

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

**TIME:** 9:00 a.m. – 11:30 a.m., Thursday, August 13, 2020

Due to the Governor’s “Safer at Home Order,” this will be a Virtual WebEx Teleconference Meeting  
Instructions regarding how to participate in the meeting via WebEx will be attached to the e-mail transmitting  
the Board Agenda Packet, on the second page of this agenda, or at [www.rfta.com](http://www.rfta.com) on the Board Meeting page.

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

	Agenda Item	Policy	Purpose	Est. Time
1	<b>Call to Order / Roll Call:</b>		<b>Quorum</b>	<b>9:00 a.m.</b>
2	<b>Approval of <a href="#">Minutes</a>:</b> RFTA Board Meeting July 9, 2020, <b>page 3</b>		<b>Approve</b>	<b>9:01 a.m.</b>
3	<b>Public Comment:</b> Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		<b>Public Input</b>	<b>9:05 a.m.</b>
4	<b>Items Added to Agenda – Board Member Comments:</b>	<b>4.3.3.C</b>	<b>Comments</b>	<b>9:10 a.m.</b>
5	<b>Consent Agenda:</b>			
	A. <a href="#">Resolution</a> 2020-16: Resolution Extending the Amendment of Section 6.07 of the RFTA By-Laws Authorizing Remote Participation in RFTA Board Meetings for a One-Year Period Up To and Including December 31, 2021 – Dan Blankenship, CEO, <b>page 11</b>	<b>2.2.3</b>	<b>Approve</b>	<b>9:20 a.m.</b>
	B. Resolution 2020-17: <a href="#">Authorization</a> to Submit Application to the Garfield County Federal Mineral Lease District (GCFMLD) in the fall of year 2020 for Construction of the 27 <sup>th</sup> Street Pedestrian Crossing in Glenwood Springs – David Johnson, Director of Planning, <b>page 16</b>			
6	<b>Public Hearing:</b>			
	A. Resolution 2020-18: 2020 <a href="#">Supplemental</a> Budget Appropriation – Michael Yang, CFAO, <b>page 20</b>	<b>4.2.5</b>	<b>Approve</b>	<b>9:25 a.m.</b>
7	<b>Presentations/Action Items:</b>			
	A. RFTA <a href="#">Service</a> Planning Issues Related to the Outbreak of Coronavirus (COVID-19) – Dan Blankenship and Kurt Ravenschlag, COO, <b>page 25</b>	<b>2.2.3</b>	<b>Discussion/ Direction</b>	<b>9:35 a.m.</b>
	B. <a href="#">Maroon</a> Bells’ Shuttle Service Update – Dan Blankenship, CEO, <b>page 34</b>	<b>4.2.5</b>	<b>Discussion/ Direction</b>	<b>10:00 a.m.</b>
	C. 2021 RFTA Budget – <a href="#">Preliminary</a> Planning Initiatives, Assumptions, and Issues – Michael Yang, CFAO, <b>page 35</b>	<b>2.5</b>	<b>Discussion</b>	<b>10:10 a.m.</b>
8	<b>Information/Updates:</b>			
	A. <a href="#">CEO</a> Report – Dan Blankenship, CEO, <b>page 41</b>	<b>2.8.6</b>	<b>FYI</b>	<b>10:40 a.m.</b>
<b>(Agenda Continued on Next Page)</b>				

	<b>Agenda Item</b>	<b>Policy</b>	<b>Purpose</b>	<b>Est. Time</b>
9	<b>Issues to be Considered at Next Meeting:</b>			
	To Be Determined at August 13, 2020 Board Meeting	4.3	Meeting Planning	10:50 a.m.
10	<b>Next Meeting:</b> 9:00 a.m. – 11:30 a.m., September 10, 2020 via Webex Teleconference (Details to be provided later)	4.3	Meeting Planning	11:55 a.m.
11	<b>Executive Session:</b> 1) Pursuant to C.R.S. 24-6-402 4(l) Determining positions that may be subject to negotiations; developing strategy for negotiations and instruction negotiators: Possible acquisition of property for 27 <sup>th</sup> Street Park & Ride facility.	3.5.2.B	Executive Session	11:00 a.m.
12	<b>Adjournment:</b>		Adjourn	11:30 a.m.

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

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

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

Ann Mullins (City of Aspen); Bill Kane (Town of Basalt); Jonathan Godes (City of Glenwood Springs)

**Voting Alternates Present (via WebEx):**

Greg Poschman (Pitkin County); Bob Sirkus (City of Aspen); Kathy Chandler-Henry (Eagle County); Ben Bohmfalk (Town of Carbondale)

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

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); Ted Miller (H2O Adventures); Emily Kushto (Parsons)

**Agenda**

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

**Ann Mullins called the RFTA Board of Directors to order at 9:01 a.m. Mullins declared a quorum to be present (7 member jurisdictions present) and the meeting began at 9:02 a.m.**

**2. Approval of Minutes:**

**Bill Kane moved to approve the June 11, 2020 Board Meeting Minutes, and Shelley Kaup seconded the motion. The motion was unanimously approved.**

**3. Public Comment:**

**Mullins asked if any member of the public would like to address the Board or make a comment regarding items not on the July 9, 2020 Board Agenda.**

No members of the public had any comments.

**Mullins closed Public Comments at 9:05 a.m.**

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

**Mullins next asked if there were any items that needed to be added to the July 9, 2020 Board meeting Agenda.**

No items were added to the July 9, 2020 Board Agenda.

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

Greg Poschman stated that RFTA has been performing in an outstanding manner during the pandemic and has been a role model for other organizations and communities. He is grateful for the steady hand and outstanding leadership.

**Mullins closed Board comments at 9:10 a.m.**

**5. Consent Agenda:**

**A. RFTA 2019 Audited Financial Report – Michael Yang, CFAO**

An unqualified or “clean” opinion was received from the auditors and RFTA is in compliance with the requirements for each of its major federal programs. No deficiencies were reported; no prior or current year findings or questioned costs were identified.

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 (2) hour meeting with the auditor, which included an in-depth review and discussion of the 2019 audit.

**Mullins stated that the RFTA Board of Directors is ultimately responsible for the RFTA budget and all decisions that the RFTA Board makes ultimately affects the communities in each of RFTA’s jurisdictions.**

Sales tax revenues exceeded estimates in 2019, due to additional revenues from internet sales. Pitkin County is experiencing volatility of sales tax in 2020 and March and April sales tax revenues received were better than the initial projected losses due to the COVID-19 pandemic. Pitkin County is looking into refunding the 2010 Bonds, issued on behalf of RFTA, in the fall of 2020. This could help reduce the annual debt service that RFTA currently pays though sales tax revenues withheld from Pitkin County mass transit sales taxes dedicated to RFTA and remitted to RFTA by the County.

**Kaup asked how the Pitkin County refunding its bonds helps RFTA.**

Dan Blankenship responded that Pitkin County’s 2010 Bonds were refunded from previous issuance. Pitkin County had previously issued bonds on behalf of RFTA and RFTA pays the debt service on those bonds. Refunding the bonds may allow Pitkin County to take advantage of lower interest rates currently available and reduce RFTA’s debt service on the bonds until they are retired.

RFTA is well covered financially by property sales tax and current funds in the Fund Balance. RFTA must protect itself from a significant financial risk from internet fraud and cyber-security threats, which can have the ability to bankrupt organizations if not properly protected. RFTA is in a good and stable financial position due to its Fund Balances, reserves in the Operating Fund, and its loyal employees.

RFTA has a substantial amount of committed Fund Balance for Operating (\$9.3 million) and Capital Reserves (\$16.1 million). Sales tax revenues comprise the largest portion of RFTA’s revenues and it

is also the most volatile, however, the addition of property tax revenues beginning in 2019 has helped diversify RFTA's revenue and adds more stability to overall revenues

**Poschman moved to approve the RFTA 2019 Audited Financial Report, and Kaup seconded the motion.**

**A Roll Call Vote was Taken:**

Ann Mullins	Yes
Greg Poschman	Yes
Bill Kane	Yes
Ben Bohmfalk	Yes
Kathy Chandler-Henry	Yes
Bob Sirkus	Yes
Jonathan Godes	Yes

**The motion was unanimously approved.**

**6. Public Hearing:**

**A. Resolution 2020-15: 2020 Supplemental Budget Appropriation – Michael Yang, CFAO**

**COVID-19 Preparedness Plan:** The plan includes: Disinfecting buses, transit facilities and offices; purchasing personal protective equipment (PPE) and supplies; and advancing sick pay for employees with insufficient sick leave balances.

- \$378,000 increase in Transit

**RFTA/Town of Snowmass Village Transit Service Agreement:** Service levels have been modified due to COVID-19 and the contract RFTA has with TOSV for it to provide connecting service between the Snowmass Village Mall and the Brush Creek and Highway 82 Park and Ride, can be scaled back.

- \$158,529 decrease in Transit

**Mullins asked if any member of the public would like to address the Board or make a comment regarding Resolution 2020-15: RFTA 2020 Supplemental Budget Resolution.**

No members of the public had any comments and **Mullins closed Public Comments at 9:28 a.m.**

**Poschman moved to approve Resolution 2020-15: 2020 Supplemental Budget Appropriation and Kane seconded the motion.**

**A Roll Call Vote Was Taken:**

Ann Mullins	Yes
Greg Poschman	Yes
Bill Kane	Yes
Kathy Chandler-Henry	Yes
Ben Bohmfalk	Yes
Jonathan Godes	Yes
Bob Sirkus	Yes

**The motion was unanimously approved.**

## 7. Presentations/Action Items:

- A. RFTA Service Planning Issues Related to the Outbreak of Coronavirus (COVID-19):** – Dan Blankenship, CEO; Paul Taddune, General Counsel; Michael Yang, CFAO; Kurt Ravenschlag, COO; and Jason Smith, Safety and Training Manager

On June 28, Phase 5 service plan was initiated. Phase 5 represents approximately 50% increase in daily bus trips compared to Phase 4. It is anticipated the additional capacity Phase 5 will provide, in addition to only backing up buses when ridership reaches 15 passengers on a bus, will help spread demand throughout the day and enable RFTA to manage its limited number of backup buses in the most efficient manner possible.

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

**Phase 5 Ridership is Increasing:** 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%.

**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. The average number of times that passengers have been left waiting at the stop 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. Staff is evaluating approaches to more efficiently use RFTA's limited backup bus capability.

**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 requires approximately 75 buses for Phase 5. This allows approximately 22 buses to be used as spares. RFTA strives to maintain a 20% spare ratio, RFTA has an adequate number of buses in the fleet to maintain Phase 5 service levels.

**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 1<sup>st</sup>.

**Poschman questioned if there was a way to create and install sneeze guards between passengers.**

Blankenship stated that sneeze guards between passengers would be challenging, passengers would have difficulty getting in and out of seats; cleaning the sneeze guards would be difficult; and there would be safety issues.

RFTA is planning to reinstitute fare collection, no cash will be allowed. Instead, RFTA will be requiring passengers to purchase seasonal zone passes, monthly passes, and stored value cards.

**Poschman questioned whether implementing an app based ticket purchasing system would be the most appropriate action for RFTA to take at this time.**

Kurt Ravenschlag stated that RFTA is currently in the process of implementing an app based ticketing system and is hoping to have it up and in service in the near future.

**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 (3) 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, public transportation is considered an essential service.

RFTA had a passenger who, on several occasions, attempted to board a RFTA bus without wearing any shoes. A RFTA employee, bus operator Ari Walters purchased a pair of shoes and presented them to the passenger so that they could ride the bus.

**B. Maroon Bells Shuttle Service Update – Dan Blankenship, CEO**

Fares on the Maroon Bells Shuttle Service were increased to \$15.95, and Board limited the subsidy on the service to approximately 10%. On June 28, the Maroon Bells shuttle began operating, and ridership and ticket sales have been higher than forecasted. Service appears to be operating smoothly, however, additional service to support timely egress of passengers in the afternoon has been added.

Actual ticket sales for the first five (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.

- The Maroon Bells’ shuttle reservation system went live on June 2, 2020 and can be accessed at: <https://aspenchamber.org/plan-trip/trip-highlights/maroon-bells/reservations>.
- Maroon Bells shuttle reservations can be made through August 31, 2020.
- Buses will transport up to 15 passengers at one time.
- All passengers, except children under the age of 2 must wear face coverings.

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

The City has multi-faceted project needs to be addressed including:

- Integrate and optimize the local and regional transit systems to make them more attractive, convenient, reliable, effective and efficient.
- Improve pedestrian access throughout the Downtown area including connections with transit stations.
- Improving ADA access and SH 82 pedestrian crossings.
- Facilitate bicycling as a connection to transit.
- Improve traffic safety, circulation and operations, particularly during the morning and afternoon peak periods and considering growth over the next 20 years.
- Recommendations for Priority parking locations, facilities, phasing plans and policies for City-owned facilities and RFTA’s 27th Street BRT station

- Improved parking management to minimize searching for parking which contributes to traffic congestion and additional greenhouse gas (GHG) emissions.

### **Project goals:**

- 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;
- 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; and
- Improve transit connections and accessibility to affordable housing.

### **Study Area**

- Parking study for the 27<sup>th</sup> Street and West Glenwood RFTA Stations.
- Transit center location in downtown core and/or SH6.
- Alignment for possible exclusive or semi-exclusive bus lane from 27<sup>th</sup> Street to 8<sup>th</sup> Street, including Grand Avenue or alternate routes, such as parallel streets or Rio Grande Corridor (while maintaining current bicycle and pedestrian trail).
- Critical Intersections
  - Rear-end crashes are the most frequent type on SH82, higher than national average.
  - Pedestrian/bicycle related crashes along SH82 higher than national average.
  - 8<sup>th</sup> Street/Grand Ave. – 21 Crashes
  - 9<sup>th</sup> Street/Grand Ave. – 19 Crashes
  - 11<sup>th</sup> Street/Grand Ave. – 10 Crashes
  - 14<sup>th</sup> Street/Grand Ave. – 17 Crashes
  - 27<sup>th</sup> Street/SH82 – 31 Crashes
  - 7<sup>th</sup> Street/Midland Ave. -
  - 8<sup>th</sup> Street/Colorado Ave.
  - 8<sup>th</sup> Street/Pitkin Ave.

### **Upcoming Traffic Operations and Analysis**

- Micro-Simulation Traffic Analysis
  - Grand Avenue (8<sup>th</sup> to 14<sup>th</sup> Street)
  - 8<sup>th</sup> Street (Midland to Grand Ave.)
  - Focusing on 6 intersections
- Current Conditions
- 2040 No-Build Scenario
- 2040 Alternatives Models (2 scenarios)

### **Short-Term Parking Recommendations**

- Truck Loading Plan
- Manage 700 Block of Cooper Avenue
- Weekend Parking Enforcement
- Leverage Parking Enforcement Technology – License plate recognition devices and automated ticket printing
- Increase Fines for Parking Violations – Graduating scale for repeat offenders



- Curb Space Signage and Striping – Maintenance of curb paint; red safety zones; yellow loading zones; “No Parking” signage; uniform signage for loading zones and 2-hour parking
- Paid Parking

**Long-Term Parking Recommendations**

- Parking Capacity
- Confluence Area Parking
- Improve Transit Service Downtown
- Transportation Network Companies (Uber, Lyft, Automated Vehicles)
- Curb Space Management

**8. Board Governance Process:**

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

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.

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.

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. The Board’s feedback regarding its priorities was reviewed during the July 9 RFTA Board meeting in order to ensure alignment for RFTA’s strategic planning and budget development for the 2021 year.

**9. Information/Updates:**

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

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 passengers, in real time, significantly improving 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 new signs that include the

number to text, 41411, and the bus stop ID. RFTA's Communication's Team is currently developing a communications' plan to inform and educate the public about this new service and how to use it. This plan will roll out beginning in late August.

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

**11. Next Meeting:** 8:30 a.m. – 11:30 a.m., August 13, 2020, Carbondale Town Hall, Room 1

**12. Adjournment:**

**Kane moved to adjourn from the July 9, 2020 RFTA Board meeting, and Ben Bohmfalk seconded the motion. The motion was unanimously approved.**

**The July 9, 2020 RFTA Board Meeting adjourned at 11:31 a.m.**

Respectfully Submitted:

Nicole R. Schoon

Secretary to the RFTA Board of Directors

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

<b>Meeting Date:</b>	August 13, 2020
<b>Agenda Item:</b>	Resolution 2020-16: Resolution Extending the Amendment of Section 6.07 of the RFTA By-Laws Authorizing Remote Participation in RFTA Board Meetings for a One-Year Period Up To and Including December 31, 2021
<b>Strategic Outcome</b>	1.0 RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, practices, and policies for managing risks and hazards
<b>Strategic Objective</b>	1.1 Customers are safe at RFTA facilities and riding RFTA services 1.3 Maintain and promote a healthy and safe workforce 1.4 The general public has a positive perception of the safety of RFTA services 1.5 Staff are well trained and safety focused
<b>Presented By:</b>	Paul Taddune, General Counsel Dan Blankenship, CEO
<b>Recommendation:</b>	Adopt Resolution 2020-16.
<b>Core Issues:</b>	Due to uncertainty about the duration of the COVID-19 pandemic, staff believes it is prudent to take early action to extend the sunset on remote participation at RFTA Board meetings, previously established by Resolution 2020-07, by extending it from December 31, 2020 to December 31, 2021.
<b>Governance Policy:</b>	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.
<b>Fiscal Implications:</b>	N/A
<b>Attachments:</b>	Yes, please see Resolution 2020-16, attached below.

Director \_\_\_\_\_ moved to adopt the following Resolution:

**BOARD OF DIRECTORS  
OF THE ROARING FORK TRANSPORTATION AUTHORITY  
RESOLUTION NO. 2020-16**

**A RESOLUTION EXTENDING THE AMENDMENT OF SECTION 6.07 OF THE RFTA BYLAWS  
AUTHORIZING REMOTE PARTICIPATION IN RFTA BOARD MEETINGS FOR A ONE-YEAR PERIOD UP  
TO AND INCLUDING DECEMBER 31, 2021.**

WHEREAS, the Roaring Fork Transportation Authority (hereinafter "RFTA"), is a regional transportation authority and political subdivision of the State of Colorado (the "State"), acting pursuant to the provisions of Article 4 of Title 43 of the Colorado Revised Statutes ("C.R.S.") commonly known as the Regional Transportation Law; and

WHEREAS, the Board of Directors (the "Board") of RFTA determined pursuant to Resolution No. 2020-07 to permit remote participation by Board Members at RFTA Board meetings as provided therein; and

WHEREAS, section 2 of the Resolution No. 2020-07 provided that the amendment to the RFTA Bylaws allowing remote participation shall be deemed provisional based on the exigencies of the COVID-19 epidemic and shall sunset and terminate effective as of December 31, 2020, unless prior to such time the amendment is extended or made permanent by a vote of two thirds of the Directors in office; and

WHEREAS, due to the exigencies of the COVID-19 epidemic, the RFTA Board desires to extend the sunset of remote participation at RFTA Board meeting to be effective as of December 31, 2021.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ROARING FORK TRANSPORTATION AUTHORITY, AS FOLLOWS:**

1. This Resolution and the amendment to the RFTA Bylaws shall be deemed provisional based on the exigencies of the COVID-19 epidemic and shall extend the sunset and termination of the amendment to Section 6.07 allowing remote participation in RFTA Board meeting to December 31, 2021, unless further amended and extended by Resolution of the Board.

2. The officers and employees of RTA and attorneys for RFTA are hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Resolution.

3. All actions not inconsistent with the provisions of this Resolution heretofore taken by the members of the Board and the officers and employees of RFTA and directed toward holding the election for the purposes stated herein are hereby ratified, approved and confirmed.

4. All prior acts, orders or resolutions, or parts thereof, by RFTA in conflict with this Resolution are hereby repealed, except that this repealer shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

5. If any section, paragraph, clause or provision of this Resolution shall be adjudged to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining sections, paragraphs, clauses or provisions of this Resolution, it being the intention that the various parts hereof are severable.

6. This Resolution shall take effect immediately upon its passage.

**INTRODUCED, READ AND PASSED** by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 13<sup>th</sup> day of August, 2020.

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

By: \_\_\_\_\_  
Art Riddle, Chairman

I, 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 \_\_\_\_\_, 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 13<sup>th</sup> day of August, 2020.

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

STATE OF COLORADO )  
 ROARING FORK TRANSPORTATION AUTHORITY ) ss.  
 GARFIELD COUNTY )

As the Secretary of the Board of Directors of the Roaring Fork Transportation Authority (“RFTA”), I do hereby certify that:

1. Attached is a true and correct copy of a resolution (the “Resolution”) adopted by the Board of Directors (the “Board”) at a regular meeting held on the 13<sup>th</sup> day of August, 2020.
2. Notice of the meeting was posted not less than twenty-four hours prior to the meeting in accordance with the open meetings provisions of the Colorado Sunshine Act of 1972 (Section 24-6-402, C.R.S.).
3. The Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of a majority of the members of the Board as follows:

BOARD MEMBER	YES	NO	ABSENT	ABSTAINING
<b>PITKIN COUNTY</b>				
George Newman Alternate: Greg Poschman	—	—	—	—
<b>TOWN OF BASALT</b>				
Bill Kane Alternate: Gary Tennenbaum	—	—	—	—
<b>CITY OF ASPEN</b>				
Ann Mullins Alternate: Ward Hauenstein	—	—	—	—
<b>TOWN OF CARBONDALE</b>				
Dan Richardson Alternate: Ben Bohmfalk	—	—	—	—
<b>EAGLE COUNTY</b>				
Jeanne McQueeney Alternate: Kathy Chandler-Henry	—	—	—	—
<b>GLENWOOD SPRINGS</b>				
Jonathan Godes Alternate: Shelly Kaup	—	—	—	—
<b>TOWN OF NEW CASTLE</b>				
Art Riddle - Chair Alternate: Scott Owens	—	—	—	—
<b>SNOWMASS VILLAGE</b>				
Markey Butler Alternate: Alyssa Shenk	—	—	—	—

4. The Resolution was duly approved by the Board, signed by the Chairman of the Board, sealed with RFTA's seal, attested by the Secretary of the Board and recorded in the minutes of the Board.

5. The meeting at which the Resolution was adopted was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with all applicable bylaws, rules, regulations and resolutions of RFTA, in accordance with the normal procedures of RFTA relating to such matters, and in accordance with applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand and the seal of RFTA as of the 13<sup>th</sup> day of August, 2020.

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

[SEAL]

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

<b>Meeting Date:</b>	August 13, 2020
<b>Agenda Item:</b>	Resolution 2020-17: Authorization to Submit Application to the Garfield County Federal Mineral Lease District (GCFMLD) in the fall of year 2020 for Construction of the 27 <sup>th</sup> Street Pedestrian Crossing in Glenwood Springs
<b>Strategic Outcome</b>	<b>Financial Sustainability:</b> RFTA will ensure cost effective and responsible use of funding, maintain and monitor its short-term and long-term financial forecasts, seek funding partnerships and diversification of revenues.
<b>Strategic Objective</b>	Pursue financing opportunities to deliver better service and complete future capital projects
<b>Presented By:</b>	David Johnson, Director of Planning
<b>Recommendation:</b>	Authorize RFTA to submit a GCFMLD grant application to construct the 27 <sup>th</sup> Street Pedestrian Crossing and authorize the RFTA Chair to sign the Letter of Support.
<b>Core Issues:</b>	<p>RFTA and the City of Glenwood Springs (led by RFTA) will construct a grade separated crossing of State Highway 82 at 27th Street to facilitate safe crossing for bicyclists and pedestrians, free of conflicts with vehicles.</p> <p>The need for this crossing has been well-documented since 2011 or earlier, when Fehr and Peers conducted a study, commissioned by CDOT, to investigate and prioritize safety, geometric, and operational characteristics of 47 intersections within Region 3. The 27th Street intersection ranked as the 3rd highest priority intersection in the 4-county Intermountain Region.</p> <p>Fehr and Peers’ long-term recommend improvements include a grade-separated bicycle and pedestrian crossing. Since the completion of its study, SH82 ADT has increased, and the intersection now serves the RFTA BRT station, constructed in 2013. Prior to COVID-19, the 27th Street station is RFTA’s 7th-8th highest ridership stop, serving an estimated 800-1000 boardings and alightings per day. Two accidents occurred at the 27th street intersection in 2017; and, in 2018, a fatality of a bicyclist occurred there.</p> <p>During the Destination 2040 Plan, and Ballot Issue 7A, RFTA’s committed to funding \$4.3 million of the roughly \$9 million project’s estimated project cost, and that the remaining funding would come from other sources. RFTA and the City have received an additional \$1.1 million in CDOT MMOF funding, \$1 million in CDOT Regional Priority Project (RPP) funds, and \$1 million in Transportation Alternatives Program (TAP) funds.</p> <p>In June 2020, RFTA requested a letter of support and Authorizing Resolution for a \$1 million FMLD grant. During discussions with the City of Glenwood Springs, the City requested that RFTA amend the grant request to \$500,000.</p>
<b>Policy Implications:</b>	RFTA Board Governing Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
<b>Fiscal Implications:</b>	If this grant is awarded, RFTA will need to commit up to \$4.3 million in Destination 2040 funds.
<b>Attachments:</b>	Yes, please see Resolution 2020-17, below and the letter of support



Director \_\_\_\_\_ moved to adopt the following Resolution:

**BOARD OF DIRECTORS  
ROARING FORK TRANSPORTATION AUTHORITY  
RESOLUTION 2020-17**

**AUTHORIZATION TO SUBMIT APPLICATION FOR GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT (GCFMLD) FOR THE COMPLETION OF THE 27<sup>TH</sup> STREET PEDESTRIAN CROSSING.**

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

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

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

**WHEREAS**, the Roaring Fork Transportation Authority (RFTA) is a political subdivision of the State of Colorado, and therefore an eligible applicant for a grant awarded by the Garfield County Federal Mineral Lease District (“GCFMLD”); and

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

**WHEREAS**, RFTA has submitted a Grant Application for **Construction of the 27<sup>th</sup> Street Pedestrian Crossing in Glenwood Springs**, requesting a total award of **\$500,000**, with a local match commitment of up to \$4.3 million (using bonds and/or cash reserves backed by RFTA’s 2.65 mill property tax mill levy), depending upon the final grant award and currently, approximately \$3.1 million in other committed funds.

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

1. The above recitals are hereby incorporated as findings by the RFTA Board of Directors.
2. The RFTA Board of Directors strongly supports the Grant Application submitted by RFTA and it will appropriate matching funds for a grant with the GCFMLD, if awarded.
3. If the grant is awarded, the RFTA Board of Directors strongly supports the completion of the project.
4. The Board of Directors of RFTA authorizes the expenditure of funds necessary to meet the terms and obligations of any grant awarded pursuant to a Grant Agreement with the GCFMLD.
5. This project will be owned by RFTA and will be maintained and operated by RFTA and/or CDOT or the City of Glenwood Springs though an IGA for the next 25 years or more, similar to other pedestrian crossings in the region. The RFTA Board of Directors will continue to maintain the facility in a State of Good Repair and will work with CDOT and the City of Glenwood to appropriate funds through the IGA on an annual basis for routine maintenance.

6. If a grant is awarded, the RFTA Board of Directors hereby authorizes the CEO to execute a Grant Agreement with the GCFMLD.

**INTRODUCED, READ AND PASSED** by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 13<sup>th</sup> day of August, 2020.

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

By: \_\_\_\_\_  
Arthur Riddile, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on August 13, 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 13<sup>th</sup> day of August, 2020.

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



August 13, 2020

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

RE: RFTA and City of Glenwood Springs 27<sup>th</sup> Street Pedestrian Crossing Proposal

Dear GCFMLD Board:

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

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

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

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

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

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

Sincerely,

Art Riddile  
Chair, RFTA Board of Directors

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

<b>Meeting Date:</b>	August 13, 2020
<b>Agenda Item:</b>	Resolution 2020-18: 2020 Supplemental Budget Appropriation
<b>Strategic Outcome:</b>	Financial Sustainability
<b>Strategic Objective:</b>	4.1 Ensure accurate budget and accounting
<b>Presented By:</b>	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance
<b>Recommendation:</b>	<b>Adopt Supplemental Budget Appropriation Resolution 2020-18</b>
<b>Core Issues:</b>	<p>As part of on-going review, staff has identified the items described below requiring additional appropriations. Staff also identified unexpended budget and savings from projects and requests to repurpose those for other capital needs.</p> <p><b><u>General Fund:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Traveler Vehicle Replacement:</b> Two (2) Traveler vehicles are scheduled for replacement for a total cost of approximately \$185,156, which includes a protective barrier for the vehicle operator. RFTA secured a CDOT CCCP Grant covering 80% of the cost or \$148,125 and confirmed Garfield County’s contribution of \$36,531. The \$500 remaining portion of the capital outlay represents the local share of the cost for the protective barrier which was added after confirmation of the County’s contribution amount. <ol style="list-style-type: none"> <li>1. <b>\$185,156 increase in Capital Outlay</b></li> <li>2. <b>\$148,125 increase in Grant Revenue</b></li> <li>3. <b>\$36,531 increase in Other Government Contributions</b></li> </ol> </li> <li>2. <b>Grade Separated Pedestrian Crossings of Hwy 82 and 27<sup>th</sup> St.:</b> This project was approved by voters in November 2018 as part of RFTA’s Destination 2040 Plan. In addition to RFTA’s \$4.2 million from Destination 2040 funding, RFTA has secured \$4.2 million in CDOT grant funding and continues to seek additional funding from the City of Glenwood Springs and future grants, if any. This project is currently moving into the RFQ phase and staff anticipates to request budget for construction sometime in 2021. At this time, staff requests to appropriate budget of \$983,750 for the estimated cost for design work associated with the new underpass project in Glenwood Springs. <ol style="list-style-type: none"> <li>1. <b>\$983,750 increase in Capital Outlay</b></li> </ol> </li> <li>3. <b>Blake Street (GWS) Improvements:</b> RFTA is currently staging buses on Blake Street in Glenwood Springs. The City of Glenwood Springs plans to open the gate sometime this year to traffic, making it no longer possible to stage buses in the area. This project consists of widening and paving some shoulders on Blake Street to allow for staging near the Blake Gate. This project will enable RFTA to continue to stage buses in the area while traffic can move. Staff requests the following appropriation: <ol style="list-style-type: none"> <li>1. <b>\$100,000 increase in Capital Outlay</b></li> </ol> </li> </ol>

	<p>4. <b>Other Capital Projects:</b> Staff identified budgeted projects with unexpended budget and savings. The Non-Revenue Service Vehicle Project included expansion vehicles to be used as pool vehicles to support administration. However, as many of the administrative staff continues to telework from home and meetings have transitioned from in-person to virtual as safety measures in response to the COVID-19 pandemic, staff decided to postpone the purchase of the expansion vehicles to a future year. The AMF Flooring Project was completed in the spring and had come in under budget. Staff requests to <b>repurpose \$231,000 of the unexpended budget and savings</b> in Capital Outlay to fund the following capital needs, which results in a net-zero change in capital budget.</p> <ol style="list-style-type: none"> <li>1. <b>Rio Grande Trail Bridge Inspection and Design</b> –the estimated cost for this project has exceeded the original budget of \$20,000. Staff is requesting an additional <b>\$25,000</b> in order to move forward with the work.</li> <li>2. <b>CMF Roof and Gutter Project</b> – the estimated cost for this project has exceeded the original budget of \$55,000. Staff is requesting an additional <b>\$57,000</b> in order to finish the gutter and heat tape project at RFTA’s Carbondale Maintenance Facility.</li> <li>3. <b>GMF Compressor Replacement</b> – The current compressor at the Glenwood Maintenance Facility has been identified to be replaced. Staff is requesting <b>\$20,000</b> for a replacement compressor.</li> <li>4. <b>Blake Street Office Improvements</b> – The current design of the office was originally for a dental office and when RFTA started leasing the space, the remodel was deferred. With lower demand volumes due to the COVID-19 pandemic, staff recommends remodeling the existing workspace now in order to better accommodate the operational needs by the Traveler Program. Staff requests <b>\$30,000</b> to remodel this area.</li> <li>5. <b>AMF Fire Sprinkler Project</b> – The fire sprinkler system requires repairs along with the removal of glycol and replaced with a NFPA-approved antifreeze. Staff requests <b>\$80,000</b> for this project.</li> <li>6. <b>BRT Station Bench Refinishing Project</b> – the estimated cost of this project exceeded the original budget of \$28,000. The initial scope covered the exterior benches; however, staff is requesting an additional <b>\$19,000</b> to include the interior benches.</li> </ol>				
<p><b>Policy Implications:</b></p>	<p>Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”</p>				
<p><b>Fiscal Implications:</b></p>	<p>Net increase (decrease) to 2020 fund balance by fund:</p> <table border="1" data-bbox="708 1640 1211 1713"> <tr> <td>General Fund</td> <td>\$ (1,084,250)</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$ (1,084,250)</b></td> </tr> </table>	General Fund	\$ (1,084,250)	<b>Total</b>	<b>\$ (1,084,250)</b>
General Fund	\$ (1,084,250)				
<b>Total</b>	<b>\$ (1,084,250)</b>				
<p><b>Attachments:</b></p>	<p>Yes, please see Resolution 2020-18 attached.</p>				

Director \_\_\_\_\_ moved adoption of the following Resolution:

**BOARD OF DIRECTORS**  
**ROARING FORK TRANSPORTATION AUTHORITY**  
**RESOLUTION NO. 2020-18**  
**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 August 13, 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):**

<b>Type</b>	<b>Amount</b>	<b>Explanation</b>
Other govt contributions	\$36,531	Garfield County Matching Funds - 2 Traveler Vehicles
Grants	148,125	80% Matching Funds from CDOT - 2 Traveler Vehicles
<b>Total Revenue &amp; OFS</b>	<b>\$184,656</b>	

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<b>Revenue &amp; OFS Summary</b>	<b>Previous</b>	<b>Change</b>	<b>Current</b>
Sales tax	\$25,626,649	-	\$25,626,649
Property tax	10,996,000	-	10,996,000
Grants	7,334,638	\$148,125	7,482,763
Fares	5,470,200	-	5,470,200
Other govt contributions	1,814,605	36,531	1,851,136
Other income	906,600	-	906,600
Other financing sources	8,325,000	-	8,325,000
<b>Total</b>	<b>\$60,473,692</b>	<b>\$184,656</b>	<b>\$60,658,348</b>

**Expenditures and Other Financing Uses (OFU):**

<b>Type</b>	<b>Amount</b>	<b>Explanation</b>
Capital	\$185,156	Purchase of 2 Traveler Vehicles
Capital	983,750	27th Street Underpass Design Costs
Capital	100,000	Blake Street (GWS) Improvements
Capital	(156,000)	Repurpose identified savings from non-revenue vehicles project
Capital	(75,000)	Repurpose identified savings from AMF Flooring Project
Capital	25,000	Rio Grande Trail Bridge Inspection and Design
Capital	57,000	CMF Roof and Gutter Project
Capital	20,000	GMF Compressor Replacement
Capital	30,000	Blake Street Office Remodel
Capital	80,000	AMF Fire Sprinkler Project
Capital	19,000	BRT Station Bench Refinishing Project
<b>Total Expenditures &amp; OFU</b>	<b>\$1,268,906</b>	

<b>Expenditures &amp; OFU Summary</b>	<b>Previous</b>	<b>Change</b>	<b>Current</b>
Fuel	\$1,092,661	-	\$1,092,661
Transit	28,979,566	-	28,979,566
Trails & Corridor Mgmt	612,133	-	612,133
Capital	22,990,877	\$1,268,906	24,259,783
Debt service	1,569,123	-	1,569,123
Other financing uses	3,179,564	-	3,179,564
<b>Total</b>	<b>\$58,423,924</b>	<b>\$1,268,906</b>	<b>\$59,692,830</b>

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

Revenues and other financing sources	\$184,656
Less Expenditures and other financing uses	(1,268,906)
<b>Net increase (decrease) in fund balance</b>	<b>\$(1,084,250)</b>

**Fund balance Roll Forward: Net Change in Fund balance**

<b>Resolution</b>	<b>Beginning Balance</b>	<b>Change</b>	<b>Ending Balance</b>
			\$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
2020-18	36,480,504	(1,084,250)	35,396,254
<b>Total Net Change</b>		<b>\$965,518</b>	

\* 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 13<sup>th</sup> day of August 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 August 13, 2020 (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this \_\_\_\_ day of \_\_\_\_\_, 2020.



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

<b>Meeting Date:</b>	August 13, 2020
<b>Subject:</b>	RFTA Service Planning Issues Related to the Outbreak of Coronavirus (COVID-19)
<b>Strategic Outcome:</b>	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
<b>Strategic Objective:</b>	1.2 Customers are safe at RFTA facilities and riding RFTA services 1.5 Maintain and promote a healthy and safe workforce 1.6 The general public has a positive perception of the safety of RFTA services 1.7 Staff are well trained and safety focused
<b>Presented By:</b>	Dan Blankenship, CEO Paul Taddune, General Counsel Michael Yang, CFAO Kurt Ravenschlag, COO
<b>Staff Recommends:</b>	This is intended to be an FYI for the RFTA Board of Directors and an opportunity for the Board to provide any addition direction to staff.

<b>Executive Summary:</b>	1. <b><u>RFTA’s COVID-19 Emergency Response Plan and Attendance:</u></b> RFTA’s Emergency Response Plan is relatively consistent with Pandemic plans throughout the transit industry, and has three primary goals: 1) protection of the public; 2) protection of employees; and 3) continuity of operations. The plan is designed to enable RFTA to continue operating even though employees may become ill, because public transportation is considered an essential service for those who rely upon it.																																	
	As of Friday, August 7, RFTA’s Attendance Record reflected the following absences:																																	
	<b>RFTA COVID-19 Attendance Summary by Category</b>																																	
	<table border="1"> <thead> <tr> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> <th>K</th> </tr> </thead> <tbody> <tr> <td>Employee</td> <td>Symptoms Positive COVID Test Isolating</td> <td>Symptoms Pending COVID Test Results Quarantining</td> <td>Symptoms Not Tested Quarantining</td> <td>Exposed No Symptoms Quarantining</td> <td>Subtotal EE's Out COVID Related</td> <td>Symptoms Tested Negative Quarantining</td> <td>High Risk Category Quarantining</td> <td>Other than COVID-19</td> <td>Total Employees Out</td> <td>% of Total 320 EE's Out</td> </tr> <tr> <td>Totals</td> <td align="center">4</td> <td align="center">3</td> <td align="center">3</td> <td align="center">1</td> <td align="center">10</td> <td align="center">4</td> <td align="center">11</td> <td align="center">6</td> <td align="center">31</td> <td align="center">10%</td> </tr> </tbody> </table>	A	B	C	D	E	F	G	H	I	J	K	Employee	Symptoms Positive COVID Test Isolating	Symptoms Pending COVID Test Results Quarantining	Symptoms Not Tested Quarantining	Exposed No Symptoms Quarantining	Subtotal EE's Out COVID Related	Symptoms Tested Negative Quarantining	High Risk Category Quarantining	Other than COVID-19	Total Employees Out	% of Total 320 EE's Out	Totals	4	3	3	1	10	4	11	6	31	10%
	A	B	C	D	E	F	G	H	I	J	K																							
	Employee	Symptoms Positive COVID Test Isolating	Symptoms Pending COVID Test Results Quarantining	Symptoms Not Tested Quarantining	Exposed No Symptoms Quarantining	Subtotal EE's Out COVID Related	Symptoms Tested Negative Quarantining	High Risk Category Quarantining	Other than COVID-19	Total Employees Out	% of Total 320 EE's Out																							
	Totals	4	3	3	1	10	4	11	6	31	10%																							
	<b>Note:</b> Out of an abundance of caution, RFTA directs its employees to remain home if they are experiencing any possible symptoms of COVID-19. When tested, as the chart above indicates, some 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.																																	
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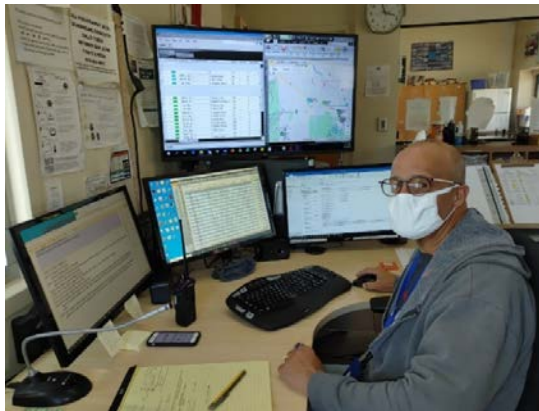
2. **RFTA COVID-19 Employee Survey:** RFTA front line employees deserve tremendous praise for their steadfast commitment to service and their bravery in the face of the global COVID-19 pandemic. Yet, every RFTA employee, whether on the front lines or working remotely, is going above and beyond the call of duty to enable RFTA to provide essential transportation services and access to employment and recreation for the regional community RFTA serves.

The amount of dedication, teamwork, collaboration, self-sacrifice, and esprit de corps that I have observed within RFTA's workforce since COVID-19 invaded and assaulted our region exceeds, by many orders of magnitude, any I have experienced in my 37-year career in public transit. Whether it be people fogging, fueling, cleaning, and repairing approximately 100 buses per day, to make certain they are sanitized for passengers and Bus Operators, and ready to perform reliably. Whether it be people cleaning and maintaining facilities and bus stops spread out over a 70 mile region for the safety of RFTA employees and the public. Whether it be Bus Operators driving buses all day long, wearing masks and keeping watchful eyes on traffic hazards, as well as on passengers to ensure they wear their masks for everyone's safety. Whether it be Operations' Supervisors keeping their eyes glued to video monitors and their ears tuned to radios for endless hours each day to ensure passenger loads don't exceed 15 on a bus at one time for social distancing purposes, and that backup buses are deployed in a timely fashion to accommodate the overflow when buses are full. Whether it be HR personnel who dutifully call the sick each day to check on conditions and extend RFTA's concern and compassion and to offer assistance. Whether it be RFTA's skilled IT personnel who are available 24-7-365 to maintain all of RFTA's computers and software programs so that employees can work efficiently from home, and Managers have the data they need to make critical decisions about RFTA operations. Whether it be members of RFTA's Finance Team who perform audits, pay bills, invoice those that owe RFTA money, cut payroll checks, track and forecast revenues and expenditures, develop budgets, plan capital expenditures, and do their best to keep RFTA financially sustainable. Whether it be the Planning staff that beats the bushes for every possible grant available to help supplement RFTA's resources. Whether it be Trails' staff that keeps the Rio Grande Trail in pristine condition for members of the public who need to clear their heads and take a much needed nature break from the virus. Whether it be RFTA's Procurement and Facilities' Teams that are keeping RFTA's projects moving forward during the pandemic and providing much needed work and paychecks for contractors. Whether it be RFTA's talented and responsive Marketing and Communications' staff that is keeping the public and the workforce informed about rapidly changing services and policies. Whether it be RFTA's dedicated Safety and Training Team and ATU Leadership, that develop, agonize over, collaborate on and implement safety measures designed to protect the workforce. Whether it be RFTA's Managers, Directors, the COO, the CFOA, and the General Counsel, who work nights and weekends to try to keep up with rapidly changing circumstances created by COVID-19. And, whether it be the RFTA Board of Directors that makes itself available whenever necessary to provide staff with direction, resources, encouragement, and the authority necessary to manage effectively during the COVID-19 outbreak in our region, all members of the team are working together harmoniously, cooperatively, and cohesively, to fulfill their respective roles and responsibilities for the good of the organization, the public, and the diverse communities RFTA serves!

In order to gauge employee perceptions about RFTA's response to COVID-19 as well as the mental health and attitudes of its workforce, a RFTA COVID-19 Employee Survey was administered. The survey opened on June 19 and closed on July 1. Approximately 171 of RFTA's 320 employees responded. The survey included 49 questions, most of which asked

employees to 1) Strongly Agree; 2) Agree; 3) Neither Agree nor Disagree; 4) Disagree; or 5) Strongly Disagree with the statements made.

The summary on the next page only reflects the percentage of employees that Strongly Agreed or Agreed with key questions regarding RFTA's response to the COVID-19 pandemic. It is important to note that of those who didn't Strongly Agree or Agree with the statements in the summary on the next page, the majority of the responses fell into the category of Neither Agreeing nor Disagreeing with the statements. It was heartening that employees who Disagreed or Strongly Disagreed with the statements generally represented a relatively small percentage of the overall total. For a detailed copy of the survey and responses, please follow this link: <https://www.surveymonkey.com/results/SM-J8RWSY9B7/>



# RFTA COVID-19 EMPLOYEE SURVEY RESULTS



RFTA conducted a COVID-19 employee survey in June to gauge employees wellbeing regarding COVID-19. Here is an overview of the results...



## Overall Positive:

- 83%** QUESTION 7 have confidence in RFTA's response and preparations to COVID-19.
- 91%** QUESTION 8 believe RFTA is supporting and providing a sense of stability to its employees during COVID-19.
- 83%** QUESTION 14 are confident RFTA is doing its best to keep us safe during COVID19.
- 91%** QUESTION 15 are confident RFTA is doing its best to keep its passengers safe during COVID-19.
- 84%** QUESTION 22 believe that RFTA leadership has demonstrated that employee health and wellbeing are a top priority.

## Action Items and Concerns to Note:

- QUESTION 12** Let employees know where to find most up-to-date COVID policies. 28% did not answer in the affirmative.
- QUESTION 27** Employees have experienced significant anxiety and/or stress due to COVID-19. 43% answered agree or strongly agree
- QUESTION 13** Clarify RFTA's policies towards [travel/remote working etc.] during COVID-19. 23% did not answer in the affirmative.
- QUESTION 36 AND 37** Get the word out regarding free financial and increased free visits to counseling - Triad. Over 46% and 47% answered no to the two questions respectively
- QUESTION 18** Employees are concerned or aren't sure about their coworkers coping. 38% answered neither agree or disagree, disagreed or disagreed strongly
- QUESTION 44** Clarify where to raise concerns or questions 33% did not answer in the affirmative.

## Overall in the Comments:

- Overall there were many comments of employees who are thankful.
- Frustrations with people who are working and not being rewarded when others are not working. Mentions of hazard pay.
- Employees/supervisors not consistent with mask wearing.
- Comments for those who tried to use Triad and had difficulty with availability and location of counselors.
- Comments about recognition needed for Vehicle Maintenance

To view the full survey results visit this link:

<https://www.surveymonkey.com/results/SM-J8RWSY9B7/>

**SURVEY RESULTS**

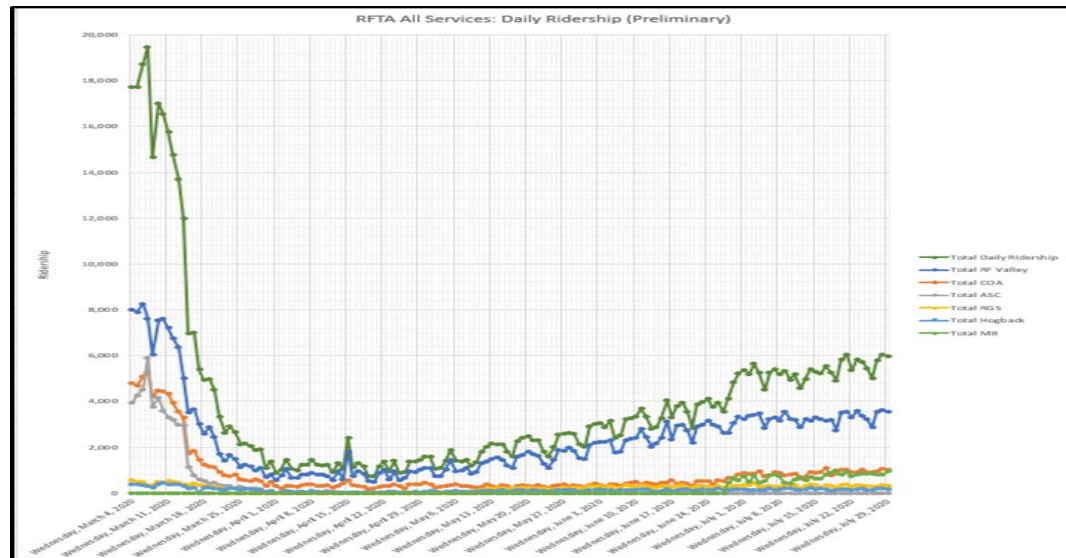
Individual answers are confidential. Written comments are shared verbatim, but are not linked to any individuals.

3. **Current RFTA Service Level:** Phase 5 represents approximately a 50% increase in the number of daily bus trips compared to Phase 4.

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	<b>Subtotal Regional Services</b>	<b>157</b>	<b>237</b>	<b>80</b>	<b>51%</b>	<b>5</b>
6	Ride Glenwood	22	22	0	0%	6
7	City of Aspen	206	305	99	48%	7
8	<b>Total</b>	<b>363</b>	<b>542</b>	<b>179</b>	<b>49%</b>	<b>8</b>

4. **Phase 5 Ridership is Increasing:** As the chart below indicates, from June 28 through August 5, Phase 5 average daily Hwy 82/TOSV/BRT & Local Service ridership has increased by approximately 155% compared to the average daily ridership for the 79 days of Phase 4. The Hogback commuter bus service has increased by 114%, City of Aspen ridership has increased by 281%, and the Ride Glenwood service has increased by 105% during this period.

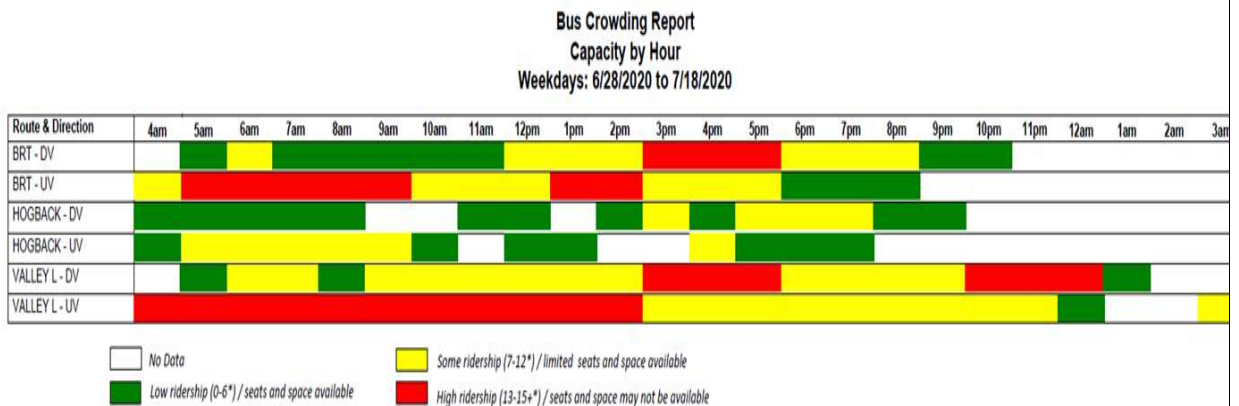
RFTA Average Daily Ridership Comparison Phase 5 to Phase 4				
Route	Phase 4 Average	Phase 5 Average	# Vari	% Vari
RF Valley/BRT/Local/TOSV	1,275	3,253	1,978	155%
Hogback	76	163	87	114%
City of Aspen	232	883	651	281%
Ride Glenwood	151	309	158	105%
<b>Total</b>	<b>1,734</b>	<b>4,608</b>	<b>2,874</b>	<b>166%</b>



5. **RFTA Regional Backup Bus Utilization Report:** Phase 5 was initiated on Sunday, May 28. As was reflected in the chart in number 4 above, average daily Roaring Fork Valley ridership has increased 155% compared with Phase 4. As a result, the average number of bus trips each day that must be backed up to keep passenger loads from exceeding 15, is now slightly higher than the average daily number from Phase 4 (see Line 4 on the chart below). However, because the number of scheduled Roaring Fork Valley bus trips per day increased by 51% in Phase 5 (see chart in number 3 above), RFTA does not have as much backup capability as it had in Phase 4. Consequently, passengers are being left at bus stops approximately 4 times more frequently in Phase 5 than they were during Phase 4 (see Lines 8 and 9 on the chart below).

RFTA Regional Backup Bus Utilization Report			
	Category	Phase 4	Phase 5
1	Total daily trips	157	237
2	Trips with 10-15 passengers	28	44
3	Percent trips with 10-15 passengers	18%	19%
4	Number of trips needing backup buses	40	42
5	Percent trips needing backup buses	26%	18%
6	Trips with more than 15 passengers	0	0.14
7	Percent trips with more than 15	0.00%	0.25%
8	Times passengers left behind	1	4
9	# of Passengers left behind	3	10

As the chart below indicates, not surprisingly, the peak periods are the times at which RFTA's capacity is most severely constrained. RFTA will be making this chart available to transit riders so that, if they have flexibility regarding their commute, they can shift their schedules to times when more capacity is available.



\*Data shown is based on average of the maximum number of riders on Weekdays for actual services performed between 6/28/2020 and 7/18/2020

6. **Bus Operators Required for Phase 5:** Currently, in Phase 5, RFTA is approximately 10 Bus Operators short of the ideal number of 166 (Line 6 on the chart below), which would provide a 125% readiness ratio and provide a comfortable cushion to allow for Bus Operator vacations, illnesses, and other absences. While 156 Bus Operators is sufficient to cover the Phase 5 shifts under ideal circumstance (Line 5 on the chart below), it only represents a 114% readiness ratio, and does not provide the desired cushion. As a result, RFTA will likely need to pay out overtime in order to maintain Phase 5 service levels.

**Winter Season Service Plan and Staffing Needs:** RFTA faces a daunting challenge to recruit and train approximately 56 additional Bus Operators required for the winter season plan (Line 7). RFTA may need to explore retaining a 3<sup>rd</sup> party contractor.

Estimated Bus Operators Required and Available to Operate Phase 5 Service			
	Description	Phase 5 Service Increase Plan(6/28)	Winter Service Plan
1	Estimated Bus Operator FTE's* on Staff	155	155
2	Estimated Seasonal and Part-Time Bus Operators on Staff	7	0
3	Total FTE's, Seasonal and Part-Time Bus Operators on Staff	162	155
4	Estimated number of Bus Operators Unavailable due to COVID/Other	-6	-6
5	Total Estimated Bus Operators Available To Work	156	149
6	Total Estimated Active Bus Operators Required for Scheduling per Week*	166	205
7	Estimated Excess/(Shortfall) of Bus Operators Available per Week**	-10	-56

*\*Approximate numbers for example purposes. This number represents RFTA's 125% readiness ratio to account for vacations and unanticipated absences.*

*\*\*This number of Bus Operators available per week represents a readiness ratio of 114%. While it is sufficient to cover all of the available shifts under ideal circumstances, it could require overtime if personnel are absent due to vacations, illness, and other reasons.*

7. **Bus Availability:** As of June 28, RFTA's Maintenance Department completed the installation of sneeze curtains in RFTA's fleet of twenty-five 45-foot over-the-road coaches. On July 20, the installation of sneeze curtains in fleet of seventy-two 40-foot, low-floor buses was completed. RFTA currently 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.

The Maintenance Department is currently installing Plexiglas barriers in RFTA's fleet of van cutaway vehicles. These smaller vehicles will be used for Aspen services such as the Cross Town Shuttle and the East End Dial-A-Ride.

8. **Resumption of Fare Collection:** RFTA resumed fare collection on August 1<sup>st</sup>. 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 is being accepted. Instead, RFTA

	<p>is requiring passengers to purchase seasonal zone passes, monthly passes, and stored value cards. A significant number of passengers is still attempting to pay with cash. During the first weeks following the reinstatement of fare collection, Bus Operators have been advised to be tolerant of riders who have not as yet made the transition from free service to fare service.</p> <p>9. <b>Updated 2020 Preliminary Financial Forecast:</b> The updated financial forecast, as of August 7, indicates a year-end addition to surplus of approximately \$1.213 million (see updated 2020 Preliminary Financial Forecast on following page).</p> <p>10. <b>Schedule Information:</b> For the latest schedule changes, the public should monitor RFTA's website, <a href="http://www.rfta.com">www.rfta.com</a></p>
<b>Governance Policy:</b>	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.
<b>Fiscal Implications:</b>	See Updated Preliminary 2020 Financial Forecast attached below.
<b>Attachments:</b>	Yes, please see Updated Preliminary 2020 Financial Forecast on following page.



2020 Budget Year  
General Fund



	7/9/2020	8/13/2020	8/13/2020	8/7/2020	8/7/2020	8/7/2020		
	Annual	Resolution	Annual	Preliminary	Preliminary	Preliminary		%
	Budget	2020-18	Budget	Adjustment	Service Contract	Projection	Variance	Variance
					Cost Reallocation			
<b>Revenues</b>								
Sales tax (1)	\$25,626,649		\$25,626,649	\$ (4,326,500)		\$21,300,149	\$ (4,326,500)	-16.9%
Property Tax	\$10,996,000		\$10,996,000	\$ -		\$10,996,000	\$ -	0.0%
Grants (2)	\$ 7,334,638	\$ 148,125	\$ 7,482,763	\$ 8,334,501		\$15,817,264	\$ 8,334,501	113.6%
Fares (3)	\$ 5,470,200		\$ 5,470,200	\$ (3,489,000)		\$ 1,981,200	\$ (3,489,000)	-63.8%
Other govt contributions (4)	\$ 1,814,605	\$ 36,531	\$ 1,851,136	\$ (228,000)		\$ 1,623,136	\$ (228,000)	-12.6%
Other income (5)	\$ 906,600		\$ 906,600	\$ (112,000)		\$ 794,600	\$ (112,000)	-12.4%
<b>Total Revenues</b>	<b>\$52,148,692</b>	<b>\$ 184,656</b>	<b>\$52,333,348</b>	<b>\$ 179,001</b>	<b>\$ -</b>	<b>\$52,512,349</b>	<b>\$ 179,001</b>	<b>0.3%</b>
<b>Expenditures</b>								
Fuel (6)	\$ 1,092,661		\$ 1,092,661	\$ (365,639)	\$ 157,219	\$ 884,241	\$ (208,420)	-19.1%
Transit (7)	\$28,979,566		\$28,979,566	\$ (915,718)	\$ 2,468,295	\$30,532,143	\$ 1,552,577	5.4%
Trails & Corridor Mgmt (8)	\$ 612,133		\$ 612,133	\$ (36,410)		\$ 575,723	\$ (36,410)	-5.9%
Capital (9)	\$22,990,877	\$ 1,268,906	\$24,259,783	\$ (1,377,076)		\$22,882,707	\$ (1,377,076)	-6.0%
Debt service	\$ 1,569,163		\$ 1,569,163	\$ -		\$ 1,569,163	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$55,244,400</b>	<b>\$ 1,268,906</b>	<b>\$56,513,306</b>	<b>\$ (2,694,843)</b>	<b>\$ 2,625,514</b>	<b>\$56,443,977</b>	<b>\$ (69,329)</b>	<b>-0.1%</b>
<b>Other Financing Sources/Uses</b>								
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%
<b>Total Other Financing Sources/Uses</b>	<b>\$ 5,145,476</b>	<b>\$ -</b>	<b>\$ 5,145,476</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,145,476</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Change in Fund Balance</b>	<b>\$ 2,049,768</b>	<b>\$ (1,084,250)</b>	<b>\$ 965,518</b>	<b>\$ 2,873,844</b>	<b>\$ (2,625,514)</b>	<b>\$ 1,213,848</b>	<b>\$ 248,330</b>	<b>12.1%</b>

(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, April, and May 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 -58% From August through December.

(4) Potential reduction in local contributions due to service reductions.

(5) Anticipated lower yields on investment income.

(6) Assumes Phase 5 Service Levels through 9/6, updated Fall season from 9/7-11/22, and full recovery of services from 11/23-12/31. Staff is currently reviewing the 20/21 winter season schedule and will update the projection when it has been finalized. Preliminary estimated loss of Service Contract Revenues of \$2.6M, where costs are anticipated to be reallocated from Service Contracts to RFTA's General Fund, due to overall projected service level reductions for City of Aspen, Ride Glenwood Springs, and Aspen Skiing Company. Includes preliminary reductions of \$365K in diesel, gasoline, and CNG (including excise tax credit) due to assumed service reductions based on initial discussions with fuel supplier.

(7) Same as (6) above and includes projected savings in compensation and preliminary budget reductions of approximately \$916K to help offset \$1M for COVID-19 Preparedness needs reflected in the budget.

(8) Includes preliminary budget reductions.

(9) 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 8/7/2020**

Transit Service	Mileage 2020 Projection				Hours 2020 Projection			
	Budget	Projection	Variance	% Var.	Budget	Projection	Variance	% Var.
RF Valley Commuter (1)	4,191,197	3,564,703	(626,494)	-14.9%	190,807	167,335	(23,472)	-12.3%
City of Aspen (2)	568,587	469,122	(99,465)	-17.5%	64,699	50,181	(14,518)	-22.4%
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	109,916	(9,456)	-7.9%	9,851	8,505	(1,346)	-13.7%
Grand Hogback (1)	429,603	304,679	(124,924)	-29.1%	20,896	14,094	(6,802)	-32.6%
Specials/Charters	12,551	9,928	(2,623)	-20.9%	1,021	663	(358)	-35.0%
Senior Van	23,250	8,123	(15,127)	-65.1%	2,239	1,052	(1,187)	-53.0%
MAA Burlingame (4)	23,562	-	(23,562)	-100.0%	1,675	-	(1,675)	-100.0%
Maroon Bells (5)	80,359	65,421	(14,938)	-18.6%	6,673	5,273	(1,400)	-21.0%
<b>Total</b>	<b>5,753,260</b>	<b>4,756,933</b>	<b>(996,327)</b>	<b>-17.3%</b>	<b>317,920</b>	<b>263,230</b>	<b>(54,689)</b>	<b>-17.2%</b>

(1) Assumes Phase 5 Service Levels through 9/6, updated Fall season from 9/7-11/22 and full recovery of services on 11/23-12/31. Staff is currently reviewing the 20/21 winter season schedule and will update the projection when it has been finalized.

(2) Assumes COA Service operates current Phase 5 through 9/6, updated Fall season from 9/7-11/22 and original budget from 11/23-12/31. 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 October 11.

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

<b>Meeting Date:</b>	August 13, 2020
<b>Subject:</b>	Maroon Bells’ Shuttle Service Update
<b>Strategic Outcome:</b>	Accessibility and Mobility: RFTA will provide accessible, effective and easy to use mobility options that connect our region for all user types.
<b>Strategic Objective:</b>	2.2 Trail and transit users move safely, quickly and efficiently. 2.7 Provide convenient connections to key activity centers in service area.
<b>Presented By:</b>	Dan Blankenship, CEO
<b>Staff Recommends:</b>	This is an update for the benefit of the RFTA Board of Directors.

- 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. Much of the credit for this is attributable to the hard work of H2O Ventures, which manages the reservations system, the Call Center, and the Maroon Bells Shuttle Welcome Center at Aspen Highlands Ski Resort. In addition RFTA’s Supervisors and Bus Operators are performing spectacularly so that, from an operational perspective, the service is as convenient for customers and as efficient for RFTA as possible.
- Ticket sales from June 28 through August 5 indicate, due to “No Shows” and “Day of Standby Passengers,” that approximately 11% more tickets are being sold on average each day than the maximum amount of seats available (435). 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. Approximately 18,895 total tickets have been sold as of August 5, for the period June 28 through August 31:

**Executive Summary:**

**Maroon Bells Shuttle Service Reservation Status Report (June 28 – August 5)**

	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	Total	17,167	1,725	18,895	(1,868)	17,024	16,965	59	100%	1,930	111%
2	Average Per Day	440	44	484	(48)	437	435	2	100%	49	111%

**Estimated Revenue/Costs/Subsidy for Season (as of August 5, 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	Est. Ticket Revenue = \$15.95	Less USFS Fee = \$0.65	Less H2O Ventures Fee = \$3.65	Net RFTA Revenue
1	484	106	51,356	819,122	(33,381)	(187,448.09)	\$ 598,293
2	Estimated RFTA Cost	N/A	N/A	N/A	N/A	N/A	\$ (666,696)
3	Estimated Subsidy	N/A	N/A	N/A	N/A	N/A	\$ (68,403)
4	Percent Subsidy/Cost	N/A	N/A	N/A	N/A	N/A	10%

	<p>3. The Maroon Bells’ shuttle reservation system went live on June 2 and can be accessed at: <a href="https://aspenchamber.org/plan-trip/trip-highlights/maroon-bells/reservations">https://aspenchamber.org/plan-trip/trip-highlights/maroon-bells/reservations</a></p> <p>4. Maroon Bells shuttle reservations can be made currently through September 30.</p> <p>5. Buses are transporting up to 15 passengers at one time.</p> <p>6. All passengers, except children under the age of 2 must wear face coverings.</p>
<b>Governance Policy:</b>	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).”
<b>Fiscal Implications:</b>	<p>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.</p> <p>The current estimated cost of the Maroon Bells Shuttle for the 106-day season is \$666,696. If ticket sales continued to follow the current trend, net ticket revenue to RFTA at the end of the season would be approximately \$598,000, and the subsidy for the service would be approximately \$68,000 or 10%.</p>
<b>Attachments:</b>	None.

**RFTA BOARD OF DIRECTORS MEETING**  
**“PRESENTATIONS” AGENDA SUMMARY ITEM # 7. C.**

<b>Meeting Date:</b>	August 13, 2020
<b>Agenda Item:</b>	Preliminary Planning Initiatives, Assumptions and Issues for 2021 RFTA Budget
<b>Strategic Outcome:</b>	Financial Sustainability
<b>Strategic Objective:</b>	4.1 Ensure accurate budget and accounting
<b>Presented By:</b>	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance
<b>Recommendation:</b>	Discuss 2021 budget overview information and provide staff with direction.
<b>Core Issues:</b>	<ul style="list-style-type: none"> <li>○ On a fund basis, staff will highlight issues associated with the 2021 budget and seek direction from the Board. A list of budget assumptions, issues and highlights is provided on the following pages.</li> <li>○ The 1<sup>st</sup> draft budget will be presented for the Board's consideration at the September 10, 2020 meeting.</li> <li>○ The 2<sup>nd</sup> draft budget will be presented for the Board's consideration at the October 8, 2020 meeting.</li> <li>○ The final budget will be presented for the Board's review and adoption at the November 12, 2020 meeting.</li> <li>○ Final Certification of Assessed Valuations from Pitkin, Eagle and Garfield Counties at the December 10, 2020 meeting.</li> </ul>
<b>Policy Implications:</b>	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).”
<b>Fiscal Implications:</b>	Inaccurate forecasts of revenues and expenditures could result in the unanticipated use of fund balance in order to achieve the Authority’s goals and objectives.
<b>Attachments:</b>	Yes, see the list of 2021 budget initiatives, assumptions, and issues provided on the following pages.



## **2021 Budget: Preliminary Planning Initiatives, Assumptions, and Issues**

### **General Fund (including Service Contract Special Revenue Fund)**

#### ***Budget Initiatives, Assumptions and Issues:***

- Align budget with goals identified in RFTA's Strategic Initiatives.
- The initial budget should be a balanced budget and, if possible, add to fund balance. Any budgeted surplus may be used to fund projects or needs that may come up during the year through a supplemental budget appropriation resolution.
- The budget should adhere to the financial reserve thresholds in accordance with Policy 2.5.5.
- Consult with RFTA member jurisdictions' Finance Directors to obtain their sales tax revenue estimates for the budget year. RFTA's sales tax revenue estimates will be calculated based on the information provided by each jurisdiction. Update forecasts accordingly throughout the budget process.
- Consult with Pitkin, Eagle and Garfield County Assessors to obtain their preliminary certification of valuations of taxable property included in RFTA's district for the budget year. Property tax revenue estimates will be calculated based on the valuations received. Final certification of assessed valuations will occur at the December 2020 Board Meeting.
- Develop revenue estimates for Operating and Capital Grants, and other governmental contributions.
  - The 2020 budget reflects Federal Assistance from the FTA Section 5311 Operating Grant of \$1,201,678 in 2020 to support our regional transit services. 2021 grant awards are anticipated to be announced in August or September 2020.
  - The 2020 budget reflects State Assistance from the CDOT FASTER Operating Grant was \$200,000 in 2020 to support our I-70 regional transit Hogback Service. 2021 grant awards are anticipated to be announced in August or September 2020.
  - The Elected Officials Transportation Committee (EOTC) contributed \$690,075 in 2020 to support the no-fare Aspen/Snowmass regional transit services. Staff is reviewing budget scenarios for the EOTC to continue the no-fare contribution through 2021 due to the economic uncertainty created by the coronavirus pandemic in the region. The EOTC will have the opportunity to discuss a proposal to continue the no-fare contribution at their October 29, 2020 meeting.
  - The 2020 budget reflects Garfield County to contribute \$760,240 in 2020 to support the Grand Hogback bus service and staff will confirm their contribution for 2021.
  - The 2020 budget reflects the City of Rifle to contribute \$20,000 in 2020 to support the Grand Hogback bus service and staff will confirm their contribution for 2021.
- Develop Transit Service Plan, initially, assuming baseline service levels with updates for seasonal date changes. Staff will cost out potential adjustments to services that may be requested by RFTA and its contracting partners:
  - Highway 82 Corridor/BRT Service
  - Grand Hogback I-70
  - Aspen Skiing Company service contract
  - City of Aspen municipal service contract
  - City of Glenwood Springs municipal service contract

- Maroon Bells Bus Tour and reservation system
- Adjustments to service hours and miles will result in adjustments to Bus Operator shifts, Mechanic positions, parts and fuel.
- Consider adjustments to services, if necessary, before recommending the use of fund balance.
- Departments will submit their draft budget requests which can include new positions. Management will evaluate each new position request and prioritize them based on need and available resources. Any new positions identified by management as a priority will be incorporated into the budget.
- Departments will submit their capital item and project requests.
  - RFTA Destination 2040 Projects
    - Capital projects and potential bond issuance
  - Management will evaluate and prioritize them based on need, available resources and how they fit with RFTA's strategic initiatives. Priority items will be presented along with the draft budget. Capital grants will be strategically pursued to help fund these items and only those that are awarded will be included in the budget or presented in a supplemental budget appropriation resolution over the course of the budget year. Financing options will also be considered, as needed.
- Due to timing issues, any unexpended capital items and projects (and any related grant revenues) budgeted for in 2020 may need to be re-budgeted in 2021 in order to complete the project.
- Any additional Board priorities should also be incorporated into the budget's planning assumptions.

***New Budget issues:***

- The impact of the coronavirus pandemic on the regional economy is unpredictable and rapidly changing. The significance and duration of the overall impacts is difficult to reasonably estimate at this time. The identified impacts to RFTA include:
  - Safety measures:
    - Continuation of increased safety measures related to personal protective equipment, disinfecting, cleaning and supplies, and teleworking arrangements.
  - Transit service:
    - Ability to meet ridership demand due to social distancing measures resulting in the reduced maximum ridership capacity per bus (it takes roughly 3 buses to move the same number of passengers that 1 bus did prior to the pandemic). The winter season is typically the high season with the increased demand for services along with the increased levels of service, which include skier shuttle services as part of the Aspen Skiing Company service contract. Staff started planning efforts in July with the Aspen Skiing Company in preparation for the upcoming 2020/2021 winter season. Staff is analyzing the operational capacity for the high season and the amount of additional resources needed for front line personnel, primarily in operations and vehicle maintenance. With limited capacity, may need to consider third party service provider options.
  - Revenues:
    - In 2020, RFTA was the beneficiary of approximately \$5.2 million of the initial apportionment of the Coronavirus Aid, Relief, and Economic Security (CARES) Act funds and anticipates to receive an estimated \$3+ million from the second apportionment of these funds. CARES Act funds are intended to help fill the shortfalls in revenue experienced by RFTA, such as sales and use tax, fare collections, and service contracts, to support the continuation of essential services that RFTA provides to the region. At this time, there is no indication of any more stimulus funding in 2021, but there are current lobbying efforts for additional funding by the American Public Transportation Association (APTA), the Community Transportation Association of America (CTAA), the Bus Coalition, and other transit associations. Staff will estimate revenue

shortfalls and determine funding options from available resources, which include property tax revenues and fund balance, and also identify potential cost reduction measures.

***Continuing Budget issues and considerations:***

- After the first two months into 2020, Sales and Use tax revenues were up 20% over budget; however, when the COVID-19 pandemic hit the region in March and the Governor's Executive Orders forced ski areas and certain businesses to close, revenues fell sharply by over 30% compared to budget for the month. Since then, as public health orders loosened up and businesses slowly reopened, revenues have been improving. Through May (or July collections), sales and use tax revenues are flat compared to budget. Based on staff's analysis and recent information received from some member jurisdictions, preliminary projections for the 2020 year show an estimated shortfall of approximately 17% compared to budget. The timing of the recovery is based on several factors including public health orders and the consumption of goods and services. Through June, regional transit fares are down 63% than budget estimates due to the temporary suspension of fare enforcement from the end of March through July 2020 along with the anticipated reduction of overall ridership volumes limited by temporary maximum capacity constraints related to social distancing measures. Staff will continue to maintain a conservative approach regarding these rates.
- For the 2020 tax year, with collections in 2021, the full 2.65 mill levy will be assumed for the 2021 budget. 2020 is not a reassessment year. Staff will work closely with the Assessors in Pitkin, Eagle and Garfield Counties to obtain preliminary and final assessed valuations within RFTA's district.
- For 2020, management obtained fixed price transit diesel fuel contracts to manage the volatility normally associated with fuel prices. In October 2019 and February 2020, both unleaded and transit diesel contracts were entered into for a portion of our needs in 2021 and reflects an approximate 11% decrease in price between 2021 and 2020. Staff will continue to work with our fuel vendor to estimate the shortage of fuel purchases in 2020 (related to service reductions in response to the coronavirus pandemic) that can be rolled into the 2021 year and impacts to 2021 pricing. Our current CNG pricing will be assumed in our budget preparations while staff continues to work with our vendor to estimate the reduction in CNG volumes in 2020 and potential impacts in 2021.
- Historically, RFTA has experienced annual increases in healthcare costs. In 2019, renewal rates reflected a 3.5% increase. In 2020, medical premiums reflected a 4% increase, with no changes in Dental and Vision premiums. The preliminary estimated annual increase for 2021 is anticipated to be around 10%; however, more information regarding the increase will become available in September. Staff continues to review the current plan design to identify possible changes for consideration, if any.
- Historically, the high cost of living in the Roaring Fork Valley has challenged the Authority's ability to hire and retain qualified personnel. Management continues to review and refine RFTA's compensation package with respect to wages, incentive programs, and benefit enhancements, including employee housing, in order to remain competitive in the local job market. A market survey is not planned for this year as the last one was conducted in 2019 and adjustments were made in 2020. The Collective Bargaining Unit comprised of full-time bus operators are subject to scheduled pay increases in accordance with their contract.
- As of July 2020, the overall occupancy rate for RFTA employee housing (seasonal and year-round) is at 90%. Year-to-date rental income has increased by approximately 15% from the prior year. Staff will continue to monitor the local rental housing market, current rental leases, and anticipated seasonal hires during the budget preparations.
- Request for Funding Application Forms are required to be completed by organizations seeking financial support. The deadline for requests related to the 2021 budget year will be in September. Staff will review funding applications and present them in the draft budget submitted to the Board. The following

represent multi-year funding request that were submitted and approved during the 2018 budget planning cycle and effective in 2021:

- At the June 8, 2017 Board meeting, the RFTA Board approved a five-year \$100,000/year (subject to annual appropriation) WE-Cycle – RFTA Partnership Agreement. The funding request was approved by the RFTA Board with the initial budget year of 2018 and then subsequently in 2019. WE-cycle is a 501(c)(3) non-profit organization serving Aspen and Basalt to support bike sharing operations. Funds will be used to help support WE-cycle's strategic and operational direction, structure, and planning efforts to benefit existing and future bike share services within the Roaring Fork Valley. These funds will provide WE-cycle with essential stability as it plans for its services year over year by allowing WE-cycle to retain year-round office space and support high-level director level positions to provide for a stable and consistent organizational framework. The \$100,000/year contribution to WE-cycle will be incorporated into the 2021 draft budget, which will represent year four of the five-year funding request. In 2020, there was a supplemental grant made by RFTA of \$70,000 to WE-cycle for financial and administrative services through a contracted CFO in order to enable its Executive Director to begin working on WE-cycle/RFTA integration and planning efforts to ensure the long-range sustainability of existing and future regional bike share services. If WE-cycle anticipates the need to continue the financial and administrative services, then WE-cycle may request one or more additional supplemental grants in excess of the \$100,000 contribution.
- Other issues and priorities as identified by the Board.

## **Bus Stops/PNR Special Revenue Fund**

### ***Budget Initiatives, Assumptions and Issues:***

- Develop Vehicle Registration Fee estimate based on historical data and trends.
- Budget bus stops and park and ride operating expenditures based on historical data, trends and needs.
- Similar to the current year, additional resources needed to fund the operating and maintenance costs associated with BRT stations and park and rides will be transferred from the General Fund using available Sales Tax Revenues.



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

**CEO REPORT**

**TO:** RFTA Board of Directors  
**FROM:** Dan Blankenship, CEO  
**DATE:** August 13, 2020

**Appointment to the Regional Transportation District (RTD) Accountability Committee:** The Colorado Association of Transit Agencies (CASTA) recommended me to serve on the RTD Accountability Committee. The Committee was established by the Governor, the Chairs of the Transportation Committee Chairs of the General Assembly, and the RTD Board. I was appointed to serve on the Committee by the Chairs of the House and Senate Transportation Committees.

The first meeting of the Committee will be held on August 10, and I hope to learn more about my role and responsibilities and the time commitment involved. I am honored by this appointment and grateful for the opportunity to learn more about RTD’s Strengths, Challenges, and Opportunities. RTD dwarfs RFTA in terms of its scale and scope, and my hope is that I might have constructive insights to offer my colleagues from the perspective of the sole regional transit service provider on the Committee.

**The Mission of the Committee is as follows:**

To provide feedback and a set of recommendations for improvement to the operations of and statutes related to RTD, to the board and staff of the RTD, the Governor, the General Assembly, and the public.

**The Overarching Goals of the Committee are as follows:**

- Provide constructive tangible guidance for RTD that will help them improve the way they deliver vital mobility for our community.
- Contribute to a future for the Denver region where there are multimodal mobility options that serve the needs of all people regardless of income or abilities.
- Review each of the Committee responsibilities and form subgroups and engage others when necessary and/or appropriate to formulate concrete recommendations.
- Leverage the experience, intellect, and diverse perspectives that we have on this committee by working collaboratively

**MEMBERSHIP:**

The Committee consists of eleven (11) members.

The Governor appoints the following members:

- 1 member with financial planning expertise
- 1 member with transportation equity expertise
- 1 member with urban planning expertise
- 1 member with economic development expertise
- 1 member who represents a local government served by RTD

The chairs of the House and Senate transportation committees jointly make the following appointments:

- 1 member with expertise on issues facing transit riders with disabilities
- 1 member with human resources expertise, preferably for transit agencies
- 1 member with transit services or multi-modal expertise
- 3 members who represent a local government served by RTD
- Two (2) ex officio members of the RTD board appointed by the RTD board chair.

### **OFFICERS:**

At its first meeting upon appointment of its members, the RTD Accountability Committee shall elect its chair and vice chair.

### **RESPONSIBILITIES:**

The Committee shall perform a comprehensive review of RTD, taking into account the perspectives of the staff, board, employees, and the public. RTD will provide the Committee access to board members, employees, consultants, and documents. The following duties and responsibilities are vested in the RTD Accountability Committee:

- A review of recent financials from the district, including any recent audits and a thorough review of the agency's use of CARES Act stimulus funds.
- The structure of RTD governance and executive leadership.
- A review of the district's short-term and long-term prioritization of resources to maximize the district's limited dollars for the benefit of taxpayers.
- How RTD can better serve all riders including those with disabilities, how it can better serve transit-dependent populations, a review of the district's plans for how to expand ridership, how the district is addressing coverage gaps, how the district is prioritizing route planning, and how the district is serving its entire service area.
- A determination of the long-range financial stability of the agency, and how the agency can achieve stability and growth while still meeting its core mission. The Committee may issue a preliminary report by December 31 of 2020 and shall issue a report with recommendations no later than July 1, 2021. It shall submit the report to the Governor, the chairs of the transportation committees in the Senate and House of Representatives and the RTD Board of Directors. The Committee will hold one or more public hearings on the report and will consider public comment and adopt these recommendations, as appropriate.

In issuing its report and recommendations, the Committee may consider, but is not limited to including the following topics:

- District's partnerships with local governments.
- Use of CARES Act and other pandemic-related funds to support RTD's mission.
- ADA compliance and accessibility of District services and facilities, including paratransit.
- Equity in services provided to the District, analyzed in terms of geography, social equity, fare structures, and needs of transit-dependent populations.
- Organizational assessment (financial health, human resources, work culture, management, and governance of the District).
- Services provided by the District, plans and criteria for expansions or reductions in service.
- Review of current state audit, including with respect to staff management, retention, and hiring.
- District's efforts to address the state's climate change goals.
- District's role in fostering economic development.

**2020/2021 Winter Service Planning**

Winter service planning is underway to prepare for our peak season of service under constrained pandemic conditions. Plans are being developed and conversations with contract partners are being had to set expectations for RFTA’s capabilities this winter. RFTA is identifying additional seasonal bus operators and mechanics that will be needed to deliver 2020/2021 winter services which will be brought before the board in September.

**RFTA 2040 Implementation Update**

The RFTA Capital Projects team has continued to review all 2020 capital projects that are in various stages of development to determine if there are any impacts due to COVID-19. One of the three projects that have been on hold since the start of the pandemic, The Regional Bike Share/First and Last Mile Planning effort has been reinitiated and staff is finalizing the scope of work for that effort. Staff should be able to solicit for contracted services to assist with this effort and initiate the planning before years end.

At this point, RFTA has identified two projects that will continue to be on hold:

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

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


**LOVA Trail (On Hold)**

Total Project: \$15,000,000	2020 Budget: \$175,000	% Complete: 6%
RFTA Share: \$2,000,000	RFTA Balance: \$1,825,000	Last Updated: May 2020
<ul style="list-style-type: none"> <li>• 2020 draft budget includes \$175,000 in local match to go towards an FMLD grant that was awarded to Glenwood Springs</li> </ul>		<ul style="list-style-type: none"> <li>• Project on hold as Partners determine if there is budget for 2020</li> </ul>
<ul style="list-style-type: none"> <li>• Trail Maintenance</li> </ul>		<ul style="list-style-type: none"> <li>• Still Outstanding</li> </ul>

**Trail Maintenance**

Total Project: \$5,958,000	2020 Budget: \$375,000	% Complete: 60%
RFTA Share: \$5,958,000	RFTA Balance: \$5,283,000	Last Updated: August 2020
<ul style="list-style-type: none"> <li>• 2020 budget includes \$300,000 to go towards asphalt repair, fencing, rock scaling, shoulder improvements and culvert maintenance</li> </ul>		<ul style="list-style-type: none"> <li>• Tree trimming, shoulder clearing and root barrier installation have already taken place. The Contractor has begun cutting and patching asphalt throughout the corridor. Pre- warning signs are up, but pedestrians and bicyclists should be aware that uneven surfaces will be present for the next two weeks.</li> </ul>
<ul style="list-style-type: none"> <li>• 2020 budget includes design work to improve Rosebud Trailhead, to include increased parking, vault toilets, lighting and sun shade.</li> </ul>		<ul style="list-style-type: none"> <li>• Design work is in Progress</li> </ul>

**Mid Valley Stop Improvements Including Windscreens**

<p>Total Project: \$1,603,172</p>	<p>2020 Budget: \$1,603,172</p>	<p>% Complete: 80%</p>
<p>RFTA Share: \$1,603,172</p>	<p>RFTA Balance: \$0</p>	<p><b>Last Updated: August 2020</b></p>
<ul style="list-style-type: none"> <li>• 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"> <li>○ Sage wood</li> <li>○ Lazy Glen</li> <li>○ Aspen Village</li> <li>○ Holland Hills</li> <li>○ Catherine Store</li> <li>○ CMC</li> </ul> </li> <li>• 2020 budget includes funding for installation of windscreens at select BRT Stations.</li> </ul>		<ul style="list-style-type: none"> <li>• Up Valley CMC; the CMC parking lot was opened on August 4<sup>th</sup>. Work will continue with signage and seeding to occur in the next 2 weeks.</li> <li>• Up Valley Catherine’s Store; the parking area is open at this time. Work will continue for the next couple of weeks to finish up seeding, signage and clean-up. The stops are in their original location with a bench set up on the new shelter concrete pads. The new shelters will arrive in September and will be installed at that time.</li> <li>• JW Drive up and down valley; all concrete and paving are now complete at JW Dr. Work will continue for the next two weeks on drainage and seeding. The new shelters will arrive in September and will be installed at that time. The stops are back in their original location with the benches set up on the new shelter concrete pads.</li> <li>• Sagewood up and down valley; Excavation is nearing completion at this site. The existing bus stop shelters will remain in use until the new shelter concrete pads are placed. The island up valley of the intersection has been removed and paved. Signage and striping are still needed prior to opening the island to through bus traffic. Down valley paving is scheduled for Friday August 7<sup>th</sup>.</li> <li>• Aspen Junction, Up and Down Valley; the new bus shelter pads have now been placed and paving is scheduled for August 7<sup>th</sup>. The temporary stops at this location are up valley of the existing stops and will remain in that location until paving is complete.</li> <li>• Lazy Glen; removal of the existing lighting in the Lazy Glen Underpass will begin on August 7<sup>th</sup>. Temporary lights will be in place while the tunnel is pressure washed and prepared for new paint. New paint is scheduled August 11<sup>th</sup> and 12<sup>th</sup>. Please use caution while in the tunnel at this time.</li> <li>• Aspen Village; New curb, gutter and sidewalk is being placed to alleviate the existing drainage problems. This work will take place August 5<sup>th</sup> and 6<sup>th</sup>. This work will have no effect on the existing stops.</li> </ul>
		
<p>CMC Park and Ride</p>		



JW Drive

- Wind Screens: The concrete bases for windscreens have been placed at Basalt up and down valley as well as the Brush Creek Park and Ride. The new concrete will be as-built so that the steel structures can be fabricated. Steel and glass placement will continue at the end of August.



Catherine Store Park and Ride

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

Total Project: \$8,559,136	2020 Budget: \$0	% Complete: 10%
RFTA Share: \$4,279,500	RFTA Balance: \$4,229,500	Last Updated: August 2020
<ul style="list-style-type: none"> <li>• Public outreach through the MOVE Study to gather feedback on preferred alternative of below grade or above grade solutions.</li> <li>• Begin Final Design of preferred grade separation alternative</li> <li>• Grant pursuits to fully fund project</li> </ul>		<ul style="list-style-type: none"> <li>• Request from RFTA Board at August Board Meeting for supplemental appropriation to begin final design</li> <li>• City of Glenwood Springs City Council to decide on underpass or overpass at August 20 council meeting</li> <li>• RFTA has now secured \$4.2 million in CDOT grant funding for the 27<sup>th</sup> Street Grade Separation in addition to the \$4.2 million from RFTA Destination 2040.</li> <li>• RFTA will seek remaining funding from City of Glenwood Springs and future grants for remaining balance.</li> <li>• RFTA working to develop an IGA with GWS for project implementation</li> </ul>

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


Total Project: \$610,000	2020 Budget: \$610,000	% Complete: 50%
RFTA Share: \$290,228	RFTA Balance: \$0	Last Updated: August 2020
<ul style="list-style-type: none"> <li>MOVE Study to identify preferred alternatives for extending BRT to downtown Glenwood Springs (GWS), expanded park and ride in GWS, location of GWS Downtown Transit Center and one to two BRT stations between 27<sup>th</sup> Street and downtown GWS.</li> </ul>		<ul style="list-style-type: none"> <li>Second round of public comment to occur late August</li> <li>Alternatives development near completion</li> <li>Evaluation criteria developed</li> </ul>

**Willits Area Parking Expansion**


Total Project: \$2,000,000	2020 Budget: \$0	% Complete: 10%
RFTA Share: \$2,000,000	RFTA Balance: \$2,000,000	Last Updated: Feb. 2020
<ul style="list-style-type: none"> <li>Signage and wayfinding plan in development to guide public and RFTA customers to public parking beneath Whole Foods</li> </ul>		<ul style="list-style-type: none"> <li>Basalt town staff to coordinate sign installation</li> <li>Communications plan in development to help guide customers to this newly identified parking</li> </ul>

**Aspen Maintenance Facility Expansion Phase 9 (Replace Fuel Farm)**

Total Project: \$3,115,260	2020 Budget: \$3,115,260	% Complete: 60%
RFTA Share: \$3,115,260	RFTA Balance: \$0	Last Updated: August 2020
<ul style="list-style-type: none"> <li>2020 Budget includes funding for the Aspen Maintenance Facility fuel farm upgrade and replacement of underground fuel tanks and mechanical equipment.</li> </ul>		<ul style="list-style-type: none"> <li>7/30-31 Pour new concrete canopy footings</li> <li>8/3-5 Backfill new footings</li> <li>8/5-7 Prep for new fuel piping</li> <li>8/6-7 Backfill and grading for new footings</li> <li>8/10-14 New fuel piping</li> </ul>



*New Footings*



*New Tanks in Place*

### 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: August 2020
<ul style="list-style-type: none"> <li>2020 Budget includes funding for Phase 2 Construction: Grading, Excavation, Fleet Maintenance Build Renovation &amp; Expansion. Purchase of MOC</li> </ul>	<ul style="list-style-type: none"> <li>MOC demolition scheduled to begin late August</li> <li>The new estimated project budget for Phase 2 is closer to \$8.5 million.</li> <li>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.</li> <li>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</li> <li>RFTA received \$1,581,460 of State/Federal grant funding to go towards vehicle maintenance expansion at the GMF</li> </ul>	

### 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"> <li>2020 draft budget includes \$1 million for site master planning</li> </ul>	<ul style="list-style-type: none"> <li>Project on Hold due to COVID-19 and Budget Projections</li> </ul>	

### Bike Share Expansion

Total RFTA Capital: \$1,270,750	2020 Capital Budget: \$0	%Complete: 5%
Total Annual RFTA O&M: \$550,000	2020 O&M Budget: \$350,000	Last Updated: August 2020
RFTA Capital Balance: \$1,270,750		
<ul style="list-style-type: none"> <li>2020 Includes \$200,000 to Support Bike Share Operations and \$150,000 for a Bike Share Expansion Planning</li> </ul>	<ul style="list-style-type: none"> <li>The planning effort for bike share has been reinitiated and a scope of work for this effort is being finalized.</li> </ul>	

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

### Bus Replacement – Six, 45' Coach Buses

Total Project: \$4,200,000	2020 Budget: \$4,512,000	% Complete: 50%
RFTA Share: \$840,000	RFTA Balance: \$67,673,000	Last Updated: June 2020
<ul style="list-style-type: none"> <li>2020 Budget includes funding to purchase 6 replacement two door over the road coach buses.</li> </ul>	<ul style="list-style-type: none"> <li>Order placed</li> <li>Scheduled for 2021 Delivery</li> </ul>	

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

Total Project: \$5,550,000	2020 Budget: \$5,550,000	% Complete: 50%
RFTA Share: \$5,550,000	RFTA Balance: \$62,123,000	Last Updated: June 2020
<ul style="list-style-type: none"> <li>2020 Budget includes funding to purchase 10 replacement low floor clean diesel buses.</li> </ul>		<ul style="list-style-type: none"> <li>Ten replacement buses have been ordered for a January 2021 delivery</li> </ul>

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

Total Project: \$2,775,000	2020 Budget: \$2,775,000	% Complete: 50%
RFTA Share: \$2,775,000	RFTA Balance: \$8,581,000	Last Updated: June 2020
<ul style="list-style-type: none"> <li>2020 Budget includes funding to purchase 5 expansion low floor clean diesel buses.</li> </ul>		<ul style="list-style-type: none"> <li>Five expansion buses have been ordered for a December 2020 delivery</li> </ul>

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

### 2020 Actuals/Budget Comparison (June YTD)

2020 Budget Year				
General Fund	June YTD			
	Actual	Budget	% Var.	Annual Budget
<b>Revenues</b>				
Sales and Use tax (1)	\$ 8,907,776	\$ 8,922,927	-0.2%	\$ 25,626,649
Property Tax	\$ 8,641,199	\$ 8,641,199	0.0%	\$ 10,996,000
Grants (2)	\$ 4,095,323	\$ 284,199	1341.0%	\$ 7,334,638
Fares (3)	\$ 900,488	\$ 2,265,723	-60.3%	\$ 5,470,200
Other govt contributions	\$ 1,515,931	\$ 1,515,931	0.0%	\$ 1,814,605
Other income	\$ 533,278	\$ 475,814	12.1%	\$ 906,600
<b>Total Revenues</b>	<b>\$ 24,593,994</b>	<b>\$ 22,105,793</b>	<b>11.3%</b>	<b>\$ 52,148,692</b>
<b>Expenditures</b>				
Fuel (4)	\$ 145,345	\$ 457,253	-68.2%	\$ 1,092,661
Transit (4)	\$ 13,190,726	\$ 14,281,229	-7.6%	\$ 28,760,095
Trails & Corridor Mgmt	\$ 210,113	\$ 205,499	2.2%	\$ 612,133
Capital	\$ 1,031,537	\$ 1,024,825	0.7%	\$ 22,990,877
Debt service	\$ 426,265	\$ 426,264	0.0%	\$ 1,569,123
<b>Total Expenditures</b>	<b>\$ 15,003,986</b>	<b>\$ 16,395,069</b>	<b>-8.5%</b>	<b>\$ 55,024,889</b>
<b>Other Financing Sources/Uses</b>				
Other financing sources	\$ -	\$ -	#DIV/0!	\$ 8,325,000
Other financing uses	\$ (1,501,723)	\$ (1,501,723)	0.0%	\$ (3,179,564)
<b>Total Other Financing Sources/Uses</b>	<b>\$ (1,501,723)</b>	<b>\$ (1,501,723)</b>	<b>0.0%</b>	<b>\$ 5,145,436</b>
<b>Change in Fund Balance (5)</b>	<b>\$ 8,088,285</b>	<b>\$ 4,209,001</b>	<b>92.2%</b>	<b>\$ 2,269,239</b>

- (1) Timing issue, as Sales and Use tax revenue is received 2 months in arrears (i.e. April sales tax is recorded in June). April represents the first full month affected by the COVID-19 pandemic and revenue was down approximately 14% compared to April 2019 and 7% April YTD 2019.
- (2) Includes \$3.8M of CARES Act funding received of RFTA’s initial Phase 1 apportionment of \$5.2M.
- (3) Through June, fare revenue and ridership are lower by 62% and 46%, 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. Spring/Summer/Fall seasonal zone pass sales usually occur in April but have been delayed until July. Due to the COVID-19 pandemic’s impact to the regional economy, ridership has decreased and fare revenues have significantly dropped with the temporary suspension of fare enforcement. Furthermore, the start of the Maroon Bells Bus Tour was delayed from early June to June 28, which marked the first day of operations with the new reservation system. The chart below provides a YTD June 2019/2020 comparison of actual fare revenues and ridership on RFTA fare services:



<b>Fare Revenue:</b>	<b>YTD 6/2019</b>	<b>YTD 6/2020</b>	<b>Increase/ (Decrease)</b>	<b>% Change</b>
Regional Fares	\$ 2,306,974	\$ 878,323	\$ (1,428,651)	-62%
Maroon Bells	\$ 60,052	\$ 16,815	\$ (43,237)	-72%
<b>Total Fare Revenue</b>	<b>\$ 2,367,026</b>	<b>\$ 895,138</b>	<b>\$ (1,471,888)</b>	<b>-62%</b>
<b>Ridership on RFTA Regional Services*:</b>	<b>YTD 6/2019</b>	<b>YTD 6/2020</b>	<b>Increase/ (Decrease)</b>	<b>% Change</b>
Highway 82 (Local & Express)	428,766	256,464	(172,302)	-40%
BRT	501,212	261,530	(239,682)	-48%
Carbondale Shuttle	72,250	33,135	(39,115)	-54%
SM-DV	53,185	32,672	(20,513)	-39%
SM-INT	63,344	28,985	(34,359)	-54%
Grand Hogback	49,247	37,263	(11,984)	-24%
Maroon Bells	33,009	1,161	(31,848)	-96%
<b>Total Ridership on RFTA Fare Services</b>	<b>1,201,013</b>	<b>651,210</b>	<b>(549,803)</b>	<b>-46%</b>
Avg. Fare/Ride	\$ 1.98	\$ 1.35	\$ (0.62)	-32%
Avg. Fare/Ride MB	\$ 1.82	\$ 14.48	\$ 12.66	696%
* Excludes Aspen-Snowmass Regional service which is fare-free due to EOTC contributions.				

- (4) 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, Phase 4 on May 10, and Phase 5 on June 28. Reduced services contribute to lower fuel and transit costs. Through June, transit service mileage and hours are down approximately 22% and 19% from budget.
- (5) With the unprecedented impacts due to the COVID-19 pandemic affecting our regional economy and service levels, there are many unknowns and staff continues to monitor revenues and expenditures and has developed preliminary projections that will be updated as new information becomes available.

<b>RFTA System-Wide Transit Service Mileage and Hours Report</b>								
<b>Transit Service</b>	<b>Mileage June 2020 YTD</b>				<b>Hours June YTD</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Var.</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Var.</b>
RF Valley Commuter	1,724,698	2,140,462	(415,764)	-19.4%	83,669	97,248	(13,579)	-14.0%
City of Aspen	234,092	291,850	(57,758)	-19.8%	25,728	32,979	(7,251)	-22.0%
Aspen Skiing Company	156,125	235,865	(79,740)	-33.8%	11,582	15,514	(3,932)	-25.3%
Ride Glenwood Springs	44,408	59,566	(15,158)	-25.4%	3,591	4,885	(1,294)	-26.5%
Grand Hogback	148,755	214,553	(65,798)	-30.7%	7,200	10,385	(3,184)	-30.7%
Specials/Charters	9,816	7,701	2,115	27.5%	663	675	(13)	-1.9%
Senior Van	4,817	12,651	(7,834)	-61.9%	502	1,123	(621)	-55.3%
MAA Burlingame (1)	-	5,138	(5,138)	-100.0%	-	374	(374)	-100.0%
Maroon Bells (2)	2,076	13,633	(11,557)	-84.8%	144	1,151	(1,006)	-87.5%
<b>Total</b>	<b>2,324,787</b>	<b>2,981,420</b>	<b>(656,633)</b>	<b>-22.0%</b>	<b>133,079</b>	<b>164,334</b>	<b>(31,255)</b>	<b>-19.0%</b>
(1) MAA Burlingame service will not run due to the Aspen Music Festival 2020 season cancelation due to the COVID-19 pandemic.								
(2) The Maroon Bells Bus Tour began on June 28, 2020, which is later than the originally scheduled start date, and under the new reservation system.								

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**Roaring Fork Transportation Authority System-Wide Ridership Comparison Report**

	<b>Jun-19</b>	<b>Jun-20</b>	<b>#</b>	<b>%</b>
<b>Service</b>	<b>YTD</b>	<b>YTD</b>	<b>Variance</b>	<b>Variance</b>
City of Aspen	795,826	433,151	(362,675)	-45.57%
RF Valley Commuter	1,373,495	763,365	(610,130)	-44.42%
Grand Hogback	49,247	37,263	(11,984)	-24.33%
Aspen Skiing Company	471,717	326,362	(145,355)	-30.81%
Ride Glenwood Springs	81,405	47,792	(33,613)	-41.29%
X-games/Charter	36,163	32,756	(3,407)	-9.42%
Senior Van	1,989	1,064	(925)	-46.51%
MAA Burlingame	10,233	-	(10,233)	-100.00%
Maroon Bells	33,009	1,161	(31,848)	-96.48%
<b>Total</b>	<b>2,853,084</b>	<b>1,642,914</b>	<b>(1,210,170)</b>	<b>-42.42%</b>

**Subset of Roaring Fork Valley Commuter Service with BRT in 2020**

<b>Service</b>	<b>YTD Feb 2019</b>	<b>YTD Feb 2020</b>	<b>Dif +/-</b>	<b>% Dif +/-</b>
Highway 82 Corridor Local/Express	428,766	256,464	(172,302)	-40.19%
BRT	501,212	261,530	(239,682)	-47.82%
<b>Total</b>	<b>929,978</b>	<b>517,994</b>	<b>(411,984)</b>	<b>-44.30%</b>

**2021 RFTA Annual Budget – Preliminary Schedule**

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

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**Facilities and Bus Stop Maintenance August 13, 2020  
Capital Projects Update**

**Projects currently under construction:**

- AMF fuel farm replacement: The new fuel tanks have been set and the contractor is currently back filling the excavations and building the new fueling canopy. The project is still on schedule and on budget.
- The project to replace the post-up schedules at each stations with a smart phone application that will allow real time access to RFTA bus schedules is moving forward and new bus stop signs are in the process of being ordered. The system is still on track to go “live” September 28.
- Highway 82 bus stop improvements: Scott Contracting has begun work on the project and it is currently proceeding as scheduled. The contractor is currently working at the Sagewood, CMC and Catherine store bus stops and park & rides. As reminder, the scope of work for this project includes bus stop improvements at Aspen Junction, Lazy Glen, Sagewood, Catherine Store and CMC/CR154. 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 BRT stations in Basalt as well as the Brush Creek Park and Ride. The CMC and Catherine’s Store parking lots have now been paved and are operational while the contractor continues to work on the detail of each site.
- All of the exterior bus stop benches have been refinished and are back out at the BRT stations. The two new prototype benches intended to test a new benches design and two low maintenance materials are almost completed and will be installed this month. VR Cabinets did an excellent job refinishing the outdoor benches and this really highlighted the deteriorated condition of the interior benches. Staff has asked to repurpose unused funds from an existing operating budget and reallocate them to refinish the interior BRT station benches.
- The Rio Grande trail maintenance project has begun and the contractor is working from Glenwood Spring towards Emma clearing and grubbing, repairing the trail shoulders, repairing the asphalt and scaling rock fall areas.

**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. GMF Phase 2 expansion of services bays and office space. (Being Reevaluated)
4. The demolition of the GWS MOC. (Out to Bid)
5. Rio Grande trail improvements. (Under Construction)
6. Design of an improved Rio Grande trailhead adjacent to the Rosebud Cemetery. (Design Underway)
7. Upgrades to 5-bus stations in the Highway 82 corridor and the construction of bus shelters at the intersection of JW and El Jebel Roads in El Jebel. (Under Construction)
8. The construction of wind screens at the up valley Basalt and Brush Creek BRT stations. (Under Construction)
9. Develop a master plan for the CMF property to replace the Carbondale RFTA housing. (On Hold)
10. Asphalt maintenance program for RFTA owned parking facilities. (Completed)
11. Repair the siding and soffit at selected sections of the Parker House apartments. (On Hold)
12. Perform a structural inspection of the bridges along the Rio Grande trail. (Underway)
13. Refinish the outside benches at the BRT stations. (Underway)

**Facilities projects completed to in 2020:**

Staff has completed the following 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.
- Asphalt sweeping stripping and crack sealing.

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

- Rosebud Cemetery (South Glenwood Springs) improvements.
- Rio Grande Trail bridge repairs.
- 27<sup>th</sup> Street over/underpass.

**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!

- ❖ The Trail Staff is working hard to give trail users a great experience.
  - ❖ We are mowing the shoulders and working diligently to provide clear sightlines. See photo below.
  - ❖ Staff has been out sweeping, debris blowing, cleaning up trailheads, cleaning the restrooms, 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. Crews have been clearing/grubbing the shoulders of the trail from

27<sup>th</sup> St (GWS) up to Buffalo Valley. The Scope of Work includes asphalt repair, culvert cleaning, installing root barrier, clearing/grubbing, tree trimming, and some rock fall mitigation work is a possibility.

❖ A crack sealing project (different contract) will also be starting in the Fall of 2020.

- Noxious Weeds are starting to flower and go to seed, so we are doing our best to harvest seeds, pull, chop, mow, etc. to manage/control.
- Goat Green and their 225 goats have moved on to other pastures. Good news is Goat Green is picking up more and more work in the Roaring Fork Valley.
  - ❖ The goats worked 29 days this year, covered almost 2 miles of corridor, and over 23 acres of RFTA land.
  - ❖ Trail users were very excited and very supportive again this year.
- 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.
  - ❖ The Thompson Glen Ditch has been leaking in the area and causing issues for the construction crews and adding time and expense to the project as they try to mitigate the water.
- 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 underway!
  - ❖ 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.
  - ❖ The first kiosk update is planned for the Satank Bridge/CR 106 and the Rio Grande Trail intersection.
- 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 plan to complete a similar safety improvement project at the historic Satank Bridge. We notified one of the neighbors about making the improvements in this area on May 14, 2020, and we have spoken with the ditch company that uses this access to get down to the river to clean out their ditch, and to determine whether the trail alignment works for the ditch company.



**Photo 1 – Mowing the shoulder with the flail mower and blowing the cut grass/debris off the trail, immediately following the mower.**



**Photo 2 – The Riverview Trail is taking shape.**



## RFTA Planning Department Monthly Update August 13, 2020

### **RFTA Vision**

RFTA pursues excellence and innovation in providing preferred transportation choices that connect and support vibrant communities.

### **RFTA Mission**

Connecting our region with transit and trails.

### **RFTA Values**

Safe, Accountable, Affordable, Convenient, Dependable, Efficient, Sustainable

### **RFTA Strategic Outcomes**

Safe Customers, Workforce and General Public; Accessibility and Mobility; Sustainable Workforce; Financial Sustainability; Satisfied Customers; Environmental Sustainability; High Performing Organization

## **CURRENT PLANNING PROJECTS**

### ***RFTA Upgrades Electric Vehicle Chargers***

RFTA now makes it easier to reduce your commuter footprint by charging your electric vehicle (EV) while riding the bus. RFTA received a Charge Ahead Colorado grant to upgrade the public charging stations to ChargePoint 7.2 kW Level 2, two-plug chargers at both the Carbondale BRT Station/Park-n-Ride and the New Castle Park-n-Ride. There is no charge to charge for RFTA customers, though we ask to limit charging sessions to no more than four hours.



In addition, RFTA received a Level 3 charger, which it donated to the Town of Carbondale. Although it is not as fast as RFTA's new Level 2 charger, the Level 3 Chargepoint 62.5 kW two-plug charger is about 8x faster than the other chargers scattered about town. Find it on Cowen Drive across from Red Hill Animal Hospital.

### ***RFTA Alternative Fuels Study Planning***

In addition to operating clean diesel, CNG and early-model diesel-electric hybrid buses, in 2019 RFTA deployed a pilot fleet of eight battery electric buses (BEBs). More recently, RFTA has been working with the Colorado Department of Labor and Employment – Oil and Public Safety (CDLE-OPS), Colorado Energy Office (CEO), Colorado Department of Public Health and Environment (CDPHE) and CDOT on developing hydrogen production, storage and fueling facilities at the GMF site for a pilot demonstration program of 10 hydrogen-fueled buses.

RFTA recently submitted a FTA Section 5304 grant proposal to conduct an alternative fuels planning study. If funded, this study will consider the advantages and disadvantages of all traditional and emerging propulsion systems, in terms of operating scenarios specific to RFTA, capital and operating costs, operational integrity and resiliency, and emissions reductions.

A key component of the study will be analysis of recent performance data to find the optimal location for the construction of a 450 KW on-route electric bus charger for current and future BEBs. RFTA was awarded a CDOT FASTER grant for one charger, and CDOT recently approved a one-year extension of the installation schedule to allow RFTA to undertake a more thorough review of emerging alternative fuel options. RFTA hopes to gain confidence from this study to find the best balance of buses and equipment to meet both financial and environmental sustainability strategic goals.

### ***MOVE Study Update***

Creating a balanced, safe, and affordable multimodal transportation system is a common goal to both the City of Glenwood Springs and RFTA. The two partners have hired a consultant team led by Parsons Transportation Group to identify, evaluate and implement transportation strategies and opportunities that will optimize the efficiency and utility of the transportation system through Glenwood Springs and that will align with the City's goals for mobility, land use, economic vitality, economic sustainability and quality of life.

We are currently in the Alternatives Evaluation phase of this study. The study team is focusing on:

- Transit and multimodal alternatives, including proposed BRT alignments between 27<sup>th</sup> Street BRT station and downtown Glenwood Springs
- Existing parking and curbside conditions and recommendations
- Downtown circulation and intersection operations alternatives

On Wednesday, August 5, staff from RFTA, City of Glenwood Springs, Garfield County, and RFTA toured the Rio Grande Rail corridor between 23<sup>rd</sup> street and 8<sup>th</sup> street to obtain a more detailed view of the right of way and its surroundings. This corridor is under consideration for a busway alignment to connect BRT to downtown.

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**Figure 1: RFTA, City of Glenwood Springs, Garfield County and Parsons Staff on the Rio Grande Rail Corridor, August 5, 2020**

On August 14<sup>th</sup>, the MOVE Project Team will discuss the Draft Level 2 Screening process, the upcoming Public Outreach schedule, and the VISSIM traffic simulation base case results. The second Focus Group Meeting is scheduled for Tuesday, August 18<sup>th</sup>. The Focus Group will review:

- Level 1 Screening process and results
- Level 2 screening criteria
- Public outreach activities
- Preliminary Level 2 BRT alignment options and transit center options
- Preliminary Pedestrian, bicycle, parking, and auto improvements

The next round of public outreach will be August 20 to September 11. Web content will be updated, there will be another on-line survey, and a live webinar on August 27<sup>th</sup>.

### **Grants Update**

RFTA has applied for \$13.5 million in Federal Transit Administration Section 5339 funds and \$13.5 million in USDOT BUILD funding to renovate and expand the Glenwood Springs Maintenance Facility. Awards are likely to be announced this summer for Section 5339 and by mid-November for BUILD.

### **CDOT Connected Colorado Project**

CDOT intends to build a statewide, centralized platform that provides General Transit Feed specification (GTFS) data, trip planning, dispatching, and online ticketing in real time for Colorado transit providers (especially rural providers), in-state passengers and out-of-state visitors. The project has three phases:

<b>Phase</b>	<b>Description</b>	<b>Status</b>
<b>I</b>	Creating and posting all Colorado transit providers' GTFS information into Google Transit for fixed route and demand response service bus routes and schedules.	IN process
<b>II</b>	Develop a Colorado rural digital mobility hub, providing integrated scheduling, reservations and online ticketing through a centralized platform for all operators and travelers that offers access to information needed to travel seamlessly using multiple transit operators	Awaiting notice of funding for FTA Accelerating Innovative Mobility (AIM) funds
<b>III</b>	Integration with Colorado's urban transit systems, other transportation modes and CDOT traffic systems	Future Phase

CDOT is in the process of further developing a Project Management Plan, including a Stakeholder Involvement Plan, and a Data Management Plan for the project. CDOT envisions two main oversight groups:

Advisory Committee of various external stakeholders, such as Colorado Association of Transit Agencies (CASTA), Colorado Association of Ski Towns (CAST), Rocky Mountain National Park, the Town of Estes Park, the I-70 Coalition, at least two transit agencies, and at least two commercial shuttle operators (since there is no formal trade association for these businesses). This group provide advice and comments on the following topics:

- Obstacles/barriers and possible objections some agencies might have because they have their own systems, or other State/Regional agencies are leading different solution developments.
- Pros/cons of our "starting place": breadth and depth appropriate, interim products are tangible and usable.
- Project Management Plan and Data Management Plan
- RFP developments: rationale and schedule for procuring outside-of-CDOT assistance
- Other as identified through this group

In addition, CDOT will form a Steering Committee of multiple cross-functional CDOT groups such as the Office of Innovative Mobility (OIM), Division of Transit and Rail (DTR), Office of Information Technology (OIT), Chief Data Office (CDO), and Accounting Department (including Business Office and Procurement Office).

### **Bustang Update**

#### **COVID-19 Safety Measures**

The following information has been provided for comparison of COVID-19 safety practices. Because Bustang, in general, provides much longer trips and less frequent service intervals than most transit providers in Colorado, some safety practices may differ.

- All buses undergo daily enhanced cleaning and sanitizing including daily fogging with Chlorine Dioxide.
- Selected seats on board blocked to ensure proper social distancing
  - On 45 ft. buses maximum capacity is 22 passengers out of 50 seats plus driver.

- On 35 ft. buses maximum capacity is 16 passengers out of 38 seats plus driver.
- The Masabi Ticket platform has been paused and the Betterez Reservation online ticket platform is being used currently, though cash fares, Masabi previously purchased multi-ride, Greyhound and Amtrak tickets will continue to be honored.
- Drivers issued proper PPE's
- Passengers offered free hand sanitizer wipes while boarding the bus.
- Face masks required for all passengers and drivers
- Drivers and Passengers must undergo Temporal Temperature Scanning: If measured body temperature is 100.4 degrees or more, the driver is sent home and the passenger is denied boarding.
- Driver barriers, UV-C HVAC sanitization and MERV 13 Cabin Air Filters expected to arrive late July for retro-fitting on entire Bustang/Outrider Fleet.
- While Coach is in motion, Operators play the bus safety and COVID safety video: [https://drive.google.com/file/d/1intWPGicXH\\_d07W3D2QN2NrpDr3il9kq/view](https://drive.google.com/file/d/1intWPGicXH_d07W3D2QN2NrpDr3il9kq/view)
- At dwell locations, Operators wipe down all handrails, knobs and any other passenger touch locations.

### Revised Schedule

The current West line Bustang Schedule is shown below:

<b>GRAND JUNCTION - GLENWOOD SPRINGS - DENVER</b>				
OPERATES Monday - Friday except Major Holidays				
	Running Time	701	711	
Grand Junction (Greyhound Station 230 So. 5th St.)		.....	12:35 PM	
Parachute (Rafting Center I-70 & SH 215)		.....	1:30 PM	
Rifle (U.S.6 & SH13)		.....	1:50 PM	
Glenwood Springs (West Glenwood Park & Ride)	0:20	7:25 AM	2:25 PM	
Eagle (Eby Creek & I-70 ECO Stn)	0:50	8:05 AM	3:05 PM	
Vail (Vail Transportation Center)	0:00	8:40 AM	3:45 PM	
Frisco (Frisco Transfer Center)	0:00	9:20 AM	4:25 PM	
Idaho Springs (Idaho & 13th)		10:15 AM	5:15 PM	
Lakewood (Denver Federal Center RTD Stn)	1:20	10:55 AM	5:50 PM	
Denver Union Station	0:15	11:15 AM	6:20 PM	
Denver Bus Center (Greyhound)	0:10	11:25 AM	6:35 PM	
<b>700</b>				
Denver Bus Center (Greyhound)	depart	5:15 PM	6:35 AM	
Denver Union Station	0:10	5:40 PM	7:00 AM	
Lakewood (Denver Federal Center RTD Stn)	0:20	6:15 PM	7:25 AM	
Idaho Springs (Idaho & 13th)		6:55 PM	8:00 AM	
Frisco (Frisco Transfer Center)	0:00	7:40 PM	8:45 AM	
Vail (Vail Transportation Center)	0:00	8:15 PM	9:20 AM	
Eagle (Eby Creek Rd. & I-70 ECO Stn)	0:35	8:55 PM	10:10 AM	
Glenwood Springs (West Glenwood Park & Ride)	0:15	9:35 PM	10:55 AM	
Rifle (U.S.6 & SH13)		.....	11:25 AM	
Parachute (Rafting Center I-70 & SH 215)		.....	11:45 AM	
Grand Junction (Greyhound Station 230 So. 5th St.)		.....	12:40 PM	

## Colorado Transit Agencies Financial Needs Survey Results

The transit industry has been impacted severely by the COVID-19 pandemic, with drastically reduced ridership and declining operating revenues. To understand and respond, CDOT conducted a survey of the financial status of transit agencies during the period June 17-24, 2020. The survey received responses from 48 agencies across the state, encompassing agency sizes from very large to very small, from urbanized areas to rural areas.

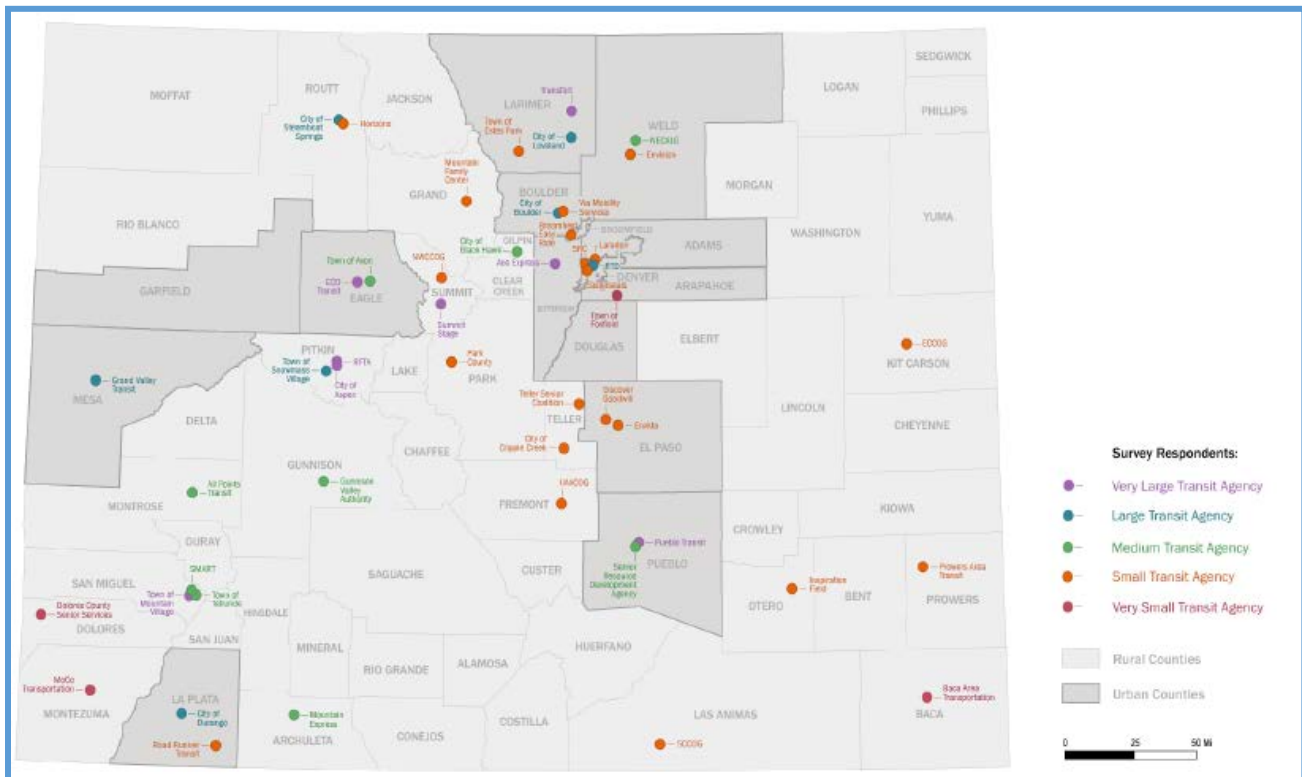
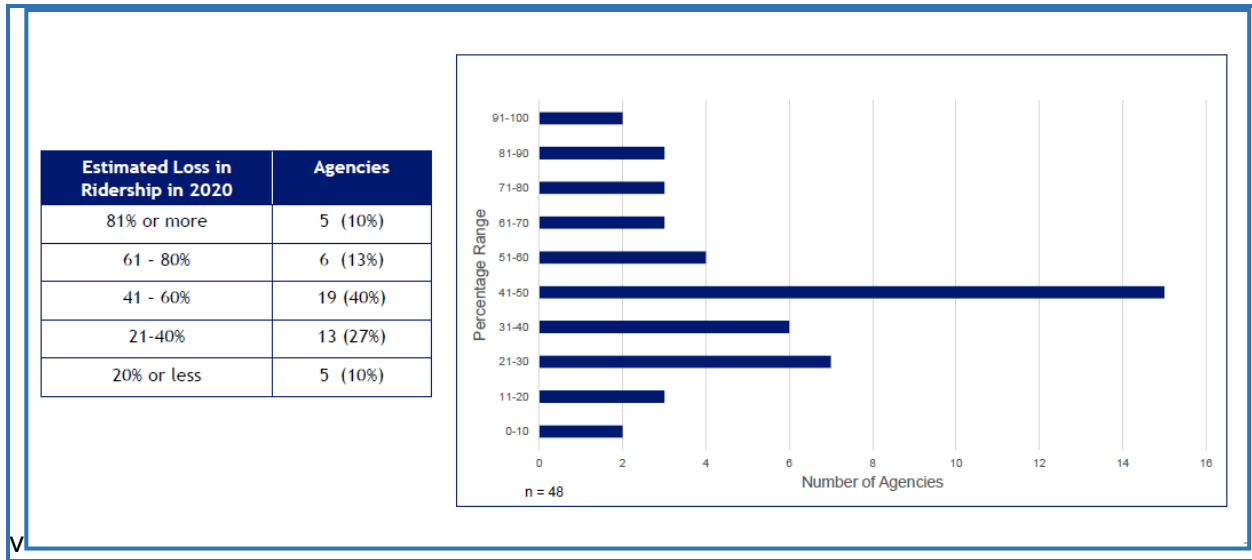


Figure 2: Transit Agencies Responding to CDOT COVID-19 Survey

Results of the survey are summarized below:

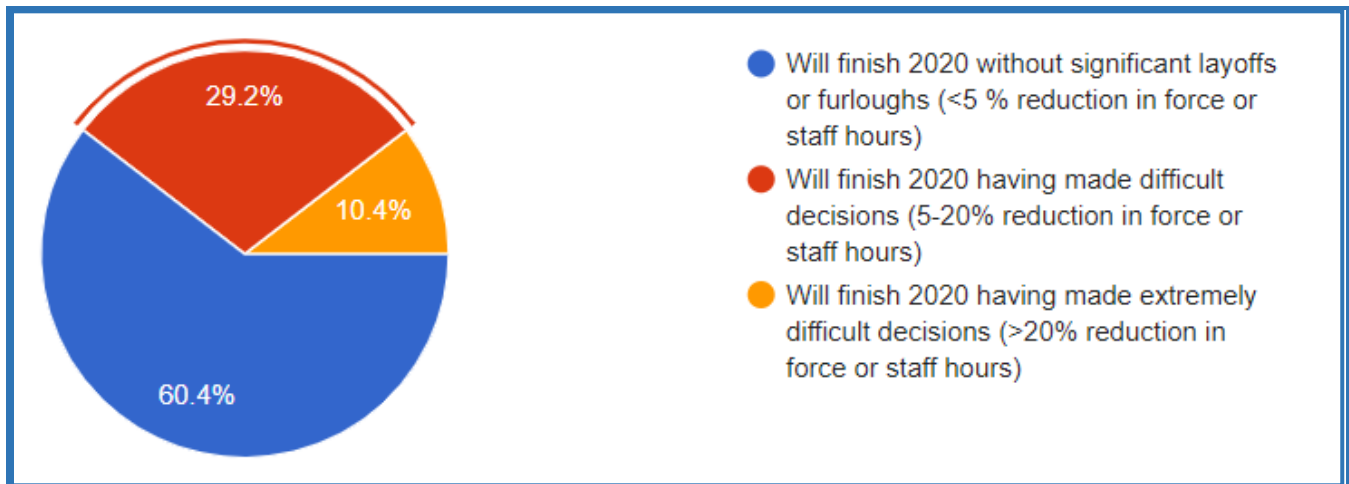
- Major challenges for transit agencies include:
  - Funding shortfalls
  - Maintaining appropriate safety standards
  - Maintaining adequate staff and fleet resources
  - Sustaining ridership
- A cumulative \$43 million revenue loss was reported through the survey, which represented 22% of rural transit budgets and 39.5% of urban transit budgets.
- A majority of transit agencies are experiencing 41-50% decrease in ridership for the year.
- Over \$5.5 million of the transit agency budgets have been spent on COVID response equipment, such as cleaning supplies, face masks, and related staff/maintenance expenditures.
- 60% of the agencies reported finishing 2020 without significant layoffs or furloughs, while the rest of 40% will have to make difficult or very difficult decisions reducing their force or staff hours.
- 70% of the respondents said they will need to maintain their agency's current balance between admin & operating (A/O) and capital expenditures, while almost 23% of agencies reported that they will need to sacrifice or defer capital spending and spend more on admin and operating (A&O).
- Nearly half of respondents indicated consideration of new service models and are strategizing innovative service models as a result of COVID-19, versus another half of the agencies found difficulties in considering new service models.

8. Over two-thirds of respondents were either unsure or not planning to apply for 2021 CCCP in August while slightly under one-third of the agencies were planning to apply for capital funds.
9. Two-thirds of agencies responded that their agency's budget impacts either might or will affect their ability to meet local match requirements.



**Figure 3: CDOT COVID-19 Survey of Transit Agencies- Estimated Ridership Loss for 2020**

Overall, the survey results indicate the limited transit program resources are extremely important to support and maintain essential /standard levels of transit services during the pandemic. The funding and programming decisions need to be made carefully and comprehensively. Exploring other creative match options will relieve a tremendous amount of stress on local transit agencies for the next year or two.



**Figure 4: CDOT COVID-19 Survey of Transit Agencies- Estimated Impact on Staffing**

CDOT staff have re-evaluated existing funding sources and are returning to the Transportation Commission with additional recommendation for CARES Act Phase II Distribution and SB267 project list recommendation. At this point, CDOT recommends releasing the 2021 CCCP NOFA in August 2020, to continue providing some capital assistance to Colorado transit agencies for support of the capital needs during the pandemic. CDOT is also considering a reduction of up to \$10 Million in funds available for small capital (typically vehicle replacements) to potentially make more money available for critical admin & operating needs. A more specific recommendation would be brought to the CDOT Transit and Rail Advisory Committee on Friday, August 14, and then to the TC on August 19<sup>th</sup>.