

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

TIME: 9:00 a.m. – 11:30 a.m., Thursday, July 9, 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 Outlook Meeting Invitation transmitting the Board Agenda, on the second page of this Agenda, or at www.rfta.com on the Board Meeting page.

(This Agenda may change before the meeting)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	9:00 a.m.
2	Approval of Minutes: RFTA Board Meeting June 11, 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. RFTA 2019 Audited Financial Report – Michael Yang, CFAO, page 9	4.2.5	Approve	
6	Public Hearing:			
	A. Resolution 2020-15: 2020 Supplemental Budget Appropriation – Michael Yang, CFAO, page 14	4.2.5	Approve	10:35 a.m.
7	Presentations/Action Items:			
	A. RFTA Service Planning Issues Related to the Outbreak of Coronavirus (COVID-19) – Dan Blankenship, CEO, Kurt Ravenschlag, COO, Michael Yang, CFAO, and Jason Smith, Safety and Training Manager, page 19	2.2.3	Discussion/ Direction	9:20 a.m.
	B. Maroon Bells' Shuttle Service Update – Dan Blankenship, CEO, Kurt Ravenschlag, COO, Michael Yang, CFAO, page 24	4.2.5	Discussion/ Direction	9:50 a.m.
	C. MOVE Update – David Johnson, Director of Planning and Kurt Ravenschlag, COO, page 26	2.3.7	Discussion/ Direction	10:20 a.m.
8	Board Governance Process:			
	A. Identify Board Strategic Plan Priorities for 2021 Budget and Work Plan Development – Kurt Ravenschlag, COO, page 28	4.3.2.A	Agenda Planning	10:45 a.m.
9	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 30	2.8.6	FYI	11:20 a.m.
10	Issues to be Considered at Next Meeting:			
	To Be Determined at July 9, 2020 Board Meeting	4.3	Meeting Planning	11:25 a.m.
	(Agenda Continued on the Next Page)			

	Agenda Item	Policy	Purpose	Est. Time
11	Next Meeting: 8:30 a.m. – 11:30 a.m., August, 13, 2020 via Webex Teleconference (Details to be provided later)	4.3	Meeting Planning	11:27 a.m.
12	Adjournment:		Adjourn	11:30 a.m.

When it's time, join your Webex meeting here.

Meeting number (access code): 133 619 0652

Meeting password: meJ4g3BXnj3



Tap to join from a mobile device (attendees only)

[+1-650-479-3208](tel:+16504793208), [1336190652##](tel:+1336190652) Call-in toll number (US/Canada)

Join by phone

1-650-479-3208 Call-in toll number (US/Canada)

Join from a video system or application

Dial [1336190652@rfta.webex.com](https://1336190652.rfta.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial 1336190652.rfta@lync.webex.com

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
June 11, 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); Shelley Kaup (City of Glenwood Springs)

Staff Present (via WebEx):

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Angela Henderson, and Brett Meredith, Facilities & Trails Department; David Johnson and Jason White, Planning Department; Jamie Tatsuno, Marketing and Communications; Paul Hamilton, Director of Finance; Tammy Sommerfeld, Procurement; Ian Adams and John Blair, Operations Managers; Mark Stevens, Bus Operator

Visitors Present (via WebEx):

David Pesnichak (EOTC/Pitkin County); John Kruger (City of Aspen); Ken Murphy and Ted Miller (H2O Adventures); Emily Kushto (Parsons)

Agenda

1. Call to Order/Roll Call:

Art Riddile called the RFTA Board of Directors to order at 9:00 a.m. Riddile declared a quorum to be present (8 member jurisdictions present) and the meeting began at 9:01 a.m.

2. Approval of Minutes:

Riddile moved to approve the May 14, 2020 Board Meeting Minutes, and Ann Mullins 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 June 11, 2020 Board Agenda.

No members of the public had any comments.

Riddile closed Public Comments at 9:03 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 June 11, 2020 Board Agenda.

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

Ann Mullins stated that the meeting with the Federal Transit Administration (FTA), U.S. Department of Transportation (USDOT), and Congressional Delegates to request support for RFTA receiving Federal grant funding went exceptionally well. There was a great amount of interest in RFTA's vision for its future, and RFTA made a big impression in terms of the amount of local matching funds it was committing, the potential for Hydrogen fueling for Fuel Cell Electric Vehicles, and the Regional/State-Wide significance of the Glenwood Maintenance Facility expansion project (a.k.a. the Regional Transit Center).

Shelley Kaup questioned if the crossing at 27th Street was the best place for the future pedestrian crossing, and if there were possibly a better location for the crossing. She offered the idea of possibly a new bus station at the old Safeway location.

Dan Blankenship responded that there are alternate locations that could be evaluated as part of the MOVE study, however, they could require new investments and funding, since CDOT grants have already been garnered for the 27th St./Highway 82 crossings. Blankenship was unsure whether those funds could be reallocated to a new pedestrian crossing plan or another capital project. Blankenship felt that grade-separated crossings of 27th Street and Highway 82 are definitely needed due to conflicts with pedestrians and trail users.

Riddile closed Board comments at 9:13 a.m.

5. Consent Agenda:

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

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. Fehr and Peers conducted a study, to investigate and prioritize safety, geometric, and operational characteristics of 47 intersections. The 27th Street intersection ranked as the 3rd highest priority intersection in the 4-county Intermountain Region.

The 27th Street BRT 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 a bicyclist fatality occurred in 2018. This project will address these issues at 27th Street and State Highway 82, where safety, congestion, transportation conflicts, and other impacts are particularly critical.

In the Destination 2040 Plan, RFTA committed to funding \$4.3 million of the approximately \$9 million estimated project cost, the remaining funds would come from other sources. RFTA and the City of Glenwood Springs have since received an additional \$1.1 million in CDOT Multimodal Options Fund (MMOF) funds, \$1 million in CDOT Regional Priority Project (RPP) funds, and \$1 million in Transportation Alternatives Program (TAP) funds.

Markey Butler moved to approve 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, and Riddile 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

On May 10, 2020, staff implemented RFTA's Phase 4 service increase plan. 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.

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. RFTA has done a good job of maintaining passenger loads at the 9 – 15 passengers' maximum. There was one trip that had 20 passengers, until a backup bus could be deployed. There were 6 times where 23 total passengers were left waiting at bus stops because the 15-passenger limit had been reached and no backup bus readily available. 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.

Staff reached out Pitkin County Public Health Officials to apprise them that RFTA believes it will soon be necessary to preserve its backup buses for trips exceeding 15, this will help reduce the number of backup buses required. Pitkin County Health Officials have given RFTA the okay to implement this change. RFTA is continuing to require passengers to wear face coverings.

Staff is currently planning for the implementation of its Phase 5 service level increase plan. Phase 5 represents approximately 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, should spread demand throughout the day, enabling RFTA to manage its limited number of backup buses.

RFTA will be approximately 8 Bus Operators short of the number required for scheduling each week. RFTA plans to hire returning seasonal and part-time Bus Operators. 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.

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. Phase 5 will require approximately 75 buses per day, allowing approximately 22 buses to be used for spares. Use of the over-the-road buses is contingent upon the installation of sneeze curtains surrounding the driver's compartment in these vehicles.

Staff is currently installing sneeze curtains in the driver compartments of RFTA's low-floor and over-the-road coaches. The curtains 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.

Mike Yang, CFAO, presented an updated financial forecast as of June 5, which added an estimated \$1.52 million to fund balance at year end.

A current RFTA employee is able to create the sneeze guards that RFTA is installing on buses, however, there is a conflict of interest due to it being an employee. Blankenship is able to allow the employee to create the sneeze guards if the Board authorizes him to create a waiver for the conflict of interest. The total budget for creating and installing the sneeze guards is \$25,000 and the waiver would allow RFTA to negotiate with the employee on the final cost.

Jeanne McQueeney moved to allow RFTA staff to initiate a waiver for the conflict of interest and allow the RFTA employee to create and install sneeze guards for RFTA buses, Markey Butler seconded the motion. The motion was unanimously approved.

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

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%. Maroon Bells' shuttle service is set to begin operating on Sunday, June 28 and continue operating through Sunday, October 11.

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. 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. The reservation system went live on June 2 and can be accessed at: <https://aspenchamber.org/plan-trip/trip-highlights/maroon-bells/reservations>. Buses will transport up to 15 passengers at one time. All passengers, except children under the age of 2 must wear face coverings.

Board members agreed that the \$15.95 ticket price was reasonable, especially considering that many of the other ticket prices for recreation activities in the area are approximately the same price. Other recreation activity ticket prices include: Aspen Gondola ride, \$24, Snowmass package, \$40, Glenwood Springs Gondola ride, \$20 with additional cost for activities on the mountain. The cost is also reasonably comparable to other national park costs and activities happening in and around Aspen. The Board stated that this needs to be presented to the public with great enthusiasm for it to be successful. Blankenship advised the Board that for an additional \$1 fee per ticket, H2O Ventures will provide a reservation check-in service at a Welcome Center at the Aspen Highlands. The additional cost may be offset by the resale of "No Show" tickets to walk-in standby passengers. This cost and a revised reduced estimate of ticket sales, prompted Blankenship to inform the Board that it may be challenging to hit the 10% maximum subsidy condition placed on the operation of the service. However, the Board indicated support for moving ahead with the program for the coming season.

C. MOVE Update – David Johnson, Director of Planning and Kurt Ravenschlag, COO

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 (Grand 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.

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.

Project Goals:

- 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.

7. Public Hearing:

A. Resolution 2020-14: 2020 Supplemental Budget Appropriation – Michael Yang, CFAO

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 for 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.

An additional \$130,000 is being budgeted 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.

Mullins moved to approve Resolution 2020-14: 2020 Supplemental Budget Appropriation and Riddile seconded the motion.

A Roll Call Vote Was Taken and the motion was unanimously approved:

Art Riddile	Yes
Markey Butler	Yes
George Newman	Yes
Ann Mullins	Yes
Jeanne McQueeney	Yes
Bill Kane	Yes
Jonathan Godes	Yes
Dan Richardson	Yes

8. Board Governance Process:

A. Identify Board Strategic Plan Priorities for 2021 Budget and Work Plan Development – Kurt Ravenschlag, COO.

Three (3) areas were determined to be of highest priority from the survey sent to Board members, those include:

- Safe Customers
- Accessibility and Mobility
- Financial Sustainability

At this time RFTA staff will focus their attention on these three areas as top priorities for 2021. All areas are important and will be looked at, however, these three will be looked at first by staff.

Unfortunately, not all Board members received or completed the survey. Kurt Ravenschlag is going to resend the survey so that there is 100% participation and all Board members have their opinions counted.

9. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

Michael Yang stated that Jacque Whitsitt held a seat on the RFTA Retirement Plan Subcommittee and since she is no longer a RFTA Board member, he requested that another member of the RFTA Board be appointed to replace her.

Dan Richardson volunteered to be the new member for the RFTA Retirement Board.

10. Issues to be Considered at Next Meeting:

11. Next Meeting: 8:30 a.m. – 11:30 a.m., July 9, 2020, Carbondale Town Hall, Room 1

12. Adjournment:

Riddile moved to adjourn from the June 11, 2020 RFTA Board meeting, and Mullins seconded the motion. The motion was unanimously approved.

The June 11, 2020 RFTA Board Meeting adjourned at 11:00 a.m.

Respectfully Submitted:

Nicole R. Schoon
Secretary to the RFTA Board of Directors

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

Meeting Date:	July 11, 2020
Agenda Item:	RFTA 2019 Audited Financial Report
Strategic Outcome:	Financial Sustainability
Strategic Objective:	2.3: Financial Condition and 2.4: Asset Protection
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance Paul Backes, McMahan & Associates, LLC (auditor)
Recommendation:	Accept RFTA 2019 Audited Financial Report
Core Issues:	<ol style="list-style-type: none"> 1. The annual financial statement audit is required by third parties, which includes the Federal Transit Administration, Colorado Department of Transportation, Municipal Securities Rulemaking Board, and Standard & Poor’s. 2. McMahan & Associates LLC conducted the audit and is responsible for expressing an opinion on: <ol style="list-style-type: none"> a. RFTA’s financial statements and the budget and actual individual fund statements for the year ended December 31, 2019, and b. RFTA’s compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement applicable to each of its major federal programs for the year ended December 31, 2019. 3. An unqualified or “clean” opinion was received from the auditors that RFTA’s 2019 financial statements conform to U.S. generally accepted accounting principles and that RFTA is in compliance with the requirements for each of its major federal programs. 4. No deficiencies were reported; no prior or current year findings or questioned costs were identified. 5. On June 24, 2020, the RFTA Board Audit Subcommittee (RFTA Board members: Ann Mullins, City of Aspen and subcommittee Chair, and Markey Butler, Town of Snowmass Village; Independent Financial Experts: Jill Klosterman, Eagle County Director of Finance, and Ann Driggers, Pitkin County Director of Finance) had a two hour meeting with our auditor which included an in-depth review and discussion of the 2019 audit. RFTA staff was available for a portion of the meeting to answer questions from the subcommittee. The subcommittee approved that the 2019 audited financials be recommended for acceptance by the RFTA Board of Directors. 6. Based on the unqualified or “clean” opinion from the auditors and with the RFTA Board Audit Subcommittee approval as evidenced by the attached meeting minutes prepared by the subcommittee, staff recommends that the RFTA Board accept the 2019 Audited Financial Report.

Policy Implications:	Board Asset Protection Policy 2.4.8 states, “The CEO may not compromise the independence of the Board’s audit or other external monitoring or advice.”
Fiscal Implications:	Failure to comply with annual financial statement audit requirements by third parties can negatively affect existing agreements and future grant awards resulting in unfavorable financial conditions.
Attachments:	<ol style="list-style-type: none"> 1. RFTA Board Audit Subcommittee Meeting Minutes, attached below, 2. Communication to the Governing Board Letter from auditor, and 3. “RFTA 2019 audited financial statements (FINAL).pdf” with auditor’s opinion letters included in the July 2020 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

RFTA Board Audit Subcommittee Meeting Minutes
June 24, 2020

GoToMeeting started at 1:00 p.m.

Attendees:

Audit subcommittee members:

1. Ann Mullins (City of Aspen)
2. Markey Butler (Town of Snowmass Village)
3. Jill Klosterman (independent financial expert and Finance Director for Eagle County)
4. Ann Driggers (independent financial expert and Finance Director for Pitkin County)

External auditors:

1. Paul Backes, CPA (Partner at McMahan & Associates)
2. Nick Graham, CPA (McMahan & Associates)

RFTA Staff:

1. Dan Blankenship (RFTA CEO)
2. Kurt Ravenschlag (RFTA COO)
3. Michael Yang, CPA (RFTA CFAO)
4. Paul Hamilton, CPA (RFTA Finance Director)
5. David Carle (RFTA Accounting Manager)

Michael Yang began the meeting with group introductions.

Paul Backes explained their audit approach and discussed the following items:

1. Planning
 - a. Includes review of internal controls
2. Fieldwork
 - a. Includes review of cash, bank reconciliations, assets (including capital assets), accounts payable, debt, and fund balance
3. Reporting
 - a. Includes review of Financial Statements
 - b. 2019 Audit has an unmodified opinion (clean opinion)

Paul Backes also reviewed the Statement of Revenues, Expenditures, and Changes in Fund Balance/Statement of Activities on page C2 of the Financial Statements, including the revenues, expenditures, and changes in fund balance. The ending fund balance for the General Fund was \$34 million compared to \$41 million (or roughly 83%) in General Fund total expenditures. He noted a strong fund balance in 2019, which is helpful for 2020 amid the COVID-19 pandemic. He discussed the modified accrual method of accounting (cash basis/fund level) and the full accrual method of accounting (government wide). He noted that the full accrual method is a long term view and the fund level is a short term view. Also noted was that the RFTA Board is ultimately responsible for the financial condition of RFTA and the audited financial statements are also distributed to outside entities (i.e. Federal government, Colorado State Government, bond holders, insurance companies, banks, etc.). Paul also noted that while RFTA is in a strong financial position in 2019; he does not know what 2020 will look like.

Michael Yang stated that RFTA budgeted for a surplus in 2019 primarily due to the initial year of the collection of property tax revenues to fund RFTA's Destination 2040 plan, which is a 20 year plan consisting of a

combination of service enhancements and capital projects. Sales tax revenues exceeded estimates in 2019, which the Wayfair Supreme Court decision and Colorado House Bill 19-1240 may have impacted due to additional revenues from internet sales. Ann Driggers mentioned the volatility of sales tax that Pitkin County is experiencing in 2020 and noted that March and April sales tax revenues received were better than the initial projected losses due to the COVID-19 pandemic affecting the region in March. She also added that Pitkin County is looking into refunding the 2010 Bonds in the fall of 2020 which would help reduce the annual debt service that RFTA currently pays though sales tax revenues withheld from Pitkin County. Paul Backes thought the timing of the Wayfair decision could not have come at a better time.

Ann Mullins asked about the General Fund reserves and the 3% TABOR Reserve. She mentioned the City of Aspen requires a 12% reserve and asked if RFTA had considered a higher fund balance requirement. Michael Yang discussed the various buckets of RFTA's Fund Balance shown on page D14 of the Financial Statements, and indicated that in addition to the restricted fund balance satisfying the 3% TABOR requirement, that RFTA has a substantial amount of committed Fund Balance for operating (\$9.3 million) and capital reserves (\$16.1 million) based on policy approved by the RFTA Board. The operating reserve policy is based on Government Finance Officers Associations' best practices that takes the higher of a two-month average of operating expenditures or revenues (whichever is higher), and, as a point of reference, the operating reserve amount exceeds the percentage loss of sales tax revenues that RFTA experienced during the Great Recession in 2009. Sales tax revenues comprise the largest portion of RFTA's revenues and is also the most volatile, although the addition of property tax revenues has helped diversify RFTA's revenue and adds more stability to overall revenues. Paul Backes added that property tax revenues are not as volatile as sales tax revenues and types of revenues are important in analyzing fund balance. Paul Backes shared a couple ratios he uses in his analysis: General Fund – Fund Balance to General Fund Total Expenditures (RFTA is at 83%) and overall total Fund Balance – All Funds to overall Total Expenditures All Funds (RFTA is at 71%). Paul Backes indicated RFTA has healthy reserves. Ann Mullins commented it could be a good discussion for the Board to review the reserve policies in the future.

Markey Butler asked if RFTA is adequately funded given the current challenges and if COVID-19 goes into 2022. Dan Blankenship commented that similar to past downturns in the economy, RFTA continues to forecast potential shortfalls and develop plans to counter the shortfalls, such as service reductions, deferral of projects, wage freezes, and fare increases. Layoffs did not occur during the last recession while position vacancies due to attrition were not filled. There are peaks and valleys associated with COVID-19 and it's hard to predict. If there's no CARES Act funding in the future, will layoffs be needed? This is the hardest part to handle and we are hoping to avoid this.

Paul Backes discussed their firm's letter they put out called "Financial Risks in Downturn" and how fraud risks can increase during the pandemic, how Finance/IT workload is way up and can overwhelm Finance and IT teams due to additional needs, and how internal controls can be stressed due to restructuring and layoffs and cybersecurity concerns.

Paul Backes discussed McMahan and Associates' governing board letter. He highlighted the most sensitive estimates; all receivables at year-end were deemed collectible, and capital assets estimated useful lives are based on industry practice. He noted that the RFTA staff was helpful during the course of the audit with no disagreements with management. There weren't any material journal entries from the audit, which means the financial information going to the board is accurate. There is a new accounting standard on leases which will need to be implemented. Overall, the 2019 was a clean audit and RFTA is in good financial condition. Ann Mullins agreed with this statement. Paul Backes also noted the stability (in terms of personnel) within RFTA's finance department.

Ann Mullins asked about the increase in overtime in 2019 and what is anticipated in 2020. Dan Blankenship discussed that increase in overtime is attributable to a shortage in the number of bus operators versus what

was budgeted for a majority of the year. Savings in benefits and health insurance helped offset the increase in overtime. While employees are willing to work overtime, the long-term risk is burnout. Michael Yang discussed how the budgeting process includes a target number of full-time bus operators. In the fall of 2019 leading up to the winter high season, there was a record hiring process to reach our target. In March 2020, more seasonal drivers were promoted to full-time. In 2020, RFTA is trending lower in overtime. With the CARES Act Funding in 2020, RFTA did not have to make tough decisions regarding staffing, which may not be the case in 2021. Dan Blankenship said 2021 will be more challenging due to the unknowns.

At approximately 2:05 p.m., RFTA staff left the room to allow the audit subcommittee members to talk with the auditors.

Meeting adjourned approximately 2:15 p.m.

RFTA BOARD OF DIRECTORS MEETING
“PUBLIC HEARING” AGENDA SUMMARY ITEM # 6. A.

Meeting Date:	July 9, 2020
Agenda Item:	Resolution 2020-15: 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 2020-15

As part of on-going review, staff has identified the following supplemental budget appropriations needed with respect to the projects described below:

General Fund:

- COVID-19 Preparedness Plan:** At the June 9th Board meeting, the RFTA Board approved Supplemental Budget Appropriation Resolution 2020-14 for \$130,000 to continue funding RFTA’s **COVID-19 Preparedness Plan** through the July 9th 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 July, our average weekly expenditures are roughly \$34,000.

Core Issues:

	Est. Costs	Est. Costs	Total Est. Cost
	3/1-7/11	7/12-12/31	3/1-12/31
Facilities	\$ 419,329	\$ 334,509	\$ 753,838
Vehicle Maintenance	\$ 140,388	\$ 25,000	\$ 165,388
Negative Sick	\$ 41,722	\$ 60,265	\$ 101,987
Safety & Training	\$ 14,122	\$ -	\$ 14,122
Total Est. Cost	\$ 615,561	\$ 419,774	\$ 1,035,335
Budget	\$ 658,000	\$ 378,000	\$ 1,036,000
Remaining Budget	\$ 42,439	\$ (41,774)	\$ 665
Avg. Weekly	\$ 34,198	16,791	\$ 24,078

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 remainder of the year. The Facilities staff completed 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 is moving to on-call services for fogging RFTA’s facilities. Staff will continue using third party janitorial services to maintain an increased level of cleaning and disinfecting RFTA’s facilities. Based on our assumptions and estimates at this time, staff is requesting the Board to appropriate an **additional \$378,000 to maintain these measures through the end of the 2020.**

- \$378,000 increase in Transit**

	<p>2. RFTA/Town of Snowmass Village Transit Service Agreement: The originally adopted 2020 budget included an estimate of \$495,323 of transit expenditures for the annual renewal of TOSV service agreement for connecting service agreed to by TOSV and RFTA. Since then, the service levels have been modified due to COVID-19. As such, a reduction of \$158,529 is needed to reflect the reduced service levels and lower estimated cost of \$336,794 for the agreement.</p> <p style="text-align: center;">1. \$158,529 decrease in Transit</p>				
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:	<p>Net increase (decrease) to 2020 fund balance by fund:</p> <table border="1" data-bbox="727 674 1252 747"> <tr> <td data-bbox="727 674 1003 709">General Fund</td> <td data-bbox="1003 674 1252 709">\$ (219,471)</td> </tr> <tr> <td data-bbox="727 709 1003 747">Total</td> <td data-bbox="1003 709 1252 747">\$ (219,471)</td> </tr> </table>	General Fund	\$ (219,471)	Total	\$ (219,471)
General Fund	\$ (219,471)				
Total	\$ (219,471)				
Attachments:	Yes, please see Resolution 2020-15, attached below.				

Director _____ moved adoption of the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2020-15
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 July 9, 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	\$378,000	COVID-19 preparedness
Transit	(158,529)	True down TOSV Transit Service Agreement
Total Expenditures & OFU	\$219,471	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$1,092,661	-	\$1,092,661
Transit	28,760,095	219,471	28,979,566
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	\$58,204,453	\$219,471	\$58,423,924

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

Revenues and other financing sources	\$0
Less Expenditures and other financing uses	(219,471)
Net increase (decrease) in fund balance	\$(219,471)

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			\$34,430,736*
2019-28 & 2019-29	\$34,430,736	\$6,639,095	41,069,831
2020-03	41,069,831	1,155,000	42,224,831
2020-07	42,224,831	(2,134,843)	40,089,988
2020-10	40,089,988	(280,000)	39,809,988
2020-12	39,809,988	(2,980,013)	36,829,975
2020-14	36,829,975	(130,000)	36,699,975
2020-15	36,699,975	(219,471)	36,480,504
Total Net Change		\$2,049,768	

* Audited

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 9th day of July 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 July 9, 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 9th day of July, 2020.

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

RFTA BOARD OF DIRECTORS MEETING
“DISCUSSION/DIRECTION” AGENDA SUMMARY ITEM. # 7. A.

Meeting Date:	July 9, 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. Current RFTA Service Level: At the June 11, 2020 meeting, the RFTA Board was informed that due to increasing ridership demand for regional commuter service, staff was planning to implement RFTA's Phase 5 service level increase plan. As part of the plan, RFTA would save its limited backup bus capability for scheduled trips in which the maximum number of passengers on board the bus at one time reached 15, instead of 9. On June 28, the Phase 5 service level plan was initiated and superseded the Phase 4 service level plan that had been in effect since May 10.</p> <p>Overall, Phase 5 represents approximately a 50% increase in the number of daily bus trips compared to Phase 4. It is hoped the additional capacity that Phase 5 will provide, in addition to only backing up buses when ridership reaches 15 passengers on a bus at one time, will help spread demand throughout the day and enable RFTA to manage its limited number of backup buses in the most efficient manner possible. See below for a comparison of Phase 4 and 5 scheduled bus trips.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="7">RFTA Comparison of Daily Bus Trips by Phase</th> </tr> <tr> <th></th> <th>A.</th> <th>B.</th> <th>C.</th> <th>D.</th> <th>E.</th> <th></th> </tr> <tr> <th></th> <th>Services Provided by RFTA</th> <th>Phase 4 # Trips</th> <th>Phase 5 # Trips</th> <th># Variance Phase 5 to Phase 4</th> <th>% Variance Phase 5 to Phase 4</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Valley Local</td> <td>71</td> <td>75</td> <td>4</td> <td>6%</td> <td>1</td> </tr> <tr> <td>2</td> <td>BRT</td> <td>54</td> <td>106</td> <td>52</td> <td>96%</td> <td>2</td> </tr> <tr> <td>3</td> <td>Hogback</td> <td>14</td> <td>20</td> <td>6</td> <td>43%</td> <td>3</td> </tr> <tr> <td>4</td> <td>Brush Creek To Snowmass</td> <td>18</td> <td>36</td> <td>18</td> <td>100%</td> <td>4</td> </tr> <tr> <td>5</td> <td>Subtotal Regional Services</td> <td>157</td> <td>237</td> <td>80</td> <td>51%</td> <td>5</td> </tr> <tr> <td>6</td> <td>Ride Glenwood</td> <td>22</td> <td>22</td> <td>0</td> <td>0%</td> <td>6</td> </tr> <tr> <td>7</td> <td>City of Aspen</td> <td>206</td> <td>305</td> <td>99</td> <td>48%</td> <td>7</td> </tr> <tr> <td>8</td> <td>Total</td> <td>363</td> <td>542</td> <td>179</td> <td>49%</td> <td>8</td> </tr> </tbody> </table>	RFTA Comparison of Daily Bus Trips by Phase								A.	B.	C.	D.	E.			Services Provided by RFTA	Phase 4 # Trips	Phase 5 # Trips	# Variance Phase 5 to Phase 4	% Variance Phase 5 to Phase 4		1	Valley Local	71	75	4	6%	1	2	BRT	54	106	52	96%	2	3	Hogback	14	20	6	43%	3	4	Brush Creek To Snowmass	18	36	18	100%	4	5	Subtotal Regional Services	157	237	80	51%	5	6	Ride Glenwood	22	22	0	0%	6	7	City of Aspen	206	305	99	48%	7	8	Total	363	542	179	49%	8
RFTA Comparison of Daily Bus Trips by Phase																																																																														
	A.	B.	C.	D.	E.																																																																									
	Services Provided by RFTA	Phase 4 # Trips	Phase 5 # Trips	# Variance Phase 5 to Phase 4	% Variance Phase 5 to Phase 4																																																																									
1	Valley Local	71	75	4	6%	1																																																																								
2	BRT	54	106	52	96%	2																																																																								
3	Hogback	14	20	6	43%	3																																																																								
4	Brush Creek To Snowmass	18	36	18	100%	4																																																																								
5	Subtotal Regional Services	157	237	80	51%	5																																																																								
6	Ride Glenwood	22	22	0	0%	6																																																																								
7	City of Aspen	206	305	99	48%	7																																																																								
8	Total	363	542	179	49%	8																																																																								

2. **Bus Operators Required for Phase 5:** With the estimated number of Bus Operators available on June 28, RFTA was approximately 8 Bus Operators short of the number required for scheduling each week. Currently, staff estimates that five additional Bus Operators will become available on July 26, reducing the number of drivers short of the ideal for Phase 5 to 3 (see chart below).

Estimated Bus Operators Required and Available to Operate Phase 5 Service			
Description		Phase 5 Service Increase Plan(6/28)	Phase 5 Service Increase Plan(7/26)
1	Total Estimated Bus Operator FTE's* on Staff	165	165
2	Estimated number of Bus Operators unavailable due to COVID/Other	-13	-8
3	Total Estimated Bus Operators Available To Work	152	157
4	Total Estimated Active Bus Operators Required for Scheduling per Week	160	160
5	Estimated Excess/(Shortfall) of Bus Operators Available per Week	-8	-3

**Approximate numbers for example purposes. Shortfalls in Bus Operators might be addressed by hiring part-time employees, returning seasonal employees, and/or recruiting new seasonal Bus Operators and/or paying overtime. A RFTA working group is currently formulating a plan for recruiting and training additional Bus Operators.*

3. **Phase 5 Ridership is Increasing:** As the chart below indicates, for the first 4 days of Phase 5, average daily Hwy 82/TOSV/BRT & Local Service ridership, has increased by approximately 80% compared to the average daily ridership for the 79 days of Phase 4. City of Aspen ridership has increased the most, by approximately 161%.

Comparison of Phase 4 and Phase 5 Average Daily Ridership					
	A	B	C	D	E
	Route	Phase 4 Avg.	Phase 5 Avg.	# Vari	% Vari
1	Hwy 82/TOSV/BRT & Local Service	1,275	2,411	1,136	89%
2	I-70 Grand Hogback Commuter	76	125	49	64%
3	City of Aspen	232	604	372	161%
4	Ride Glenwood	151	245	94	62%
5	Total	1,734	3,385	1,651	95%

4. **RFTA Regional Backup Bus Utilization Report:** Phase 5 was initiated on Sunday, May 28 and due to the higher number of scheduled bus trips, the average percentage of bus trips that needs to be backed up is lower than it was in Phase 4. However, the average number of bus trips requiring backup is essentially the same (see chart below). In addition, the average number of times that passengers have been left waiting at the stop (for varying amounts of time) for the next bus has increased from approximately 1 per day to 4 per day, and the average number of passengers affected per day has risen from 3 to 8. Currently, staff is evaluating strategies to more efficiently use RFTA's limited backup bus capability,

however, it may take more experience with the operation of Phase 5 to identify passenger loading trends, primarily during peak periods when demand is the strongest. RFTA continues to encourage employers to allow employees flexibility to commute during off-peak time periods throughout the day, whenever possible. RFTA also encourages everyone that is able to do so, to work remotely if they can, to help preserve seats for employees who must commute during peak periods.

RFTA Regional Backup Bus Utilization Report

Category	Average Daily Jun 1-27	Average Daily May 28- Jul 2
Total daily trips	157	237
Trips with 10-15 passengers	28	41
Percent trips with 10-15 passengers	18%	17%
Number of trips needing backup buses	40	40
Percent trips needing backup buses	26%	17%
Trips with more than 15 passengers	0	0
Percent trips with more than 15	0.00%	0.00%
Times passengers left behind	1	4
# of Passengers left behind	3	8

3. **Bus Availability:** As of June 28, RFTA's Maintenance Department had completed the installation of sneeze curtains in RFTA's fleet of twenty-five 45-foot over-the-road coaches. When combined with RFTA's fleet of seventy-two 40-foot, low-floor buses, RFTA has approximately 97 buses available for service and currently it requires approximately 75 buses for Phase 5 service each day. This allows approximately 22 buses to be used as spares or a 29% spare ratio. Typically, RFTA strives to maintain a 20% spare ratio, so it appears RFTA has an adequate number of buses in the fleet to maintain Phase 5 service levels.

4. **Sneeze Curtains and the Resumption of Fare Collection:** Staff is currently installing sneeze curtains in the driver compartments of RFTA's low-floor buses and is optimistic that this project will be completed prior to August 1st, which is when RFTA is planning to reinstitute fare collection. In order to minimize the amount of time that passengers spend in close proximity to Bus Operators when boarding buses and presenting their fare payment, no cash will be allowed. Instead, RFTA will be requiring passengers to purchase seasonal zone passes and stored value cards.

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

As of Friday, July 2, RFTA's Attendance Record reflected the following absences:

RFTA DAILY ABSENCE RECORD							
Date 7/3/2020							
Total EE	320						
Dept./Unit	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	2	1	3	0.82%
Ops	2	1	3	11	7	21	5.75%
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	0		0	0.00%
Total Absences	2	1	3	18	8	29	7.95%
Percentage	1%	0%	1%	6%	3%	8%	N/A

Note: Out of an abundance of caution, RFTA directs its employees to remain home if they are experiencing any possible symptoms of COVID-19. When tested, most are found to be negative for COVID-19 and return to work after remaining out the prescribed period of time. On March 23, 2020, RFTA had 38 employees out of work who were either experiencing COVID-19 like symptoms or who may have been exposed to someone else who was experiencing symptoms.

4. **Updated 2020 Preliminary Financial Forecast:** The updated financial forecast, as of July 2, indicates a year-end addition to surplus of approximately \$2.078 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:
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
 - <https://pitkincounty.com/1297/COVID-19>
 - <https://www.garfield-county.com/public-health/novel-coronavirus/>
 - <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								
	6/11/2020	7/9/2020	7/9/2020	7/2/2020	7/2/2020			
	Annual	Resolution	Annual	Preliminary	Preliminary	Preliminary		%
	Budget	2020-15	Budget	Adjustment	Service Contract	Projection	Variance	Variance
					Cost Reallocation			
Revenues								
Sales tax (1)	\$25,626,649		\$25,626,649	\$(5,968,000)		\$19,658,649	\$(5,968,000)	-23.3%
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	\$(3,025,458)		\$ 2,444,742	\$(3,025,458)	-55.3%
Other govt contributions	\$ 1,814,605		\$ 1,814,605	\$ -		\$ 1,814,605	\$ -	0.0%
Other income (4)	\$ 906,600		\$ 906,600	\$(112,000)		\$ 794,600	\$(112,000)	-12.4%
Total Revenues	\$52,148,692	\$ -	\$52,148,692	\$(770,957)	\$ -	\$51,377,735	\$(770,957)	-1.5%
Expenditures								
Fuel (5)	\$ 1,092,661		\$ 1,092,661	\$(353,453)	\$ 140,928	\$ 880,136	\$(212,525)	-19.5%
Transit (6)	\$28,760,095	\$ 219,471	\$28,979,566	\$(1,112,492)	\$ 2,212,536	\$30,079,610	\$ 1,100,044	3.8%
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	\$55,024,929	\$ 219,471	\$55,244,400	\$(3,152,331)	\$ 2,353,464	\$54,445,533	\$(798,867)	-1.5%
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	\$ 2,269,239	\$(219,471)	\$ 2,049,768	\$ 2,381,374	\$(2,353,464)	\$ 2,077,678	\$ 27,910	1.2%

(1) Reduction in sales tax revenues based on preliminary projections from member jurisdictions. The significance and duration of the impacts to sales tax revenues cannot be reasonably estimated at this time. 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 and April sales taxes exceeded initial loss 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 5 Service Levels through June and full recovery of services in December. Preliminary estimated loss of Service Contract Revenues of \$2.3M, 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 \$353K in diesel, gasoline, and CNG (including excise tax credit) due to assumed service reductions based on initial discussions with fuel supplier.

(6) Same as (5) above and includes projected savings in compensation and preliminary budget reductions of approximately \$1.1M to help offset \$1.0M for COVID-19 Preparedness needs reflected in the budget.

(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 System-Wide Transit Service Mileage and Hours Report - Preliminary Projection 7/2/2020								
Transit Service	Mileage 2020 Projection				Hours 2020 Projection			
	Budget	Projection	Variance	% Var.	Budget	Projection	Variance	% Var.
RF Valley Commuter (1)	4,191,197	3,516,891	(674,306)	-16.1%	190,807	163,765	(27,042)	-14.2%
City of Aspen (2)	568,587	466,637	(101,950)	-17.9%	64,699	50,256	(14,443)	-22.3%
Aspen Skiing Company (1)	304,781	225,041	(79,740)	-26.2%	20,060	16,127	(3,932)	-19.6%
Ride Glenwood Springs (3)	119,372	109,384	(9,988)	-8.4%	9,851	8,500	(1,351)	-13.7%
Grand Hogback (1)	429,603	314,082	(115,521)	-26.9%	20,896	14,646	(6,250)	-29.9%
Specials/Charters	12,551	9,928	(2,623)	-20.9%	1,021	663	(358)	-35.0%
Senior Van	23,250	7,772	(15,478)	-66.6%	2,239	810	(1,429)	-63.8%
MAA Burlingame (4)	23,562	-	(23,562)	-100.0%	1,675	-	(1,675)	-100.0%
Maroon Bells (5)	80,359	60,449	(19,910)	-24.8%	6,673	4,731	(1,942)	-29.1%
Total	5,753,260	4,710,183	(1,043,077)	-18.1%	317,920	259,498	(58,421)	-18.4%

(1) Assumes Phase 5 Service Levels through the fall with seasonal changes and full recovery of services in December.

(2) Assumes COA Service operates current Phase 5 through September, Phase 4 in October and November, and original budget for December. Reflects cancelation of MAA/Burlingame service.

(3) Assumes RGS Service operates current Phase 5 through December.

(4) Aspen Music Festival and MAA service canceled.

(5) Assumes modified scheduled service June 28 through beginning of October.

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 7. B.

Meeting Date:	July 9, 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:

- 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 to \$15.95, but limited the subsidy on the service to approximately 10%.
- At the June 11 meeting, staff updated the Board about the status of planning for the startup of the Maroon Bells shuttle service on June 28. Given all of the unknowns about passenger demand, and due to the need to add an additional \$1 per reservation to H2O Venture’s fee to provide a Welcome and Check-In service at Aspen Highlands Ski Resort, staff could not guarantee a subsidy for the service on no greater than 10%. In general, the Board expressed support for moving ahead with the Maroon Bells shuttle service for the coming season, recognizing that there could be unanticipated changes to costs, revenue, and the level of subsidy for the service.
- On June 28, the Maroon Bells shuttle began operating. Overall, ridership and ticket sales have been higher than forecasted and the service appears to be operating smoothly. However, some additional service to support the timely egress of passengers from the Maroon Bells in the afternoon has been added. This will impact costs above those originally estimated, although the cost for the service is still within the amount originally included in the adopted 2020 budget (see budget comparison chart below):

A	B	C	
Original Budget	Revised Service Plan (1)	Revised Service Plan (2)	#
2020 (Budget)	2020 (Est.)	2021 (Est.)	
245,110	78,652	99,470	2
80,358	57,948	71,516	3
6,673	4,664	5,512	4
\$413,711	\$292,138	\$350,803	5
\$326,948	\$228,536	\$270,088	6
\$740,659	\$520,674	\$620,891	7
\$55,483	\$38,758	\$45,806	8
\$796,142	\$559,432	\$666,697	9
\$697,800	\$497,474	\$579,415	10
(\$98,342)	(\$61,958)	(\$87,282)	11

- Because the shuttle has been operating less than a week, there isn’t a significant amount of actual ticket sale data available by which to make a solid forecast. However, actual ticket sales for the first 5 days of service indicate, due to “No Shows” and “Day of Standby Passengers,” that approximately 8% more tickets are being sold on average each day

than the maximum amount of seats available. If this trend continues, actual ticket sale revenue will exceed the original projection, which assumed that only 80% of the maximum capacity of 435 seats per day (or 371 seats) would be sold. As of now, reservations each day continue to be strong and the chart below reflects the trend in terms of actual tickets sold so far:

Maroon Bells Actual and Estimated Ticket Sales, Revenue, Costs, and Subsidy Report

Part A: Actual and Average Maroon Bells Shuttle Ticket Sales Season-to-Date

	A	B	C	D	E	F	G	H	I	J	
	Date	Reservations	Standbys On	Total Tickets Sold	No Shows	Riders	Maximum Capacity	Riders +/- Max	% Riders of Maximum Capacity	Tickets Sold +/- of Maxim Capacity	% Tickets Sold of Maxim Capacity
1	28-Jun	436	63	499	(71)	428	435	(7)	98%	64	115%
2	29-Jun	432	32	464	(54)	410	435	(25)	94%	29	107%
3	30-Jun	437	18	455	(54)	401	435	(34)	92%	20	105%
4	1-Jul	444	13	457	(53)	404	435	(31)	93%	22	105%
5	2-Jul	448	23	471	(58)	413	435	(22)	95%	36	108%
6	Total	2,197	149	2,346	(290)	2,056	2,175	(119)	95%	171	108%
7	Average Per Day	439	30	469	(58)	411	435	(24)	95%	34	108%

Part B: Estimated Revenue/Costs/Subsidy for Season (as of July 3, 2020)

	A	B	C	D	E	F	G
	Average Tickets Sold Per Day Season-to-Date	Number of Days Maroon Bells Season	Estimated Number of Tickets Sold Per Season	Ticket Price = \$15.95	Less USFS Fee = \$0.65	Less H2O Ventures Fee = \$3.65	Net RFTA Revenue
8	469	106	49,735	793,276	(32,328)	(181,533.48)	\$ 579,415
9	Estimated RFTA Cost	N/A	N/A	N/A	N/A	N/A	\$ (666,696)
10	Estimated Subsidy	N/A	N/A	N/A	N/A	N/A	\$ (87,281)
11	Percent Subsidy/Cost	N/A	N/A	N/A	N/A	N/A	13%

5. The Maroon Bells' shuttle reservation system went live on June 2 and can be accessed at: <https://aspenchamber.org/plan-trip/trip-highlights/maroon-bells/reservations>
6. Maroon Bells shuttle reservations can be made currently through August 31.
7. Buses will transport up to 15 passengers at one time.
8. All passengers, except children under the age of 2 must wear face coverings.

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. Elimination of or reductions in the Maroon Bells' shuttle 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: None.

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 7. C.

Meeting Date:	July 9, 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-funded and implemented the MOVE study to develop a long-term vision and program for transportation in and through the travel corridors of SH-82 (Grand 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 and Need and 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 the June Board Meeting, staff presented a summary of public feedback and comments. At this meeting, staff will summarize technical analysis, alternatives development, and alternatives analysis efforts over the last month.</p>
Background/ Discussion:	<p>Purpose and Need have been modified since the last meeting, based on discussion with the Technical Advisory Committee and the Focus Group.</p> <p>Project Need</p> <p>The City has multi-faceted project needs to be addressed including the following:</p> <ul style="list-style-type: none"> • Need to integrate and optimize the local and regional transit systems to make them more attractive, convenient, reliable, effective and efficient. • Need to improve pedestrian access throughout the Downtown area including connections with transit stations, as well as improving ADA access and SH 82 pedestrian crossings. • Need to facilitate bicycling as a connection to transit. • Need to improve traffic safety, circulation and operations particularly during the morning and afternoon peak periods and considering growth over the next 20 years. • Need recommendations for priority parking locations, facilities, phasing plans and policies for City-owned facilities and RFTA’s 27th Street BRT station, and improved parking management to minimize searching for parking which contributes to traffic congestion and additional greenhouse gas (GHG) emissions. <p>Project goals:</p> <ul style="list-style-type: none"> • Improve mobility, connectivity, safety, and accessibility • Determine effective and affordable transportation solutions with strong community support • Provide reliable BRT access to the downtown/Confluence area of Glenwood Springs • Improve travel time for auto travel and local transit

	<ul style="list-style-type: none"> • Reduce congestion in the corridor • Improve service efficiency (e.g. higher transit ridership, riders per trip, rider per hour of service) • Meet current and future person-trip demand • Encourage a shift of auto trips to attractive and reliable alternative modes • Support local livability, development, and sustainability plans and policies • Improve transit connections and accessibility to affordable housing
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:	Yes, please see “MOVE Board Presentation 7-9-2020.pptx,” included in the July 2020 Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Meeting Agenda packet.

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 8. A.

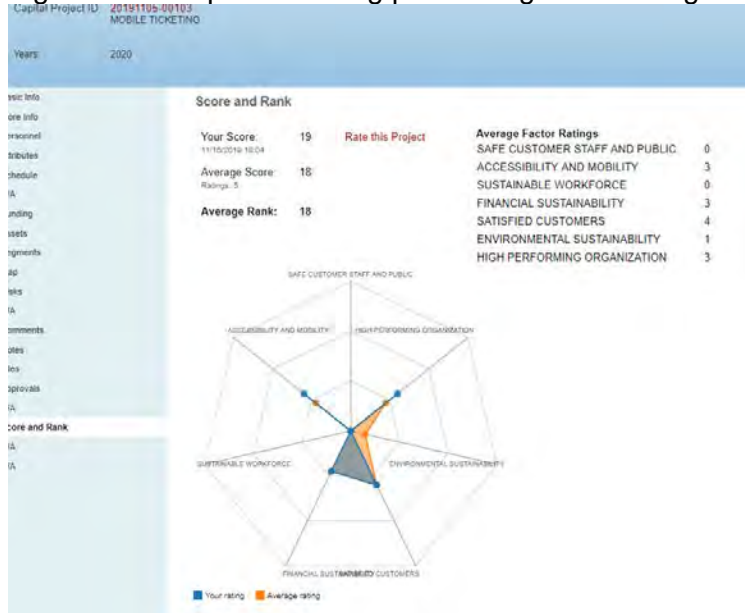
Meeting Date:	July 9, 2020
Subject:	Identify Board Strategic Plan Priorities for 2021 Budget and Work Plan Development
Strategic Outcome:	RFTA Strategic Plan, All Outcomes
Strategic Objective:	RFTA Strategic Plan, All Objectives
Presented By:	Kurt Ravenschlag, RFTA Chief Operating Officer
Staff Recommends:	Review 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 July 9 Board meeting, on the Strategic Objectives and Outcome areas they feel RFTA should be focusing energy and resources, which will in turn influence the 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 organization’s priorities. Feedback from Board members regarding areas of focus that may be of priority for the upcoming calendar year is required. Staff will then take this feedback to help develop targeted Strategic Initiatives and use weighting on Board identified priorities during the ranking of Initiatives. The result is a prioritized list of initiatives that best meet RFTA’s Strategic Plan Outcomes and Objectives.</p>

Figure 1. Process for capturing Strategic Initiatives

ID	Description	Type	Status	Approval	Program category	N/A
20191105-00103	MOBILE TICKETING	TECHNOLOGY	PLANNED		IT	
20191105-00104	REPLACE EXCHANGE SERVER HARDWARE AND SOFTWARE	TECHNOLOGY	PLANNED		IT	
20191105-00106	DUAL AUTHENTICATION	TECHNOLOGY	PLANNED		IT	
20191105-00108	HEALTH/AP VIRTUAL HEALTH CARE FOR SEASONAL	WORKFORCE MGT AND BENEFITS	PLANNED		HR	
20191105-00115	PROPERTY MANAGEMENT SOFTWARE (PMS) TO	TECHNOLOGY	PLANNED		HR	
20191105-00117	4 NEW SERVICE TECHNICIANS AND 2 NON-	NEW EMPLOYEE	PLANNED		VEHICLE MAINTENANCE	
20191105-00118	AC RECOVER/RECYCLE/RECHAR...	EQUIPMENT	PLANNED		VEHICLE MAINTENANCE	
20191105-00119	EMPLOYEE VERIFICATION	NEW EMPLOYEE	PLANNED		HR	

Showing 116 records

Figure 2. Example of ranking process against Strategic Outcomes



RFTA will provide the Board with a subsequent communication providing a link to an online survey that gathers further feedback regarding Board members individual thoughts on areas of focus for RFTA in 2021.

We will then review the Board's feedback during the July 9 RFTA Board meeting and discuss the results and gain alignment for our strategic planning and budget development for 2021.

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:	RFTA Strategic Plan Outcomes and Objectives

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

CEO REPORT


TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: July 9, 2020

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

Real-time Bus Information

Over the last several months RFTA staff has been working to develop a new service to communicate real-time bus arrival information, service alerts and emergency messages to every stop throughout the RFTA system.

The new system will allow customers to send a (short message system) SMS text message from their text supported phone to the number 41411 along with the Bus stop ID and receive real-time bus arrival information for that bus stop. This service will also allow RFTA to push out service alerts, emergency messages and other relevant information to its customers in real time and significantly improve the organization’s ability to communicate with its customers. This service will be deployed by replacing the current RFTA bus stop signs and schedule holders with a new sign that includes the number to text, 41411, and the bus stop ID so that riders can quickly access real-time bus arrival information for the stop they are standing at. RFTA’s communication department is currently developing a communications plan to inform and educate the public about this new service and how to use it and this plan will roll out beginning in late August.



STOP#
121
ASPEN VILLAGE ZONE

BUSES TO DOWNVALLEY
ASPEN → GLENWOOD SPRINGS
STOPS AT INTERMEDIATE POINTS


ASPEN VILLAGE

This stop is serviced by:

L GLENWOOD
H Hogback Connection


FOR ESTIMATED ARRIVAL TIME AND ONGOING SERVICE ALERTS
TEXT TO PHONE# : 41411
MESSAGE: RFTA 121

PARA TIEMPO ESTIMADO DE LLEGADA Y ALERTAS DE SERVICIO TEXTE AL TELÉFONO # **41411**
MENSAJE: **RFTA 121**

 Message frequency may vary. Message and data rates may apply. Text STOP to cancel. Terms and privacy policy: www.rfta.com/41411

USE THE WHITE PADDLE to signal driver to stop. Buses will not stop unless you flag them down!

WWW.RFTA.COM
970.925.8484

 **THIS IS A BIKE LOADING STOP.**
RFTA has bike loading requirements. Visit us online for information.

RFTA 2040 Implementation Update

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

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

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

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

LOVA Trail (On Hold)

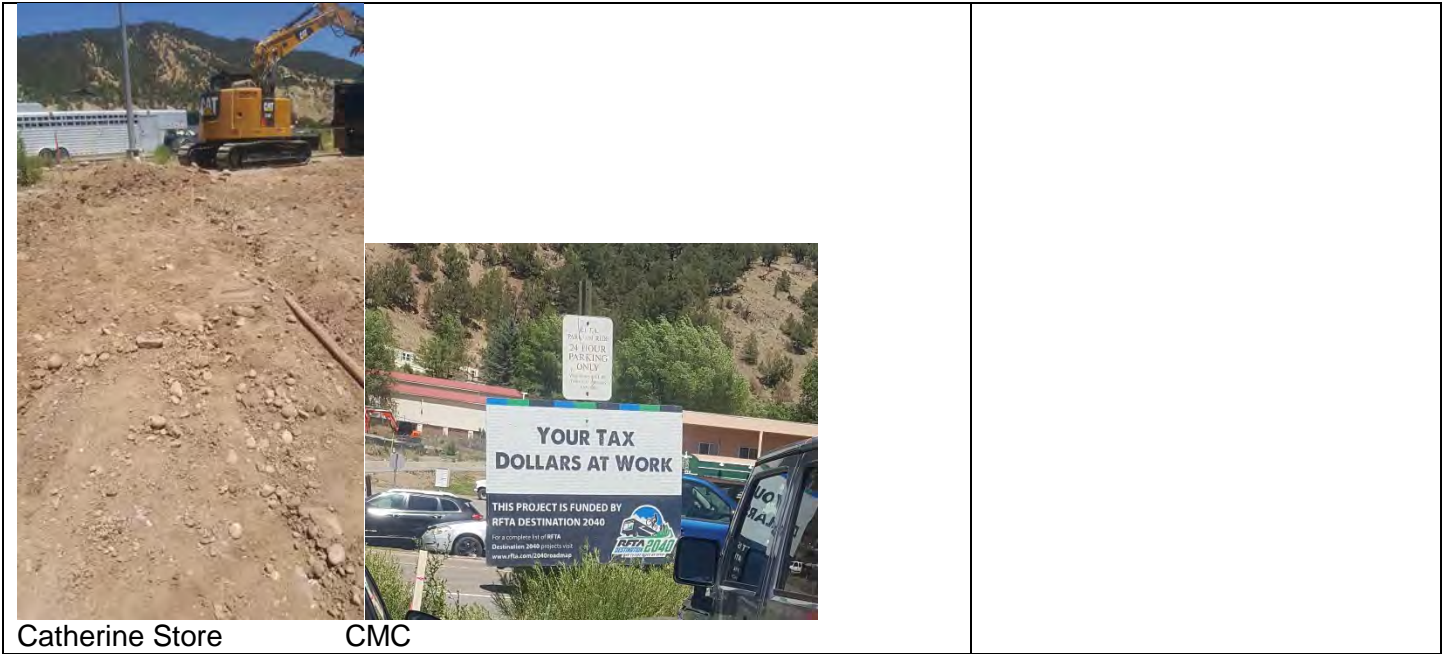
Total Project: \$15,000,000	2020 Budget: \$175,000	% Complete: 6%
RFTA Share: \$2,000,000	RFTA Balance: \$1,825,000	Last Updated: May 2020
<ul style="list-style-type: none"> • 2020 draft budget includes \$175,000 in local match to go towards an FMLD grant that was awarded to Glenwood Springs 		<ul style="list-style-type: 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: July 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 ○ CMC • 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.



Catherine Store

CMC

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: \$369,000	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: July 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 began June 15 – Project has been deemed an essential project by Pitkin County Commissioners and allowed to proceed.



Fueling Canopy demolition



Removal of underground tanks

[The rest of this page intentionally left blank]

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: July 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"> MOC Closing scheduled for July 8, 2020. Glenwood Springs will have access to wash bay and fueling through August 15. 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-July for approval. RFTA is expecting to need an additional \$1.75 million of local funding to complete Phase 2 of the GMF expansion. Projected Supplemental appropriation request planned for Aug. 2020 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 placed Scheduled 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

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

2020 Actuals/Budget Comparison (May YTD)

2020 Budget Year	May YTD			
General Fund	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 7,593,112	\$ 7,485,831	1.4%	\$ 25,626,649
Property Tax	\$ 7,725,891	\$ 7,725,891	0.0%	\$ 10,996,000
Grants	\$ 284,199	\$ 284,199	0.0%	\$ 7,334,638
Fares (2)	\$ 883,105	\$ 2,035,116	-56.6%	\$ 5,470,200
Other govt contributions	\$ 1,512,597	\$ 1,512,597	0.0%	\$ 1,814,605
Other income	\$ 481,161	\$ 426,678	12.8%	\$ 906,600
Total Revenues	\$ 18,480,066	\$ 19,470,313	-5.1%	\$ 52,148,692
Expenditures				
Fuel (3)	\$ 64,753	\$ 313,302	-79.3%	\$ 1,092,661
Transit (3)	\$ 11,061,562	\$ 11,945,043	-7.4%	\$ 28,630,095
Trails & Corridor Mgmt	\$ 151,154	\$ 153,790	-1.7%	\$ 612,133
Capital	\$ 768,569	\$ 764,673	0.5%	\$ 22,990,877
Debt service	\$ 352,387	\$ 352,387	0.0%	\$ 1,569,123
Total Expenditures	\$ 12,398,425	\$ 13,529,194	-8.4%	\$ 54,894,889
Other Financing Sources/Uses				
Other financing sources	\$ -	\$ -	#DIV/0!	\$ 8,325,000
Other financing uses	\$ (1,290,801)	\$ (1,290,801)	0.0%	\$ (3,179,564)
Total Other Financing Sources/Uses	\$ (1,290,801)	\$ (1,290,801)	0.0%	\$ 5,145,436
Change in Fund Balance (4)	\$ 4,790,840	\$ 4,650,318	3.0%	\$ 2,399,239

(1) Timing issue, as Sales and Use tax revenue is received 2 months in arrears (i.e. March sales tax is recorded in May)

(2) Through May, fare revenue and ridership are lower by 55% and 37%, 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 May 2019/2020 comparison of actual fare revenues and ridership on RFTA fare services:

Fare Revenue:	YTD 5/2019	YTD 5/2020	Increase/ (Decrease)	% Change
Regional Fares	\$ 1,965,195	\$ 877,755	\$ (1,087,440)	-55%
Total Fare Revenue	\$ 1,965,195	\$ 877,755	\$ (1,087,440)	-55%
Ridership on RFTA Regional Services*:	YTD 5/2019	YTD 5/2020	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	343,303	222,179	(121,124)	-35%
BRT	414,703	245,896	(168,807)	-41%
Carbondale Shuttle	60,856	33,135	(27,721)	-46%
SM-DV	51,279	32,672	(18,607)	-36%
SM-INT	26,469	21,983	(4,486)	-17%
Grand Hogback	41,124	33,734	(7,390)	-18%
Total Ridership on RFTA Fare Services	937,734	589,599	(348,135)	-37%
Avg. Fare/Ride	\$ 2.10	\$ 1.49	\$ (0.61)	-29%

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

- (3) Includes \$476,495 of Excise Tax Credits received for the CNG usage over the 2018-2019 period which offsets the current year's fuel expenditure. In response to the sharp decline in ridership and demand for services due to COVID-19 impacts, the following service changes were implemented: Phase 1 on March 16, Phase 2 on March 23, Phase 3 on March 30, and Phase 4 on May 10. 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, 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 May 2020 YTD				Hours May YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	1,444,054	1,793,994	(349,940)	-19.5%	70,637	81,622	(10,985)	-13.5%
City of Aspen	207,090	246,736	(39,646)	-16.1%	23,094	27,895	(4,801)	-17.2%
Aspen Skiing Company	156,125	235,865	(79,740)	-33.8%	11,582	15,514	(3,932)	-25.3%
Ride Glenwood Springs	33,888	49,906	(16,018)	-32.1%	2,787	4,076	(1,289)	-31.6%
Grand Hogback	131,603	179,080	(47,477)	-26.5%	6,464	8,669	(2,206)	-25.4%
Specials/Charters	9,816	7,701	2,115	27.5%	663	675	(13)	-1.9%
Senior Van	4,466	10,572	(6,106)	-57.8%	450	925	(475)	-51.4%
Total	1,987,042	2,523,854	(536,812)	-21.3%	115,676	139,376	(23,700)	-17.0%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	May-19 YTD	May-20 YTD	# Variance	% Variance
City of Aspen	703,997	421,620	(282,377)	-40.11%
RF Valley Commuter	1,145,937	705,885	(440,052)	-38.40%
Grand Hogback	41,124	33,734	(7,390)	-17.97%
Aspen Skiing Company	471,717	326,362	(145,355)	-30.81%
Ride Glenwood Springs	66,151	41,639	(24,512)	-37.05%
X-games/Charter	36,163	32,756	(3,407)	-9.42%
Senior Van	1,677	979	(698)	-41.62%
MAA Burlingame	-	-	-	#DIV/0!
Maroon Bells	-	-	-	#DIV/0!
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	2,466,766	1,562,975	(903,791)	-36.64%

Subset of Roaring Fork Valley Commuter Service with BRT in 2019

Service	YTD May 2019	YTD May 2020	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	343,303	222,179	(121,124)	-35%
BRT	414,703	245,896	(168,807)	-41%
Total	758,006	468,075	(289,931)	-38%

Ride Check Data Collection Tool Project – Update

RFTA provided a progress report in March regarding new software for ridership analysis. Staff explained that this new tool is more transparent and reliable than the previously used software. In June, 2020, staff completed an intensive validation process with the software vendor to ensure the settings and version are configured properly for RFTA’s operating environment. Staff has re-processed ridership data from January through April using this new process which has been reflected in the information contained in the Board packet. As a result, the total YTD April ridership was adjusted downward by 7,607 or 0.5% from 1,510,509 to 1,502,902. Technical documentation and automated processes are being developed to supplement this new tool. Additionally, these efforts will provide for efficiencies and improved reporting moving forward.

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>Completed</i>
7/3/2020	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>Completed</i>
7/9/2020	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

2021 RFTA Annual Budget – Preliminary Schedule

Date	Activity	Status
8/13/2020	Discussion/Direction/Action: Preliminary planning initiatives, assumptions and issues.	<i>On schedule</i>
9/10/2020	Presentation/Direction/Action: 1 st draft budget presentation	<i>On schedule</i>
10/8/2020	Presentation/Direction/Action: 2 nd draft budget presentation	<i>On schedule</i>
11/12/2020	Presentation/Direction/Action: 3 rd draft budget presentation	<i>On schedule</i>
12/10/2020	Public Hearing: <ul style="list-style-type: none"> Final budget presentation and adoption Review and approve the final certifications of valuations from the Eagle, Garfield, and Pitkin County Assessors 	<i>On Schedule</i>

Planning Department Update – David Johnson, Director of Planning

Please see the “7-9-20 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. The project is currently proceeding as schedule. The week of June 29 the contractor will begin digging up and removing the first two oil storage tanks, removing the old fueling canopy and excavating the diesel and regular fuel tanks.
- Highway 82 bus stop improvements. Scott contracting has begun work on the project is currently proceeding as scheduled. The contractor is currently working at the Sagewood, CMC and Catherine store bus stops. As a reminder, the scope of work for this project includes bus stop improvements at Aspen Junction, Lazy Glen, Sagewood, Catherine store and CMC. New bus stops will be constructed at JW drive and El Jebel road and wind screens will also be installed at both the up valley and down valley stations in Basalt as well as at the Brush Creek Park and Ride.
- The BRT bench refinishing project is proceeding on schedule. The work is projected to be completed by mid-August.
- The asphalt maintenance project has been completed. All of the park and rides have been swept and restriped and 8,400 pounds of crack sealer has been applied to seal the cracks in the asphalt.
- The Rio Grande trail maintenance project is projected to begin July 1.

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 awaiting closing on the purchase of the property by RFTA.
6. Rio Grande trail improvements. Under construction.
7. Design of an improved Rio Grande trail head adjacent to the Rosebud Cemetery. Underway.
8. Upgrades to 5 bus stations 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. Completed.
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. Underway.
14. Refinish the outside benches at the BRT stations. Underway.
15. Replace the BEB car chargers at the Carbondale and New Castle Park and rides. Completed

Facilities projects completed to in 2020:

Staff has completed the following construction projects in 2020:

- Replacement of the EV car chargers in Carbondale and New Castle
- Asphalt Repair and maintenance project.
- Replacement of the carpet in the administration area of the AMF.

Construction projects currently in the design process:

- Rosebud cometary improvements
- Rio Grande trail bridge repairs

- 27th street pedestrian over/underpasses.

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!
 - ❖ We have re-opened our restrooms along the Rio Grande Trail.
 - ❖ The Trail Staff is working hard to give trail users a great experience.
 - ❖ We are mowing shoulders and working diligently to provide clear sightlines.
 - ❖ Staff has been out sweeping, debris blowing, cleaning up trailheads, etc. to make sure the trail is safe and clean.
- Staff is coordinating with Canyon Excavating (winning bidder) for the 2020 Rio Grande Trail Repair/Maintenance Project. We are looking forward to getting this project started. The Scope of Work includes asphalt repair, culvert cleaning, installing root barrier, and some rock fall mitigation work is a possibility.
 - ❖ A crack sealing project (different contract) will also be starting soon.
- Noxious Weeds are starting to pop up, so we are starting to pull, chop, mow, etc. to manage/control.
- Goat Green and 225 goats are baaaack! Currently the goats are “recycling nutrients” back into the soil along CR 100, just outside of Carbondale.

- 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 photo 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 awarded grant money for the Youth Art Park and the design/layout is taking shape!
 - ❖ 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. We would like to complete a similar safety improvement project at the historic Satank Bridge.



Photo 1 – sign alerting trail users.



Photo 2 – Example of the goats work along a steep hill/ditch; the herders fenced out this milkweed



Photo 3 – Goats at work along a grassy ditch, between CR 100 and the RGT



Photo 4 – Safe Routes to School “Riverview Trail” construction progress.