

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

TIME: 9:00 a.m. – 11:30 a.m., Thursday, June 11 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 May 14, 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	9:10 a.m.
5	Consent Agenda:			9:15 a.m.
	A. Resolution 2020-13 : Authorization to Submit Application to the Garfield County Federal Mineral Lease District (GCFMLD) Construction of the 27th Street Pedestrian Crossing in Glenwood Springs and Support Letter – David Johnson, Planning Director, 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 and Kurt Ravenschlag, COO, page 15	2.2.3	Discussion/ Direction	9:20 a.m.
	B. Maroon Bells’ Shuttle Service Update – Dan Blankenship, CEO, page 22	4.2.5	Discussion/ Direction	9:50 a.m.
	C. MOVE Update – David Johnson, Director of Planning and Kurt Ravenschlag, COO, page 30	2.3.7	Discussion/ Direction	10:20 a.m.
7	Public Hearing:			
	A. Resolution 2020-14: 2020 Supplemental Budget Appropriation – Michael Yang, CFAO, page 31	4.2.5	Approve	10:35 a.m.
8	Board Governance Process:			
	Identify Board Strategic Plan Priorities for 2021 Budget and Work Plan Development – Kurt Ravenschlag, COO, page 36	4.3.2.A	Agenda Planning	10:45 a.m.
(Agenda Continued on the Next Page)				

	Agenda Item	Policy	Purpose	Est. Time
9	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, <i>page 38</i>	2.8.6	FYI	11:20 a.m.
10	Issues to be Considered at Next Meeting:			
	To Be Determined at June 11, 2020 Board Meeting	4.3	Meeting Planning	11:25 a.m.
11	Next Meeting: 8:30 a.m. – 11:30 a.m., July 9, 2020 via Webex Teleconference (Details to be provided later)	4.3	Meeting Planning	11:27 a.m.
12	Adjournment:		Adjourn	11:30 a.m.

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**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
May 14, 2020**

Board Members Present (via WebEx):

Art Riddile (Town of New Castle, Chairman); Markey Butler, Vice-Chairman (Town of Snowmass Village); Bill Kane (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);

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 and Andy Hermes, IT Department; Kenny Osier, Director of Vehicle Maintenance; Jason Smith, Safety & Training Manager; Ian Adams and John Blair, Operations Managers; Craig Dubin, Special Projects Manager; Mark Stevens, Bus Operator; 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); Toni Kronberg, citizen

Agenda

1. Call to Order/Roll Call:

Art Riddile called the RFTA Board of Directors to order at 9:06 a.m. Riddile declared a quorum to be present (8 member jurisdictions present) and the meeting began at 9:07 a.m.

2. Approval of Minutes:

Bill Kane moved to approve the April 9, 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 May 14, 2020 Board Agenda.

Toni Kronberg thanked RFTA for the continued efforts to keep buses and RFTA facilities cleaned for the public's safety during these unusual times. She posed the question, what is RFTA's plan of action once state and local bans are lifted and if buses are not authorized to go back to full capacity? It might be time to consider a gondola system. Kronberg also stated that employees of Whole Foods Market are not parking in their designated parking spots, making it difficult for others to park in the area. She requested that RFTA staff possibly reach out to Whole Foods Market and discuss ensuring that their employees are

parking in their designated parking spots. She commented that the ArtWay in Carbondale is absolutely beautiful and thanked RFTA for their continued efforts in making the community “just a little bit more beautiful, every day!”

Dan Blankenship stated that RFTA currently has limited buses as well as limited bus operators. Many things are unknown at this time, RFTA will address situations as they arise, and make the appropriate decisions for the safety of RFTA employees and the community.

Kurt Ravenschlag stated that the Town of Basalt is creating signage for Whole Foods Market parking. The additional signage will help guide employees and shoppers to the correct parking locations.

Riddile closed Public Comments at 9:13 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 May 14, 2020 Board Agenda.

Riddile asked if any Board member had comments or questions regarding issues not on the Board meeting Agenda. No Board members had any comments or questions.

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

5. Consent Agenda:

A. MOU between the Town of Carbondale, Carbondale Arts and RFTA in Support of the Carbondale Arts Youth Park and Great Outdoors Colorado (GOCO) Grant – Angela Henderson, Assistant Director, Project Management and Facilities Operations

Since 2015, the Carbondale Arts and RFTA have been working on a beautification project for the mile long stretch of the RFTA Right-of-Way (ROW) between Highway 133 and Snowmass Drive in Carbondale. The following components have already been installed: wayfinding signage; soft-surface trail, adjacent to the existing Rio Grande Trail; a single track; Latino Folk Art Garden; Derail Park; and an Archway. 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). A requirement of the GOCO grant was that the Town of Carbondale and Carbondale Arts secure a Memorandum of Understanding (MOU) with RFTA, for installation of the park and use of the RFTA ROW.

RFTA staff and Legal Counsel reviewed the MOU, adding the required “railbanking” protection language and insisted that the Town of Carbondale incorporate the “railbanking” protection language into the GOCO grant agreement, before signing. The Town of Carbondale, GOCO, and RFTA agreed to add the “railbanking” protection language to the grant agreement to ensure RFTA remains protected.

Dan Richardson moved to approve the MOU between the Town of Carbondale, Carbondale Arts and RFTA in Support of the Carbondale Arts Youth Park and Great Outdoors Colorado (GOCO) Grant, and Ann Mullins seconded the motion. The motion was unanimously approved.

B. Encroachment Easement Agreement to Construct and Maintain Two (2) RFTA Bus Stops in the Eagle County Road Right-of-Way – Dan Blankenship, CEO

An Encroachment Easement Agreement was not necessarily needed previously because there was not a true pull-off and no shelters at these stops. 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 (ROW). New shelters and asphalt bus pull-offs are part of the Mid-Valley Stops project for the 2020 summer. The agreement states that RFTA will be responsible for all shelter and bus pull-off maintenance, outside of the main roadway.

Richardson moved to approve the Encroachment Easement Agreement to Construct and Maintain Two (2) RFTA Bus Stops in the Eagle County Road Right-of-Way, and Mullins seconded the motion. The motion was unanimously approved.

C. Resolution 2020-11: Authorization to Submit Application for USDOT BUILD Program – David Johnson, Director of Planning

Agenda 5.C. was held for further discussion.

RFTA intends to request \$13 million in USDOT BUILD Program grant funds (matched by \$5.575 million in Destination 2040 funds) to complete the following Glenwood Maintenance Facility (GMF) renovation and expansion improvements:

- Administration Center Renovation
- Access Road Relocation
- Bus Building 30B (Climate-Controlled Space for 30 Full-Size Buses)
- Drive lanes
- Pre-Trip Vehicle Inspection Zones

Due to COVID-19, RFTA's lobbyist on the USDOT BUILD grant, Ashley Badesch, Sustainable Strategies DC, intends to arrange a video conference with the Federal Transit Administration (FTA), U.S. Department of Transportation (USDOT), and Congressional Delegates. Proposed dates for the video conference include June 1-4 (Monday-Thursday) and June 9-12 (Tuesday-Friday).

Jeanne McQueeney suggested that RFTA and Ashley Badesch possibly have a pre-video conference to ensure that there are no issues. To have the best chance of receiving grant funding from the USDOT BUILD grant, RFTA must do everything possible to ensure a successful and problem-free video conference with FTA, USDOT, and Congressional Delegates. RFTA needs to set itself up for success while trying to present the request for such a large amount of grant funds.

The group of Board members who will be participating in the video conference with the FTA, USDOT and Congressional Delegates will be:

- Art Riddile
- Markey Butler
- Ann Mullins
- Dan Richardson (alternate, if another member is unable to attend)

Butler moved to approve Resolution 2020-11: Authorization to Submit Application for USDOT BUILD Program, and Richardson seconded the motion. The motion was unanimously approved.

6. 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

RFTA has been operating its Phase 3 service plan since Monday, March 30. RFTA staff will consult with local Health Department officials to ensure that planned service increases and ongoing COVID-19 RFTA related safety measures (such as face coverings and social distancing) are acceptable.

Increased ridership demand is exceeding RFTA's ability to maintain the 9-passenger social distancing bus capacity limit. There were 37 times between May 4 and May 7 when the maximum number of passengers on scheduled bus trips exceeded 9 passengers. From April 27 through May 7, 32% of scheduled bus trips reached the 9-passenger capacity limit and also required backup buses. On May 6 and 7, over 50% of the trips reached the maximum of 9 passengers and required backup buses. This is an indication that now is an appropriate time to increase the frequency of services.

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

Staff has reached out Public Health officials in Garfield and Pitkin Counties to apprise them of RFTA's plan to increase service levels by implementing the Phase 4 service plan. Staff discussed the need to relax the 9-passenger maximum load capacity and allow up to 15 passengers when backup buses are not readily available.

RFTA has two primary constraints, the number of Bus Operators and buses available. 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. The other primary factor is the number of vehicles available.

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 used for loading and unloading passengers. Due to COVID-19, RFTA has pulled its fleet of over-the-road coaches due to passengers being required to pass by Bus Operators through the front doors.

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. RFTA staff believes the 9-passenger maximum limit on passengers allowed on a bus at one time will need to be relaxed, on occasion, to allow up to a maximum of 15 passenger when backup isn't available or the 9-passenger limit would only be exceeded by a few passengers.

Blankenship complemented a RFTA Bus Operator who worked with the Maintenance Department on the development of a sneeze curtain design for the driver compartments on buses, and helped with the effort in getting social distancing signage placed on the seats of buses for the safety of passengers. Bus Operators will be able to open and close the sneeze curtains as passenger's board and depart from the buses. Once the shield curtains are installed in all of the buses, RFTA could potentially reinstitute fare collection, mobile ticketing is also being looked into as another option. Staff has been in contact with other transit agencies to discuss what resources they are using to create Bus

Operator shield curtains, if they are using them. Staff is beginning to install sneeze curtains around the driver compartments of RFTA's MCI 54-passenger over-the-road coaches. This is just one more way RFTA is keeping its Bus Operators safe.

McQueeny appreciates that RFTA is communicating with other transit agencies, and suggested that RFTA staff contact Tanya Allen, Director of ECO Transit, who is currently working with Seamless, a local organization, to create sneeze curtains and she might have additional sources for RFTA to consider.

George Newman stated that he had a concern about the air circulation on buses and if that could impact the spread of COVID-19.

Blankenship responded that air circulation has not been widely discussed, however, RFTA has been using the bus roof vents to help with air circulation. Vents can be positioned in a way allows the buses to be better ventilated.

Ward Hauenstein wondered what type of screening could be used to protect between each passenger.

At this time, all buses have seating layouts which creates social distancing space between each passenger, therefore RFTA has not currently been concentrating its efforts on any screens or shields between passengers.

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.

Phase 4 Service Increase: 1) Phase 4 has increased service levels on all regional services with more frequency and extended service hours, and 2) Ride Glenwood Springs service will also be reintroduced at normal frequencies and operating hours.

RFTA's pandemic plan 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. 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.

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

Initially, the extent to which RFTA would be in a position to provide bus service to the Maroon Bells during the summer/fall of 2020 is in question. Some concerning questions were:

- How much passenger demand might there be?
- When will the demand emerge and when would the season begin/end?
- How many passengers will be allowed to ride at one time, 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? Unless RFTA undertakes the recruitment of seasonal Bus Operators, it might not have sufficient personnel available. If social distancing limits the capacity of buses to 15 or less, it could take more low-floor buses than RFTA currently has available to transport, even significantly reduced numbers, of Maroon Bells' passengers.

These were some of the questions that created uncertainty about when or if RFTA would be able to provide the Maroon Bells' bus service this coming summer/fall season. Due to these concerns, the Maroon Bells' working group recommended, if service was provided, that the implementation of the reservation system be postponed until the 2021 season.

However, staff ultimately concluded that implementation of the online reservation system from the outset of the season would allow passengers to sign-up for a date and time that they would like to visit Maroon Bells. This would enable RFTA to accurately predict demand and more precisely match it to available bus capacity. In addition, passengers would receive a ticket, which will include the information they needed to know about their Maroon Bells trip, including the time, the need to wear face coverings, encouragement to bring rain gear and warm clothing, etc. The Board of County Commissioners (BOCC) is supportive of RFTA having a reservation system for Maroon Bells for this season to reduce the number of cars driving up to the Maroon Bells. So, staff recommended that the Maroon Bells' shuttle service be provided this year.

Currently, the ticket price of the Maroon Bells Bus Service is \$8.00 for adults, and the service has only started paying for itself in the last few years, after the fare was raised from \$6. In order for the Maroon Bells shuttle to break-even this year, RFTA would have to raise the price of fares, and the increased fare would include the online reservation system's transaction fee, which is approximately \$3.00 per reservation. The fare price, in order to reach a total operating cost within 10% of break-even might increase significantly.

Newman stated that he is in favor of increasing the cost of fares, it is not a big concern for him. He suggested that perhaps there could be an opportunity to offer a fare discount for families. Mullins agreed that a family discounted fare should be looked into, to encourage the community to get out in nature.

Richardson stated that he does not want to compromise Valley service by covering the loss in revenues and supports increasing fares to Maroon Bells as a better alternative to cancelling service altogether.

Jonathan Godes moved to approve Implementing the Maroon Bells Bus Service and Reservation System, with the caveat that the Total Operating Cost is No Greater than 10% Subsidy (+1%), and Authorizes the CEO to Increase Fares in Order to Reach the 10% Threshold, and Butler seconded the motion.

A Roll Call Vote Was Taken:

Art Riddile	Yes
Markey Butler	Yes
Jonathan Godes	Yes
George Newman	No
Ann Mullins	Yes
Jeanne McQueeney	Yes
Bill Kane	Yes

The motion was approved by 2/3 majority vote.

- C. 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**

The IGA and Contract for the purchase of the Glenwood Springs Municipal Operations Center (GMOC) was awaiting approval by the City of Glenwood Springs electors, which occurred at a City election held on April 14, 2020.

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:

- 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
 - \$200,000, design and construction school connections to the River Walk Trail, crossing of the RFTA Rio Grande Railroad corridor, and 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 (MOVE Study);
 - \$764,500, estimated cost for demolition of GMOC building;
 - \$50,000, contribution toward GMOC environmental mitigation; and
 - \$45,531, GMOC categorical exclusion evaluation and site survey.

Mullins moved to approve Intergovernmental Agreement between the City of Glenwood Springs and RFTA for the Purchase of Property and the Performance of Transportation Projects, and Riddile seconded the motion.

A Roll Call Vote Was Taken:

Art Riddile	Yes
Markey Butler	Yes
George Newman	Yes
Ann Mullins	Yes
Jeanne McQueeney	Yes
Bill Kane	Yes

The motion was unanimously approved.

7. Public Hearing:

A. Resolution 2020-12: 2020 Supplemental Budget Appropriation – Michael Yang, CFAO

Based on RFTA’s experiences from mid-March through mid-May, the average weekly expenditures related to COVID-19 bus and facilities’ disinfecting, and other activities are roughly \$38,000. RFTA recommends the addition of two (2) Full-Time, Non-CDL Service Workers to the Vehicle Maintenance department to focus on fogging & disinfecting buses. The estimated cost is approximately \$84,000, including compensation and benefits. RFTA requests the Board appropriate an additional \$148,000, to maintain COVID-19 safety measures, through the June 11th Board meeting.

- **\$232,000 increase in Transit**

RFTA is requesting to appropriate funds required for the purchase of the Glenwood Springs Municipal Operations Center (GMOC):

- \$1,260,000, purchase price;
- \$200,000, design and construction of the elementary and high school connections to the River Walk Trail, crossing of the RFTA Rio Grande Railroad corridor, and 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 (MOVE Study);
- \$764,500, estimated cost for demolition of GMOC building;
- \$50,000, contribution toward GMOC environmental mitigation; and
- \$45,531, GMOC categorical exclusion evaluation and site survey.
- **\$100,000 decrease in Other Government Contributions**
- **\$2,320,031 increase in Capital**

One specification change contributing to a cost increase of the purchase of six (6) Commuter Coach Buses is the change from a one-door to a two-door Commuter Coach Bus. RFTA needs to true-up the existing budget for this project by \$327,942 (approximately \$54,657 per bus).

- **\$327,942 increase in Capital**

Mullins moved to approve Resolution 2020-12: 2020 Supplemental Budget Appropriation and Riddile seconded the motion.

A Roll Call Vote Was Taken:

Art Riddile	Yes
Markey Butler	Yes
George Newman	Yes
Ann Mullins	Yes
Jeanne McQueeney	Yes
Bill Kane	Yes

The motion was unanimously approved.

8. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

No information on the CEO Report was discussed.

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

12. Adjournment:

Mullins moved to adjourn from the May 14, 2020 RFTA Board meeting, and Newman seconded the motion. The motion was unanimously approved.

The May 14, 2020 RFTA Board Meeting adjourned at 11:38 a.m.

Respectfully Submitted:

Nicole R. Schoon

Secretary to the RFTA Board of Directors

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

Meeting Date:	June 11, 2020
Agenda Item:	Resolution 2020-13: Authorization to Submit Application to the Garfield County Federal Mineral Lease District (GCFMLD) in the fall of year 2020 for Construction of the 27 th Street Pedestrian Crossing in Glenwood Springs
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	4.1: Pursue financing opportunities to deliver better service and complete future capital projects
Presented By:	David Johnson, Director of Planning
Recommendation:	Authorize RFTA to submit a GCFMLD grant application to construct the 27 th Street Pedestrian Crossing and authorize the RFTA Chair to sign the Letter of Support
Core Issues:	<p>RFTA and the City of Glenwood Springs (led by RFTA) will construct a grade separated crossing of State Highway 82 at 27th Street to facilitate safe crossing for bicyclists and pedestrians, free of conflicts with vehicles.</p> <p>The need for this crossing has been well-documented since 2011 or earlier, when Fehr and Peers conducted a study, commissioned by CDOT, to investigate and prioritize safety, geometric, and operational characteristics of 47 intersections within Region 3. The 27th Street intersection ranked as the 3rd highest priority intersection in the 4-county Intermountain Region.</p> <p>Fehr and Peers’ long-term recommend improvements include a grade-separated bicycle and pedestrian crossing. Since the completion of its study, SH82 ADT has increased, and the intersection now serves the RFTA BRT station, constructed in 2013. Prior to COVID-19, the 27th Street station is RFTA’s 7th-8th highest ridership stop, serving an estimated 800-1000 boardings and alightings per day. Two accidents occurred at the 27th street intersection in 2017; and, in 2018, a fatality of a bicyclist occurred there.</p> <p>During the Destination 2040 Plan, and Ballot Issue 7A, RFTA’s committed to funding \$4.3 million of the roughly \$9 million project’s estimated project cost, and that the remaining funding would come from other sources. RFTA and the City have received an additional \$1.1 million in CDOT MMOF funding, \$1 million in CDOT Regional Priority Project (RPP) funds, and \$1 million in Transportation Alternatives Program (TAP) funds.</p>
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 \$4.3 million in Destination 2040 funds.
Attachments:	Yes, please see Resolution 2020-13, below and the Letter of Support

Director _____ moved to adopt the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2020-13
AUTHORIZATION TO SUBMIT APPLICATION FOR GARFIELD COUNTY FEDERAL MINERAL LEASE
DISTRICT (GCFMLD) FOR THE COMPLETION OF THE 27TH STREET PEDESTRIAN CROSSING**

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 Garfield County Federal Mineral Lease District (“GCFMLD”); and

WHEREAS, the RFTA Board of Directors supports the completion of the project if a grant is awarded by the GCFMLD; and

WHEREAS, RFTA has submitted a Grant Application for **Construction of the 27th Street Pedestrian Crossing in Glenwood Springs**, requesting a total award of **\$1,000,000**, with a local match commitment of up to \$4.3 million (using bonds and/or cash reserves backed by RFTA’s 2.65 mill property tax mill levy), depending upon the final grant award and approximately \$3 million in other committed funds.

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 GCFMLD, 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 GCFMLD.
5. This project will be owned by RFTA and will be maintained and operated by RFTA or by CDOT though an IGA for the next 25 years, similar to other pedestrian crossings in the region. The RFTA Board of Directors will continue to maintain the facility in a State of Good Repair and will work with CDOT and the City of Glenwood to appropriate funds through the IGA 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 GCFMLD.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 11th day of June, 2020.

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

By: _____
Arthur 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 June 11, 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 11th day of June, 2020.

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



June 11, 2020

Garfield County Federal Mineral Lease District
817 Colorado Ave., Suite 201
Glenwood Springs, CO 81601

RE: RFTA and City of Glenwood Springs 27th Street Pedestrian Crossing Proposal

Dear GCFMLD Board:

The RFTA Board expresses its support for the RFTA/City of Glenwood Springs' proposal to construct a grade separated crossing of State Highway 82 at 27th Street to facilitate safe crossing for bicyclists and pedestrians, free of conflicts with vehicles.

This project will help to alleviate the social, economic, and public finance impacts resulting from the development of natural resources on Federal lands within Garfield County. While natural resources development contributes meaningfully to the local economy, it also contributes to increasing traffic demands, traffic congestion, and safety concerns on SH82 in Glenwood Springs. This project will address these issues at 27th Street and State Highway 82, where safety, congestion, transportation conflicts, and other impacts are particularly acute.

The need for this crossing has been well-documented since 2011 or earlier, when Fehr and Peers conducted a study, commissioned by CDOT, to investigate and prioritize safety, geometric, and operational characteristics of 47 intersections within Region 3. The 27th Street intersection ranked as the 3rd highest priority intersection in the 4-county Intermountain Region.

Since the completion of its study, SH82 ADT has increased, and the intersection now serves the RFTA BRT station, constructed in 2013. The 27th Street station is RFTA 7th-8th highest ridership stop, serving an estimated 800-1000 boardings and alightings per day. Two accidents occurred at the 27th street intersection in 2017; and, in 2018, a fatal accident of a bicyclist occurred there.

RFTA committed to funding \$4.3 million of the roughly \$9 million project's estimated project cost. RFTA and the City have received an additional \$1.1 million in CDOT MMOF funding, \$1 million in Transportation Alternatives Program (TAP) funds, and \$1 million in CDOT RPP funds. Similar to other pedestrian crossings of SH82 in the region, RFTA, the City and CDOT will develop an IGA for long-term maintenance and operations, and the funding of the O&M.

This is a worthy project that meets the mission of the GCFMLD and that has received funding from other sources. The RFTA Board urges your participation.

Sincerely,

Art Riddile
Chair, Board of Directors

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

Meeting Date:	June 11, 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 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>Based on this authorization, on May 10, 2020, staff implemented RFTA’s Phase 4 service increase plan.</p> <p>a. <u>Phase 4 Ridership is Increasing:</u> As the chart below indicates, from Wednesday 5/6 (the last week of Phase 3 service levels, through Wednesday 6/3, the fourth week of Phase 4 service levels, total BRT & Valley-TOSV ridership increased by 113% and total system-wide ridership increased by 100%. RFTA would not have been able to accommodate this rate of ridership increase if it had continued operating in the Phase 3 Bare Bones service plan.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="9" style="text-align: center;">RFTA System-wide Ridership Comparison Phase 3 - Phase 4</th> </tr> <tr> <th></th> <th>A.</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> </tr> <tr> <th></th> <th>Service</th> <th>Phase 3 Wed 5/6</th> <th>Phase 4 Wed 5/13</th> <th>Phase 4 Wed 5/20</th> <th>Phase 4 Wed 5/27</th> <th>Phase Wed 6/3</th> <th># Var 5/6 - 6/3</th> <th>% Vari 5/6 - 6/3</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>BRT & Valley 82 -TOSV</td> <td style="text-align: right;">940</td> <td style="text-align: right;">1,501</td> <td style="text-align: right;">1,823</td> <td style="text-align: right;">1,861</td> <td style="text-align: right;">2,000</td> <td style="text-align: right;">1,060</td> <td style="text-align: right;">113%</td> </tr> <tr> <td>2</td> <td>Hogback</td> <td style="text-align: right;">98</td> <td style="text-align: right;">114</td> <td style="text-align: right;">112</td> <td style="text-align: right;">132</td> <td style="text-align: right;">155</td> <td style="text-align: right;">57</td> <td style="text-align: right;">58%</td> </tr> <tr> <td>3</td> <td>City of Aspen</td> <td style="text-align: right;">384</td> <td style="text-align: right;">316</td> <td style="text-align: right;">330</td> <td style="text-align: right;">367</td> <td style="text-align: right;">358</td> <td style="text-align: right;">(26)</td> <td style="text-align: right;">-7%</td> </tr> <tr> <td>4</td> <td>Ride Glenwood</td> <td style="text-align: center;">-</td> <td style="text-align: right;">223</td> <td style="text-align: right;">234</td> <td style="text-align: right;">240</td> <td style="text-align: right;">328</td> <td style="text-align: right;">328</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>5</td> <td>Total</td> <td style="text-align: right;">1,422</td> <td style="text-align: right;">2,154</td> <td style="text-align: right;">2,499</td> <td style="text-align: right;">2,600</td> <td style="text-align: right;">2,841</td> <td style="text-align: right;">1,419</td> <td style="text-align: right;">100%</td> </tr> </tbody> </table>	RFTA System-wide Ridership Comparison Phase 3 - Phase 4										A.	B	C	D	E	F	G	H		Service	Phase 3 Wed 5/6	Phase 4 Wed 5/13	Phase 4 Wed 5/20	Phase 4 Wed 5/27	Phase Wed 6/3	# Var 5/6 - 6/3	% Vari 5/6 - 6/3	1	BRT & Valley 82 -TOSV	940	1,501	1,823	1,861	2,000	1,060	113%	2	Hogback	98	114	112	132	155	57	58%	3	City of Aspen	384	316	330	367	358	(26)	-7%	4	Ride Glenwood	-	223	234	240	328	328	N/A	5	Total	1,422	2,154	2,499	2,600	2,841	1,419	100%
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- b. **Increased Ridership Demand** will begin exceeding RFTA’s ability to maintain passenger loads of 9 – 15 passengers at one time. It is anticipated that businesses will begin opening up to a greater extent in the summer months and more workers will need to use public transit. The chart below, which covers the period May 10 through June 4, indicates that RFTA has done a good job of maintaining passenger loads at the 9 – 15 passengers’ maximum. There was one trip that had 20 passengers at one time until a backup bus could be deployed. In addition there were 6 times involving 23 total passengers who were left waiting at bus stops because the 15-passenger limit had been reached.

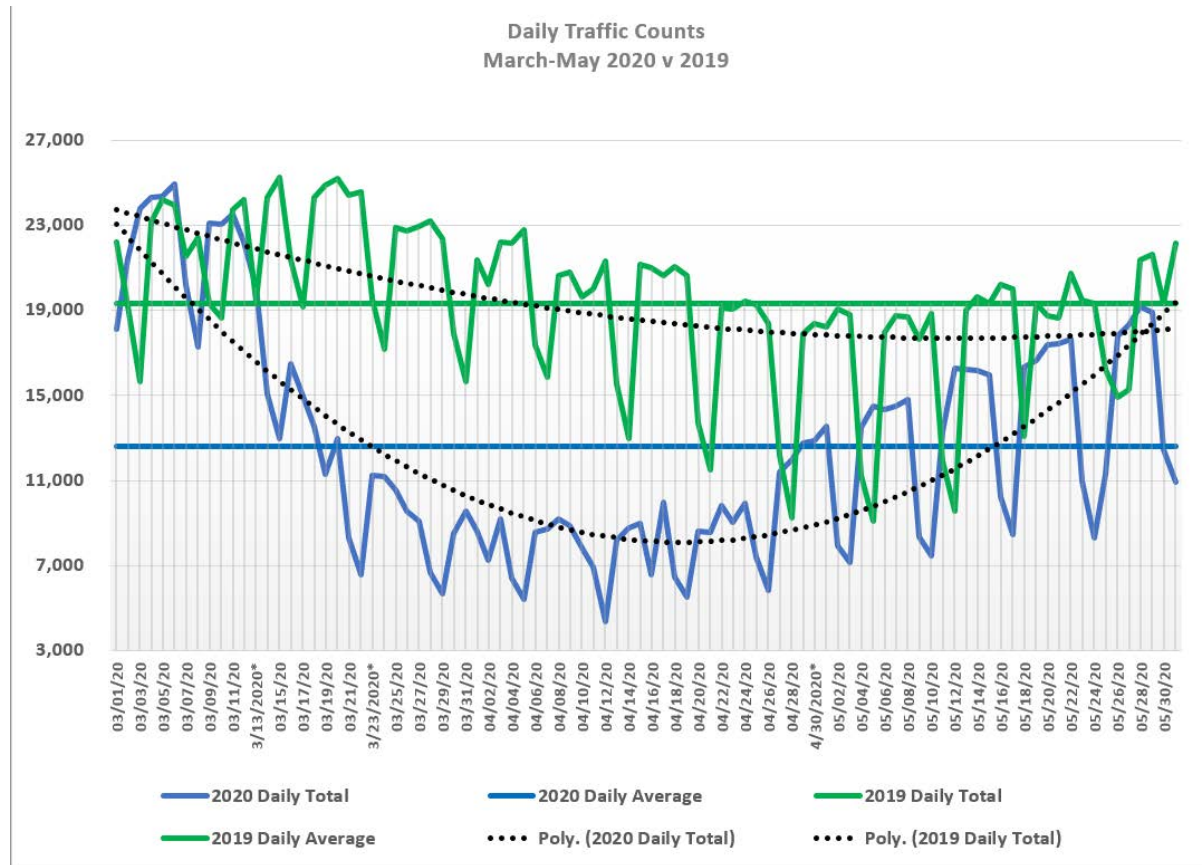
Social Distancing 9-Passenger Load Tracking For Regional Services		
	A	B
	Category	Total Phase 4 5/10 - 6/4
1	Total daily trips	3,768
2	Trips with 10-15 passengers	283
3	Percent trips with 10-15 passengers	8%
4	Number of trips with 9 passengers	176
5	Percent trips with 9 Passengers	5%
6	Number of trips needing backup buses	425
7	Percent trips needing backup buses	11%
8	Trips with more than 15 passengers	1
9	Percent trips with more than 15	0.03%
10	Times passengers left behind	6
11	# of Passengers left behind	23

The chart below, however, indicates that from June 1 through June 4 the percentage of trips with 10 -15 passengers is more than double that for the period May 10 through June 4, as is the percentage of trips requiring backups.

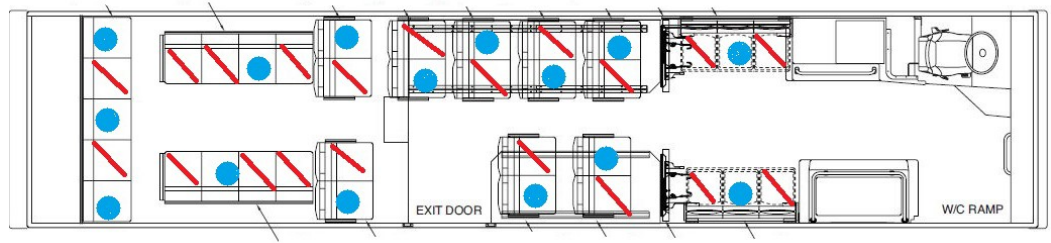
Social Distancing 9-Passenger Load Tracking For Regional Services		
	A	B
	Category	Total Phase 4 6/1 - 6/4
1	Total daily trips	628
2	Trips with 10-15 passengers	113
3	Percent trips with 10-15 passengers	18%
4	Number of trips with 9 passengers	49
5	Percent trips with 9 Passengers	8%
6	Number of trips needing backup buses	164
7	Percent trips needing backup buses	26%
8	Trips with more than 15 passengers	1
9	Percent trips with more than 15	0.16%
10	Times passengers left behind	6
11	# of Passengers left behind	23

In addition it was during these 4 days that one trip had 20 passenger on the bus at one time and there were 6 times that 23 total passengers had be left waiting at bus stops because the bus had 15 passengers on board and there was no backup bus readily available. Please note that RFTA has a limited number of backup buses available and, as more buses begin reaching the 15-passenger maximum limit, more passengers will be left waiting at bus stop unless more capacity is provided.

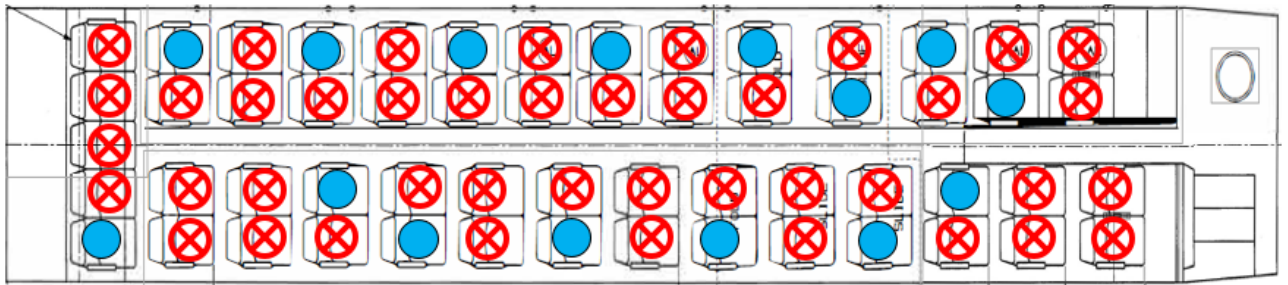
- c. **Traffic is increasing.** On Thursday, May 28, 2020, traffic crossing the Castle Creek Bridge at the Entrance to Aspen was 19,146 compared to 19,342 on Thursday, May 30, 2019.



- 2. **Public Health Officials' Apprised of RFTA's Phase 5 Service Increase Plan:** Anticipating that it will soon become necessary to increase service levels to accommodate increasing ridership demand, staff reached out Pitkin County Public Health Officials to apprise them that RFTA believes it will soon become necessary to preserve its backup buses for trips that will exceed 15, instead backing up buses that exceed 9 passengers. This will help reduce the number of backup buses required. Pitkin County Health Officials have given RFTA a green light to implement this change. RFTA is continuing to require passengers to wear face coverings. Please see the 15-passenger seating layout for RFTA's fleet of 35-passenger low-floor buses, below.



Please see the 15-passenger seating layout for RFTA's fleet of over-the-road coaches, below.



- a. **Daily Trip Comparison by Service and Phase:** Staff is currently planning for the implementation of its Phase 5 service level increase plan. The difference in the number of trips per day by service for Phase 5, compared to Phases 3 and 4, can be seen on the chart below.

Overall, Phase 5 represents approximately a 50% increase in the number of daily bus trips compared to Phase 4. The additional capacity that Phase 5 will provide, in addition to only backing up buses when ridership would exceed 15 passengers on a bus at one time, should spread demand throughout the day and enable RFTA to manage its limited number of backup buses in the most efficient manner possible.

RFTA Comparison of Daily Bus Trips by Phase

	A.	B.	C.	D.	E.	F.	G.	H.	
	Services Provided by RFTA	Phase 3 # Trips	Phase 4 # Trips	Phase 5 # Trips	# Variance Phase 5 to Phase 3	% Variance Phase 5 to Phase 3	# Variance Phase 5 to Phase 4	% Variance Phase 5 to Phase 4	
1	Valley Local	36	71	75	39	108%	4	6%	1
2	BRT	8	54	106	98	1225%	52	96%	2
3	Hogback	10	14	20	10	100%	6	43%	3
4	Brush Creek To Snowmass*	0	18	36	36	#DIV/0!	18	100%	4
5	Subtotal Regional Services	54	157	237	183	339%	80	51%	5
6	Ride Glenwood	0	22	22	22	#DIV/0!	0	0%	6
7	City of Aspen	108	206	305	197	182%	99	48%	7
8	Total	162	363	542	380	235%	179	49%	8
* Connection was made by TOSV Shuttle in Phase 3									

- b. **Bus Operators Required by Phase:** With the estimated number of Bus Operators available on June 8, RFTA will be approximately 8 Bus Operators short of the number required for scheduling each week. To close that gap, RFTA plans to hire returning seasonal and part-time Bus Operators.

Estimated Bus Operators Needed Per Day to Operate Service by Phase							
A	B	C	D	E	F	G	H
Description	Phase 4 Service Increase Plan	Phase 4 Service Increase Plan w/ returning High Risk Employees on 6/8	Phase 5 Service Increase Plan*	Spring Service Plan	Summer Service Plan	Fall Service Plan	Winter Service Plan
1 Total Estimated Bus Operator FTE's* on Staff	168	165	165	165	165	165	165
2 Estimated number of Bus Operators unavailable due to COVID/Other	-29	-15	-13	-13	-13	-13	-13
3 Total Estimated Bus Operators Available To Work	139	150	152	152	152	152	152
4 Total Estimated Active Bus Operators Required for Scheduling per Week	123	123	160	158	181	161	202
5 Estimated Excess/(Shortfall) of Bus Operators Available per Week	16	27	-8	-6	-29	-9	-50
6 Bus Operator Shifts per Day	85	87	105	109	127	119	144
7 Estimated Number Difference in Bus Operator Shifts per Day by Phase	29	2	18	4	18	-8	25
8 Cumulative Number Difference from Winter High Season	-59	-57	-39	-35	-17	-25	0
9 Percent Difference in Bus Operators by Phase	52%	2%	21%	5%	17%	-6%	20%
10 Cumulative Percent Difference from Winter High Season by Phase	-41%	-40%	-27%	-24%	-12%	-17%	0%
* 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 will most likely have enough Bus Operators available to support the Phase 5 service plan, but would need significantly more if it provided the normal summer or winter service plan. The number of Bus Operators available is one of the primary limiting factors that will constrain RFTA's ability to increase service above the Phase 5 level, without recruiting and training more bus operators. The other primary factor is the number of vehicles available.

- c. **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. In addition, RFTA has 25 45-foot, 55-passenger over-the-road coaches. These have a single front door, which necessitates passengers coming into closer proximity with Bus Operators as they get on and off buses. Consequently, in mid-March, RFTA discontinued using the over-the-road vehicles and began using low-floor buses exclusively.

When RFTA's low-floor fleet is combined with its fleet of over-the-road coaches, RFTA has 97 buses available for service. Phase 5 will require approximately 75 buses per day, allowing approximately 22 buses (or 29%) to be used for spares, which should be more than adequate. Use of the over-the-road buses is contingent upon the installation of sneeze curtains surrounding the driver's compartment in these vehicles.

- d. **Sneeze Curtains and the Resumption of Fare Collection:** Staff is currently installing sneeze curtains in the driver compartments of RFTA's low-floor and over-the-road coaches. The curtains, which are intended to protect Bus Operators from passengers who might be shedding the virus, have been designed in-house with input from members of ATU Local

1774. Ideally, all of the sneeze curtains will be installed by June 28, so that fare collection can be resumed in conjunction with the implementation of the Phase 5 service increase plan. In order to minimize the amount of time required for passengers to tender their fares in close proximity to Bus Operators, staff is recommending that RFTA introduced a cashless fare system.

3. **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, June 5, RFTA's Attendance Log reflected the following absences:

RFTA DAILY ABSENCE RECORD							
		Date	6/5/2020				
Total EE							
	320						
Dept./Unit	COVID-19 Symptoms	Self-Isolation	Subtotal Sick & Isolation	High Risk	Other	Total	% of EE
CEO			0			0	0.00%
Facilities			0	1		1	0.27%
Finance			0	2		2	0.55%
Human Resources			0			0	0.00%
IT			0	3	1	4	1.10%
Ops			0	21	8	29	7.95%
Planning/Marketing			0			0	0.00%
Procurement			0			0	0.00%
Safety			0			0	0.00%
Trails			0			0	0.00%
Traveler			0	2		2	0.55%
Veh Maint			0		2	2	0.55%
Absences	0	0	0	29	11	40	10.96%
Percentage	0%	0%	0%	9%	3%	11%	N/A

Note: As of June 5, no employees were out on sick leave due to Covid-19 like symptoms or exposure to COVID-19. This is down from a high of 38 employees out of work in these two categories on March 23, 2020.

4. **Updated 2020 Preliminary Financial Forecast:** The updated financial forecast, as of June 5, indicates a year-end addition to surplus of approximately \$1.5 million.
5. **Schedule Information:** For the latest schedule changes, the public should monitor RFTA's website, www.rfta.com
6. **Additional resources** from Public Health agencies can be found at:
 - 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 Updated Preliminary 2020 Financial Forecast on following page.

2020 Budget Year General Fund	5/14/2020	6/11/2020	6/11/2020	6/5/2020	6/5/2020		Variance	%
	Annual Budget	Resolution 2020-14	Annual Budget	Preliminary Adjustment	Preliminary Service Contract Cost Reallocation	Preliminary Projection		
Revenues								
Sales tax (1)	\$25,626,649		\$25,626,649	\$ (6,253,000)		\$ 19,373,649	\$ (6,253,000)	-24.4%
Property Tax	\$10,996,000		\$10,996,000	\$ -		\$ 10,996,000	\$ -	0.0%
Grants (2)	\$ 7,334,638		\$ 7,334,638	\$ 8,334,501		\$ 15,669,139	\$ 8,334,501	113.6%
Fares (3)	\$ 5,470,200		\$ 5,470,200	\$ (3,134,458)		\$ 2,335,742	\$ (3,134,458)	-57.3%
Other govt contributions	\$ 1,814,605		\$ 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	\$52,148,692	\$ -	\$52,148,692	\$ (1,202,957)	\$ -	\$ 50,945,735	\$ (1,202,957)	-2.3%
Expenditures								
Fuel (5)	\$ 1,092,661		\$ 1,092,661	\$ (291,744)	\$ 116,974	\$ 917,891	\$ (174,770)	-16.0%
Transit (6)	\$28,630,095	\$ 130,000	\$28,760,095	\$ (542,947)	\$ 1,948,083	\$ 30,165,231	\$ 1,405,136	4.9%
Trails & Corridor Mgmt (7)	\$ 612,133		\$ 612,133	\$ (36,410)		\$ 575,723	\$ (36,410)	-5.9%
Capital (8)	\$22,990,877		\$22,990,877	\$ (1,649,976)		\$ 21,340,901	\$ (1,649,976)	-7.2%
Debt service	\$ 1,569,163		\$ 1,569,163	\$ -		\$ 1,569,163	\$ -	0.0%
Total Expenditures	\$54,894,929	\$ 130,000	\$55,024,929	\$ (2,521,077)	\$ 2,065,057	\$ 54,568,909	\$ (456,020)	-0.8%
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	\$ 2,399,239	\$ (130,000)	\$ 2,269,239	\$ 1,318,120	\$ (2,065,057)	\$ 1,522,302	\$ (746,937)	-31.1%

- (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. March sales taxes exceeded projections, thus improving the overall projection.
- (2) Confirmed \$5,334,501 from CARES Act Phase 1 Apportionment to RFTA + an estimate of \$3,000,000 from CARES Act Phase 2 Apportionment to RFTA (July).
- (3) Assumes no-fare enforcement through July and an average of -45% From August 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 (this will change for Phase 5 increase on June 28). Preliminary estimated loss of Service Contract Revenues of \$2M, 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 \$542K (includes preliminary estimate of an additional \$986K for COVID-19 Preparedness needs; this amount is likely to change). We anticipate that there will be additional savings due to reduced services and 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. This does not reflect additional funds needed for the GMF Phase 2 Expansion project.

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

Meeting Date:	June 11, 2020
Subject:	Maroon Bells’ Shuttle 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 the updated plan for implementing the Maroon Bells’ shuttle service effective June 28.
Executive Summary:	<p>On May 14, the RFTA Board authorized staff to move forward with planning to operate the Maroon Bells’ shuttle service this season. The authorization allowed the fare to be increased, but limited the subsidy on the service to approximately 10%.</p> <p>A brief summary of the status of the service as follows:</p> <ol style="list-style-type: none"> 1. The Maroon Bells’ shuttle service is set to begin operating on Sunday, June 28 and continue operating through Sunday, October 11. 2. Shuttles will depart the Aspen Highlands Ski Area to the Maroon Bells every 15 minutes from 8:00 a.m. until 3:00 p.m. The last bus down from the Maroon Bells to Aspen Highlands is scheduled to depart at 5:00 p.m. 3. The ticket price for all users will be \$15.95. The price was raised in order to help keep the subsidy on the service at approximately 10% and to cover costs associated with the reservation system. 4. The reservation system went live on June 2 and can be accessed at: https://aspenchamber.org/plan-trip/trip-highlights/maroon-bells/reservations 5. Buses will transport up to 15 passengers at one time. 6. All passengers, except children under the age of 2 must wear face coverings. <p>For a more detailed discussion of the estimated cost and revenue assumptions for the Maroon Bells’ shuttle service, please see the Maroon Bells’ Shuttle Service Update attached below.</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:	Yes, please see the Maroon Bells’ Shuttle Service Update attached below.



To: RFTA Board of Directors
From: Dan Blankenship, CEO
Date: 6/06/20
Subject: Maroon Bells' Shuttle Service Update

Background: As staff indicated during the Board Meeting on May 14, 2020, the key to making the Maroon Bells' bus service workable this year is having a reservation system operational before service is initiated. A goal of Aspen, Pitkin County, and the US Forest Service, is to limit the number of visitors to the Maroon Bells in order to preserve the pristine wilderness area and reduce traffic congestion on Maroon Creek Road. In addition, unbridled growth in Maroon Bells' bus service ridership could at some future time, under "post-COVID-19" conditions, outpace RFTA's ability to meet the demand. As it is, RFTA has on a number of occasions during peak leaf-peeking season exceeded 3,000 fare paying passengers in a single day, which equates to approximately 6,000 rides to/from the Bells. On these occasions, as many as 13 Bus Operators and buses are required, and the total ridership was more than double the ridership on the Snowmass Skier Shuttle during an average winter day in January. For these reasons, prior to COVID-19, the partners had agreed to implement a reservation system for the Maroon Bells' bus service in September 2020. Post-pandemic, however, RFTA staff felt there were too many unknowns to commit to providing the bus service or implementing a reservation system this year. However, staff ultimately concluded that a reservation system would reduce much of the uncertainty about demand and help make the service more doable. A few of the positives associated with implementing the reservation system and operating the Maroon Bells' bus service this summer are as follows:

1. Because it is assumed that social distancing requirements will be in place for this summer, Maroon Bells' ridership per bus will need to be capped at 15 passengers. A reservation system can enable RFTA to more efficiently gauge demand and match it to the available seats on buses.
2. The reservation system can open up future dates gradually in increments, which will allow for the service to be cancelled more easily in the event that more stringent COVID-19 restrictions become necessary, RFTA personnel and vehicle resources are needed elsewhere, or it becomes clear there is insufficient demand to achieve ridership levels necessary to stay close enough to the 10% subsidy limitation.
3. People who want to access the Maroon Bells will be informed in advance and, hopefully, understand the necessity of making reservations in order to access the Maroon Bells, since automobile access will be very limited.

4. For subsequent Maroon Bells' bus service seasons, the reservation system will already be in place and the experience gained this season will pay dividends in the future.
5. A reservation system may have other, as yet undetermined, applications, particularly if social distancing requirements remain in effect beyond the current year.
6. With numerous summer events cancelled, demand for access to the Maroon Bells could be high.
7. To the extent the Maroon Bells' bus service might contribute to tourism this summer, it could help generate more sales tax revenue for RFTA.

In terms of challenges or cons:

1. Visitors to the area could be infected with COVID-19 and possibly expose other passengers and RFTA employees. To mitigate this potential, the plan is to limit passengers to 15 per bus for social distancing purposes, continue with rear door loading and unloading for passengers, maintain social distancing space for Bus Operators (including the installation at some point of sneeze curtains), require everyone to wear face coverings, and continue with daily bus cleaning and disinfecting activities. Passengers will also be encouraged not to ride the bus if they are experiencing any of the COVID-19 symptoms.
2. A reservation system for departures from the Maroon Bells to the Highlands may also be needed because of the 15-passenger limit on bus capacity, and managing such a system could be challenging.
3. Accommodations for shelter from rain at the Maroon Bells may be needed.
4. In the event of inclement weather, a plan to evacuate people from the Maroon Bells to the Highlands will be needed.
5. It is challenging to predict demand at this time and the service could incur a greater than 10% subsidy.

Board Authorization: At the May 14, 2020, Board meeting, staff was authorized to move forward with planning and implementation of the Maroon Bells' bus service this season, including establishing a ticket price, with the caveat that no greater than a 10% subsidy (+ 1%) for the service should be included in the budget. During the discussion, staff indicated that a total ticket price of approximately \$13 might be necessary to help reduce the subsidy and to cover the proposed \$3 - H2O Ventures' convenience fee for each ticket. H2O Ventures operates the Hanging Lake shuttle service and the fee they would charge customers would compensate them for development and management of the Maroon Bells' bus service reservation system, the operation of a call center, and the provision of passenger survey data to RFTA.

The hypothetical \$13 ticket price (which included the \$3 - H2O fee), was formulated prior to the imposition by the Board of a maximum subsidy of 10% (+ 1%) limitation on the operation of Maroon Bells' bus service. A few Board members expressed reservations about the affordability of a higher ticket price for some users. Others were concerned about using limited RFTA resources (in terms of revenue, personnel, and equipment) for a service that some felt was not as high a priority as providing transit service for essential workers and for essential purposes. Others felt that they lacked sufficient data about the potential cost of the service and what the cost of the ticket would need to be in order to keep the subsidy at no greater than 10%. Several Board members also indicated that raising the ticket price was not a major concern because; A) RFTA should strive not to incur a subsidy on a recreational amenity; and B) Ski

Lift Tickets and fees for similar activities generally represent a small overall percentage of someone's vacation expenditures for travel, food, and lodging, etc.

To address these concerns, staff suggested that more information could be developed and presented at a Special Meeting the following week. The majority of Board members, however, were not in favor of conducting a Special Meeting, and authorized staff to move forward with planning for the Maroon Bells' bus service implementation, so long as the subsidy remained within the 10% (+1%) parameter established by the Board.

Historical Maroon Bells' Bus Service Performance: As the chart below indicates, from 2009 through 2019, Maroon Bells' bus service ridership increased by 212% (Column O, Line 2). For the past 11 years the Maroon Bells' service operated at a loss for 8 of those years and, for 3 years, generated excess operating revenue. From 2009 through 2015, the farebox recovery ratio averaged approximately 74% of operating costs. In 2016, the adult fare was raised from \$6 to \$8 and, from 2016 through 2019, the farebox recovery ratio averaged approximately 104% of operating costs. Beginning in 2016, higher ridership combined with a higher fare resulted in a higher farebox recovery ratio even though the Total Operating Cost of the Maroon Bells' bus service increased by 188% from 2009 through 2019 (Column O, Line 9). During the same period, fare revenue (net of the Forest Service Fee) increased by 328% (Column O, Line 10) and the subsidy for the service decreased by 107% (Column O, Line 11).

Maroon Bells Bus Tour		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
#	Description	Audited	Audited	Audited	Audited	Audited	Audited	Audited	Audited (2)	Audited	Audited	Preliminary	Original Budget	Revised Service Plan (3)	#	2009 to 2019
		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 (Budget)	2020 (Est.)	1	Change % Change
1	Year	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 (Budget)	2020 (Est.)	1	Change % Change
2	Passengers (1)	74,741	78,916	84,548	101,172	100,319	123,128	174,202	199,768	215,562	243,165	233,556	245,110	78,652	2	158,815 212%
3	Miles	35,594	36,920	38,876	42,151	41,273	46,687	66,253	73,101	78,605	86,354	77,385	80,358	57,948	3	41,791 117%
4	Hours	2,891	3,166	3,412	3,497	3,450	3,917	5,432	5,783	6,558	6,892	6,404	6,673	4,664	4	3,513 122%
5	Total Marginal Cost	\$151,034	\$162,678	\$181,347	\$198,342	\$188,154	\$197,788	\$285,816	\$314,940	\$338,348	\$382,776	\$357,326	\$413,711	\$292,138	5	\$206,292 137%
6	Allocated Fixed Cost	\$79,329	\$84,105	\$91,878	\$95,609	\$98,746	\$140,826	\$195,035	\$215,804	\$259,769	\$296,861	\$284,665	\$326,948	\$228,536	6	\$205,336 259%
7	Subtotal Operating Cost	\$230,363	\$246,783	\$273,225	\$293,951	\$286,900	\$338,614	\$480,851	\$530,744	\$598,117	\$679,637	\$641,991	\$740,659	\$520,674	7	\$411,628 179%
8	Allocated Training & Other Costs	\$10,183	\$13,334	\$15,735	\$16,232	\$17,761	\$23,068	\$34,399	\$35,171	\$43,253	\$47,625	\$50,461	\$55,483	\$38,758	8	\$40,278 396%
9	Total Operating Cost	\$240,546	\$260,117	\$288,960	\$310,183	\$304,661	\$361,682	\$515,250	\$565,915	\$641,370	\$727,262	\$692,452	\$796,142	\$559,432	9	\$451,906 188%
10	RFTA Fare Revenue (net)	\$162,855	\$171,894	\$204,067	\$226,372	\$228,545	\$285,670	\$451,604	\$634,050	\$639,779	\$749,846	\$697,800	\$697,800	\$497,474	10	\$534,945 328%
11	Excess/(Shortage)	(\$77,691)	(\$88,223)	(\$84,893)	(\$83,811)	(\$76,116)	(\$76,012)	(\$63,646)	\$68,135	(\$1,591)	\$22,584	\$5,348	(\$98,342)	(\$61,958)	11	\$83,039 -107%

Ticket Price: In a normal year, a modest fare increase of \$1 or \$2 would virtually guarantee that the service would generate an operating surplus. In the current situation, though, the first \$2.65 increase of the ticket price only pays for the cost of the reservation system. It is noteworthy that the approved RFTA 2020 pre-Covid-19 operating budget for the Maroon Bells' service did not assume a fare increase (although one was envisioned to cover the cost of the reservation system once more was known about its cost) and it was estimated that the service would require a 12% or \$98,342 subsidy (Column L, Line 11, above). During a normal year, depending upon ridership, the actual subsidy might have been reduced if demand proved to be higher than forecasted. However, 2020 is not a normal year. Limiting maximum ridership per bus to 15 passengers on a 35-passenger bus, while concurrently restricting the allowable subsidy

to approximately 11%, or \$61,958 (Column M, Line 11, above), is a challenging conundrum to solve without significantly increasing the fare. This is especially true when, to be somewhat conservative, the assumption is that less than 100% of available tickets will be sold.

For that reason, **staff has set the price of the Maroon Bells' bus ticket at \$15.95** (\$12.65/RFTA, \$0.65/Forest Service, and \$2.65/H2O Ventures including credit card fees). Even at this amount, there is not a tremendous margin for error, assuming 80% of available tickets are sold (see Column A, Line 5, in the chart below), and it is quite possible that the actual year-end, post-audit, subsidy could be higher than the 11.1% assumed (Column G., Line 5, below). If a more conservative estimate of ticket sales is desired, i.e. 75%, 70%, 65%, etc. of maximum tickets sold, the fare would need to be higher (see Columns A and N, Lines 6 through 11, below). That said, staff is relatively comfortable that with a \$15.95 ticket price, the total dollar subsidy should not exceed the amount originally assumed in the adopted 2020 budget (Column L, Line 11, above). It should also be noted that even if the Maroon Bells' bus service is not provided, the Allocated Fixed Cost for the service found in Columns L and M, Line 6, above, would not be eliminated but, rather, would be reallocated at year end to other RFTA services on a pro rata basis; including to service contracts such as the City of Aspen, City of Glenwood Springs, and the Aspen Skiing Company. Anything RFTA can do, therefore, to cover a portion of these fixed costs with fare revenue should ultimately help the bottom line, even if the actual subsidy for the Maroon Bells' bus service exceeds 10%.

While a \$16.75 or \$17.75 total ticket price would provide a more comfortable margin of error, staff is doing its best to keep the price of the ticket as low as possible for users while limiting the subsidy to approximately 10%. Given numerous variables, staff is recommending for this year that there only be a single ticket price for users of all ages and that there not be a family pass. Offering discount options during the 2020 season adds to the complexity of estimating fare revenue. In addition, validating tickets for different users and user groups would be more challenging at the Highlands, while also maintaining adequate social distancing space between RFTA staff and passengers. Another consideration is that in order for the fares of some users to be lower, the fares of other users would, of necessity, need to be higher. In the event discounts are provided, the normal single ticket price would then need to exceed staff's recommendation of \$15.95, in order to lower the cost for different groups of users and stay within the 10% subsidy maximum.

	A	B	C	D	E	F	G	H	J	K	L	M	N	
#	% Tickets Sold	Est. Paid Passengers /Day	Total Est. Paid Passengers	Est. RFTA Cost	Est. RFTA Fare Revenue (net)	Est. Subsidy	Est. Subsidy %	RFTA Fare Share	USFS Fee Included/ Ticket	Total RFTA Single Fare (Incl. USFS Fee)	Fixed H2O Fee Charged Per Ticket	CC Fee Per Ticket added to H2O Share	Single Fare (Incl. USFS Fee) + H2O Fee + CC Fee	#
1	100%	464.00	49,184	559,432	499,218	60,215	10.8%	\$ 10.15	\$ 0.65	\$ 10.80	\$ 2.25	\$ 0.40	\$ 13.45	1
2	95%	441.00	46,746	559,432	497,845	61,588	11.0%	\$ 10.65	\$ 0.65	\$ 11.30	\$ 2.25	\$ 0.40	\$ 13.95	2
3	90%	418.00	44,308	559,432	498,465	60,967	10.9%	\$ 11.25	\$ 0.65	\$ 11.90	\$ 2.25	\$ 0.40	\$ 14.55	3
4	85%	394.00	41,764	559,432	499,080	60,353	10.8%	\$ 11.95	\$ 0.65	\$ 12.60	\$ 2.25	\$ 0.40	\$ 15.25	4
5	80%	371.00	39,326	559,432	497,474	61,959	11.1%	\$ 12.65	\$ 0.65	\$ 13.30	\$ 2.25	\$ 0.40	\$ 15.95	5
6	75%	348.00	36,888	559,432	496,144	63,289	11.3%	\$ 13.45	\$ 0.65	\$ 14.10	\$ 2.25	\$ 0.40	\$ 16.75	6
7	70%	325.00	34,450	559,432	497,803	61,630	11.0%	\$ 14.45	\$ 0.65	\$ 15.10	\$ 2.25	\$ 0.40	\$ 17.75	7
8	65%	302.00	32,012	559,432	497,787	61,646	11.0%	\$ 15.55	\$ 0.65	\$ 16.20	\$ 2.25	\$ 0.40	\$ 18.85	8
9	60%	278.00	29,468	559,432	496,536	62,897	11.2%	\$ 16.85	\$ 0.65	\$ 17.50	\$ 2.25	\$ 0.40	\$ 20.15	9
10	55%	255.00	27,030	559,432	498,704	60,729	10.9%	\$ 18.45	\$ 0.65	\$ 19.10	\$ 2.25	\$ 0.40	\$ 21.75	10
11	50%	232.00	24,592	559,432	497,988	61,444	11.0%	\$ 20.25	\$ 0.65	\$ 20.90	\$ 2.25	\$ 0.40	\$ 23.55	11

While the affordability of the ticket price may be a concern, particularly for families, with a 10% maximum subsidy limitation, 2020 might not be the year to attempt to provide a service that is affordable for everyone. If the fare must be kept lower than \$15.95 and the subsidy cannot exceed approximately 10%, it might mean the Maroon Bells' bus service would need to be cancelled this year and, as a result, become unavailable for any users. If so, what would the alternatives be, i.e. riding bicycles, rollerblading, or making reservations for a very limited number of available parking permits each day? Perhaps RFTA member jurisdictions that are concerned about the affordability of the ticket price could establish a fund to help offset some amount of the fare for people who could establish that it poses a financial hardship for them.

It cannot be overstated, due to COVID-19, 2020 is an extraordinary year! No one could be blamed for thinking that the challenges might be too great and, perhaps, RFTA should sit out this Maroon Bells' season. Yet, no one can say for certain that this will be the only season impacted by COVID-19. If it isn't, the sooner RFTA can learn how to efficiently transport visitors in a manner that is safe for them and RFTA's employees, the sooner RFTA can contribute to the safe and gradual reopening of the economy. Some of the benefits connected with increasing the ticket price this year are as follows.

1. \$2.65 of the fare increase is directly related to the cost of the reservation system and call center, both of which are essential to being able to provide the Maroon Bells bus service in 2020.
2. A fare increase is necessary to have a reasonable chance of limiting the subsidy for the service to 10% and preserving more of RFTA's limited resources for essential services.
3. A fare increase this year will position RFTA in future, post-COVID-19, years to cover its costs for the Maroon Bells' bus service, if not turn a profit.
4. In future years, fares can be rolled back and/or discounts can be added if desired, when concerns about COVID-19 diminish, social distancing is relaxed, and ridership resumes to near normal levels.
5. Future profits can help to cover any excess subsidy actually incurred in 2020 if greater than 10%.

Conclusion: Because it is anticipated that demand will be lighter earlier in the month, staff is planning to begin operating the Maroon Bells Service on June 28, which will coincide with the implementation of RFTA's Phase 5 service increase plan. Staff and RFTA's partners are rapidly finalizing plans to initiate the service. RFTA has entered into Agreements with the US Forest Service and H2O Ventures regarding fees connected with the reservation system for the shuttle service and parking permits. The partners are working on communication plans and beginning to push information out about the reservation system, which is hosted on the Aspen Chamber Resort Association website, through social media. Reservations began being made on the June 2, when the system went live: <https://aspenchamber.org/plan-trip/trip-highlights/maroon-bells/reservations>

Since the initial financial planning for the shuttle service was finalized, two issues arose which could affect the estimated subsidy on the service, as follows:

1. The fare revenue estimate assumed that tickets could be sold on uphill shuttle trips until 3:30 p.m., however, given the maximum limit of 15 passenger per bus, staff believes it is prudent to make the 3:00 p.m. the last time in which tickets can be sold for a ride up

to the Maroon Bells, to ensure that all passengers can be transported back from the Bells by 5:00 p.m. This reduced two revenue trips per day, and reduced the number of fare-paying passengers per day by 24 which, over the 106-day season, reduced total estimated passengers by 2,544 and estimated fare revenue by \$32,182, increasing the estimated subsidy to \$92,799 or approximately 17% of cost (please see the chart below, Column C, Line 13). However, staff believes the increase in subsidy may be able to be mitigated either by selling more tickets above the 12-passenger per trip average used in the financial model, and/or by using the reservation system to look out into the future to trim service on days and at times when it might not be needed based upon reservations.

2. When the financial model was developed, it was assumed that one of the Maroon Bells' Working Group partners would handle passenger check-in at Aspen Highlands. After the ticket price was established, it was determined that RFTA would need to handle this activity. Given the challenges associated with check-in at the Aspen Highlands Ski Area, staff believes the check-in service should be managed by H20 Ventures at a cost of \$1 per ticket, which would include the following services provided by H20 Ventures:

- Leasing of space for a Maroon Bells' shuttle welcome center at Aspen Highlands Base Village.
- One staff person to handle reservation check-in at the welcome center.
- One staff person to handle loading passengers on buses.

The advantages of having H20 Ventures handle the check in process are as follows:

- H20 Ventures is tremendously experienced with the reservation system and adept at checking people in.
- Ability to efficiently utilize bus capacity by making changes in departure times for passengers arriving early or late in real time.
- Ability to resell "No Show" tickets the day of for walk-in customers, with the potential of increasing tickets sold by approximately 8%, which could help offset the additional \$1 per ticket paid to H20 Ventures.
- H20 Ventures is managing the call center for the Hanging Lake parking reservation system as well as the Maroon Bells' parking reservation system. Both of those programs have a very limited number of parking reservations. When people cannot make a reservation for parking on the days they would like to do so, H20 Ventures can refer them to the Maroon Bells shuttle reservation system, if space is available. Having all of these activities melded seamlessly should help increase shuttle ticket sales.

For these reasons, staff believes contracting with H20 Ventures to manage the check-in process at Aspen Highlands will result in the greatest potential to sell the most tickets and to ensure a convenient and well-organized check-in experience for customers. If RFTA attempted to handle the process itself, there would be costs associated with staffing and training, and other logistical details that would need to be worked out in very short order, whereas H20 Ventures will be a highly-experienced and efficient turnkey operation.

The chart below reflects the range of the potential subsidy based upon the two issues discussed above:

REVISED MAROON BELLS' BUS SERVICE COST AND ESTIMATED SUBSIDY LEVEL ASSUMPTIONS				
A	B	C	D	E
Line Item	Original Scenario Assuming 31 Revenue Trips Per Day and an Average of 12 Passengers Per Trip	Revised Scenario Assuming 29 Revenue Trips Per Day and an Average of 12 Passengers Per Trip	Revised Scenario Assuming 29 Revenue Trips Per Day and an Average of 12 Passengers Per Trip with H2O Ventures Managing Check-in Service at Highlands	Revised Scenario Assuming 29 Revenue Trips Per Day and an Average of 13 Passengers Per Trip with H2O Ventures Managing Check-in Service at Highlands
RFTA Estimated Operations' Cost for Maroon Bells' Service 6/28 - 10/11	\$ 559,432	\$ 559,432	\$ 559,432	\$ 559,432
Cost of H2O Ventures Reservation Check-In Service at Highlands @ \$1/Ticket	\$ -		\$ 39,839	\$ 43,159
Adusted Operation' Cost for Maroon Bells' Service 6/28 - 10/11	\$ 559,432	\$ 559,432	\$ 599,271	\$ 602,591
Average Passengers Per Trip	12	12	\$ 12	13
Number of Revenue Bus Trips Per Day	31	29	\$ 29	29
Total Estimated Passengers Per Day	372	348	348	377
No Shows Resold @ 8% of the Total	-	-	28	30
Adusted Estimated Average Daily Ridership	372	348	376	407
Number of Days in Maroon Bells Season	106	106	106	106
Total Estimated Ridership	39,432	36,888	39,839	43,159
RFTA Net Share of \$15.95 Ticket Price	\$ 12.65	\$ 12.65	\$ 12.65	\$ 12.65
Estimated Net RFTA Revenue	\$ 498,815	\$ 466,633	\$ 503,964	\$ 545,961
Estimated Maroon Bells Service Subsidy	\$ 60,617	\$ 92,799	\$ 95,307	\$ 13,471
Estimated Subsidy %	11%	17%	17%	2%

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

Meeting Date:	June 11, 2020
Subject:	Update: Mobility Options for a Vibrant Economy (MOVE) Study Update
Strategic Outcome:	2: ACCESSIBILITY AND MOBILITY
Strategic Objective:	2.2 Trail and transit users move safely, quickly and efficiently
Presented By:	David Johnson, Director of Planning
Staff Recommends:	Staff invites questions and comments from the Board. Board action is not required.
Executive Summary:	<p>RFTA and the City of Glenwood Springs have co-fund and implemented the MOVE study to develop a long-term vision and program for transportation in and through the travel corridors of SH-82 (Grande Avenue), SH-6 (West Glenwood), I-70 and the RFTA Rio Grande Railroad Corridor. Focus will be placed on the transportation, land use, environmental, economic and social needs of the City and the region.</p> <p>Project goals are outlined in the background section.</p> <p>This study was initiated in December 2019 and is expected to be completed in 12 months. At this point in the study, most of the information gathering has been completed, including the first round of public involvement. This update will focus on public involvement information and issues gathered to date. Additional technical analysis, alternatives development, and alternatives analysis will be provided at future Board meetings.</p>
Background/ Discussion:	<p>RFTA and the City are focusing on the following project goals:</p> <ul style="list-style-type: none"> • Ensure mobility and accessibility for residents, visitors and workers of all ages and abilities; • Improve safety for all modes of travel; • Create a balanced, safe and affordable system for transit, autos, bikes and pedestrians; • Identify SH82 optimization strategies for local and regional transit; • Identify vehicle parking needs, parking management optimization plans, and the optimal scope and location for future parking facilities; • Identify the optimal location(s) for regional and local transit stations; • Evaluate the extension of BRT or other mass transit solutions to downtown Glenwood Springs and transit connections to the I-70 corridor for future potential BRT; • Evaluate future changes to the local transit system, based on projected land use, population, and economic development; and • Maximize the operational safety and efficiency of key intersections in the City’s downtown core.
Governance Policy:	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
Fiscal Implications:	RFTA and the City have funded this study, which will cost about \$609,000. Approximately \$80,000 will be offset by an FTA Section 5309 planning grant.
Attachments:	A PowerPoint presentation will be presented at the June 11, 2020 Board Meeting. Yes, please see “Summary of Survey Results and Comments.pdf,” included in the June 2020 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:	June 11, 2020																																				
Agenda Item:	Resolution 2020-14: 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 2020-14																																				
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 May 14th Board meeting, the RFTA Board approved Supplemental Budget Appropriation Resolution 2020-11 for \$232,000 which included \$84,000 to add two-full time Non-CDL Service Worker positions for the remainder of the year and also \$148,000 to continue funding RFTA’s COVID-19 Preparedness Plan through the June 11th 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 early June, our average weekly expenditures are roughly \$36,000.</p> <table border="1"> <thead> <tr> <th></th> <th>Est. Costs</th> <th>Est. Costs</th> <th>Total Est. Cost</th> </tr> <tr> <th></th> <th>3/1-6/13</th> <th>6/14-7/11</th> <th>3/1-7/11</th> </tr> </thead> <tbody> <tr> <td>Facilities</td> <td>\$ 325,693</td> <td>\$ 104,731</td> <td>\$ 430,425</td> </tr> <tr> <td>Vehicle Maintenance</td> <td>\$ 112,388</td> <td>\$ 28,000</td> <td>\$ 140,388</td> </tr> <tr> <td>Negative Sick</td> <td>\$ 56,711</td> <td>\$ 16,203</td> <td>\$ 72,914</td> </tr> <tr> <td>Safety & Training</td> <td>\$ 14,122</td> <td>\$ -</td> <td>\$ 14,122</td> </tr> <tr> <td>Total Est. Cost</td> <td>\$ 508,913</td> <td>\$ 148,934</td> <td>\$ 657,848</td> </tr> <tr> <td>Budget</td> <td>\$ 528,000</td> <td>\$ 130,000</td> <td>\$ 658,000</td> </tr> <tr> <td>Remaining Budget</td> <td>\$ 19,087</td> <td>\$ (18,934)</td> <td>\$ 152</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. The Facilities staff has prepared their initial analysis of the current use of third party services and the scope of work for disinfecting and fogging of facilities and offices and exploring potential alternatives for the longer term, such as bringing them in-house. However additional time is needed to refine the alternatives and determine the preferred approach for the remainder of the year. As such, staff is requesting the board to appropriate an additional \$130,000 to maintain the measures for the next month through the July 9th Board meeting. Included in this is approximately \$24,000 for the cost and installation of “sneeze guards” as an additional protective measure for bus operators and to position RFTA one-step closer to resume transit fare collections.</p> <p align="center">a. \$130,000 increase in Transit</p>		Est. Costs	Est. Costs	Total Est. Cost		3/1-6/13	6/14-7/11	3/1-7/11	Facilities	\$ 325,693	\$ 104,731	\$ 430,425	Vehicle Maintenance	\$ 112,388	\$ 28,000	\$ 140,388	Negative Sick	\$ 56,711	\$ 16,203	\$ 72,914	Safety & Training	\$ 14,122	\$ -	\$ 14,122	Total Est. Cost	\$ 508,913	\$ 148,934	\$ 657,848	Budget	\$ 528,000	\$ 130,000	\$ 658,000	Remaining Budget	\$ 19,087	\$ (18,934)	\$ 152
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Policy Implications:	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”					
Fiscal Implications:	Net increase (decrease) to 2020 fund balance by fund: <table border="1" data-bbox="716 279 1242 352" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 2px;">General Fund</td> <td style="padding: 2px; text-align: right;">\$ (130,000)</td> </tr> <tr> <td style="padding: 2px;">Total</td> <td style="padding: 2px; text-align: right;">\$ (130,000)</td> </tr> </table>		General Fund	\$ (130,000)	Total	\$ (130,000)
General Fund	\$ (130,000)					
Total	\$ (130,000)					
Attachments:	Yes, please see Resolution 2020-14 attached.					

Director _____ moved adoption of the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2020-14
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 June 11, 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:

General Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
No Change		
Total Revenue & OFS	-	

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	1,814,605	-	1,814,605
Other income	906,600	-	906,600
Other financing sources	8,325,000	-	8,325,000
Total	\$60,473,692	-	\$60,473,692

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Transit	\$130,000	COVID-19 preparedness
Total Expenditures & OFU	\$130,000	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$1,092,661	-	\$1,092,661
Transit	28,630,095	130,000	28,760,095
Trails & Corridor Mgmt	612,133	-	612,133
Capital	22,990,877	-	22,990,877
Debt service	1,569,123	-	1,569,123
Other financing uses	3,179,564	-	3,179,564
Total	\$58,074,453	\$130,000	\$58,204,453

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

Revenues and other financing sources	\$0
Less Expenditures and other financing uses	(130,000)
Net increase (decrease) in fund balance	\$(130,000)

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
2020-12	35,014,066	(2,980,013)	32,034,053
2020-14	32,034,053	(130,000)	31,904,053
Total Net Change		\$2,269,239	

* 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 11th day of June 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 June 11, 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 11th day of June, 2020.

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

RFTA BOARD OF DIRECTORS MEETING
“BOARD GOVERNANCE PROCESS” AGENDA SUMMARY ITEM # 8. A.

Meeting Date:	June 11, 2020
Subject:	Identify Board Strategic Plan Priorities for 2021 Budget and Work Plan Development
Strategic Outcome:	RFTA Strategic Plan, All Outcomes
Strategic Objective:	RFTA Strategic Plan, All Objectives
Presented By:	Kurt Ravenschlag, RFTA Chief Operating Officer
Staff Recommends:	Board feedback on Strategic Plan priorities for 2021 budget and work plan development.
Executive Summary:	<p>In September 2019, the RFTA Board of Directors Adopted a multi-year Strategic Plan, which was the result of the work they conducted at the June 2019 Board Retreat. The Board’s work provides a roadmap to achieve the vision of <i>pursuing excellence and innovation in providing preferred transportation choices that connect and support vibrant communities</i>. It clearly identifies objectives that support RFTA’s seven key outcome areas: Safe Customers, Workforce, and General Public; Accessibility and Mobility; Sustainable Workforce; Financial Sustainability; Satisfied Customers; Environmental Sustainability; and High Performing Organization.</p> <p>After initial adoption of the Strategic Plan, staff intended to gain feedback from the Board of Directors on Strategic Plan areas of focus for subsequent years, which then guides development of strategic initiatives and annual budgeting.</p> <p>This year has been unique due to the effects of COVID-19, with Board meetings being performed remotely and staff gaining Board feedback in differing ways. Staff has prepared a survey to solicit Board feedback, prior to the June 11 Board meeting, on the Strategic Objectives and Outcome areas they feel RFTA should be focusing energy and resources, which will in turn influence 2021 Budget Development.</p>
Background/ Discussion:	<p>The RFTA Strategic Plan provides the framework to guide RFTA’s decision making, budgeting, and daily operations. Outcomes represent the high level deliverables that RFTA strives to provide the communities it serves. Each Outcome Area includes several more specific Objectives that define different areas of focus in achieving the Outcome. Performance measures are identified for Objectives with performance targets set annually. Staff then develops Strategic Initiatives that are designed to move the needle in achieving the identified performance targets associated with the Objectives. The Strategic Initiatives become a part of the annual budget requests, and if funded, directly influence daily operations. Each task completed or dollar spent by RFTA should be linked back to the Strategic Plan and ultimately the Mission and Vision of this organization.</p> <p>The RFTA Strategic Plan is a living document and needs annual check-in’s to ensure it is still focused on the organizations priorities and to seek feedback from Board members regarding areas of focus that may be of priority for the upcoming calendar year. Staff will then take this feedback to help develop targeted strategic initiatives in the development of the CEO’s recommended budget.</p>

	<p>RFTA will provide the Board with a subsequent communication providing a link to an online survey that gathers feedback regarding Board members individual thoughts on areas of focus for RFTA in 2021.</p> <p>The survey will ask you to provide input on your top three Outcome areas and top three Objectives within those Outcome areas.</p> <p>We will then review the Board’s feedback during the June 11 RFTA Board meeting and discuss the results and gain alignment for our strategic planning and budget development for 2021.</p>
Governance Policy:	Policy 1.0 Outcomes
Fiscal Implications:	Feedback from the Board regarding areas of focus within the RFTA Strategic Plan will directly influence the creation of the 2021 Annual Budget.
Attachments:	Yes, please see “RFTA Strategic Plan Outcomes and Objectives.pdf,” included in the June 2020 Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Meeting Agenda packet.

RFTA BOARD OF DIRECTORS MEETING
“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 9. A.

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: June 11, 2020

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

COO Update – June 2020

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 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 these projects involve 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.

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"> • 2020 draft budget includes \$175,000 in local match to go towards an FMLD grant that was awarded to Glenwood Springs 		<ul style="list-style-type: none"> • Project on hold as Partners determine if there is budget for 2020
<ul style="list-style-type: none"> • Trail Maintenance 		<ul style="list-style-type: none"> • Still Outstanding

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: June 2020
<ul style="list-style-type: none"> 2020 budget includes \$300,000 to go towards asphalt repair, fencing, rock scaling, shoulder improvements and culvert maintenance 		<ul style="list-style-type: none"> Bids received and contracting in process. Work to begin early July.
<ul style="list-style-type: none"> 2020 budget includes design work to improve Rosebud Trailhead, to include increased parking, vault toilets, lighting and sun shade. 		<ul style="list-style-type: none"> Design work is in Progress

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: June 2020
<ul style="list-style-type: none"> 2020 Budget includes funding to construct 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 2020 budget includes funding for installation of windscreens at select BRT Stations. 		<ul style="list-style-type: none"> Construction on stop improvements in progress 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.

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"> Public outreach through the MOVE Study to gather feedback on preferred alternative of below grade or above grade solutions. Grant pursuits to fully fund project 		<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. Staff may request funding to advance design in 2020 RFTA will seek remaining funding from City of Glenwood Springs and future grants for remaining balance. 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: 45%
RFTA Share: \$290,228	RFTA Balance: \$0	Last Updated: June 2020
<ul style="list-style-type: none"> • MOVE Study to identify preferred alternatives for extending BRT to downtown Glenwood Springs (GWS), expanded park and ride in GWS, location of GWS Downtown Transit Center and one to two BRT stations between 27th Street and downtown GWS. 		<ul style="list-style-type: none"> • First phase of public process complete • Second TAC meeting Complete • Alternatives development near completion • Evaluation criteria in development

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 		<ul style="list-style-type: none"> • 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: 20%
RFTA Share: \$3,115,260	RFTA Balance: \$0	Last Updated: June 2020
<ul style="list-style-type: none"> • 2020 Budget includes funding for the Aspen Maintenance Facility fuel farm upgrade and replacement of underground fuel tanks and mechanical equipment. 		<ul style="list-style-type: none"> • Construction to begin June 15 – 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: June 2020
<ul style="list-style-type: none"> 2020 Budget includes funding for Phase 2 Construction: Grading, Excavation, Fleet Maintenance Build Renovation & Expansion. Purchase of MOC 	<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. CDOT Transportation Commission to review request Mid-June for approval. 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: April 2020
<ul style="list-style-type: none"> 2020 draft budget includes \$1 million for site master planning 	<ul style="list-style-type: none"> Project on Hold due to COVID-19 and Budget Projections 	

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"> 2020 Includes \$200,000 to Support Bike Share Operations and \$150,000 for a Bike Share Expansion Planning 	<ul style="list-style-type: none"> Project is on hold due to Public Health Orders that inhibit a public outreach process. 	

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">The RFTA Contribution when budgeted is \$500,000 to be applied towards construction of a grade pedestrian crossing at the Buttermilk intersection in Pitkin County.		<ul style="list-style-type: none">RFTA is trying to initiate a partnership of interested stakeholders to move Buttermilk Underpass into design phase and establish a partnership for construction.

Bus Replacement – Six, 45' Coach Buses

Total Project: \$4,200,000	2020 Budget: \$4,512,000	% Complete: 5%
RFTA Share: \$840,000	RFTA Balance: \$67,673,000	Last Updated: June 2020
<ul style="list-style-type: none">2020 Budget includes funding to purchase 6 replacement two door over the road coach buses.		<ul style="list-style-type: none">Order placedScheduled for 2021 Delivery

Bus Replacement – Ten, 40' clean 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: June 2020
<ul style="list-style-type: none">2020 Budget includes funding to purchase 10 replacement low floor clean diesel buses.		<ul style="list-style-type: none">Ten replacement buses have been ordered for a January 2021 delivery

Bus Expansion – Five, 40' clean 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: June 2020
<ul style="list-style-type: none">2020 Budget includes funding to purchase 5 expansion low floor clean diesel buses.		<ul style="list-style-type: none">Five expansion buses have been ordered for a December 2020 delivery

2020 Actuals/Budget Comparison (April YTD)

2020 Budget Year				
General Fund	April YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 5,893,819	\$ 4,714,144	25.0%	\$ 25,626,649
Property Tax	\$ 5,116,829	\$ 5,116,829	0.0%	\$ 10,996,000
Grants	\$ 284,199	\$ 284,199	0.0%	\$ 7,334,638
Fares (2)	\$ 883,105	\$ 1,703,414	-48.2%	\$ 5,470,200
Other govt contributions	\$ 1,509,264	\$ 1,509,264	0.0%	\$ 1,914,605
Other income	\$ 384,396	\$ 372,124	3.3%	\$ 906,600
Total Revenues	\$ 14,071,611	\$ 13,699,974	2.7%	\$ 52,248,692
Expenditures				
Fuel (3)	\$ 507,649	\$ 691,526	-26.6%	\$ 1,092,661
Transit (3)	\$ 9,058,187	\$ 9,692,981	-6.5%	\$ 28,398,095
Trails & Corridor Mgmt	\$ 106,205	\$ 110,990	-4.3%	\$ 612,133
Capital	\$ 659,631	\$ 640,847	2.9%	\$ 20,342,904
Debt service	\$ 287,155	\$ 287,154	0.0%	\$ 1,569,123
Total Expenditures	\$ 10,618,826	\$ 11,423,498	-7.0%	\$ 52,014,916
Other Financing Sources/Uses				
Other financing sources	\$ -	\$ -	#DIV/0!	\$ 8,325,000
Other financing uses	\$ (1,075,857)	\$ (1,075,857)	0.0%	\$ (3,179,524)
Total Other Financing Sources/Uses	\$ (1,075,857)	\$ (1,075,857)	0.0%	\$ 5,145,476
Change in Fund Balance (4)	\$ 2,376,928	\$ 1,200,619	98.0%	\$ 5,379,252

- (1) Timing issue, as Sales and Use tax revenue is received 2 months in arrears (i.e. February sales tax is recorded in April)
- (2) Through April, fare revenue and ridership are lower by 47% and 31%, 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 April 2019/2020 comparison of actual fare revenues and ridership on RFTA fare services:

Fare Revenue:	YTD 4/2019	YTD 4/2020	Increase/ (Decrease)	% Change
Regional Fares	\$ 1,645,368	\$ 877,755	\$ (767,613)	-47%
Total Fare Revenue	\$ 1,645,368	\$ 877,755	\$ (767,613)	-47%
Ridership on RFTA Regional Services*:	YTD 4/2019	YTD 4/2020	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	279,263	196,621	(82,642)	-30%
BRT	354,796	237,746	(117,050)	-33%
Carbondale Shuttle	49,716	32,759	(16,957)	-34%
SM-DV	50,253	32,458	(17,795)	-35%
SM-INT	24,826	17,371	(7,455)	-30%
Grand Hogback	33,293	30,007	(3,286)	-10%
Total Ridership on RFTA Fare Services	792,147	546,962	(245,185)	-31%
Avg. Fare/Ride	\$ 2.08	\$ 1.60	\$ (0.47)	-23%
* Excludes Aspen-Snowmass Regional service which is fare-free due to EOTC contributions.				

- (3) In response to the sharp decline in ridership and demand for services due to COVID-19, the following service changes were implemented: Phase 1 cuts on March 16, Phase 2 cuts on March 23, Phase 3 cuts on March 30. Reduced services contribute to lower fuel and transit costs.
- (4) With the unprecedented impacts due to the COVID-19 pandemic affecting our regional economy and service levels through April and beyond, there are many unknowns and staff is monitoring revenues and expenditures and has developed preliminary projections that will be updated as new information becomes available.

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage April 2020 YTD				Hours April 2020 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	1,231,934	1,509,477	(277,543)	-18.4%	59,384	69,133	(9,749)	-14.1%
City of Aspen	180,726	209,884	(29,158)	-13.9%	21,322	23,800	(2,478)	-10.4%
Aspen Skiing Company	156,125	235,865	(79,740)	-33.8%	11,582	15,514	(3,932)	-25.3%
Ride Glenwood Springs	26,380	39,798	(13,418)	-33.7%	2,196	3,238	(1,042)	-32.2%
Grand Hogback	115,071	141,961	(26,890)	-18.9%	5,753	6,883	(1,130)	-16.4%
Specials/Charters	9,816	7,701	2,115	27.5%	663	675	(13)	-1.9%
Senior Van	4,466	8,202	(3,736)	-45.5%	450	733	(283)	-38.6%
Total	1,724,518	2,152,888	(428,370)	-19.9%	101,349	119,975	(18,626)	-15.5%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Apr-19 YTD	Apr-20 YTD	# Variance	% Variance
City of Aspen	647,765	403,077	(244,688)	-37.77%
RF Valley Commuter	995,411	667,351	(328,060)	-32.96%
Grand Hogback	33,293	30,007	(3,286)	-9.87%
Aspen Skiing Company	471,717	346,025	(125,692)	-26.65%
Ride Glenwood Springs	52,768	31,392	(21,376)	-40.51%
X-games/Charter	36,163	32,756	(3,407)	-9.42%
Senior Van	1,305	979	(326)	-24.98%
MAA Burlingame	-	-	-	#DIV/0!
Maroon Bells	-	-	-	#DIV/0!
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	2,238,422	1,511,587	(726,835)	-32.47%

Subset of Roaring Fork Valley Commuter Service with BRT in 2019

Service	YTD Apr 2019	YTD Apr 2020	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	279,263	196,621	(82,642)	-30%
BRT	354,796	237,746	(117,050)	-33%
Total	634,059	434,367	(199,692)	-31%

2019 Financial Statement Audit – Schedule

Date	Activity	Status
5/4/2020 – 5/8/2020	Start of Audit – auditors conducting onsite fieldwork	<i>Completed</i>
6/24/2020	During this period, staff anticipates that the Audit Report will be reviewed by the RFTA Board Audit Subcommittee . An online meeting will be held between the Audit Subcommittee, the auditor and staff to discuss the audit in detail.	<i>On schedule</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)

RFTA Board Retirement Program Subcommittee - Update

At the November 2019 RFTA Board meeting, staff presented a review of the RFTA Retirement Program (the presentation can be found on page 39 of the [November 2019 Board packet](#)). The RFTA Board agreed with staff's recommendation to create the RFTA Board Retirement Program Subcommittee to work with staff to review findings from consultants and benefits counsel, evaluate options and provide recommendations to the RFTA Board regarding potential improvements to RFTA's retirement program. The RFTA Board appointed Jacque Whitsitt (Basalt) and Jonathan Godes (Glenwood Springs) to serve on this subcommittee.

On February 10, 2020, the Retirement Program subcommittee held an initial meeting with RFTA staff (Dan Blankenship, CEO, Michael Yang, CFAO, Kurt Ravenschlag COO, Paul Hamilton, Finance Director, and Linda Forgacs, HR Director), Jared Martin from Innovest (Investment Advisor and Fiduciary to the 401(a) Plan), and Rebecca Hudson from Holland & Hart LLC (Benefits Counsel to the 401(a) Plan). Staff reviewed the November presentation with Jacque Whitsitt and Jonathan Godes which prompted discussion among the group. Staff was directed to work with consultants and benefits counsel to develop proposals that would help RFTA's overall retirement program to move closer towards the recommended total percentage contribution for retirement savings of a minimum of 20% of compensation.

Between March and April, RFTA staff worked with Innovest to survey the 401(a) Plan participants and develop two proposals to present to the Retirement Program subcommittee. In order not to lose sight of this important issue due to the focus on COVID-19, staff would like to schedule a virtual meeting with the subcommittee to check-in and share the survey results and present and discuss the two proposals that were developed. However, before doing so, **staff requests the RFTA Board appoint a replacement to fill the vacancy on the Retirement Program subcommittee left by Jacque Whitsitt (who had rolled off the RFTA Board at the end of April) before scheduling the next meeting with the subcommittee.**

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

Please see the "6-11-20 Planning Department Update.pdf" included in the June 2020 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

Facilities and Bus Stop Maintenance June 11, 2020

Capital Projects Update

Projects currently under construction:

- AMF fuel farm replacement. Beginning the week of June 15, Johnston construction will begin the demolition of the existing fueling canopy, installing the temporary fueling station and removing the existing fuel tanks.
- Highway 82 bus stop improvements. Scott contracting has begun work on the project they are currently clearing and grubbing at the CMC park and ride and stockpiling dirt for future construction. Work will begin at the Sagewood bus stop the week of June 15th.
- The outside benches at the 27th street BRT station and the Carbondale Park and ride have been refinished and replaced. The remainder of the bench refinishing work will be completed by August 31. Staff is also developing a new bench design that will take less material to build and researching alternative wood and manmade products that required little or no maintenance to construct them from. The objective is to have a new design and material identified so that the next time the bench's need to be refinished, there is the option of replacing them with a new design made from longer lasting, low maintenance material that will not require the extensive refinishing procedure of the current design.
- The contract to sweep, restripe and crack seal the parking areas at RFTA properties has been awarded to Summit Sweeping and this project will begin the week of June 15.
- The Rio Grande Trail maintenance project bid on 5/3 and staff received 3 bids with the low bid being within the original project budget. Staff is currently working on the process to validate the bid and work through the contracting project. It is anticipated that this project will begin in late summer.

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. Completed.
4. GMF phase 2 expansion of services bays and office space. Being reevaluated
5. The demolition of the GWS MOC building after the purchased 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 stops 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. Under way.
15. Replace the BEB car chargers at the Carbondale and New Castle Park and rides. Completed

Facilities projects completed in 2020:

Staff has completed the following construction projects in 2020.

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

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)
- **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 as ever out on the trail as we are gearing up for summer and the increased trail use.
- 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.
 - ❖ See the table below for a comparison in trail counts between 2019 and 2020. The counts are UP at every single location along the lower 20 miles of Rio Grande Trail.
- Staff reorganized the 2020 Repair/Maintenance project, broke out some items, and put it back out on the streets...we received 3 responsive bids and are moving forward with getting a contract in place.
- 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.

- Staff is working with Procurement and coordinating with Goat Green to have the goats back out working along the corridor. We would like to start the goats earlier this year, in the attempt to see how the timing of the application affects the vegetation management/results.
- Garfield County Road and Bridge crews have been building the Riverview Trail that will connect CR 109 and the Westbank area up to the Rio Grande Trail and then over to the Riverview Connection down to the school. See photos below of the construction activities.
- 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 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!
 - ❖ Work on this park will begin this year.
- Staff is trying to find spare time to construct new trailhead kiosks. One goal with the new kiosks is to display the RFTA Right of Way, an attempt to educate trail users where public/private property boundaries are in the real world.
- Staff improved the social trail that leads you under the old railroad bridge to the Roaring Fork River; approximately ½ a mile north of the Carbondale Park-n-Ride. Please see photos below.

Rio Grande Trail: Pedestrian Count Comparisons 2019 vs 2020

Counter Location	2019 (Jan-April)	2020 (Jan-April)	Delta: 2020-2019	% Increase
27th St – Glenwood Springs	5,547	9,238	3,691	67%
Catherine Store Bridge*	125	219	94	75%
CMC/Habitat	7,155	11,767	4,612	64%
Holy Cross	4,689	10,419	5,730	122%
Hooks Trailhead	3,624	6,099	2,475	68%
Satank Bridge	7,778	13,107	5,329	69%
Snowmass Drive - Carbondale	11,431	14,189	2,758	24%
7 th St - Carbondale	27,430	32,670	5,240	19%

*Note: Catherine Store Bridge Counter is located inside the closed gate, which opens on April 30 at 5pm.



Photo 1 – Safe Routes to School: Riverview Trail. Construction activities at the “tie-in” to the Rio Grande Trail



Photo 2 – Riverview Trail construction



Photo 3 – Improved “social trail” down to the Roaring Fork River. ROW Map posted to educate users of property boundaries. Revegetation efforts on the steep slope; grass seed and erosion control BMPs.



Photo 4 – Aerial view, end of the trail.



Photo 5 – Aerial view of the “beach”