of capital projects and service enhancements approved by voters in RFTA Destination 2040.</p> <p>The GMF expansion project will renovate and expand its current maintenance facility into a new, centrally located operations and maintenance center. The GMF expansion will address RFTA’s current operational deficiencies and accommodate forecasted growth in population, employment, and ridership demand in RFTA’s 3-county service area. The GMF expansion will provide sufficient bus storage, operations, maintenance and administrative capacity and capability to support RFTA’s mission of Connecting our Region by Transit and Trails.</p>

<b>Background/ Discussion:</b>	<p>RFTA’s Glenwood Springs Maintenance Facility (GMF) was constructed in 2002 and designed as a satellite facility to store and maintain 34 buses with a small footprint and a minimum number of support staff. Ridership has grown by 60% since 2002, and, according to RFTA’s ridership forecasting tools and travel patterns studies, it is estimated to increase by at least 25% over the next 20 years, under the most conservative scenarios.</p> <p>Today, RFTA operates approximately 60 buses from the facility on a regular basis, exceeding the facility’s capacity by nearly 76%. To meet peak morning commute demands over the next 20 years, as many as 20 buses will need to be deadheaded 45 miles each way from RFTA’s Aspen Maintenance Facility (AMF), if storage, maintenance and operations capacity at the GMF is not increased.</p> <p>Because buses are parked outside during the winter, they must be idled in the early morning hours, an average of about three hours, to ensure that they are operating properly and that Bus Operators and passengers will be warm and comfortable. This idling decreases the efficiency of fuel utilization and contributes to wear and tear of the buses. With the introduction of Battery Electric Buses and Fuel Cell Electric Buses to the RFTA fleet, a climate controlled environment is required to maintain optimum battery storage capacity and efficiency.</p>
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Further, maintenance is becoming increasingly challenging because buses have become more sophisticated and complex. In 2002, when the GMF was placed into service, most buses were traditional diesels purchased in the previous decade. Today, RFTA operates modern clean diesel, diesel-electric hybrids, CNG-powered vehicles and Battery Electric, with a wide array of complicated Intelligent Transportation System (ITS) technology, such as automated fareboxes, AVL/CAD and video surveillance systems. This year, RFTA began working with the State of Colorado to develop the fueling and maintenance capabilities to introduce hydrogen-powered Fuel Cell Electric Buses (FCEBs). When constructed, the GMF was not envisioned to operate and maintain such a wide variety of sophisticated and maintenance-intensive equipment.

The GMF expansion has been planned to occur over 10 phases of construction.

**Phase 1**, was completed in 2016. This phase included lowering and grading of the site along Wulfsohn where the current temporary bus parking lot is located. The purpose of this phase was to accommodate future phases of construction and to allow RFTA to have additional bus parking during the Grand Avenue Bridge project in Glenwood Springs which required additional RFTA bus service.

**Phase 2**, is the expansion of the existing fleet maintenance building. This phase of the project has widened the site around the existing maintenance building with a new concrete drive lane for circulating buses around the facility, and will provide the ability for Vehicle Maintenance to work on 10 buses at a time instead of the current limitation of 4. In addition, this phase will also provide an additional tire shop that is needed down valley along with a new parts room with advancements in storage technology. One final key component is the addition of an upper level maintenance access for one of the new bays so that BEB's can be serviced properly at the GMF. In preparation for future phases this project will also renovate the existing operations dispatch area along with the IT room at the GMF. A side component of phase 2 was the purchase of Glenwood Springs Municipal Operations Center (MOC) and demolition of the MOC. Phase 2 began construction November 2020 and will be complete by the spring of 2022.

**Phases 3 and 7**, includes lowering the grade of the old MOC and adjacent parking areas, a new and expanded dispatch center with new offices for dispatch and paratransit, 1 new 30-Bus Storage Building, pre & post-trip bus inspection canopies, parts and equipment warehouse, a new fueling lane with multi-fuel fueling, (including provisions to accommodate Hydrogen Fueling in the future) and bus wash facility. Phases 3 and 7 are scheduled to begin construction October 2021 pending Board appropriations.

**Phases 4 and 5**, New site circulation roads, retaining walls, 1 additional 30-bus storage building along with entire GMF campus planning for buildout of all phases. Phases 4 and 5 are scheduled to begin construction October 2021 pending Board appropriations.

**Phases 6**, is unfunded and includes RFTA's Operations Center to centralize RFTA management offices, a large meeting room, training facility, customer service area and employee parking. RFTA has requested a Federal earmark for this Phase through a state wide request being made by the Colorado Association of State Transit Agencies on RFTA's behalf.

**Phases 8-10**, are also unfunded and include a warehouse and new employee housing complexes across Wulfsohn near the existing West Glenwood Park and Ride.

**Table 1: Current Funding of GMF Expansion**

	Phase 1 Pre D2040	Phase 2		Phase 3&7 Design Build		Phase 4&5 Design Build		Phases 6, 8-10		Total	
Local	Complete	\$7,627,701	83%	\$13,024,000	47%	\$5,575,000	30%	Unfunded	0%	<b>\$26,22,6701</b>	<b>48%</b>
Grants	Complete	\$1,581,460	17%	\$14,451,000	53%	\$13,000,000	70%	Unfunded	0%	<b>\$29,032,460</b>	<b>52%</b>
<b>Total</b>	<b>Complete</b>	<b>\$9,209,161</b>	<b>100%</b>	<b>\$27,475,000</b>	<b>100%</b>	<b>\$18,575,000</b>	<b>100%</b>	<b>Unfunded</b>	<b>0%</b>	<b>\$55,259,161</b>	<b>100%</b>

RFTA has received \$29 million in grant funding from various State and Federal grant funding programs. These grants require a local match commitment of \$26 million, which is \$11 million over the constrained RFTA contribution to the GMF Expansion within the Destination 2040 funding. This funding gap can be bridged through project savings in other Destination 2040 projects, higher % of grant awards for other Destination 2040 projects that have reduced local contributions, reprioritization of RFTA capital projects and additional grant funding.

<b>Governance Policy:</b>	Policy 1.0 Outcomes
<b>Fiscal Implications:</b>	Current RFTA local match commitments to GMF expansion of phases 2, 3, 4, 5 and 7 are \$26 million.
<b>Attachments:</b>	None

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

<b>Meeting Date:</b>	May 13, 2021
<b>Subject:</b>	RFTA Service Planning Issues Related to the Outbreak of Coronavirus (COVID-19)
<b>Strategic Outcome:</b>	1.0 RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, practices, and policies for managing risks and hazards.
<b>Strategic Objective:</b>	1.1 Customers are safe at RFTA facilities and riding RFTA services 1.3 Maintain and promote a healthy and safe workforce 1.4 The general public has a positive perception of the safety of RFTA services 1.5 Staff are well trained and safety focused
<b>Presented By:</b>	Kurt Ravenschlag, COO
<b>Staff Recommends:</b>	This is intended to be an FYI for the RFTA Board of Directors and an opportunity for the Board to provide any addition direction to staff.

<b>Executive Summary:</b>	<p>1. <b>RFTA’s COVID-19 Emergency Response Plan and Attendance:</b> RFTA’s Emergency Response Plan is relatively consistent with Pandemic plans throughout the transit industry, and has three primary goals: 1) protection of the public; 2) protection of employees; and 3) continuity of operations. The plan is designed to enable RFTA to continue operating even though employees may become ill, because public transportation is considered an essential service for those who rely upon it.</p> <p>As of Friday, May 7, 2021, RFTA’s Attendance Record reflected zero COVID-19 related absence, as follows:</p>																																																																			
	<table border="1"> <tr> <td>Date:</td> <td colspan="12">5/7/2021</td> </tr> <tr> <td></td> <td>A</td> <td>B</td> <td>C</td> <td>D</td> <td>E</td> <td>F</td> <td>G</td> <td>H</td> <td>I</td> <td>J</td> <td>K</td> <td>L</td> <td>M</td> </tr> <tr> <td>Symptoms Positive COVID Test Isolating</td> <td>Symptoms Pending COVID Test Results Quarantining</td> <td>Symptoms Not Tested Quarantining</td> <td>Possibly Exposed No Symptoms Quarantining</td> <td>Asymptomatic Tested Positive</td> <td>Exposed No Symptoms Tested Results Pending</td> <td>Subtotal EE’s Out COVID Related</td> <td>Symptoms Tested Negative Quarantining</td> <td>No Symptoms Tested Negative</td> <td>High Risk Category Quarantining</td> <td>Other Than COVID-19</td> <td>Total Employees Out</td> <td>% of Total 360 EE’s Out</td> <td></td> </tr> <tr> <td align="center">0</td> <td align="center">0</td> <td align="center">0</td> <td align="center">0</td> <td align="center">0</td> <td align="center">0</td> <td align="center">0</td> <td align="center">1</td> <td align="center">0</td> <td align="center">1</td> <td align="center">10</td> <td align="center">12</td> <td align="center">3%</td> <td></td> </tr> </table>													Date:	5/7/2021													A	B	C	D	E	F	G	H	I	J	K	L	M	Symptoms Positive COVID Test Isolating	Symptoms Pending COVID Test Results Quarantining	Symptoms Not Tested Quarantining	Possibly Exposed No Symptoms Quarantining	Asymptomatic Tested Positive	Exposed No Symptoms Tested Results Pending	Subtotal EE’s Out COVID Related	Symptoms Tested Negative Quarantining	No Symptoms Tested Negative	High Risk Category Quarantining	Other Than COVID-19	Total Employees Out	% of Total 360 EE’s Out		0	0	0	0	0	0	0	1	0	1	10	12	3%	
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	0	0	0	0	0	0	0	1	0	1	10	12	3%																																																							
	<p><b>Note:</b> Out of an abundance of caution, RFTA directs its employees to remain home if they are experiencing any possible symptoms of COVID-19. The majority of employees that go out for COVID-19 related reasons doesn’t test positive for COVID-19. On March 23, 2020, during the height of the pandemic, RFTA had 38 employees out of work (who would have been in Column G above) who were either experiencing COVID-19 like symptoms or who may have been exposed to someone else who was experiencing symptoms.</p>																																																																			
	<p>2. <b>COVID19 Vaccinations, Mask/Face Coverings, and Vehicle Capacity Updates:</b> Jason Smith, Safety and Training Manager:</p>																																																																			
	<p><b>Vaccinations:</b> As of the end of April and the end of our winter season, the employment of most of RFTA’s seasonal bus operators’. As a result, our vaccination numbers have been adjusted to reflect current employees as much as possible (our</p>																																																																			

employment numbers are always in flux to some degree). Through the end of April, 74.6% of RFTA employees are fully vaccinated. When including people that have received at least one vaccine dose the percentage is higher, although at the time of this writing that data are still being compiled. RFTA's 74.6% complete vaccination rate is well above the national number of 33%, the statewide resident number of 35.5%, the Pitkin County resident number of 37%, and the Garfield County resident number of 42%. RFTA's Safety and HR teams will continue to provide guidance and assistance to employees seeking vaccinations, and encouragement and information to those with concerns.

RFTA has also seen a steady and steep decline in the number of employees out for COVID isolation, exposure quarantine, or those with COVID-like symptoms awaiting test results. As of this writing, RFTA has no one in isolation or quarantine and only one employee out awaiting test results.

**Mandatory Mask/Face Covering Compliance:** Last Friday 4/30 the Transportation Safety Administration (TSA) announced the extension of the nationwide federal mask mandate aboard public transit vehicles and at all facilities of all modes of public transportation through September 13<sup>th</sup>, so RFTA's current mask policy remains in effect. Bus fogging and enhanced cleaning of RFTA facilities continues.

**Transit Vehicle Capacity Restrictions:** RFTA buses continues to operate at maximum 50% capacity to afford time to evaluate local disease trends during the off-season. With the steady improvement in local COVID numbers and the recent announcement that Pitkin County is moving to the Green level on the COVID dial, RFTA remains very optimistic about increasing passenger capacity system-wide aboard its buses for the summer season, although details of any possible increase are still being discussed internally and with local public health officials. Any decision will be communicated to employees and the public across all our communication channels with as much notice as possible.

- Spring Service Plan:** Currently, RFTA is operating its Spring Service Plan. The Chart below provides a comparison of Fall 2020 and Spring 2021 season service levels by route:

**RFTA Trip Comparison by Service Level**

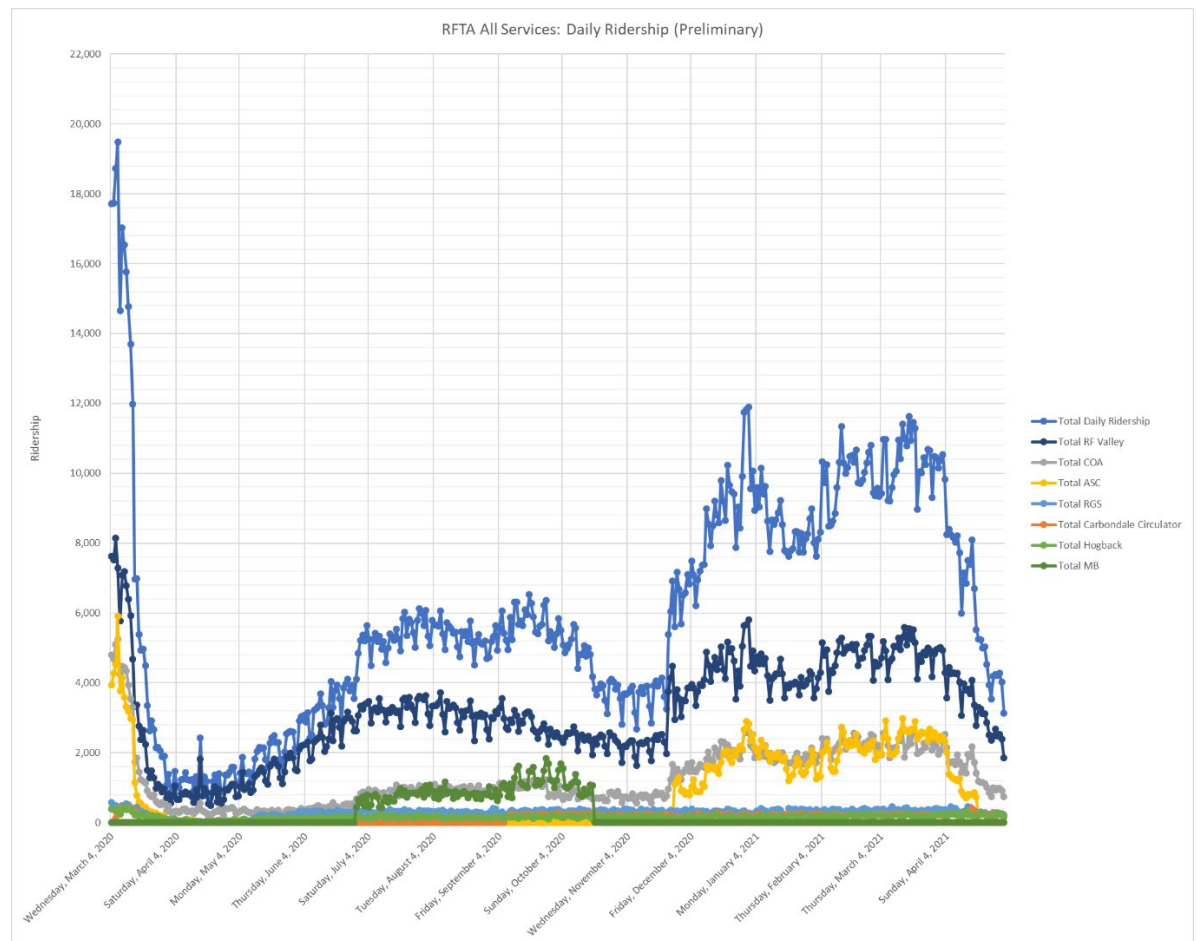
	A	B	C	D	E
		Fall 2020 Daily # One-Way Trips	Spring 2021 Daily # One-Way Trips	# Variance Spring to Fall	% Variance Spring to Fall
1	Valley Local Commuter	75	78	3	4%
2	Valley Express	0	0	-	N/A
3	BRT	102	102	-	0%
4	Carbondale Circulator	63	63	-	0%
5	Hogback I-70 Corridor	19	19	-	0%
6	Brush Creek to Snowmass	36	55	19	53%
7	<b>Subtotal Regional</b>	<b>295</b>	<b>317</b>	<b>22</b>	<b>7%</b>
8	Ride Glenwood	25	25	-	0%
9	City of Aspen	206	208	2	1%
10	<b>Total Local Circulator Trips</b>	<b>231</b>	<b>233</b>	<b>2</b>	<b>1%</b>
11	<b>Total Daily Trips</b>	<b>526</b>	<b>550</b>	<b>24</b>	<b>5%</b>



4. **Ridership:** As the chart below indicates, average system-wide daily ridership during the 2021 Spring season (which began on Monday, April 19) has increased by approximately 9% compared to the 2020 Fall season (September 7 through Sunday, November 22). Average daily Hwy 82/TOSV/BRT & Local Service ridership has increased by approximately 9% compared to the average daily ridership during the Fall. Spring season Hogback commuter bus service is up by approximately 24% compared to the Fall. The Carbondale Circulator ridership has increased by 5%. City of Aspen ridership has increased by 16%, and the Ride Glenwood service has decreased by 19% during this period. The line graph below indicates system-wide ridership is trending downward.
- 5.

**RFTA Average Daily Ridership Comparison Fall to Spring - 5/1/21**

	A	B	C	D	E
	Route	Fall	Spring	# Vari	% Vari
1	RF Valley/BRT/Local/TOSV	2,460	2,687	227	9%
2	Hogback	168	209	41	24%
3	Carbondale Circulator	209	220	11	5%
4	City of Aspen	844	980	136	16%
5	Ride Glenwood	315	255	(60)	-19%
7	<b>Total</b>	<b>3,996</b>	<b>4,351</b>	<b>355</b>	<b>9%</b>



6. **RFTA Regional Backup Bus Utilization Report:** Due to staffing issues during the Spring season, which have been impacted by vacations and In-Service Training classes, RFTA has not been able to provide as much backup bus service on its regional routes or to monitor load factors during the day. Consequently this report has temporarily been suspended.
7. **Summer Season Staffing Levels:** RFTA is currently in the process of recruiting and training approximately 25-30 Bus Operators for the Summer season. These efforts have been hampered by the lack of affordable housing for employees, as well as by a general shortage of Transit Bus Operators and Commercial Drivers across the nation.

RFTA Winter and Spring Bus Operator Staffing Plan (as of 5/7/21)

	A	D	E	F
Description	Winter Service Plan (12/19)	Spring Service Plan (4/19)	Spring Service Plan (4/19) w/ IST & Training	Summer Service Plan (6/7)
1 Estimated Bus Operator FTE's* on Staff	156	148	148	148
2 Estimated Seasonal and Part-Time Bus Operators on Staff	30	0	0	18
3 Total FTE's, Seasonal and Part-Time Bus Operators on Staff	186	148	148	166
4 Estimated number of Bus Operators Unavailable due to COVID/Other	4	6	6	0
5 Total Estimated Bus Operators Available To Work	182	142	142	166
6 Total Estimated Active Bus Operators Required for Scheduling per Week for 114%	212	139	151	190
7 Estimated Excess/(Shortfall) of Bus Operators Available per Week for 114%**	-30	3	-9	-24

8. **Bus Availability:** Currently, as the chart below indicates, RFTA has 120 heavy-duty transit buses available to operate its Spring service plan. The peak daily pullout during the Spring season requires approximately 58 buses. So, for the Spring season, RFTA has ample vehicles available with which to meet its service requirements.

In addition, over the next few weeks, RFTA anticipates the delivery of 10 new Gillig 40-foot low-floor buses (4 of which have already been delivered) and 6 new MCI 2-door over-the-road coaches. Once these new buses are delivered, RFTA will retire between 20 – 30 buses in its fleet that are beyond their useful lives.

Shop	Buses at Location	Out of Service	Available	Peak Pullout	Deficit/Surplus
AMF	62	5	57	20	37
GMF	58	8	50	38	12
<b>Total</b>	<b>120</b>	<b>13</b>	<b>107</b>	<b>58</b>	<b>49</b>

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

**Governance Policy:**

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

**Fiscal Implications:**

None to report at this time.

**Attachments:**

None.

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

<b>Meeting Date:</b>	May 13, 2021
<b>Agenda Item:</b>	Resolution 2021-10: A Resolution of the Roaring Fork Transportation Authority (in the State of Colorado), Authorizing the Issuance of RFTA’s Property Tax Revenue Bonds, Series 2021A, in an Aggregate Principal Amount Not to Exceed \$35,550,000, For the Purposes Set Forth in the Ballot Issue; Providing For the Payment of the Bonds From a Pledge of the RFTA’s 2.65 Mill Ad Valorem Property Tax Revenues; Delegating the Authority to RFTA’s Sale Delegate to Determine Certain Provisions of the Bonds Within Certain Parameters Set Forth in this Resolution; Authorizing the RFTA’s Officers to Execute Certain Documents in Connection With the Issuance of the Bonds
<b>Strategic Outcome:</b>	4.0 Financial Sustainability
<b>Strategic Objective:</b>	4.2 Develop a capital planning prioritization process 4.3 Preserve financial sustainability and maintain a structurally balanced long-range budget 4.4 Pursue financing opportunities to deliver better service and complete future capital projects
<b>Presented By:</b>	Michael Yang, CFAO, Darren Hodge, PFM (Financial Advisor), Amy Canfield, Stifel (Underwriter), and Tom Weihe, Kutak Rock (Bond Counsel)
<b>Staff Recommends:</b>	Adopt Resolution 2021-10
<b>Core Issues:</b>	<p>As RFTA continues its work to implement the Destination 2040 Plan, staff identified its second package of capital projects over the next 3 years to finance. RFTA plans to issue no more than \$35.55 million in an aggregate principal amount of its ad valorem property tax revenue authorization approved by voters in November 2018 to fund capital projects included in RFTA’s Destination 2040 Plan.</p> <p><b><u>Summary of Upcoming Bond Issue:</u></b></p> <ul style="list-style-type: none"> <li>• The purpose of the Series 2021A Bonds is to fund allowable capital projects included in the Destination 2040 Plan over the next 3 years.</li> <li>• Resolution 2021-10 authorizes RFTA to proceed with the issuance of the Series 2021A Bonds tentatively scheduled to price the week of May 24, 2021 and close the week of June 6, 2021.</li> <li>• The estimated par amount of the Series 2021A Bonds, in today’s market, is approximately \$27.98 million. The amortization length of the bonds will be 30 years (final maturity no later than December 1, 2051).</li> <li>• If current market conditions hold, then the estimated aggregate true interest cost (TIC) range of the entire deal is approximately 2.9% to 3.2%. However, the final TIC will be subject to market conditions and interest rates at time of pricing, which could be higher.</li> </ul> <p style="text-align: center;">The rest of this page intentionally left blank]</p>



## Series 2021A Property Tax Revenue Bonds

- The Series 2021A Property Tax Revenue Bonds will be RFTA's inaugural issuance of property tax revenue bonds

### Purpose

- The Bonds will be used to fund new money projects

### Bond Structure<sup>1</sup>

- Final maturity: 12/1/2051
- Bonds structured provide level debt service
- No debt service reserve fund given strong underlying credit fundamentals

### Security

- Gross pledge of property tax revenues
- Revenue pledge does not include Specific Ownership Taxes
- 1.50x MADS ABT

### Estimated Sources and Uses<sup>1</sup>

Sources	Total
Par Amount	\$27,980,000
Premium	7,954,495
<b>Total Sources</b>	<b>\$35,934,495</b>

Uses	Total
Project Fund	\$35,550,000
Issuance Expenses	384,495
<b>Total Uses</b>	<b>\$35,934,495</b>

<sup>1</sup> Preliminary, not final.

### **Summary of Important Sections in the Bond Parameters Resolution:**

**Section 2: Authorization & Purpose of Bonds:** The Bond Resolution is a "delegation and parameters resolution," authorizing the issuance of the Series 2021A Bonds within specified parameters, with the final provisions to be determined by the Sale Delegate (Chief Executive Officer, or in the absence of the CEO, the Chief Financial and Administrative Officer).

**Section 4: Delegation & Parameters:** The Bond Resolution authorizes the issuance of the Series 2021A Bonds having terms to be set forth in a Sale Certificate to be executed by the CEO of the Authority, as the Sale Delegate, but subject to the following key parameters:

- Aggregate Principal amount shall not exceed \$35,550,000.
- Net effective interest rate of the new money bonds shall not exceed 5.00%.
- Maturity date of the Bonds cannot exceed 30 years from date of issuance (December 1, 2051).
- After this issuance, RFTA will have no less than \$39.125 million in remaining bonding authority approved by voters in 2018.

In addition to these terms, the Sale Delegate is authorized to set forth in the Sale Certificate the dates on which the Bonds will be subject to redemption. All of the foregoing terms will be determined at pricing of the Bonds, presently anticipated to occur the week of May 24, 2021. Interest on the Bonds will be payable semiannually six months apart. Principal on the Bonds will be payable annually, occurring on one of the two Interest Payment Dates each year.

**Section 9: Redemption of Bonds prior to Maturity:** The Bonds will have a call date, meaning the Authority has the option to call or prepay the bonds on and after the call date.

**Section 11: Application of Proceeds of the Bonds:** The Bond Resolution provides that proceeds of the Series 2021A Bonds will be applied to payment of the costs of issuance and accrued interest, if any; and all remaining proceeds to be deposited into the Project Fund to fund the capital projects.

**Section 15: Pledge and Lien for Payment of Bonds:** The Bond Resolution provides that the Bonds are secured by a first lien (but not necessarily an exclusive first lien) on the Pledged Revenues which means all of the proceeds of the Property Tax after deduction of costs net of any refunds.

**Section 16: Conditions to Issuance of Parity Lien Bonds:** The Bond Resolution establishes a historical revenues coverage test that must be met to issue additional bonds secured on a parity with the Series 2021A Bonds, subject to certain exceptions. In order for RFTA to issue additional bonds, it will have to be able to show at least 150% of debt service coverage, meaning Pledged Revenues must be at least 1.50x the aggregate debt service on Outstanding Bonds. Currently, the Authority has approximately 6x all-in debt service coverage on outstanding obligations, including parity lien sales tax bonds, outstanding leases, and estimated new debt service for the Series 2021A Bonds, excluding pre-existing sales tax revenues dedicated to RFTA by Pitkin County voters.

**Section 24: Adoption of Resolution 2021-10 also approves:**

- **Authorization of Related Documents:** The Bond Resolution authorizes and approves the distribution and use of the Preliminary Official Statement and directs RFTA staff to prepare the final Official Statement for use in connection with the sale of the Bonds, and also authorizes the Sale Delegate to execute the Bond Purchase Agreement (a contract with the Underwriter to sell the Series 2021A Bonds for a specified purchase price), a Continuing Disclosure Agreement (requiring RFTA to make annual disclosure filings of financial data), and a Paying Agent Agreement (pursuant to which UMB will apply moneys received from RFTA to payments when due on the Series 2021A Bonds).

**Background Info:**

1. On November 6, 2018, RFTA's Ballot measure 7A was approved by eligible voters. 7A included funding for RFTA's Destination 2040 Plan a new property tax revenue through a 2.65 uniform mill levy and debt increase of up to \$74.675 million.
2. During 2020, staff identified a package of capital projects from RFTA's Destination 2040 Plan targeted for completion during the period between 2021 through 2024 which would require RFTA to issue its first property tax revenue bond where proceeds would be used to fund RFTA's local share combined with capital grant awards. The package includes the multi-phased Glenwood Maintenance Facility Expansion Project (Phases 2, 3, 4, 5, & 7), the Grade Separated Pedestrian Crossings of Highway 82 and 27<sup>th</sup> Street Project, and 27<sup>th</sup> Street BRT Park and Ride Expansion Project (property acquisition). The preliminary estimate of the size of the bond issuance was approximately \$30-35

	<p>million. Budget has already been appropriated in 2020 and 2021 for planning and design costs for the construction projects.</p> <ol style="list-style-type: none"> <li>3. The RFTA Board approved Resolution 2020-23 to preserve its ability to reimburse itself using proceeds from the upcoming Bond issuance for moneys spent on the listed projects incurred not earlier than 60 days prior to the date of the Resolution (November 12, 2020) and through the date of issuance.</li> <li>4. Through a competitive RFP process RFTA had engaged Stifel, Nicolaus &amp; Company, Inc. (“Stifel”) to assist in the sale of and underwrite the Series 2021A Bonds. Stifel was selected through a competitive RFP process completed in December 2020. The working group (RFTA staff, PFM (Financial Advisor), Stifel (Underwriter), and Kutak Rock (Bond Counsel)) had its kick-off call in January 2021 to discuss the overview of the transaction and details surrounding the initial property tax revenue bond issuance.</li> <li>5. Staff drafted the necessary legal and disclosure documents required for the sale of the bonds (Property Tax Revenue Bonds, Series 2021A). Between February and May, the working group conducted multiple reviews of the Preliminary Official Statement and Bond Resolution. With the legal and disclosure documents in necessary form, RFTA requested a credit rating from Standard &amp; Poor’s (S&amp;P) Rating Agency.</li> <li>6. On April 20, 2021, RFTA staff and PFM held a Rating Agency Presentation with S&amp;P with respect to the Series 2021A Bonds. On May 5, 2021, S&amp;P Global Ratings assigned its ‘AA-’ long-term rating and stable outlook to RFTA’s anticipated Series 2021A Bonds using its “Global Not-For-Profit Transportation Infrastructure Enterprises” criteria.</li> <li>7. The RFTA working group is now bringing forth the new bond issuance (Property Tax Revenue Bonds, Series 2021A), with legal and disclosure documents in near final form, to the Board for the Board’s review and approval at the May 13<sup>th</sup> Board meeting. Assuming Board approval is received the working group would then proceed with marketing and selling the bonds. The preliminary timeframe for closing is anticipated to be the week of June 7, 2021.</li> <li>8. Assuming a successful close, at the June 2021 Board meeting, staff anticipates to present to the RFTA Board a 2021 supplemental budget appropriation resolution to appropriate the use of the 2021A bond proceeds and annual debt service.</li> </ol>
<p><b>Policy Implications:</b></p>	<p>Board Governance Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”</p>
<p><b>Fiscal Implications:</b></p>	<p>The issuance of the Property Tax Revenue Bonds, Series 2021A will result in an estimated average annual debt service of approximately \$1.7 million for 30 years. The final amount will not be known until the bonds are priced. Staff cannot currently foresee any circumstances that would preclude RFTA’s ability to retire this debt although, depending upon the economy, service reductions and other cost-saving measures may be necessary over the 30-year life of the bonds.</p>

<b>Attachments:</b>	Yes, please see “RFTA - 2021A Bond Purchase Agreement 5-7-21.pdf,” “RFTA 2021A Property Tax Bonds Paying Agent Agreement.pdf,” “Roaring Fork Transportation Authority (RFTA) 2021 Property Tax Revenue Bond Resolution.pdf,” and “Roaring Fork Transportation Authority (RFTA) 2021 Property Tax Revenue Bonds Official statement.pdf” included in the May 2021 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the Board Agenda Packet.
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**RFTA BOARD OF DIRECTORS MEETING**  
**“BOARD GOVERNANCE PROCESS” AGENDA ITEM SUMMARY # 7. A.**

<b>Meeting Date:</b>	May 13, 2021
<b>Subject:</b>	RFTA Board Strategic Planning Retreat
<b>Strategic Outcome</b>	7.0 High Performing Organization
<b>Strategic Objective</b>	7.5 Ensure appropriate transparency of all RFTA business
<b>Presented By:</b>	David Johnson, Planning Director
<b>Staff Recommends:</b>	<p>Please provide comments on direction on the Retreat. direction regarding:</p> <ul style="list-style-type: none"> <li>• Potential month for Retreat;</li> <li>• Location and format (in-person or remote or a combination)</li> <li>• Agenda topics;</li> <li>• Retreat Agenda Board Subcommittee members, if needed; and</li> <li>• Facilitator selection and other issues and preferences.</li> </ul>
<b>Executive Summary:</b>	<p>At the April Board meeting, the following Board members volunteered to participate in the Retreat subcommittee.</p> <ul style="list-style-type: none"> <li>• Greg Poschman</li> <li>• Alyssa Schenk</li> <li>• Dan Richardson</li> <li>• Ward Hauenstein</li> </ul> <p>Since then, Michael Kinsley has been selected as the facilitator, and RFTA has secured the Third Street Center as the location. Third Street Center Director, Colin Laird, has secured both the Community Hall and the Calaway Room. The Community Hall, Plan A, can easily accommodate 25 people or more and has three new air filtration devices. Plan B is the Calaway Room, which is smaller, but has more natural sunlight. Until there is greater confidence with COVID mitigation and more flexible local regulations, the Community Hall will be the preferred location.</p> <p>At the first Board subcommittee, on April 19<sup>th</sup>, the Board discussed the following potential topics:</p> <ul style="list-style-type: none"> <li>• Strategic Plan: Review and revise possibly use the Plan as the umbrella for other topics</li> <li>• Service Contracts: RFTA’s role, policies for service contracts</li> <li>• RFTA’s role in First and Last Mile Mobility</li> <li>• What strategies should RFTA pursue to ensure that its services and programs are as inclusive and equitable as possible?</li> <li>• How does RFTA transition to becoming carbon-free?</li> <li>• What is the future of transportation?</li> </ul> <p>The subcommittee will meet again on May 12<sup>th</sup>, the day before the Board meeting, and will continue to refine the topics. Michael Kinsley will be meeting with Board members and staff over the next two months to craft the agenda.</p>
<b>Background/ Discussion:</b>	Each year, the RFTA Board typically conducts a 6 or 7-hour Strategic Planning Retreat in lieu of the regularly scheduled Board meeting.



	<p>In previous years, the Board’s annual planning cycle has concluded on the last day of July, so that administrative planning and budgeting could be put in place by the beginning of the new calendar year; however, the Board has generally opted to conduct its Retreat earlier. <b><i>This year, the Board has chosen to hold the Retreat on July 8, the date for the regularly scheduled Board meeting.</i></b></p> <p>In the past RFTA Board members have served on a Board Retreat Subcommittee, which works with the Board Chair and staff to determine the agenda.</p>
<b>Governance Policy:</b>	<p>RFTA Board Governance Process policy 4.3 states the following:</p> <ol style="list-style-type: none"> <li>1. The Board’s annual planning cycle will conclude each year on the last day of July so that administrative planning and budgeting can be based on accomplishing a one-year segment of long-term Ends.</li> <li>2. The annual cycle will start with the Board’s development of its agenda plan for the next year. <ol style="list-style-type: none"> <li>a. The Board will identify its priorities for Ends and other issues to be resolved in the coming year, and will identify information gathering necessary to fulfill its role. This may include methods of gaining ownership input, governance education, and other education related to Ends issues, (e.g. presentations by futurists, advocacy groups, demographers, other providers, staff, etc.).</li> </ol> </li> </ol>
<b>Fiscal Implications:</b>	Budget for the Retreat is approximately \$5,000 - \$10,000.
<b>Attachments:</b>	None.

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

**CEO REPORT**

**TO:** RFTA Board of Directors  
**FROM:** Dan Blankenship, CEO  
**DATE:** May 13, 2021

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

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

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

Total Project: \$4,200,000	2021 Budget: \$4,512,000	% Complete: 90%
RFTA Share: \$840,000	RFTA Balance: \$67,673,000	Last Updated: May 2021
<ul style="list-style-type: none"> <li>2020 Budget included funding to purchase 6 replacement two door over the road coach buses. This budget is requested to be rolled forward to the 2021 Budget in a March Board meeting supplemental appropriation.</li> </ul>		<ul style="list-style-type: none"> <li>Order placed</li> <li>Scheduled for May16 – June 20 Delivery</li> </ul>

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

Total Project: \$5,550,000	2021 Budget: \$5,550,000	% Complete: 96%
RFTA Share: \$5,550,000	RFTA Balance: \$62,123,000	Last Updated: May 2021
<ul style="list-style-type: none"> <li>2020 Budget includes funding to purchase 10 replacement low floor clean diesel buses. This budget is requested to be rolled forward to the 2021 Budget in a March Board meeting supplemental appropriation.</li> </ul>		<ul style="list-style-type: none"> <li>As of 5/7 RFTA has received 4 of the 10 buses.</li> </ul>

**E2 - Bike Share Expansion**

Total one time RFTA Capital: \$1,270,750	2020 Capital Budget: \$0	%Complete: 10%
Total Annual RFTA O&M: \$550,000	2021 O&M Budget: \$200,000	Last Updated: May 2021
RFTA Capital Balance: \$1,270,750		
<ul style="list-style-type: none"> <li>2021 Budget includes \$200,000 for a Bike Share Expansion and First and Last Mile Planning Study.</li> </ul>		<ul style="list-style-type: none"> <li>Project is underway and completed 2 Technical Advisory Meetings to date.</li> </ul>

**E5 - Rio Grande Trail Maintenance**

Total Project: \$5,958,000	2021 Budget: \$300,000	% Complete: 10%
RFTA Share: \$5,958,000	RFTA Balance: \$4,983,000	Last Updated: May 2021
<ul style="list-style-type: none"> <li>2021 budget includes \$300,000 to go towards asphalt repair, fencing, rock scaling, shoulder improvements and culvert maintenance</li> </ul>		Construction to begin May 31

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

Total Project: \$2,775,000	2020 Budget: \$2,775,000	% Complete: 100%
RFTA Share: \$2,775,000	RFTA Balance: \$8,581,000	Last Updated: March 2021
<ul style="list-style-type: none"> <li>2020 Budget includes funding to purchase 5 expansion low floor clean diesel buses.</li> </ul>		<ul style="list-style-type: none"> <li>RFTA took receipt of the five expansion buses in January and they entered revenue service February 27th.</li> </ul>

**C5 - Grand Avenue Corridor Study (MOVE) (27<sup>th</sup> Street Parking Expansion, Glenwood In-line Stations, GWS Transit Center, Extension of BRT Downtown GWS, Connections to 1-70 Corridor)**

Total Project: \$610,000	2021 Budget: \$50,000	% Complete: 90%
RFTA Share: \$290,228	RFTA Balance: \$0	Last Updated: May 2021
<ul style="list-style-type: none"> <li>MOVE Study to identify preferred alternatives for extending BRT to downtown Glenwood Springs (GWS), expanded park and ride in GWS, location of GWS Downtown Transit Center and one to two BRT stations between 27<sup>th</sup> Street and downtown GWS.</li> </ul>		<ul style="list-style-type: none"> <li>Parsons consulting has been providing RFTA and the City of Glenwood Springs with several final deliverables to allow alternative recommendations to be presented to various boards, councils and commissions for approval. These presentations will begin in June 2021.</li> </ul>

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

Total Project: \$4,445,396	2021 Budget: \$150,000	% Complete: 5%
RFTA Share: \$4,445,396	RFTA Balance: \$4,295,396	Last Updated: May 2021
<ul style="list-style-type: none"> <li>The 2021 budget includes funding for property acquisition, appraisal and environmental services in preparation for a property acquisition for expanded park and ride development near the 27<sup>th</sup> Street Station.</li> </ul>		<ul style="list-style-type: none"> <li>RFTA staff and representatives have begun discussions with property owner regarding right to enter for appraisal and environmental work.</li> <li>Environmental consultants have completed Phase 1 of Environmental Site Assessment.</li> </ul>

**C13 – Town of Snowmass Village Transit Center**

Total Project: \$12,860,000	2021 Budget: \$0	% Complete: 20%
RFTA Share: \$500,000	RFTA Balance: \$500,000	Last Updated: March 2021
<ul style="list-style-type: none"> <li>RFTA staff continue to coordinate with Town of Snowmass on the design and implementation of the Snowmass Transit Center.</li> </ul>		<ul style="list-style-type: none"> <li>RFTA staff continue coordination efforts with TOSM on design of Transit Center.</li> </ul>


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

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

**S4 - Buttermilk Underpass**

Total Project: \$8,057,358	2021 Budget: \$0	% Complete: 0%
RFTA Share: \$500,000	RFTA Balance: \$500,000	Last Updated: Feb. 2020
<ul style="list-style-type: none"> <li>The RFTA Contribution when budgeted is \$500,000 to be applied towards construction of a grade pedestrian crossing at the Buttermilk intersection in Pitkin County.</li> </ul>	<ul style="list-style-type: none"> <li>RFTA is trying to initiate a partnership of interested stakeholders to move Buttermilk Underpass into design phase and establish a partnership for construction.</li> </ul>	

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

Total Project: \$55,259,161	2021 Budget: \$9,200,000	% Complete: 15%
RFTA Share: \$26,226,701	RFTA Balance: \$12,321,000	Last Updated: May 2021
<ul style="list-style-type: none"> <li>2021 Budget includes funding for Phase 2 Construction: Grading, Excavation, Fleet Maintenance Build Renovation &amp; Expansion.</li> <li>RFTA will be requesting partial funding of Phases 3,4,5,7 for professional services in support of RFQ and RFP process of design/build team. Construction funding for phases 3,4,5,7 will be appropriated after bond issuance.</li> </ul>	<p>Phase 2</p> <ul style="list-style-type: none"> <li>Construction underway.</li> </ul>  <p><i>GMF Phase 2 Construction Activity</i></p>	



GMF Phase 2 Construction Activity

Phase 3,4,5,7

- Grant Execution coordination with FTA and CDOT
- CDOT grant funding has been executed
- Federal BUILD grant and FTA 5339 Grant projected to be executed by July 2021
- RFQ released March 17
- Statements of Qualifications are due from design teams by May 13.

**S10 - Replacement Office/Housing in Carbondale**

Total Project: \$10,000,000	2021 Budget: \$980,000	% Complete: 1%
RFTA Share: \$10,000,000	RFTA Balance: \$9,020,000	<b>Last Updated: May 2021</b>
<ul style="list-style-type: none"> <li>• Staff will be requesting to roll forward 2020's budget for housing master planning and design to 2021.</li> <li>• Staff intends to conduct a site analysis study and housing product definition to provide RFTA a recommendation for where and what should be RFTA's next phase of housing expansion.</li> </ul>		<ul style="list-style-type: none"> <li>• Received proposal from consultant to conduct site analysis study. Staff currently reviewing and refining scope of work.</li> </ul>

2021 Actuals/Budget Comparison (March YTD)

2021 Budget Year	March YTD			
General Fund	Actual	Budget	% Var.	Annual Budget
<b>Revenues</b>				
Sales and Use tax (1)	\$ 2,516,855	\$ 2,789,874	-9.8%	\$ 25,606,000
Property Tax	\$ 3,252,233	\$ 3,252,233	0.0%	\$ 10,945,000
Grants	\$ 291,162	\$ 291,162	0.0%	\$ 29,563,317
Fares (2)	\$ 464,675	\$ 522,686	-11.1%	\$ 2,426,756
Other govt contributions	\$ 1,343,678	\$ 1,343,678	0.0%	\$ 1,852,881
Other income	\$ 292,790	\$ 288,005	1.7%	\$ 808,130
<b>Total Revenues</b>	<b>\$ 8,161,394</b>	<b>\$ 8,487,638</b>	<b>-3.8%</b>	<b>\$ 71,202,084</b>
<b>Expenditures</b>				
Fuel	\$ 416,640	\$ 541,214	-23.0%	\$ 1,794,137
Transit	\$ 8,152,807	\$ 8,923,585	-8.6%	\$ 30,930,362
Trails & Corridor Mgmt	\$ 63,231	\$ 64,615	-2.1%	\$ 670,770
Capital	\$ 3,218,543	\$ 3,211,218	0.2%	\$ 34,473,937
Debt service	\$ 1,394,596	\$ 1,394,596	0.0%	\$ 2,773,200
<b>Total Expenditures</b>	<b>\$ 13,245,816</b>	<b>\$ 14,135,228</b>	<b>-6.3%</b>	<b>\$ 70,642,406</b>
<b>Other Financing Sources/Uses</b>				
Other financing sources	\$ 3,697,803	\$ 3,697,803	0.0%	\$ 9,828,212
Other financing uses	\$ (769,831)	\$ (769,831)	0.0%	\$ (3,300,613)
<b>Total Other Financing Sources/Uses</b>	<b>\$ 2,927,971</b>	<b>\$ 2,927,971</b>	<b>0.0%</b>	<b>\$ 6,527,599</b>
<b>Change in Fund Balance (3)</b>	<b>\$ (2,156,451)</b>	<b>\$ (2,719,618)</b>	<b>-20.7%</b>	<b>\$ 7,087,277</b>

- (1) Timing issue, as Sales and Use tax Revenues are received 2 months in arrears (i.e. January sales and use tax revenue is recorded in March).
- (2) Through March, fare revenue and ridership are lower by 48% and 38%, respectively, compared to the prior year. COVID-19 impacts started in mid-March 2020. Over the course of the year, timing of bulk pass orders by outlets and businesses can affect the % change. The chart below provides a YTD March 2020/2021 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 3/2020	YTD 3/2021	Increase/ (Decrease)	% Change
Regional Fares	\$ 877,755	\$ 455,328	\$ (422,427)	-48%
<b>Total Fare Revenue</b>	<b>\$ 877,755</b>	<b>\$ 455,328</b>	<b>\$ (422,427)</b>	<b>-48%</b>
<b>Ridership on RFTA Regional Services*:</b>	<b>YTD 3/2020</b>	<b>YTD 3/2021</b>	<b>Increase/ (Decrease)</b>	<b>% Change</b>
Highway 82 (Local & Express)	181,429	118,163	(63,266)	-35%
BRT	234,836	152,800	(82,036)	-35%
SM-DV	32,672	9,115	(23,557)	-72%
Grand Hogback	29,488	16,033	(13,455)	-46%
<b>Total Ridership on RFTA Fare Services</b>	<b>478,425</b>	<b>296,111</b>	<b>(182,314)</b>	<b>-38%</b>
Avg. Fare/Ride	\$ 1.83	\$ 1.54	\$ (0.30)	-16%

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

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

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage March 2021 YTD				Hours March YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	1,249,136	1,270,530	(21,394)	-1.7%	63,106	63,460	(354)	-0.6%
City of Aspen	148,538	151,186	(2,648)	-1.8%	17,301	17,212	89	0.5%
Aspen Skiing Company	184,428	182,160	2,268	1.2%	12,959	12,675	285	2.2%
Ride Glenwood Springs	29,727	29,316	411	1.4%	2,420	2,405	15	0.6%
Grand Hogback	69,031	67,500	1,531	2.3%	2,964	2,824	140	5.0%
Senior Van	1,779	5,416	(3,637)	-67.2%	255	284	(28)	-9.9%
<b>Subtotal - Transit Service</b>	<b>1,682,639</b>	<b>1,706,108</b>	<b>(23,469)</b>	<b>-1.4%</b>	<b>99,005</b>	<b>98,859</b>	<b>146</b>	<b>0.1%</b>
Training & Other	-	4,879	(4,879)	-100.0%	4,778	9,256	(4,478)	-48.4%
<b>Total Transit Service, Training &amp; Other</b>	<b>1,682,639</b>	<b>1,710,988</b>	<b>(28,349)</b>	<b>-1.7%</b>	<b>103,783</b>	<b>108,115</b>	<b>(4,332)</b>	<b>-4.0%</b>

## 2020 Financial Statement Audit – Schedule

Date	Activity	Status
5/3/2021 – 5/7/2021	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 <b>RFTA Board Audit Subcommittee</b> . A meeting will be held at a RFTA office in Carbondale between the Audit Subcommittee, the auditor and staff to discuss the audit in detail.	<i>Email will be sent to Audit Subcommittee to establish date &amp; location of meeting.</i>
7/2/2021	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/8/2021	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

Confirmed members of RFTA Board Audit Subcommittee:

1. **Ward Hauenstein**, RFTA Board member (City of Aspen)
2. **Alyssa Shenk**, RFTA Board member (Town of Snowmass Village)
3. **Ann Driggers**, Independent Financial Expert (Pitkin County Finance Director)\*
4. **Jill Klosterman**, Independent Financial Expert (Eagle County Finance Director)

\*Depending on dates in June

## 2021 Budget – Update

At the June Board meeting, staff is planning to present to the RFTA Board a supplemental budget appropriation resolution to appropriate funds for the capital projects using bond proceeds from RFTA's anticipated 2021 Property Tax Revenue Bond issuance, capital grant revenues, and any other items identified by staff based on its ongoing review.

## Discussion between RFTA and Elected Officials Transportation Committee (EOTC) Regarding Aspen-Snowmass Regional No-Fare Service - Update

At the [November 14, 2019 RFTA Board meeting](#), staff presented to the Board anticipated impacts of the Colorado HB 19-1240 Sales and Use Tax Administration (effective June 1, 2019). This state law was the result of the U.S. Supreme Court decision, i.e. *South Dakota vs. Wayfair*, which requires all retailers, including out-of-state retailers that do not have a physical presence in Colorado, to collect state and local sales tax at the point



of delivery. This tax law impacted the sales and use tax revenues, including those levied in each of RFTA’s member jurisdiction under RFTA’s Regional Transportation Authority (RTA) 1% sales and use tax authorization and the Pitkin County mass transit sales taxes dedicated to RFTA by Pitkin County voters in 2000 and 2004. At that time, there was insufficient data available to accurately estimate the financial impact; however it was anticipated that this law would result in an increase in local sales tax collections, but will likely result in a reduction in use tax on construction materials and fabricated goods.

The primary issue communicated to the Board was regarding the impacts of the 0.5% Pitkin County Sales and Use Tax revenues to the EOTC and, ultimately, RFTA. The funding for the EOTC comes from two sources:

- 0.5% Pitkin County Use Tax on construction goods, fabricated goods, and motor vehicle registration 100% dedicated to EOTC activities, and
- 0.5% Pitkin County Sales Tax 18.96% dedicated to EOTC activities, and 81.04% to RFTA.

Moving forward, the majority of the use tax revenues are expected to come from motor vehicle registrations. The EOTC’s anticipated increase in sales tax revenues will not fully offset the reduction in use tax collections, which will create long-term revenue concerns for the EOTC that will greatly impair its ability to maintain current programs and projects, one of which is annual fare offset contribution to RFTA to support the Aspen-Snowmass Regional No-Fare Service. Because RFTA anticipates increased revenues from its dedicated share of the 0.5% Pitkin County Sales tax as a result of the tax law, the EOTC wanted to initiate discussion with RFTA about having RFTA assume all or a portion of the No-Fare service fare offset. Considering the symbiotic and mutually beneficial partnership between the EOTC and RFTA, and because the anticipated reduction in the EOTC use tax should result in corresponding increase in RFTA sales tax, the request by the EOTC for RFTA to absorb the cost of the No Fare offset seemed worthy of consideration by the RFTA Board.

For 2020, the EOTC approved a transitional budget which included to fully fund the fare offset for the Aspen-Snowmass Regional No-Fare Service. During the 2021 budget planning presentations to the RFTA Board from August to November of 2020, staff provided updates on this item resulting from discussions with the EOTC staff. For 2021, due to the economic uncertainty created by the COVID-19 pandemic in the region, the EOTC approved \$813,678 of budget to continue the no-fare contribution to RFTA.

Since then, as part of RFTA’s 2021 work plan, staff has been continuing to discuss RFTA assuming all or a portion of the No-Fare service fare offset and have been analyzing actual sales and use tax collections. Based on staff’s initial findings over the period between 2018 through 2020, it appears that the 0.5% Pitkin County Use Tax revenues decreased by approximately \$1.04 million and the 0.5% Pitkin County Sales Tax revenues increased by \$1.1 million. However, the net impact to the EOTC over the two-year period was a decline in its dedicated share of 0.5% Pitkin County Use Tax revenues of approximately \$831,517 while the net impact to RFTA was an increase of approximately \$902,093. Refer to the chart below:

	A	B	C	D	E	F	G	H
	Year	0.5% Pitkin County Sales Tax	Annual \$ Change	Annual % Change	0.5% Pitkin County Use Tax	Annual \$ Change	Annual % Change	Net Impact
1								
2	2018	\$ 5,669,869			\$ 1,438,539			
3	2019	\$ 6,929,287	\$ 1,259,418	22.2%	\$ 1,568,051	\$ 129,512	9.0%	\$ 1,388,930
4	2020	\$ 6,783,014	\$ (146,273)	-2.1%	\$ 395,970	\$ (1,172,081)	-74.7%	\$ (1,318,354)
5		<b>2018-2020 Change</b>	<b>\$ 1,113,145</b>		<b>2018-2020 Change</b>	<b>\$ (1,042,569)</b>		<b>\$ 70,576</b>
6		EOTC Share	\$ 211,052	18.96%	EOTC Share	\$ (1,042,569)	100%	\$ (831,517)
7		RFTA Share	\$ 902,093	81.04%	RFTA Share	\$ -	0%	\$ 902,093
8		<b>2018-2020 Change</b>	<b>\$ 1,113,145</b>	<b>100%</b>	<b>2018-2020 Change</b>	<b>\$ (1,042,569)</b>	<b>100%</b>	<b>\$ 70,576</b>



The actual sales and use tax revenue trends are consistent with the initial expectations made in 2019. The increase in revenues to RFTA appear to be sufficient for RFTA to assume all or a portion of the No-Fare service fare offset. However, information is not available to identify the exact amount of sales tax revenues that are attributable to the tax law change on June 2019.

Staff plans to continue to review and analyze the information. No decision is required at this time, but staff will be providing the Board with updates and a recommendation on this issue in the months ahead as part of RFTA's 2022 budget planning process.

### **Planning Department Update, May 2021 – David Johnson, Director of Planning**

Please see the “5-13-2021 Planning Department Update.pdf” included in the May 2021 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet. Of particular note is a Grants Update on page 3 prepared by Jason White, Assistant Planner.

Please also see the “May 2021 FLMM Project Update.pdf,” included in the May 2021 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

### **Facilities & Trails Update, May 2021 – Mike Hermes, Director of Facilities & Trails**

#### **Facilities and Bus Stop Maintenance May 13, 2021 Facilities Capital Projects Update**

#### **Projects currently under construction:**

1. Phase 2 GMF expansion. The new drive lanes at the GMF have been placed and traffic has been moved out to these new lanes so work can begin on the building itself. Work to begin moving utilities to their new location is beginning the week of April 10.
2. The remodel of the space at 100 Midland for the new Dispatch Center is moving along and the new walls to partition off the spaces are being constructed, patching and painting is underway and the carpet and flooring are scheduled to be installed the first of June.
3. The environmental work and the appraisal for the purchase of the property at 505 27<sup>th</sup> are proceeding on schedule. The appraisal and review appraisal will be completed by the end of April. The Categorical Exclusion (CE) is anticipate to be completed the first half of June and once the CE is received from the Federal Transit Administration (FTA), RFTA can begin negotiations with the owner of the property.
4. The plan set has have been completed for the repairs to the Wingo Bridge and staff is currently preparing an RFP for this work to be released in April.
5. The scope of work for this year's repair and maintenances project for the Rio Grande Trail is complete and staff is preparing a RFP to be released in April.
6. The yearly sweeping, striping and general repairs to RFTA's asphalt parking surfaces is scheduled to begin mid-April.

#### **Facilities projects budgeted for 2021**

1. Acquisition of property around 27<sup>th</sup> Street Glenwood Springs.
2. Repairs to the Wingo Bridge abutments.
3. Rio Grande Trail repairs and maintenance.

4. Repair of siding, soffit and fascia at the Parker House Apartments.
5. Revision of the facilities storm water management plans.
6. Revisions and updates to the CNG emergency response plan for the GMF.
7. Development of an Operations Dispatch Center.
8. Parker House and Main Street Apartments condition assessment report.
9. Asphalt repair and maintenance project.
10. Development of a RFTA housing construction strategy.

**Facilities projects completed to in 2021:**

- Demo of the MOC

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

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

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

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

- Staff has begun to utilize a new review process for projects proposing to make use of the Railroad Corridor. This process allows staff to have railroad and legal experts review, assess and report on proposed development impacts along the Railroad Corridor along with making recommendations regarding potential mitigation for the impacts that RFTA can provide to permitting jurisdictions. (Ongoing)
- Staff is in the process of approaching every adjacent, unlicensed property owner and working with them to get a license in place for access across, or encroachments into the RFTA Railroad Corridor. (Ongoing)
- Based on comments received from the RFTA Board members at the 02/11/2021 meeting, staff will begin working with Paul Taddune, to bring some longstanding licensees into compliance with the terms of their license agreements, secure license agreements with the unlicensed adjacent property owners, and work to eliminate all outstanding encroachments. We will also work with Paul on several ditch concerns, and determine a path to finalize agreements involving property boundary disputes. (Ongoing)
- **Recreational Trails Plan (RTP)** – The Planning and Facilities Departments are working collaboratively with regional stakeholders to update the 2005 Recreational Trails Plan (RTP). Following unanimous RFTA Board adoption of the Access Control Plan (ACP) in early 2018, the RTP is the second component plan of the larger Corridor Comprehensive Plan that guides management of the entire Rio Grande Railroad Corridor from Glenwood Springs to Aspen. (Ongoing)
- **Federal Grant Right of Way (fgrow) project** – Staff continues to identify and approach adjacent property owners located in the fgrow areas in an attempt to negotiate the exchange of Bargain and Sale deeds. Staff is in the process of finalizing paperwork for an FGROW section in Carbondale. (Ongoing)

- **Mid Valley Trails Committee (MVTC)** – Eagle County and RFTA staff are reviewing all of the original agreements regarding oversight of this committee and will be bringing a presentation to the RFTA Board sometime in the next few months.



- Staff is gearing up for spring!
  - The Trail Staff is working hard to give ALL trail users a great experience.
  - Staff has been out shoveling, sweeping, debris blowing, cleaning up trailheads, cleaning the restrooms, etc. to make sure the trail is safe and clean.
  - Staff has been plowing snow off the trail from Glenwood Springs up to Emma Rd to allow biking, walking, and other trail use.
- Riverview Trail Update - more work in 2021 will occur; fencing/fall protection and asphalt paving will occur on the portion within RFTA ROW. This is a “safe routes to school project” that will connect people from CR 109 and the Westbank/Ironbridge neighborhoods up to the Rio Grande Trail.
  - Project is waiting for NTP from CDOT to advertise/put out for bids.
- Staff is busy coordinating with organizations applying for Special Use of the corridor.
- Staff continues working with Carbondale Arts to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
  - The Youth Art Park will be located just north of Town Hall and the Carbondale Rec Center. The schematic site design is completed, civil/structural design is happening now, and construction is scheduled to begin sometime in 2021. Please see pages from the schematic design below.
- The “wildlife section” of trail, Catherine Bridge to Rock Bottom Ranch, closed for the winter season on November 30<sup>th</sup> at 5:00 p.m. This seasonal closure gives wildlife a break during the critical winter and early spring months, and the closure also affords animals’ uninterrupted travel from the Roaring Fork River bottom up to the Crown and beyond.
- Staff has been working with Back 40 Stories to create new information kiosk map/panels, survey existing trail amenities, and identify locations that could benefit from additional amenities, signs, etc.
- Staff is planning and gearing up for 2021 projects and what is sure to be another busy year on the Rio Grande Trail. Some major projects are listed below:
  - Wingo Bridge Maintenance/Repair.
  - Goats are coming baaaaack, to assist with vegetation management in the late summer/early fall.
  - Rio Grande Trail Maintenance/Repair – asphalt remove/replace and root barrier install.
  - Re-vegetation efforts.
  - Rio Grande ArtWay improvements.
- Our Seasonal Trail Technician, Kyle Pieti, will be returning to work in early April. We are excited to have Kyle back for his 3<sup>rd</sup> season on the Rio Grande Trail!

