

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

TIME: 9:00 a.m. – 11:30 a.m., Thursday, May 14, 2020

Due to the Governor’s “Safer at Home Order,” 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, or are on the second page of this agenda, below, or can be found at www.rfta.com on the Board Meeting page.

(This Agenda may change before the meeting)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	9:00 a.m.
2	Approval of Minutes: RFTA Board Meeting April 9, 2020, page 3		Approve	9:01 a.m.
3	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	9:05 a.m.
4	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	9:15 a.m.
5	Consent Agenda:			9:25 a.m.
	A. MOU between the Town of Carbondale, Carbondale Arts and RFTA in Support of the Carbondale Arts Youth Park and Garfield County Grant Agreement – Angela Henderson, Assistant Director, Project Management and Facilities Operations, page 7	4.2.5	Approve	
	B. Encroachment Easement Agreement to Construct and Maintain Two (2) RFTA Bus Stops in the Eagle County Road Right-of-Way – Dan Blankenship, CEO, page 10	2.3.7	Approve	
	C. Resolution 2020-11 : Authorization to Submit Application for USDOT BUILD Program – David Johnson, Director of Planning, page 11	4.2.5	Approve	
6	Presentations/Action Items:			
	A. RFTA Service Planning Issues Related to the Outbreak of Coronavirus (COVID-19) – Dan Blankenship, CEO Michael Yang, CFAO, and Kurt Ravenschlag, COO, and page 16	2.2.3	Approve	9:30 a.m.
	A. Maroon Bells’ Bus Service Update – Dan Blankenship, CEO, page 24	4.2.5	Discussion/Direction	10:15 a.m.
	B. Intergovernmental Agreement between the City of Glenwood Springs and RFTA for the Purchase of Property and the Performance of Transportation Projects – Dan Blankenship, CEO, and Paul Taddune, General Counsel, page 25	2.3.7	Approve	10:35 a.m.
7	Public Hearing:			11:00 a.m.
	A. Resolution 2020-12 : 2020 Supplemental Budget Appropriation – Michael Yang, CFAO, page 26	4.2.5	Approve	
	(Agenda Continued on Next Page)			

	Agenda Item	Policy	Purpose	Est. Time
8	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, <i>page 33</i>	2.8.6	FYI	11:15 a.m.
9	Issues to be Considered at Next Meeting:			
	To Be Determined at May 14, 2020 Meeting	4.3	Meeting Planning	11:25 a.m.
10	Next Meeting: 8:30 a.m. – 11:30 a.m., June 11, 2020 at Carbondale Town Hall	4.3	Meeting Planning	11:27 a.m.
11	Adjournment:		Adjourn	11:30 a.m.

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**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
April 9, 2020**

Board Members Present (via WebEx):

Art Riddile (Town of New Castle, Chairman); Markey Butler, Vice-Chairman (Town of Snowmass Village); Jacque Whitsitt (Town of Basalt); Jonathan Godes (City of Glenwood Springs); George Newman (Pitkin County); Dan Richardson (Town of Carbondale); Ann Mullins (City of Aspen); Jeanne McQueeney (Eagle County)

Non-Voting Alternates Present (via WebEx):

Greg Poschman (Pitkin County); Ward Hauenstein (City of Aspen); 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; Mike Hermes, Angela Henderson, and Brett Meredith, Facilities & Trails Department; David Johnson and Jason White, Planning Department; Jamie Tatsuno and Jennifer Balmes, Marketing and Communications; Paul Hamilton, Director of Finance; Tammy Sommerfeld, Procurement; Linda Forgacs, Director of HR; Phil Schultz, Andy Hermes and Matt Mullally, IT Department; Kenny Osier, Director of Vehicle Maintenance; Jason Smith, Safety & Training Manager; Kent Blackmer, Director of Operations, Ian Adams and John Blair, Operations Managers; Craig Dubin, Special Projects Manager; Rich Burns, Traveler Supervisor; Ed Cortez, Operations and ATU Local 1774 President

Visitors Present (via WebEx):

David Pesnichak (EOTC/Pitkin County); John Kruger (City of Aspen); Scott Condon (Aspen Times); Linda DuPriest (City of Glenwood Springs); Lynn Rumbaugh (City of Aspen); David Peckler (Town of Snowmass Village, Shuttle Transportation Director)

Agenda

1. Call to Order/Roll Call:

Art Riddile called the RFTA Board of Directors to order at 9:02 a.m. Riddile declared a quorum to be present (8 member jurisdictions present) and the meeting began at 9:04 a.m.

2. Approval of Minutes:

Riddile moved to approve the March 12, 2020 Board Meeting Minutes, and Markey Butler seconded the motion. The motion was unanimously approved.

3. Public Comment:

Riddile asked if any member of the public would like to address the Board or make a comment regarding items not on the April 9, 2020 Board Agenda. No members of the public had any comments. Riddile closed Public Comments at 9:06 a.m.

4. Items Added to Agenda – Board Member Comments:

Riddile next asked if there were any items that needed to be added to the Board meeting Agenda. No items were added to the April 9, 2020 Board Agenda.

Riddile asked if any Board member had comments or questions regarding issues not on the Board meeting Agenda.

George Newman congratulated Jacque Whitsitt for her 20 plus years being a member of the RFTA Board of Directors. He appreciated all of her hard work and her colorful comments that would “make a sailor blush.”

Dan Richardson said that Jacque was a great mentor for him and that RFTA would not be where it is today without her.

Ann Mullins said that she would really miss Jacque at the RFTA Board meetings and she has learned a great deal from her.

Butler stated that Jacque was a wonderful person to work with and she has always said what was needed to be said, even if it was difficult.

Riddile will miss Jacque’s passion in all that she does for RFTA.

Dan Blankenship appreciated having the opportunity to work with Jacque since 1989, she was always honest, up-beat, and her laugh can lift spirits. He respects that she always looks at the greater good of the organization and had the ability to hold people accountable without making things personal. Jacque even quit her job to help get the VelociRFTA funding campaign won in 2008. RFTA owes her a tremendous debt of gratitude.

Jacque thanked all for their wonderful comments. During all of the ups and downs, she has loved working with RFTA. She is very proud of the work that goes into RFTA.

Riddile closed Board comments at 9:14 a.m.

5. Presentations/Action Items:

A. Coronavirus (COVID-19) Preparedness Planning Update: – Dan Blankenship, CEO; Paul Taddune, General Counsel; Michael Yang, CFAO; Kurt Ravenschlag, COO; and Jason Smith, Safety and Training Manager

Phase 3 requires approximately 48 Bus Operators per day, whereas Phase 2 required 98, Phase 1 required 122, and full winter high-season service levels required 144 Bus Operators per day. The Phase 3 plan involves the following schedule changes:

- Valley service once an hour each direction beginning at 4:00 a.m. from Glenwood and ending at 11:15 p.m. from Aspen. Last Up Valley from Glenwood is at 9:00 p.m.
- No Express service.
- Only 6:15, 6:30, 6:45 and 7:15 a.m. Up Valley BRTs will operate in the morning.
- Only 4:00, 4:30, 4:45, 5:00 p.m. Down Valley BRTs will operate in the afternoon.
- Only 2 trips to and from Rifle in the morning only.
- Only 3 trips to and 2 trips from Rifle in the evening only.
- Snowmass service once an hour from Brush Creek Park and Ride from 6:30 a.m. until 11:30 p.m.
- COA service modified starting at 8:00 a.m. and ending at 8:00 p.m.
- RFTA is continuing to provide its Phase 3 service reduction plan.

The City of Rifle passed a motion to suspend RFTA service to Rifle. RFTA is currently providing the Hogback bus service to the Town of Silt and the Town of New Castle.

The City of Glenwood Springs passed a Public Health Order requiring all individuals must wear face coverings when out in the public. RFTA began providing face coverings to passengers who did not have them, in order to help them abide by the Public Health Order.

Newman questioned how riders were going to get face coverings.

Blankenship stated that the public can use bandanas, gators, or face masks to abide by the Public Health Order. RFTA is currently getting cloth bandanas as well to supply to passengers that don't have face coverings. At some point, if a rider does not have a face covering, RFTA will have to deny access to service.

Ward Hauenstein stated that it is imperative that RFTA ensure that those individuals who are riding RFTA buses are essential workers or those without a vehicle to get them where they need to go.

Mullins echoed Hauenstein's comment and added that the overall concern is for the safety of riders and RFTA Bus Operators. She thanked those individuals who are making these, sometimes difficult, decisions. She commended RFTA staff on all of its efforts, and mentioned that staff is doing everything in its power to keep everyone safe.

Whitsitt moved to approve the continuation of Phase 3 bus services, with additional safety precautions as deemed necessary, and Riddile seconded the motion.

A Roll Call Vote Was Taken:

Art Riddile	Yes
Markey Butler	Yes
Jacque Whitsitt	Yes
Jonathan Godes	Yes
George Newman	Yes
Dan Richardson	Yes
Ann Mullins	Yes
Jeanne McQueeney	Yes

The motion was unanimously approved.

7. Public Hearing:

A. Resolution 2020-10: 2020 Supplemental Budget Appropriation – Michael Yang, CFAO

After determining the current costs associated with COVID-19 Preparedness Plan, RFTA is projecting to spend approximately \$40,000 per week on COVID-19 efforts, which include disinfecting buses, transit facilities, offices, advancing sick pay for employees with insufficient sick leave balances and other current measures. To maintain these measures until the May 14, 2020 Board meeting, an additional \$280,000 is needed.

Butler moved to approve Resolution 2020-10: 2020 Supplemental Budget Appropriation and Riddile seconded the motion. The motion was unanimously approved.

8. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

A huge “Thank You” is due to David Johnson, Director of Planning and Jason White, Assistant Planner, who have once again garnered \$5.376 million in FTA/CDOT grant funding in 2020 for much needed vehicle replacements, as well as the Glenwood Maintenance Facility Expansion Project (Regional Transit Center).

The RFTA Capital Projects team has been reviewing all 2020 capital projects that are in various stages of development to determine if there are any impacts due to COVID-19. RFTA has decided to only delay one project at this time, the Regional Bike Share Plan, due to the staff involvement and public outreach required. All other projects are deemed essential infrastructure under the Public Health Orders, and many of these projects involves grants and bonding that cannot be used for other purposes than the projects specified. This issue will be monitored on a weekly basis and adjusted as needed.

10. Issues to be Considered at Next Meeting:

11. Next Meeting: 8:30 a.m. – 11:30 a.m., May 14, 2020, Carbondale Town Hall, Room 1

12. Adjournment:

Richardson moved to adjourn from the April 9, 2020 RFTA Board meeting, and Mullins seconded the motion. The motion was unanimously approved.

The April 9, 2020 RFTA Board Meeting adjourned at 10:42 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 14, 2020
Subject:	Memorandum of Understanding (MOU) between RFTA, the Town of Carbondale, and Carbondale Arts, for installation of a Youth Art Park on the RFTA Right-of-Way (ROW), using a GOCO Local Parks and Outdoor Recreation (LPOR) Mini-Grant
Strategic Outcome:	Satisfied Customers: RFTA will strive to exceed customer expectations by providing modern, courteous, safe, convenient, highly reliable, dependable, comfortable, sustainable, cost efficient, and affordable transportation choices to our residents and visitors
Strategic Objective:	5.1 – Transit and trail experiences are enjoyable
Presented By:	Angela Henderson- Assistant Director of Facilities, Brett Meredith –Rio Grande Trail Manager, Eric Brendlinger – Carbondale Recreation Center Manager and Amy Kimberly – Carbondale Arts
Staff Recommends:	Approve and authorize the RFTA CEO to execute the MOU between RFTA, the Town of Carbondale, and Carbondale Arts, for installation of a Youth Art Park on the RFTA ROW, using a GOCO LPOR Mini-Grant.
Executive Summary:	Carbondale Arts worked with the Town of Carbondale to submit a Great Outdoors Colorado (GOCO) 2020 Local Parks & Recreation (LPOR) grant for a Rio Grande ARTway Corridor Youth Art Park. Carbondale is required to lead the application as a local government entity supporting the efforts of Carbondale Arts. The grant was awarded in March of 2020 for \$35,000.00, with a local match provided by Carbondale Arts. A local Town of Carbondale and RFTA match is not required for this GOCO mini-grant program. The Town will be acting as the fiscal agent for the grant.
Background/ Discussion:	<ul style="list-style-type: none"> • Carbondale Arts and RFTA have been working jointly on a beautification project for the mile long stretch of the RFTA ROW between Highway 133 and Snowmass Drive in Carbondale since 2015. • A preliminary Master Plan was developed in March of 2016. The Plan lays out the goal for the ARTway project, which is to develop a creative place making project that reflects the cultural diversity of the community, inspires greater use of non-motorized transportation, preserves our heritage, and strengthens and beautifies our core creative community. • A license agreement was developed between RFTA and Carbondale ARTs for installation of all of the individual elements of the ARTway project. The license agreement outlines the responsibilities for maintenance, insurance requirements, and the deference to the “railbanked” status of the RFTA ROW. • To date the following elements have been installed, wayfinding signage, a soft-surface trail adjacent to the existing Rio Grande Trail, a single track, Latino Folk Art Garden, Derail Park, and an Archway for entrance to this area. The Youth Art Park is one of the final elements of the project. • Carbondale Arts worked with the Town of Carbondale, to secure a Local parks and Recreation Grant (LPOR) from Great Outdoors Colorado (GOCO). GOCO required that the Town and Carbondale Arts secure an MOU with RFTA for use of the RFTA ROW for installation of this park. • RFTA reviewed the MOU, added the necessary “railbanking” protection language to the MOU and required that the Town insert the “railbanking” protection language into the GOCO grant agreement before signing off on the grant. The

	<p>Town worked with GOCO and, after reviewing the RFTA agreement with GOCO, agreed to add the language to the grant agreement.</p> <ul style="list-style-type: none"> • The Town of Carbondale will act as the fiscal agent for the grant, RFTA staff and Carbondale Arts will work together on the installation of the project.
Governance Policy:	The Board Financial Condition and Activities policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
Fiscal Implications:	None at this time.
Attachments:	Yes, please see “MOU Maintenance Agreement with RFTA, Town of Carbondale and Carbondale Arts.pdf” and “RGT ARTway Master Plan.pdf,” included in the May 2020 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Meeting Agenda packet.





Pictures by Jennifer Balmes – RFTA Creative Communications Specialist

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

Meeting Date:	May 14,2020
Subject:	Encroachment Easement Agreement to Construct and Maintain Two (2) RFTA Bus Stops in the Eagle County Road Right-of-Way
Strategic Outcome:	Satisfied Customers: RFTA will strive to exceed customer expectations by providing modern, courteous, safe, convenient, highly reliable, dependable, comfortable transportation choices to our residents and visitors.
Strategic Objective:	5.1 Transit and trail experiences are enjoyable 5.7 Provide clean and well maintained facilities, trails and equipment
Presented By:	Dan Blankenship, CEO
Staff Recommends:	Approve and authorize the RFTA CEO to execute the Encroachment Easement Agreement to Construct and Maintain Two (2) RFTA Bus Stops in the Eagle County Road Right-of-Way
Executive Summary:	<ul style="list-style-type: none"> • An Encroachment Easement Agreement was not necessarily needed previously because there was not a true pull-off and no shelters at these stops, which serve lower income housing in Eagle County. • The Encroachment Easement Agreement allows the JW Drive El Jebel Road up- and down-valley stops to be located within the Eagle County Right-of-Way. • New shelters and asphalt bus pull-offs are part of the Mid-Valley Stops project for the 2020 summer, which was awarded to Scott Contracting at the beginning of this month. • The agreement states that RFTA will be responsible for all shelter and bus pull-off maintenance outside of the main roadway.
Governance Policy:	The Board Financial Condition and Activities policy 2.3.7 states, “The CEO shall not acquire, encumber or dispose of real property.”
Fiscal Implications:	This project and other Mid-Valley bus stop improvements were budgeted in 2020 Supplemental Budget Appropriation Resolution 2020-09, approved by the RFTA Board on March 12, 2020.
Attachments:	Yes, please see “Encroachment Easement Agreement and Exhibit A.pdf” included in the May 2020 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Meeting Agenda packet.

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

Meeting Date:	May 14, 2020
Agenda Item:	Resolution 2020-11: Authorization to Submit Application for USDOT BUILD Program
Strategic Outcome:	Financial Sustainability: RFTA will ensure cost effective and responsible use of funding, maintain and monitor its short-term and long-term financial forecasts, seek funding partnerships and diversification of revenues.
Strategic Objective:	4.4 Pursue financing opportunities to deliver better service and complete future capital projects.
Presented By:	David Johnson, Director of Planning
Recommendation:	<ol style="list-style-type: none"> 1) Authorize RFTA to submit a BUILD grant application to construct critical elements of the Glenwood Springs Maintenance Facility Renovation and Expansion. 2) Authorize the RFTA Chair to sign the Letter of Support. 3) Nominate up to three Board members to meet with FTA, USDOT and Congressional Delegates (by videoconference) to discuss the 5339 and BUILD grants. Proposed timelines include June 1-4 (Monday-Thursday) and June 9-12 (Tuesday-Friday).
Core Issues:	<p>The Glenwood Springs Maintenance Facility was constructed in 2002, and intended to be a small satellite facility with an operational capacity of 34 buses. Since 2002, RFTA has expanded its scope of ridership and services significantly. The GMF is now the cornerstone of RFTA’s operations and maintenance, and will grow in that role over the next 20 years, and expand its array of services.</p> <p>The GMF must be renovated and expanded to meet today’s realities and to help RFTA grow and adapt to future needs. For the last ten years, RFTA has applied for grant funding from a variety of local, State and Federal sources. RFTA has not found a source that could provide funding to complete the entire renovation and expansion. RFTA has chosen to complete the project in phases, commensurate with scope and funding of grants that could be awarded.</p> <p>RFTA intends to request \$13 million in BUILD funds (matched by \$5.575 million in Destination 2040 funds) to complete the following improvements:</p> <ul style="list-style-type: none"> • Administration Center Renovation • Access road relocation • Bus Building 30B (climate-controlled space for 30 full-size buses) • Drive lanes • Pre-Trip Inspection Zones <p>During the Destination 2040 Plan, and Ballot Issue 7A, RFTA’s committed to funding \$15 million of the roughly \$30 million facility expansion’s estimated project cost. The balance of approximately \$15 million would come from grant sources. Statewide Proposition 110, which was turned down by voters, would have provided the other \$15 million. While RFTA has been successful in building the project in phases, annual inflation and incremental construction by phases will increase costs.</p>

	RFTA's lobbyist on the BUILD grant, Ashely Badesch, Sustainable Strategies DC, intends to arrange a video conference with FTA, USDOT, and Congressional Delegates. Ideal dates include June 1-4 (Monday-Thursday) and June 9-12 (Tuesday-Friday).
Policy Implications:	RFTA Board Governing Policy 4.2.5 states, "The Board will approve RFTA's annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy)."
Fiscal Implications:	If this grant is awarded, RFTA will need to commit up to \$5.5 million in Destination 2040 funds.
Attachments:	Yes, please see Resolution 2020-11 and Letter of Support, attached below.

Director _____ moved to adopt the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2020-11
AUTHORIZATION TO SUBMIT APPLICATION FOR FY2020 USDOT BUILD GRANT PROGRAM**

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

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

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

WHEREAS, the Roaring Fork Transportation Authority (RFTA) is a political subdivision of the State of Colorado, and therefore an eligible applicant for a grant awarded by the USDOT; and

WHEREAS, RFTA has submitted a Grant Application for **Construction of the RFTA Regional Transit Center (RTC)**, requesting a total award of **\$13,000,000**, with a local match commitment of up to \$5,575,000 (using bonds and/or cash reserves backed by RFTA’s 2.65 mill property tax mill levy and other available revenue), depending upon the final grant award.

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

1. The above recitals are hereby incorporated as findings by the RFTA Board of Directors.
2. The RFTA Board of Directors strongly supports the Grant Application submitted by RFTA and it will appropriate matching funds for a grant with the USDOT, if awarded.
3. If the grant is awarded, the RFTA Board of Directors strongly supports the completion of the project.
4. The Board of Directors of RFTA authorizes the expenditure of funds necessary to meet the terms and obligations of any grant awarded pursuant to a Grant Agreement with the USDOT.
5. The facility improved with these grant funds will be owned by RFTA and will be maintained and operated by RFTA for the next 30 years. The RFTA Board of Directors will continue to maintain the facility in a State of Good Repair and will appropriate funds on an annual basis for routine maintenance.
6. If a grant is awarded, the RFTA Board of Directors hereby authorizes the CEO to execute a Grant Agreement with the USDOT.

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INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 14th day of May, 2020.

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

By: _____
Arthur Riddile, Chairman

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on May 14, 2020; (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 14th day of May, 2020.

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



May 14, 2020

The Honorable Elaine Chao
Secretary, US Department of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590

RE: Roaring Fork Transportation Authority (RFTA) FY2020 BUILD Grant

Dear Secretary Chao:

RFTA's Board of Directors, consisting of eight member jurisdictions, expresses support for RFTA's FY2020 BUILD grant proposal. The funding will be used to construct a Regional Transit Center (RTC) in Glenwood Springs, Colorado, serving as the foundation for transit operations and mobility management throughout the three-county region, as well as for CDOT's Bustang Statewide transit service.

RFTA is Colorado's second largest transit agency and the largest rural transit agency in the nation by ridership. RFTA provides over five million trips per year throughout a 70-mile corridor in Garfield, Eagle, and Pitkin Counties, roughly 14 times the trips of an average-size rural transit bus agency. RFTA's safe, affordable and convenient transit services are critical for the region's mobility, congestion management, and environmental and economic sustainability.

The success of *Veloci*RFTA service, the country's first rural BRT system, coupled with growing regional demands for transit service and mobility management, require renewed investments in RFTA's core operational facilities. The regional transit center will meet RFTA's current and future transit needs and will support interregional transit services in the Interstate 70 corridor. The RTC project fully aligns with USDOT's BUILD program goals of improved access to reliable, safe, and affordable transportation for communities in rural areas, such as projects that improve infrastructure condition, address public health and safety, promote regional connectivity or facilitate economic growth or competitiveness.

This project has been on the USDOT's Highly Recommended list five years in a row. We urge you to grant BUILD funding for this worthy proposal.

Sincerely,

Art Riddile
Chairman, RFTA Board of Directors

RFTA BOARD OF DIRECTORS MEETING
“DISCUSSION/DIRECTION” AGENDA SUMMARY ITEM. # 6. A.

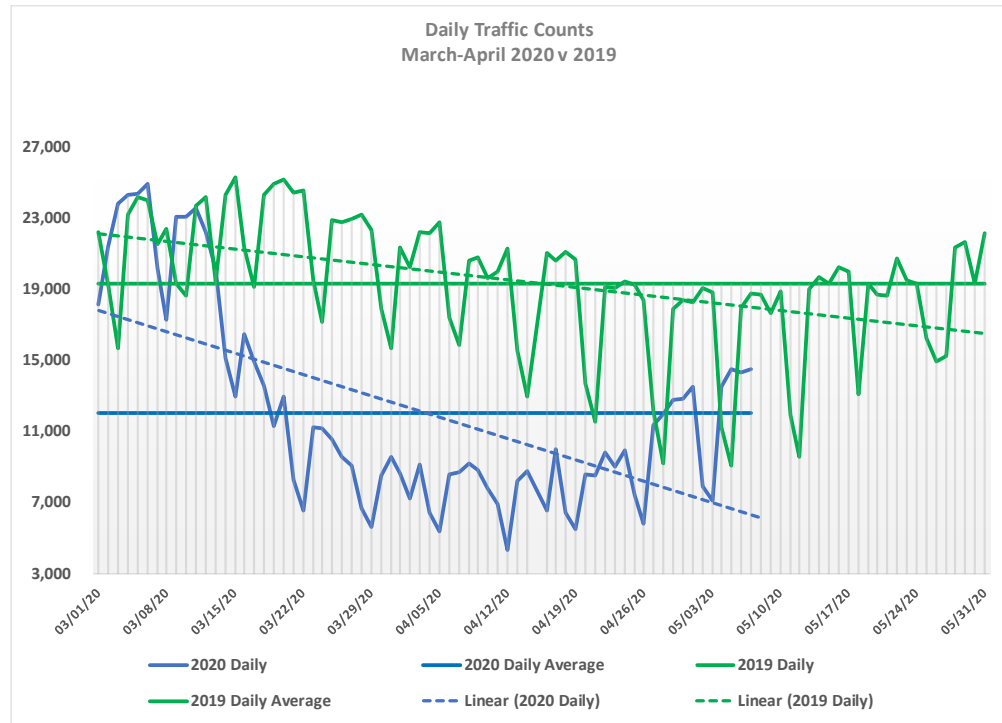
Meeting Date:	May 14, 2020																																				
Subject:	RFTA Service Planning Issues Related to the Outbreak of Coronavirus (COVID-19)																																				
Strategic Outcome:	1. RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, practices, and policies for managing risks and hazards																																				
Strategic Objective:	1.1 Customers are safe at RFTA facilities and riding RFTA services 1.3 Maintain and promote a healthy and safe workforce 1.4 The general public has a positive perception of the safety of RFTA services 1.5 Staff are well trained and safety focused																																				
Presented By:	Dan Blankenship, CEO Paul Taddune, General Counsel Michael Yang, CFAO Kurt Ravenschlag, COO																																				
Staff Recommends:	This is intended to be an FYI for the RFTA Board of Directors and an opportunity for the Board to provide any addition direction to staff.																																				
Executive Summary:	<p>1. <u>Current RFTA Service Level Authorization:</u> At the April 9, 2020 regular RFTA Board Meeting, a motion to continue the Phase 3 bare bones service plan, in conjunction with the wearing of face coverings and social distancing seating with a limit of 9 passengers maximum per bus, passed by a vote of 8 in favor and none against. RFTA has been operating its Phase 3 service plan since Monday, March 30.</p> <p>At the April 29, 2020 RFTA Board Special Meeting, the consensus of the Board was that the CEO was authorized to initiate incremental service increases, without additional specific Board approval, in order to respond to increases in passenger demand as restrictions on business activities begin to be relaxed. This authorization assumes that sufficient budget is available to support service increases and that RFTA staff will consult with local Health Department officials to ensure that planned service increases and ongoing COVID-19 related safety measures (such as face coverings and social distancing) are acceptable to them.</p> <p>On May 10, 2020, prior to the May 14, 2020 regular RFTA Board meeting, staff plans to implement RFTA’s Phase 4 service increase plan. The reasons for this action are as follows:</p> <p>a. <u>Ridership is increasing.</u> As the chart below indicates over a 2-week period from Tuesday, April 21, to Tuesday, May 5,</p> <table border="1" data-bbox="574 1507 1419 1749"> <thead> <tr> <th></th> <th>Tuesday</th> <th>Tuesday</th> <th>Tuesday</th> <th>Vari</th> <th>Vari</th> </tr> <tr> <th>Service</th> <th>21-Apr</th> <th>28-Apr</th> <th>5-May</th> <th>4/21 - 5/5</th> <th>4/28 -5/5</th> </tr> </thead> <tbody> <tr> <td>Valley</td> <td>869</td> <td>923</td> <td>1,253</td> <td>44%</td> <td>36%</td> </tr> <tr> <td>Hogback</td> <td>32</td> <td>57</td> <td>76</td> <td>78%</td> <td>33%</td> </tr> <tr> <td>Aspen</td> <td>273</td> <td>386</td> <td>268</td> <td>-2%</td> <td>-31%</td> </tr> <tr> <td>Total</td> <td>1,174</td> <td>1,366</td> <td>1,597</td> <td>36%</td> <td>17%</td> </tr> </tbody> </table> <p>b. <u>Increased ridership demand is exceeding</u> RFTA’s ability to maintain the 9-passenger social distancing bus capacity limit:</p>		Tuesday	Tuesday	Tuesday	Vari	Vari	Service	21-Apr	28-Apr	5-May	4/21 - 5/5	4/28 -5/5	Valley	869	923	1,253	44%	36%	Hogback	32	57	76	78%	33%	Aspen	273	386	268	-2%	-31%	Total	1,174	1,366	1,597	36%	17%
	Tuesday	Tuesday	Tuesday	Vari	Vari																																
Service	21-Apr	28-Apr	5-May	4/21 - 5/5	4/28 -5/5																																
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RFTA Phase 3 Social Distancing 9-Passenger Load Tracking For Regional Services

Category	27-Apr	28-Apr	29-Apr	30-Apr	1-May	2-May	3-May	4-May	5-May	6-May	7-May	Total
Total daily trips	54	54	54	54	54	54	54	54	54	54	54	594
Trips that exceeded 9 passengers	0	0	0	0	0	0	0	6	6	13	12	37
Percent trips that exceeded 9 passengers	0%	0%	0%	0%	0%	0%	0%	11%	11%	24%	22%	6.2%
Number of trips with 9 passengers	11	3	31	8	24	12	6	21	15	30	28	189
Percent trips with 9 Passengers	20%	6%	57%	15%	44%	22%	11%	39%	28%	56%	52%	32%
Number of trips needing backup buses	11	3	31	8	24	12	6	21	15	30	28	189
Percent trips needing backup buses	20%	6%	57%	15%	44%	22%	11%	39%	28%	56%	52%	32%

As the chart above indicates, there were 37 times between May 4 and May 7 when the maximum number of passengers on scheduled bus trips exceeded 9 passengers. Also, from April 27 through May 7, 32% of scheduled bus trips reached the 9-passenger capacity limit and also required backup buses to handle the overflow. On May 6 and 7, however, over 50% of the trips reached the maximum of 9 passengers and required backup buses to handle the overflow. This is an indication that now is an appropriate time to increase the frequency of the service.

- c. **Traffic is increasing.** In April 2020, traffic crossing the Castle Creek Bridge at the Entrance to Aspen was averaging between 8,000 and 10,000 per day. Recently, traffic volumes reached a high of approximately 15,000.



Public Health Officials’ Apprised of RFTA’s Phase 4 Service Increase Plan:

Anticipating that it would soon become necessary to increase service levels to accommodate increased ridership demand, staff reached out Public Health officials in Garfield and Pitkin Counties to apprise them of RFTA’s plan to increase service levels by implementing its Phase 4 service increase plan. In addition, staff discussed the need to relax the 9-passenger maximum load capacity per bus limit and allow up to 15 passengers on board at one time when backup buses are not in relatively close proximity. Essentially, to increase scheduled and backup service, RFTA has two primary constraints, i.e. the number of Bus Operators and buses available. The chart below illustrates how many bus Operators will be required by service plan or Phase:

Impact of Service Reductions and Increases on Estimated Bus Operators Needed Per Day to Operate Service by Phase

Description	Winter High Season	Phase 1 Service Reduction Plan	Phase 2 Service Reduction Plan	Phase 3 Service Reduction Plan	Phase 4 Service Increase Plan	Spring Service Plan	Summer Service Plan	Fall Service Plan	Winter Service Plan
1 Total Estimated Bus Operator FTE's* on Staff	202	202	202	172	172	172	172	172	172
2 Estimated number of Bus Operators unavailable due to COVID/Other	-15	-35	-38	-38	-40	-40	-40	-40	-40
3 Total Estimated Bus Operators Available To Work	187	167	164	134	132	132	132	132	132
4 Total Estimated Active Bus Operators Required for Scheduling per Week	202	170	140	90	123	158	181	161	202
5 Estimated Excess/(Shortfall) of Bus Operators Available per Week	-15	-3	24	44	9	-26	-49	-29	-70
6 Bus Operator Shifts per Day	144	122	98	56	85	109	127	119	144
7 Estimated Number Difference in Bus Operator Shifts per Day by Phase	0	-22	-24	-42	29	24	18	-8	17
8 Cumulative Number Difference from Winter High Season	0	-22	-46	-88	-59	-35	-17	-25	0
9 Percent Difference in Bus Operators by Phase	0	-15%	-20%	-43%	52%	28%	17%	-6%	13%
10 Cumulative Percent Difference from Winter High Season by Phase	0	-15%	-32%	-61%	-41%	-24%	-12%	-17%	0%

**Approximate numbers for example purposes. Shortfalls in Bus Operators might be addressed by hiring returning part-time Bus Operators, returning seasonals, as well as recruiting new seasonal Bus Operators and paying overtime.*

As indicated by the chart above, RFTA has a very slim cushion of approximately 9 Bus Operators available to support the Phase 4 service plan. This will be one of the primary limiting factors that will constrain RFTA's ability to provide additional backup service so as to maintain the 9-passenger maximum limit on buses at all times. The other primary factor is the number of vehicles available.

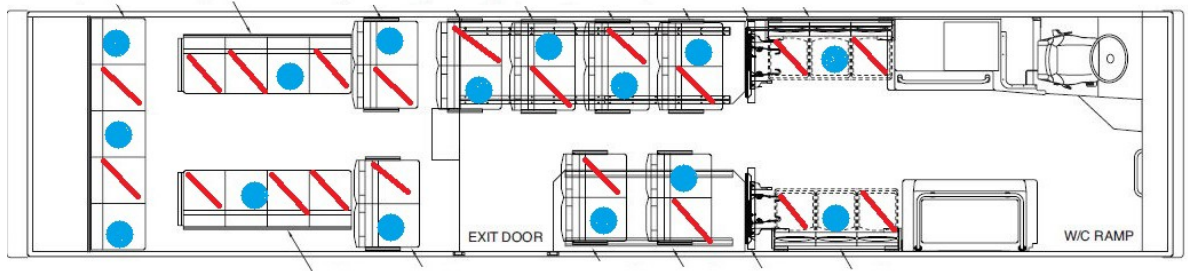
Low-Floor Bus Availability: RFTA has approximately 72 40-foot, 35-passenger, low-floor buses in its fleet. Low-floor buses are ideally suited for COVID-19 service because they have a rear door that can be used for loading and unloading passengers. Of the 72 low-floor buses, approximately 30 are beyond their 12-year useful lives and are scheduled for replacement. Due to their age, they are more maintenance intensive than newer buses in the fleet. RFTA attempts to maintain a 15% - 20% spare ratio inasmuch RFTA operates out of two facilities 40 miles apart, buses incur upwards of 40,000 – 60,000 miles per year, and they are continually on the road. That means buses need to be serviced frequently and major components, such as engines and transmissions need to be replaced approximately every five years. Buses can also be idled due to accidents.

When RFTA's low-floor fleet is combined with its fleet of over-the-road coaches, RFTA generally has an adequate spare ratio for the number of buses used in service at any given time. However, due to COVID-19, RFTA has pulled its fleet of over-the-road coaches out of service because they only have a front door and of necessity passengers are required to pass by Bus Operators when entering and exiting the buses.

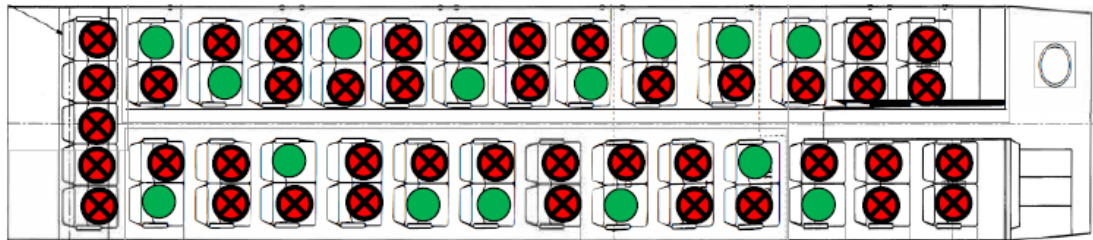
The Phase 4 plan requires approximately 65 low-floor buses for scheduled service and backups. That leaves approximately 7 low-floor buses available for spares. A 15% spare ratio for 65 buses should be 10 buses.

This is another reason that RFTA staff believes the 9-passenger maximum limit on how many passengers can be allowed on a bus at one time will need to be relaxed on occasion to allow up to a maximum of 15 passenger when, for one reason or another, backup isn't available or the 9-passenger limit would only be exceeded by a few passengers. On a 35-passenger low-

floor bus, the seating layout for the 15-passenger maximum is reflected on the chart below:



RFTA plans to continue requiring passengers to wear face coverings for the foreseeable future and to load and unload from the rear doors of the low-floor buses. This will minimize interactions between passengers and Bus Operators. Fare collection has been temporarily suspended as well, until either a mobile fare payment system can be implemented or adequate sneeze curtains can be installed around the driver compartments so that normal fare collection activities can be safely resumed. Staff is also planning to begin installing sneeze curtains around the driver compartments of RFTA's MCI 54-passenger over-the-road coaches. Since these buses only have a front door, the sneeze curtains should help to protect Bus Operators from COVID-19 infection, in case it becomes necessary to utilize them due to increasing demand. The 15-passenger seating layout in a MCI bus is as follows:



Local Health Officials Support the RFTA Phase 4 Service Increase Plan: Based on anticipated increases in passenger demand in the weeks and months ahead, RFTA's constraints discussed above, and the range of safety measures RFTA has taken thus far, local Health Officials expressed support for RFTA's Phase 4 service increase plan.

- 2. Phase 4 Service Increase Plan Description:** The Phase 4 plan requires approximately 85 Bus Operator shifts per day. Phase 3 required 56 Bus Operator shifts per day, Phase 2 required 98, Phase 1 required 122, and full winter high-season service levels required 144 Bus Operator shifts per day. The Phase 4 plan involves the following schedule changes:

RFTA PHASE 3 vs Phase 4 Comparison

Phase 4 has increased service levels on all regional services with more frequency and extended service hours.

Ride Glenwood Springs service will also be reintroduced at normal frequencies and operating hours.

Overall Phase 4 changes are reflected on the chart below:

Services Provided by RFTA	Phase 3 # Trips	Phase 4 # Trips	Variance Phase 4 to Phase 3
Valley Local	36	71	35
BRT	8	54	46
Hogback I-70 Corridor	10	14	4
Brush Creek to Snowmass (TOSV is providing connection in Phase 3 and RFTA will provide additional Phase 4 Service)	0	18	18
Subtotal RFTA Regional Services	54	157	103
Ride Glenwood	0	22	22
City of Aspen	206	206	-
Total Scheduled Trips	282	385	125

4. **RFTA's COVID-19 Emergency Response Plan and Attendance:** RFTA's plan is relatively consistent with Pandemic plans throughout the transit industry, and has three primary goals: 1) protection of the public; 2) protection of employees; and 3) continuity of operations. The plan is designed to enable RFTA to continue operating even though employees may become ill, because public transportation is considered an essential service for those who rely upon it.

As of Friday, May 8, RFTA's Attendance Log reflected the following absences:

RFTA COVID-19 Daily Update								
Absenteeism	6-May		7-May		8-May		Prev. Day	Prev. Day
	#	%	#	%	#	%	#	%
RFTA Total Staff	365	100%	365	100%	365	100%	-	0%
Absent due to being High Risk	35	10%	37	10%	37	10%	-	0%
Absent due to Possible Exposure	3	1%	1	0%	1	0%	-	0%
Absent due to Symptoms	1	0%	1	0%	1	0%	-	0%
Absent due to other Reasons	13	4%	14	4%	14	4%	-	0%
Total Absent	52	14%	53	15%	53	15%	-	0%

On May 8, two employees were on sick leave due to possible symptoms of, or exposure to, COVID-19. This is down from a high of 38 employees out on March 23 in these two categories.

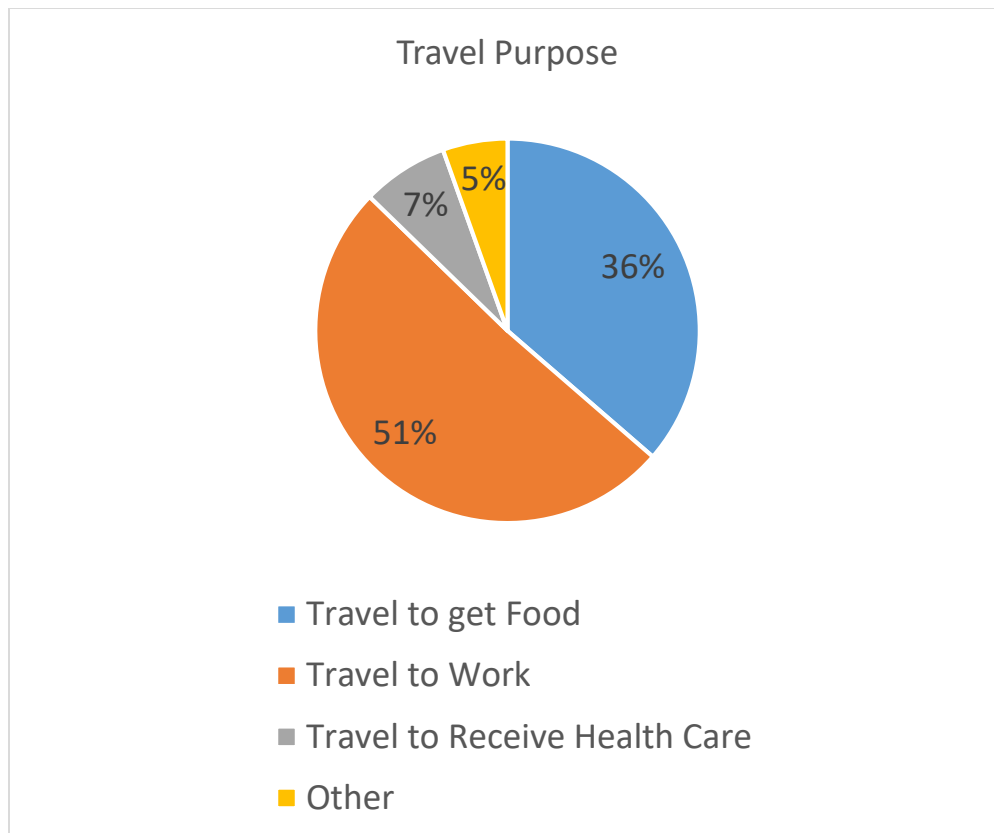
5. **Survey Data:** Please see the attached COO Report below, which presents the latest limited SMS Text-based survey data that has been received since the survey began in early April.
6. **Updated preliminary 2020 Financial Forecast:** Please see RFTA's Updated Preliminary 2020 Financial Forecast attached below on page 23. This updated forecast, includes the anticipated award by CDOT to RFTA of approximately \$8.4 million in Federal Transit Administration CARES Act grant funding. The previous April 29 preliminary forecast reflected an estimated year-end addition to fund balance of approximately \$4.9 million compared to a budget of \$5.4 million. However, the updated forecast reflects surplus 2020 year-end revenue of approximately \$191,000. In addition to other revenue and expenditure adjustments in the revised forecast, the reduced year-end contribution to fund balance is largely due to a nearly \$3 million appropriation for the Glenwood Maintenance Operation Center property purchase and other expenditures included in Supplemental Budget Resolution 2020-12, which is scheduled for a Public Hearing (Agenda Item # 7. A., below).

	<p>7. For the latest schedule changes, the public should monitor RFTA’s website, www.rfta.com</p> <p>8. Additional resources from Public Health agencies can be found at:</p> <ol style="list-style-type: none"> 1 https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html 2 https://pitkincounty.com/1297/COVID-19 3 https://www.garfield-county.com/public-health/novel-coronavirus/ 4 https://www.eaglecounty.us/publichealth/
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:	See Updated Preliminary 2020 Financial Forecast attached below.
Attachments:	Yes, please see SMS text-based survey data and Updated Preliminary 2020 Financial Forecast attached below.

RFTA Passenger Survey Update – May 8, 2020

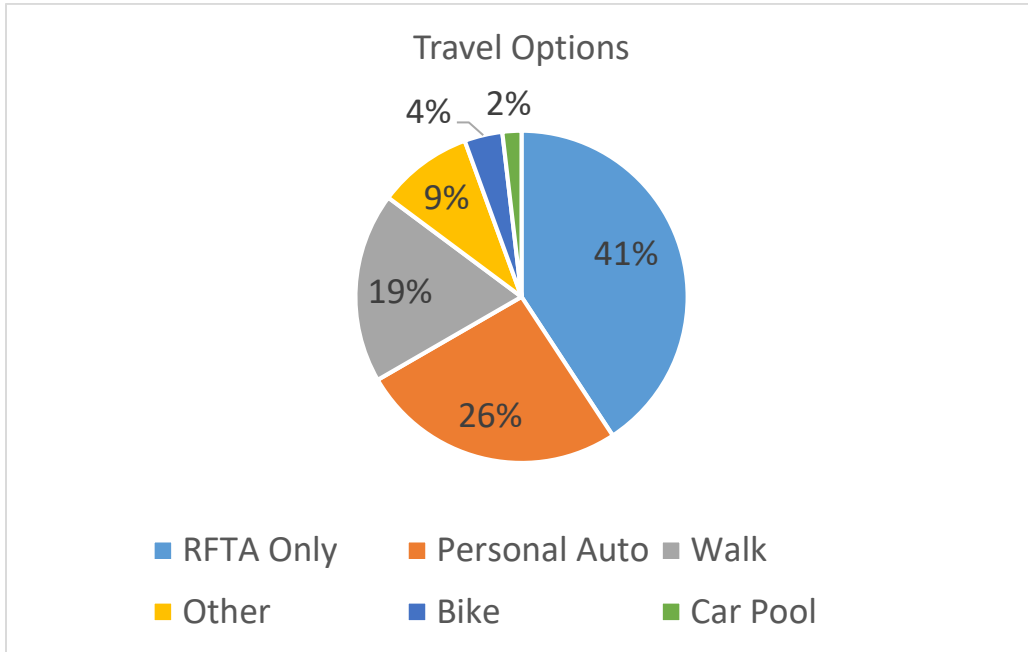
Passenger Survey 4/1/2020 – 05/08/2020 (55 Responses as of 05/08/2020)

1. What is the purpose of your trip?
 - a. Travel to work
 - b. Travel to get food
 - c. Travel to receive health care
 - d. Travel to receive medicine
 - e. Other

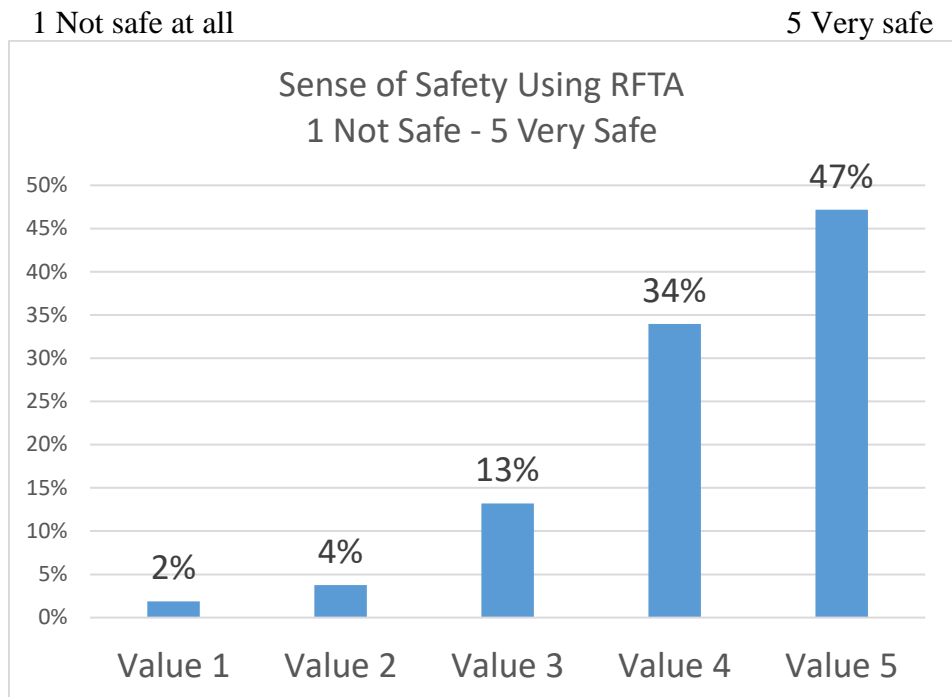


2. If RFTA were not available what other means of travel do you have available?

- a. RFTA only
- b. My personal automobile
- c. An automobile that I can borrow
- d. Carpool
- e. Taxi, Uber
- f. Walk
- g. Bike
- h. Other



3. On a scale of 1 to 5, with 5 being the safest, how safe do you feel while using RFTA services, in terms of contracting COVID-19?



2020 Updated Preliminary Projection (as of 5/8/2020)

2020 Budget Year									
General Fund						5/8/2020			
	4/9/2020	5/14/2020	5/14/2020	5/8/2020	5/8/2020	5/8/2020			
	Annual	Resolution	Annual	Preliminary	Service Contract	Preliminary			
	Budget	2020-12	Budget	Adjustment	Cost Reallocation	Projection	Variance	% Variance	
Revenues									
Sales tax (1)	\$25,626,649		\$25,626,649	\$ (6,743,000)		\$18,883,649	\$ (6,743,000)	-26.3%	
Property Tax	\$10,996,000		\$10,996,000	\$ -		\$10,996,000	\$ -	0.0%	
Grants (2)	\$ 7,334,638		\$ 7,334,638	\$ 8,401,168		\$15,735,806	\$ 8,401,168	114.5%	
Fares (3)	\$ 5,470,200		\$ 5,470,200	\$ (3,559,492)		\$ 1,910,708	\$ (3,559,492)	-65.1%	
Other govt contributions	\$ 1,914,605	\$ (100,000)	\$ 1,814,605	\$ -		\$ 1,814,605	\$ -	0.0%	
Other income (4)	\$ 906,600		\$ 906,600	\$ (150,000)		\$ 756,600	\$ (150,000)	-16.5%	
Total Revenues	\$ 52,248,692	\$ (100,000)	\$ 52,148,692	\$ (2,051,324)	\$ -	\$ 50,097,368	\$ (2,051,324)	-3.9%	
Expenditures									
Fuel (5)	\$ 1,092,661		\$ 1,092,661	\$ (291,745)	\$ 128,361	\$ 929,277	\$ (163,384)	-15.0%	
Transit (6)	\$28,398,095	\$ 232,000	\$28,630,095	\$ (167,660)	\$ 2,015,231	\$30,477,666	\$ 1,847,571	6.5%	
Trails & Corridor Mgmt (7)	\$ 612,133		\$ 612,133	\$ (36,410)		\$ 575,723	\$ (36,410)	-5.9%	
Capital (8)	\$20,342,904	\$ 2,647,973	\$22,990,877	\$ (1,491,184)		\$21,499,693	\$ (1,491,184)	-7.3%	
Debt service	\$ 1,569,123	\$ 40	\$ 1,569,163	\$ -		\$ 1,569,163	\$ -	0.0%	
Total Expenditures	\$ 52,014,916	\$ 2,880,013	\$ 54,894,929	\$ (1,986,999)	\$ 2,143,592	\$ 55,051,522	\$ 156,593	0.3%	
Other Financing Sources/Uses									
Other financing sources	\$ 8,325,000		\$ 8,325,000	\$ -		\$ 8,325,000	\$ -	0.0%	
Other financing uses	\$ (3,179,524)		\$ (3,179,524)	\$ -		\$ (3,179,524)	\$ -	0.0%	
Total Other Financing Sources/Uses	\$ 5,145,476	\$ -	\$ 5,145,476	\$ -	\$ -	\$ 5,145,476	\$ -	0.0%	
Change in Fund Balance	\$ 5,379,252	\$ (2,980,013)	\$ 2,399,239	\$ (64,325)	\$ (2,143,592)	\$ 191,322	\$ (2,207,917)	-41.0%	

- (1) Reduction in sales tax revenues based on preliminary projections from 6 of 8 member jurisdictions. Timing of recovery depends on various factors, such as public health orders (i.e. social distancing) and increase in consumption of services and goods.
- (2) Confirmed \$5,334,501 from CARES Act Phase 1 Apportionment to RFTA + an estimate of \$3,066,667 from CARES Act Phase 2 Apportionment to RFTA (July).
- (3) Assumes no-fare enforcement through October and -35% for November through December.
- (4) Anticipated lower yields on investment income.
- (5) Assumes Phase 4 Service Levels through June and full recovery of services from July through December. Preliminary estimated loss of Service Contract Revenues of \$2.14M, where costs are anticipated to be reallocated from Service Contracts to RFTA's General Fund, due to projected service level reductions for City of Aspen in Spring and Fall, Ride Glenwood Springs through May 9, and Aspen Skiing Company through April. Includes preliminary reductions of \$292K in diesel, gasoline, and CNG (including excise tax credit) due to assumed service cuts based on initial discussions with fuel supplier.
- (6) Same as (5) above and includes preliminary net budget reductions of \$168K (includes preliminary estimate of an additional \$708K for COVID-19 Preparedness needs; this amount is likely to change). We anticipate that there will be additional savings as more employees file for Unemployment Insurance and get off of RFTA payroll.
- (7) Includes preliminary budget reductions.
- (8) Includes preliminary budget reductions and potential projects that may be deferred.

RFTA System-Wide Transit Service Mileage and Hours Report - Preliminary Projection 5/8/2020

Transit Service	Mileage 2020 Projection				Hours February 2020 Projection			
	Budget	Projection	Variance	% Var.	Budget	Projection	Variance	% Var.
RF Valley Commuter (1)	4,191,197	3,673,344	(517,853)	-12.4%	190,807	170,038	(20,769)	-10.9%
City of Aspen (2)	568,587	500,744	(67,843)	-11.9%	64,699	55,669	(9,029)	-14.0%
Aspen Skiing Company (1)	304,781	225,041	(79,740)	-26.2%	20,060	16,127	(3,932)	-19.6%
Ride Glenwood Springs (3)	119,372	105,009	(14,363)	-12.0%	9,851	8,550	(1,301)	-13.2%
Grand Hogback (1)	429,603	360,666	(68,937)	-16.0%	20,896	17,427	(3,470)	-16.6%
Specials/Charters	12,551	14,666	2,115	16.9%	1,021	1,008	(13)	-1.2%
Senior Van	23,250	15,064	(8,185)	-35.2%	2,239	1,566	(673)	-30.1%
MAA Burlingame (3)	23,562	-	(23,562)	-100.0%	1,675	-	(1,675)	-100.0%
Maroon Bells (4)	80,359	66,726	(13,633)	-17.0%	6,673	5,522	(1,151)	-17.2%
Total	5,753,260	4,961,260	(792,000)	-13.8%	317,920	275,908	(42,012)	-13.2%

- (1) Assumes Phase 4 Service Levels through June and full recovery of services from July through December.
- (2) Assumes COA Service operates current levels in May, June, October and November and originally budgeted levels in July, August, September and December. Assumes cancellation of MAA/Burlingame service.
- (3) Assumes RGS Service resumes March 10.
- (3) Assumes cancellation of Aspen Music Festival and MAA service.
- (4) Assumes cancellation of service in June, but no other changes at this time.

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

Meeting Date:	May 14, 2020
Subject:	Maroon Bells’ Bus Service Update
Strategic Outcome:	Accessibility and Mobility: RFTA will provide accessible, effective and easy to use mobility options that connect our region for all user types.
Strategic Objective:	2.2 Trail and transit users move safely, quickly and efficiently. 2.7 Provide convenient connections to key activity centers in service area.
Presented By:	Dan Blankenship, CEO
Staff Recommends:	Discuss COVID-19 issues and challenges associated with providing the Maroon Bells bus service during the summer/fall season of 2020 and provide any direction to staff.
Executive Summary:	<p>As was reported in the Aspen Times on May 8, (https://www.aspentimes.com/news/local/bus-service-doubtful-this-summer-to-maroon-bells-reservations-eyed-for-vehicles/), staff has questions about the extent to which RFTA will be in a position to provide bus service to the Maroon Bells during the summer/fall of 2020. Chief among these are the following:</p> <ul style="list-style-type: none"> • How much passenger demand will there be? • When will the demand materialize and when would the season begin and end? • How many passengers will be allowed to ride on a bus at one time, i.e. up to 15 for social distancing purposes? • How many Bus Operators and buses will it require to meet the demand and also maintain social distancing on buses? As was mention in the COVID-19 update (Agenda Item # 6A, above), unless RFTA undertakes the recruitment of seasonal Bus Operators, it might not have sufficient personnel available to add a significant amount more service above the level included in the Phase 4 plan. In addition, if social distancing limits the capacity of buses to 15 or under, it could take more low-floor buses than RFTA currently has available in its fleet to transport even significantly reduced numbers of Maroon Bells’ passengers. <p>These are some of the questions that staff has that create uncertainty about when or if RFTA will be able to provide the Maroon Bells’ bus service this coming summer/fall season. The Maroon Bells’ working group is recommending, though, if bus service is provided that the implementation of the reservation system be postponed until the 2021 season.</p>
Governance Policy:	The Board Financial Condition and Activities policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
Fiscal Implications:	In 2020, the Maroon Bells’ bus service had a budgeted \$796,000 fully allocated cost and \$740,000 of budgeted fare revenue. Reductions in service would result in reduced marginal costs; however, fixed costs would be reallocated to other RFTA services and service contracting partners, raising costs for other services.
Attachments:	No.

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

Meeting Date:	May 14, 2020
Subject:	Intergovernmental Agreement between the City of Glenwood Springs and RFTA for the Purchase of Property and the Performance of Transportation Projects
Strategic Outcome:	Financial Sustainability
Strategic Objective:	4.5. Optimize RFTA services and expenditures for more efficiency and/or cost savings.
Presented By:	Dan Blankenship, CEO and Paul Taddune, General Counsel
Staff Recommends:	Approve and authorize the RFTA Chair to execute the IGA and the Contract to purchase the Glenwood Springs Municipal Operations Center (Exhibit A).
Executive Summary:	<p>The IGA and Contract for the purchase of the Glenwood Maintenance Operations Facility are again on the May 14, 2020 Board Agenda for affirmation. This transaction was awaiting approval by the City of Glenwood Springs electors, which occurred at a City election held on April 14, 2020.</p> <p>The IGA and Contract were presented to and approved by the Glenwood Springs City Council at its meeting on May 7th. The only major revisions from the last version presented to the RFTA Board involve the following:</p> <ul style="list-style-type: none"> • RFTA will accept the property in its condition “as is” for a purchase price of One Million Two Hundred Sixty Thousand (\$1,260,00) Dollars; and • The City has agreed to pay one half of the remediation expenses up to a contribution of \$50,000. Nick Senn, Senior Project Manager, estimated that the environmental remediation should be within this price range; and • Additional expenses in connection with the transaction (i.e. a contribution for trails and the MOVE – Grand Avenue Corridor Study) are included in Resolution 2020-12: 2020 Supplemental Budget Appropriations that will be presented during the Public Hearing Agenda Item 7. A., below.
Governance Policy:	Board Financial Condition and Activities Policy 2.3 states, “The CEO shall not acquire, encumber or dispose of real property.”
Fiscal Implications:	The total fiscal implications in the purchase of the Glenwood Maintenance Operations Facility (GMOC) is \$1,260,000 plus one-half of the remediation expenses, up to \$50,000. Additional expenses have been included in Resolution 2020-12: 2020 Supplemental Budget Appropriations, which the Board will be asked to approve following a Public Hearing for Agenda Item 7. A., below.
Attachments:	Yes, please see, “RFTA-GWS IGA & MOC Purchase Agreement.pdf,” included in the May 2020 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Meeting Agenda packet.

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

Meeting Date:	May 14, 2020																											
Agenda Item:	Resolution 2020-12: 2020 Supplemental Budget Appropriation																											
Strategic Outcome:	Financial Sustainability																											
Strategic Objective:	4.1 Ensure accurate budget and accounting																											
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance																											
Recommendation:	Adopt Supplemental Budget Appropriation Resolution 2020-12																											
Core Issues:	<p>As part of on-going review, staff has identified the following supplemental budget appropriations needed with respect to the projects described below:</p> <p>General Fund:</p> <p>1. COVID-19 Preparedness Plan: At the April 9th Board meeting, the RFTA Board approved Supplemental Budget Appropriation Resolution 2020-10 which added \$280,000 (to the initial \$100,000 appropriated in March) to continue funding RFTA’s COVID-19 Preparedness Plan through the May 14th Board meeting. These funds are used to disinfect buses, transit facilities and offices, purchase personal protective equipment (PPE) and supplies, and advancing sick pay for those employees with insufficient sick leave balances. Based on our experience from mid-March through mid-May, our average weekly expenditures are roughly \$38,000.</p> <table border="1"> <thead> <tr> <th></th> <th style="text-align: center;">Est. Costs</th> <th style="text-align: center;">Est. Costs</th> </tr> <tr> <th></th> <th style="text-align: center;">3/1-5/16</th> <th style="text-align: center;">5/17-6/13</th> </tr> </thead> <tbody> <tr> <td>Facilities</td> <td style="text-align: right;">\$ 220,962</td> <td style="text-align: right;">\$ 104,731</td> </tr> <tr> <td>Vehicle Maintenance</td> <td style="text-align: right;">\$ 90,388</td> <td style="text-align: right;">\$ 22,000</td> </tr> <tr> <td>Negative Sick</td> <td style="text-align: right;">\$ 53,121</td> <td style="text-align: right;">\$ 21,429</td> </tr> <tr> <td>Safety & Training</td> <td style="text-align: right;">\$ 14,122</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Total Est. Cost</td> <td style="text-align: right;">\$ 378,592</td> <td style="text-align: right;">\$ 148,160</td> </tr> <tr> <td>Budget</td> <td style="text-align: right;">\$ 380,000</td> <td></td> </tr> <tr> <td>Remaining Budget</td> <td style="text-align: right;">\$ 1,408</td> <td></td> </tr> </tbody> </table> <p>With the ongoing threat of the virus, potential for future spikes, and the essential nature of RFTA services, staff anticipates the need to continue these measures for the foreseeable future. As such, staff recommends the addition of two full-time Non-CDL Service Worker positions to the Vehicle Maintenance department to focus on fogging & disinfecting buses, which will be more economical than outsourcing. The estimated cost is approximately \$84,000, which includes compensation and benefits and assumes a start date around mid-May. Staff is also requesting the board to appropriate an additional \$148,000 (or \$37,000 per week) to maintain the other measures for the next month through the June 11th Board meeting. This will provide time for staff to further review the use of third party services and the scope of work for disinfecting and fogging of facilities and offices and explore potential alternatives for the longer term.</p> <p>a. \$232,000 increase in Transit</p>		Est. Costs	Est. Costs		3/1-5/16	5/17-6/13	Facilities	\$ 220,962	\$ 104,731	Vehicle Maintenance	\$ 90,388	\$ 22,000	Negative Sick	\$ 53,121	\$ 21,429	Safety & Training	\$ 14,122	\$ -	Total Est. Cost	\$ 378,592	\$ 148,160	Budget	\$ 380,000		Remaining Budget	\$ 1,408	
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	<p>2. Purchase of the Glenwood Springs Municipal Operations Center (GMOC): In accordance with the Agreement for the Purchase of the GMOC presented in Item 6.C. of the May Board packet, staff is requesting to appropriate the funds required for the transaction: \$1,260,000 for the purchase price, \$200,000 cash for the design and construction of the elementary and high school connections to the River Walk Trail and the crossing of the RFTA Rio Grande Railroad corridor and to make other trail and trail connection improvements along the Rio Grande Railroad Corridor within Glenwood Springs, \$100,000 reduction in Glenwood Springs’s estimated share of the Glenwood Springs/RFTA Corridor Study (a/k/a MOVE Study), \$764,500 for the estimated cost for the demolition of the GMOC building, \$50,000 contribution toward GMOC environmental mitigation, and \$45,531 for the GMOC categorical exclusion evaluation and site survey.</p> <p>a. \$100,000 decrease in Other Government Contributions b. \$2,320,031 increase in Capital</p> <p>3. Six (6) 45’ Commuter Coach Buses: Included in the current 2020 budget is approximately \$4,184,058 already appropriated in the capital budget along with \$3,351,500 of capital grant revenues from two Section 5339 grant awards. RFTA’s local match is approximately \$832,558. As staff has moved forward in the procurement process, one specification change that is contributing to a cost increase is the change from a one-door to a two-door commuter coach bus, which is a new offering by the bus manufacturer. This change will allow RFTA passengers riding on a commuter coach bus to unload using the rear door and expedite boarding for people who use wheelchairs. Staff is requesting to true-up the existing budget for this project by \$327,942 (or approximately \$54,657 per bus).</p> <p>a. \$327,942 increase in Capital</p> <p>4. Debt Service: This is a true-up item to update the transfer to the Series 2012A Debt Service Fund in order to fund the actual amount of the 2020 Debt Service Expenditures.</p> <p>a. \$40 increase in Other Financing Uses</p> <p><u>Series 2012A Debt Service Fund:</u></p> <p>1. Debt Service: This is a true-up item to reflect the actual amount of Debt Service expenditures pursuant to the Series 2012A Bond Documents.</p> <p>a. \$40 increase in Other Financing Sources b. \$40 increase in Debt Service</p>
<p>Policy Implications:</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>

Fiscal Implications:	Net increase (decrease) to 2020 fund balance by fund:	
	General Fund	\$ (2,980,013)
	Series 2012A DSF	-
	Total	\$ (2,980,013)
Attachments:	Resolution 2020-12: 2020 Supplemental Budget Appropriation, attached.	

Director _____ moved adoption of the following Resolution:

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2020-12

2020 SUPPLEMENTAL BUDGET RESOLUTION

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

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

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

WHEREAS, certain revenues will become available and additional expenditures have become necessary that were not anticipated during the preparation of the 2020 budget; and

WHEREAS, upon due and proper notice, published in accordance with the state budget law, said supplemental budget was open for inspection by the public at a designated place, a public hearing was held on May 14, 2020 and interested taxpayers were given an opportunity to file or register any objections to said supplemental budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Roaring Fork Transportation Authority that the following adjustments will be made to the 2020 budget as summarized herein:

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General Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Other govt contributions	\$(100,000)	Reduce Glenwood Springs's contribution to MOVE Study as part of GMOC Purchase Agreement
Total Revenue & OFS	\$(100,000)	

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$25,626,649	-	\$25,626,649
Property tax	10,996,000	-	10,996,000
Grants	7,334,638	-	7,334,638
Fares	5,470,200	-	5,470,200
Other govt contributions	1,914,605	\$(100,000)	1,814,605
Other income	906,600	-	906,600
Other financing sources	8,325,000	-	8,325,000
Total	\$60,573,692	\$(100,000)	\$60,473,692

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Transit	\$148,000	COVID-19 preparedness
Transit	84,000	Two full-time Non-CDL Service Worker positions related to COVID-19 preparedness
Capital	1,260,000	GMOC Purchase Price
Capital	200,000	Cash contribution for school connections to River Walk Trail and crossing of RGT as part of GMOC Purchase Agreement
Capital	764,500	GMOC building demolition as part of GMOC Purchase Agreement
Capital	50,000	GMOC environmental mitigation as part of GMOC Purchase Agreement
Capital	45,531	GMOC categorical exclusion evaluation and site survey
Capital	327,942	True-up purchase of 6 Commuter Coaches
Other financing uses	40	True-up transfer to Series 202A Debt Service Fund
Total Expenditures & OFU	\$2,880,013	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$1,092,661	-	\$1,092,661
Transit	28,398,095	\$ 232,000	28,630,095
Trails & Corridor Mgmt	612,133	-	612,133
Capital	20,342,904	2,647,973	22,990,877
Debt service	1,569,123	-	1,569,123
Other financing uses	3,179,524	40	3,179,564
Total	\$55,194,440	\$2,880,013	\$58,074,453

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

Revenues and other financing sources	\$(100,000)
Less Expenditures and other financing uses	(2,880,013)
Net increase (decrease) in fund balance	\$(2,980,013)

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			\$ 29,634,814*
2019-28 & 2019-29	\$ 29,634,814	\$ 6,639,095	36,273,909
2020-03	36,273,909	1,155,000	37,428,909
2020-07	37,428,909	(2,134,843)	35,294,066
2020-10	35,294,066	(280,000)	35,014,066
2020-11	35,014,066	(2,980,013)	32,034,053
Total Net Change		\$2,399,239	

* Budgeted

Series 2012A Debt Service Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Other Financing Source	\$40	True-up transfer from General Fund
Total Revenue & OFS	\$40	

Revenue & OFS Summary	Previous	Change	Current
Other Income	\$142,000	-	\$142,000
Other Financing Source	382,226	\$40	382,266
Total	\$524,226	\$40	\$524,266

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Debt Service	\$40	True-up debt service
Total Expenditures & OFU	\$40	

Expenditures & OFU Summary	Previous	Change	Current
Debt Service	\$524,226	\$40	\$524,266
Total	\$524,226	\$40	\$524,266

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

Revenues and other financing sources	\$40
Less Expenditures and other financing uses	(40)
Net increase (decrease) in fund balance	\$ -

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			- *
2019-28 & 2019-29	-	-	-
2020-11	-	-	-
Total Net Change		-	

* Budgeted

That the amended budget as submitted and herein above summarized be, and the same hereby is approved and adopted as the amended 2020 budget of the Roaring Fork Transportation Authority, and be a part of the public records of the Roaring Fork Transportation Authority.

That the amended budget as hereby approved and adopted shall be signed by the Chair of the Roaring Fork Transportation Authority.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 14th day of May 2020.

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

By: _____
Art Riddile, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on May 14, 2020 (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this ____ day of _____, 2020.

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

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 14, 2020

RFTA Leadership Academy Update: *Nicole Schoon, Executive Assistant to the CEO*

RFTA Leadership 3.0 Has Begun: 25 employees, gathered from the last few Leadership classes, have started on a new Leadership journey. During the next 5 months employees will work together to:

- Understand the importance of intrapreneurship in today's economy; and
- Identify the characteristics of an entrepreneur, your strengths, and OFI's; and
- How to create an entrepreneurial culture within RFTA; and
- Identify opportunities within your department or RFTA that need upgrades or innovation for the better.

To bring all the learning together, employees will get the opportunity to share their personal learning experiences through a project idea they feel would improve RFTA. These ideas will align with RFTA's Strategic Plan, include an explanation of why the project is important and potential project outcomes. Everyone is excited to be a part of this new Leadership journey and for the chance to share more of their ideas and innovations for RFTA.

Chief Operating Officer May 2020 Update: *Kurt Ravenschlag, COO*

RFTA 2040 Implementation Update

The RFTA Capital Projects team has been reviewing all 2020 capital projects that are in various stages of development to determine if there are any impacts due to COVID-19.

At this point, RFTA has identified three projects that could be impacted:

- RFTA Employee Housing Design – This project is funded by RFTA destination 2040 without grants or funding partners at this time. The project has not commenced and is a logical project to put on hold until we have a better understanding of COVID 19 financial impacts.
- LOVA trail grant contribution - Tentatively placed on hold pending decisions by partners
- Regional Bike Share Plan – This project is on hold due to COVID 19 impacts on conducting public outreach.

Depending on how things transpire with the Public Health Orders, these projects could be rescheduled for 2020. All other projects are deemed essential activities under the Public Health Orders or schedules do not currently conflict with the existing Public Health Orders in place. Funding for many of the projects staff is advancing involves grants and bonding that cannot be used for other purposes than the projects specified. The status of these projects will be monitored on a weekly basis and adjusted as needed:

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LOVA Trail (On Hold)

Total Project: \$15,000,000	2020 Budget: \$175,000	% Complete: 6%
RFTA Share: \$2,000,000	RFTA Balance: \$1,825,000	Last Updated: May 2020
<ul style="list-style-type: none"> Project is on hold awaiting partner funding commitments for 2020. Glenwood Springs has spearheaded efforts along with LOVA to pursue a series of grants to construct the LOVA trail from New Castle to Glenwood Springs 2020 draft budget includes \$175,000 in local match to go towards an FMLD grant that was awarded to Glenwood Springs Maintenance of trail is an outstanding question 		

Trail Maintenance

Total Project: \$5,958,000	2020 Budget: \$375,000	% Complete: 10%
RFTA Share: \$5,958,000	RFTA Balance: \$5,283,000	Last Updated: May 2020
<ul style="list-style-type: none"> RFTA did not receive any bids on April 14 for trail maintenance construction contractors. RFTA planning to rebid week of May 11. 2020 draft budget includes \$300,000 to go towards asphalt repair, fencing, rock scaling, shoulder improvements and culvert maintenance 2020 draft budget includes design work to improve Rosebud Trailhead, to include increased parking, vault toilets, lighting and sun shade. 		

Mid Valley Stop Improvements Including Windscreens

Total Project: \$1,603,172	2020 Budget: \$1,603,172	% Complete: 10%
RFTA Share: \$1,603,172	RFTA Balance: \$0	Last Updated: May 2020
<ul style="list-style-type: none"> Construction on stop improvements to start June 2020 CDOT rejected RFTA design recommendations for Holland Hills Bus Stop. Holland Hills has been removed from the scope of work until another solution for that stop can be identified. Currently in design and engineering to create improvements for the following Bus Stops to provide ADA accessibility, improved amenities, connectivity and comfort: <ul style="list-style-type: none"> Sage wood Lazy Glen Aspen Village Holland Hills Catherine Store Engineering and design to be complete in early 2020 with construction in spring of 2020. 2020 draft budget includes \$1.6 million for construction mid-valley stop improvements and Windscreens. 		

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

Total Project: \$8,559,136	2020 Budget: \$0	% Complete: 5%
RFTA Share: \$4,279,500	RFTA Balance: \$4,229,500	Last Updated: May 2020
<ul style="list-style-type: none"> RFTA has now secured \$4.2 million in CDOT grant funding for the 27th Street Grade Separation in addition to the \$4.2 million from RFTA Destination 2040. RFTA will seek remaining funding from City of Glenwood Springs and future grants for remaining balance. RFTA and GWS will seek community input during the MOVE public outreach process for preference of underpass or overpass. RFTA working to develop an IGA with GWS for project implementation 		

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

Total Project: \$610,000	2020 Budget: \$610,000	% Complete: 1%
RFTA Share: \$290,228	RFTA Balance: \$0	Last Updated: May 2020
<ul style="list-style-type: none"> • Web based approach up and running for Public Process - see at https://rftaglenwoodspringsmove.com/ • Project team has developed a virtual public engagement plan to keep project moving forward. • Alternatives Development is underway. 		

Willits Area Parking Expansion

Total Project: \$2,000,000	2020 Budget: \$0	% Complete: 1%
RFTA Share: \$2,000,000	RFTA Balance: \$2,000,000	Last Updated: Feb. 2020
<ul style="list-style-type: none"> • Signage and wayfinding plan in development to guide public and RFTA customers to public parking beneath Whole Foods • RFTA staff is currently working with Basalt town staff to coordinate sign installation • Communications plan in development to help guide customers to this newly identified parking 		

Aspen Maintenance Facility Expansion Phase 9 (Replace Fuel Farm)

Total Project: \$3,115,260	2020 Budget: \$3,115,260	% Complete: 10%
RFTA Share: \$3,115,260	RFTA Balance: \$0	Last Updated: May 2020
<ul style="list-style-type: none"> • Scheduled for construction late May – Project has been deemed an essential project by Pitkin County Commissioners and allowed to proceed. 		

Glenwood Maintenance Facility (GMF) Expansion

Total Project: \$34,076,514	2020 Budget: \$4,260,000	% Complete: 10%
RFTA Share: \$15,000,000	RFTA Balance: \$12,321,000	Last Updated: May 2020
<ul style="list-style-type: none"> • The City of Glenwood Springs Special Election to dispose of the Glenwood Springs MOC passed and RFTA and Glenwood Springs are finalizing the purchase agreement. • RFTA received bids for Phase 2 construction. Bids were significantly higher than engineers estimate and all bids were rejected. RFTA Capital Projects team has worked with the design consulting team to understand why estimates were so far off. Gross errors were discovered in the Phase 2 estimating. • The new estimated project budget for Phase 2 is closer to \$8.5 million. • RFTA received \$2,976,000 of SB 267 funds for Phase 3. RFTA staff has asked CDOT if this grant award could be applied to Phase 2 funding shortages, which CDOT indicated is highly probable. • RFTA is expecting to need an additional \$1.75 million of local funding to complete Phase 2 of the GMF expansion. • RFTA received \$1,581,460 of State/Federal grant funding to go towards vehicle maintenance expansion at the GMF 		

Replacement Office/Housing in Carbondale (On Hold)

Total Project: \$10,000,000	2020 Budget: \$1,000,000	% Complete: 1%
RFTA Share: \$10,000,000	RFTA Balance: \$9,000,000	Last Updated: Feb. 2020
<ul style="list-style-type: none"> • Programming for employee housing continues • 2020 draft budget includes \$1 million for site master planning 		

Bike Share Expansion (On Hold)

Total RFTA Capital: \$1,270,750	2020 Capital Budget: \$0	%Complete: 1%
Total Annual RFTA O&M: \$550,000	2020 O&M Budget: \$350,000	Last Updated: April. 2020
RFTA Capital Balance: \$1,270,750		
<ul style="list-style-type: none"> • This project is on hold due to Public Health Orders that inhibit a public outreach process. • Over the course of the last year it has been identified that WE-cycle, in their current state, does not have the capacity to expand their services beyond their current scope of services in Aspen and Basalt. • Over the last several months, RFTA and WE-cycle have been exploring and vetting a future partnership in which WE-cycle and its bike share services could be expanded throughout the RFTA service area. • RFTA and WE-cycle continue planning of Carbondale and GWS Bike Share deployment. • 2020 Includes \$200,000 to Support We-Cycle Operations and \$150,000 for a Bike Share Expansion Plan. 		

Buttermilk Underpass

Total Project: \$8,057,358	2020 Budget: \$0	% Complete: 0%
RFTA Share: \$500,000	RFTA Balance: \$500,000	Last Updated: Feb. 2020
<ul style="list-style-type: none"> • RFTA is trying to initiate a partnership of interested stakeholders to move Buttermilk Underpass into design phase and establish a partnership for construction. 		

Bus Replacement – Six, 45’ Coach Buses

Total Project: \$4,200,000	2020 Budget: \$4,200,000	% Complete: 5%
RFTA Share: \$840,000	RFTA Balance: \$67,673,000	Last Updated: Mar. 2020
<ul style="list-style-type: none"> • RFTA has gained concurrence from CDOT to purchase six, 45’ coach buses off of Alameda Contra-Costa Transit Systems contract with Motor Coach Industries. • Waiting on updated pricing, production and delivery schedule dates from MCI. • Most likely a 2021 Delivery. 		

Bus Replacement – Ten, 40’ diesel, low floor buses

Total Project: \$5,550,000	2020 Budget: \$5,550,000	% Complete: 20%
RFTA Share: \$5,550,000	RFTA Balance: \$62,123,000	Last Updated: April 2020
<ul style="list-style-type: none"> • Bus Manufacturer has closed production plant due to COVID-19 which may cause delays to delivery schedule • Ten replacement buses have been ordered for a January 2021 delivery 		

Bus Expansion – Five, 40’ diesel, low floor buses

Total Project: \$2,775,000	2020 Budget: \$2,775,000	% Complete: 20%
RFTA Share: \$2,775,000	RFTA Balance: \$8,581,000	Last Updated: April 2020
<ul style="list-style-type: none"> • Bus Manufacturer has closed production plant due to COVID-19 which may cause delays to delivery schedule • Five expansion buses have been ordered for a December 2020 delivery 		

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Finance Department Update – Mike Yang, Chief Financial and Administrative Officer

2020 Actuals/Budget Comparison (March YTD)

2020 Budget Year				
General Fund	March YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 3,034,861	\$ 2,468,718	22.9%	\$ 25,626,649
Property Tax	\$ 3,470,538	\$ 3,470,538	0.0%	\$ 10,996,000
Grants	\$ 284,199	\$ 284,199	0.0%	\$ 7,334,638
Fares (2)	\$ 877,755	\$ 1,060,242	-17.2%	\$ 5,470,200
Other govt contributions	\$ 1,505,931	\$ 1,505,931	0.0%	\$ 1,914,605
Other income	\$ 338,338	\$ 325,616	3.9%	\$ 906,600
Total Revenues	\$ 9,511,621	\$ 9,115,243	4.3%	\$ 52,248,692
Expenditures				
Fuel	\$ 428,764	\$ 505,607	-15.2%	\$ 1,092,661
Transit	\$ 7,121,042	\$ 7,694,325	-7.5%	\$ 28,118,095
Trails & Corridor Mgmt	\$ 70,966	\$ 77,669	-8.6%	\$ 612,133
Capital	\$ 413,179	\$ 408,212	1.2%	\$ 20,342,904
Debt service	\$ 204,316	\$ 204,316	0.0%	\$ 1,569,123
Total Expenditures	\$ 8,238,267	\$ 8,890,128	-7.3%	\$ 51,734,916
Other Financing Sources/Uses				
Other financing sources	\$ -	\$ -	#DIV/0!	\$ 8,325,000
Other financing uses	\$ (993,355)	\$ (993,355)	0.0%	\$ (3,179,524)
Total Other Financing Sources/Uses	\$ (993,355)	\$ (993,355)	0.0%	\$ 5,145,476
Change in Fund Balance (3)	\$ 280,000	\$ (768,241)	136.4%	\$ 5,659,252

- (1) *Timing issue, as Sales and Use tax revenue is received 2 months in arrears (i.e. January sales tax is recorded in March)*
- (2) *Through March, fare revenue and ridership are lower by 14% and 17%, respectively, compared to the prior year. Over the course of the year, the timing of bulk pass orders by outlets and businesses can affect the % change. However, due to the COVID-19 pandemic and immediate reduction of services, ridership and fare revenues have significantly dropped. The chart below provides a YTD March 2019/2020 comparison of actual fare revenues and ridership on RFTA fare services:*

Fare Revenue:	YTD 3/2019	YTD 3/2020	Increase/ (Decrease)	% Change
Regional Fares	\$ 1,021,312	\$ 877,755	\$ (143,557)	-14%
Total Fare Revenue	\$ 1,021,312	\$ 877,755	\$ (143,557)	-14%
Ridership on RFTA Regional Services*:				
Highway 82 (Local & Express)	217,224	180,594	(36,630)	-17%
BRT	286,417	236,082	(50,335)	-18%
Carbondale Shuttle	38,986	32,759	(6,227)	-16%
SM-DV	43,163	32,458	(10,705)	-25%
SM-INT	21,644	16,521	(5,123)	-24%
Grand Hogback	25,094	29,164	4,070	16%
Total Ridership on RFTA Fare Services	632,528	527,578	(104,950)	-17%
Avg. Fare/Ride	\$ 1.61	\$ 1.66	\$ 0.05	3%

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

- (3) *With the global pandemic of COVID-19 that started to impact our regional economy and service levels in March, staff is analyzing impacts to revenues and expenditures and has prepared preliminary projections that will be updated as new information becomes available.*

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage March 2020 YTD				Hours March 2020 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	1,120,822	1,160,060	(39,238)	-3.4%	52,922	53,189	(267)	-0.5%
City of Aspen	155,178	163,692	(8,514)	-5.2%	17,792	18,535	(743)	-4.0%
Aspen Skiing Company	156,125	199,253	(43,128)	-21.6%	11,582	13,274	(1,692)	-12.7%
Ride Glenwood Springs	26,380	29,899	(3,519)	-11.8%	2,196	2,436	(240)	-9.9%
Grand Hogback	104,226	106,511	(2,285)	-2.1%	5,063	5,164	(101)	-2.0%
Specials/Charters	9,816	7,701	2,115	27.5%	663	675	(13)	-1.9%
Senior Van	4,466	6,169	(1,703)	-27.6%	450	549	(99)	-18.0%
Total	1,577,013	1,673,285	(96,272)	-5.8%	90,667	93,822	(3,155)	-3.4%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Mar-19 YTD	Mar-20 YTD	# Variance	% Variance
City of Aspen	543,109	394,821	(148,288)	-27.30%
RF Valley Commuter	813,244	647,732	(165,512)	-20.35%
Grand Hogback	25,094	29,164	4,070	16.22%
Aspen Skiing Company	420,407	346,025	(74,382)	-17.69%
Ride Glenwood Springs	39,454	31,392	(8,062)	-20.43%
X-games/Charter	36,163	32,756	(3,407)	-9.42%
Senior Van	983	979	(4)	-0.41%
MAA Burlingame	-	-	-	#DIV/0!
Maroon Bells	-	-	-	#DIV/0!
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	1,878,454	1,482,869	(395,585)	-21.06%

Subset of Roaring Fork Valley Commuter Service with BRT in 2019

Service	YTD Mar 2019	YTD Mar 2020	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	217,224	180,594	(36,630)	-17%
BRT	286,417	236,082	(50,335)	-18%
Total	503,641	416,676	(86,965)	-17%

2019 Financial Statement Audit – Schedule

Date	Activity	Status
5/4/2020 – 5/8/2020	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>
7/3/2020	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/9/2020	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

Confirmed members of RFTA Board Audit Subcommittee:

1. **Markey Butler**, RFTA Board member (Town of Snowmass Village)
2. **Ann Mullins**, RFTA Board member (City of Aspen)
3. **Ann Driggers**, Independent Financial Expert (Pitkin County Finance Director)
4. **Jill Klosterman**, Independent Financial Expert (Eagle County Finance Director)

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

Please see the “5-14-20 Planning Department Update.pdf” included in the May 2020 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

Facilities & Trails Update – *Mike Hermes, Director of Facilities & Trails*

Facilities and Bus Stop Maintenance May 14, 2020 Capital Projects Update

Projects currently under construction:

- AMF fuel Farm replacement. Johnston construction has begun mobilizing at the AMF and preparing to set up the temporary fueling facility to service the bus fleet during construction.
- Highway 82 bus stop improvements. The contract to build a bus stop on JW drive at Basalt Avenue and improve six bus stops along highway 82 has been awarded to Scott contacting from Rifle. Preliminary construction meetings and paper work are currently underway and the beginning of construction is dependent on the receipt of access permits from CDOT.
- The refinishing of the BRT station benches is underway and VR cabinets has begun the sanding and repair process on the first set of benches.

Facilities construction projects budgeted for 2020

1. AMF phase 9, fuel farm replacement (under construction).
2. Upgrades to the AMF BAS/HVAC system to accommodate CNG buses (on hold).
3. Replacement of the carpet in the administration area (complete).
4. GMF phase 2 expansion of services bays and office space (being re-evaluated).
5. The demolition of the GWS MOC building after the purchase of the property by RFTA.
6. Rio Grande trail improvements (out to bid).
7. Design of an improved Rio Grande trail head adjacent to the Rosebud Cemetery (underway).
8. Upgrades to 5-bus station in the highway 82 corridor and the construction of bus shelters at the intersection of JW and El Jebel road in El Jebel (under construction).
9. The construction of windbreaks at the up valley Basalt and Brush Creek shelters (under construction).
10. Develop a master plan for the CMF property to replace the Carbondale RFTA housing (on hold).
11. An asphalt maintenance program for RFTA owned parking facilities (out to bid).
12. Repair the siding and soffit at selected sections of the Parker House apartments (on hold).
13. Perform a structural inspection of the bridges along the Rio Grande trail (on hold).
14. Refinish the outside benches at the BRT stations (underway).
15. Replace the BEB car chargers at the Carbondale and New Castle Park and rides (complete).

Facilities projects completed to in 2020:

Staff has completed the following construction projects in 2020.

- Replacement of the EV car chargers in Carbondale and New Castle.

Construction projects Highlights:

- Asphalt Maintenance. The RFP for asphalt maintenance service is out for bid and proposal are due to staff on 5-8-2020.
- GNG upgrades for the AMF. The design of the upgrades necessary to safely bring CNG buses into the facility to conduct light duty repairs has been completed. The cost estimate for this work is

approximately \$450,000 and will be under consideration for funding in 2021.

- Rio Grande Trail Upgrades/ The Rio Grande trail repairs project is being repackaged to create 2 cleaner projects and put back out to bid. Staff is breaking out the crack sealing portion of the work and bidding that separately from the shouldering work and the rock scaling.

Construction projects currently in the design process:

- 27th street pedestrian crossing conceptual study has been completed. This study studies several options for a grade separated crossing at 27th street in Glenwood spring for both the Rio Grande trail crossing of 27 and a pedestrian crossing of highway 82. The study looks at the feasibility of both overpasses and under passes for each crossing. Staff is currently writing a scope of work for the design of the crossing which will be sent out for bid in the fall of 2020.

Facilities, Rail Corridor & Trail Update RFTA Railroad Corridor

Right-of-Way Land Management Project: Along with its legal and engineering consultants, RFTA staff is and will be working on the following tasks in 2020:

- 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).
- Staff is also working on several ditch issues by completing some research on the rights of the ditch owners vs. the rights of the Railroad Corridor owner, as it relates to ditch spoils and weed management of the ditches (ongoing).

Recreational Trails Plan (RTP) – The Planning Department and Facilities departments are working collaboratively with regional stakeholders to update the 2005 Recreational Trails Plan (RTP). Following unanimous RFTA Board adoption of the Access Control Plan (ACP) in early 2018, the RTP is the second component plan of the larger Corridor Comprehensive Plan that guides management of the entire Rio Grande Railroad Corridor from Glenwood Springs to Aspen (ongoing).

Federal Grant Right of Way (fgrow) project – Staff continues to identify and approach adjacent property owners located in the fgrow areas in an attempt to negotiate the exchange of Bargain and Sale deeds. Staff is currently working through an fgrow section and plans to begin surveying as soon as the RFV is past the COVID closure (ongoing).



Rio Grande Trail Update

- Staff is busy cleaning up after the winter season and preparing for 2020 projects.
 - ❖ The Rio Grande Trail Maintenance Project went out for bid, but nobody bid on the project? Staff will regroup to determine the most appropriate next steps.
- Staff has been out sweeping, cleaning up trailheads, and checking sightlines at intersections to make sure the trail is safe.

- Noxious Weeds are starting to pop up, so we are starting to pull, chop, mow, etc., to manage/control.
- Garfield County and the RE-1 School District have commenced construction on the Riverview Trail that will connect CR 109 and the Westbank area up to the Rio Grande Trail.
- The Rio Grande Trail is bustling with activity as the weather gets better and folks are getting outside during the Corona Virus pandemic.
 - ❖ We have temporarily closed all of the RGT restrooms
 - ❖ The Trail Staff is healthy and still working hard to give trail users a great experience.
- Mueller Construction finished the structural bridge work at the Sopris Creek/Emma Bridge.
 - ❖ A “spring clean” will need to be performed on site to clean up and seed/revegetate.
- Staff hired DHM to perform a vegetation analysis and to put together a revegetation plan for portion 2 of 3 in 2020.
 - ❖ RFTA Staff is working to reseed/reveg the 4 priority areas identified in phase 1.
- Staff has been working with Finance and Procurement and we are upgrading our skidsteer and procuring a couple of implements.
- The wildlife section is still closed and will re-open on April 30, 2020 at 5:00pm.
 - ❖ A detour route is signed and posted.
- Staff continues working with Carbondale Arts to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
 - ❖ Carbondale Arts was just awarded grant money for the Youth Art Park!
 - ❖ With the permission of the RFTA Board, work on this park will begin this year.