

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

TIME: 9:00 a.m. – 11:30 a.m., Thursday, January 14, 2021

This will be a Virtual WebEx Teleconference Meeting

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

(This Agenda may change before the meeting)

| | Agenda Item | Policy | Purpose | Est. Time |
|---|---|----------------|------------------------------|-------------------|
| 1 | Call to Order / Roll Call: | | Quorum | 9:00 a.m. |
| 2 | Approval of Minutes: RFTA Board Meeting December 10, 2020, page 3 | | Approve | 9:01 a.m. |
| 3 | Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person) | | Public Input | 9:02 a.m. |
| 4 | Items Added to Agenda – Board Member Comments: | 4.3.3.C | Comments | 9:05 a.m. |
| 5 | Consent Agenda | | | 9:15 a.m. |
| | A. Resolution 2021-01: Designating a Location for Posting Public Notice of Meetings of the RFTA Board of Directors – Nicole Schoon, Executive Assistant to the CEO, page 15 | 2.3.7 | Approve | |
| | B. Resolution 2021-02: Resolution Authorizing and Approving a Lease Purchase Agreement for the Lease of Certain Equipment Comprised Generally of Six Diesel Transit Buses, and, in Connection Therewith, Certain Related Documents and Transactions – Michael Yang, CFAO and Paul Hamilton, Director of Finance, page 17 | 2.3.7 | Approve | |
| 6 | Presentations/Action Items: | | | |
| | A. Destination 2040 Plan Update – Kurt Ravenschlag, COO, page 23 | 4.2.5 | Discussion /Direction | 9:30 a.m. |
| | B. Destination 2040 Financing Plan for the 27 th Street Grade-Separated Pedestrian Crossings – Dan Blankenship, CEO, page 25 | 4.2.5 | Discussion /Direction | 9:50 a.m. |
| | C. Overview of RFTA 2021 Work Plan – Kurt Ravenschlag, COO, page 28 | 4.3.2 | Discussion /Direction | 10:15 a.m. |
| | D. RFTA Service Planning Issues Related to the Outbreak of Coronavirus (COVID-19) – Kurt Ravenschlag, COO, page 30 | 2.2.3 | Discussion /Direction | 10:30a.m. |
| 7 | Board Governance Process: | | | |
| | A. Resolution 2021-03: Election of RFTA Board Officers for 2021 – Paul Taddune, General Counsel, page 35 | Bylaws | Elect Officers | 10:45 a.m. |
| | B. CEO Performance Review – Dan Blankenship, CEO, p. 37 | 3.2.3 | Direction | 11:00 a.m. |
| (This Agenda Continued on Next Page) | | | | |

| | Agenda Item | Policy | Purpose | Est. Time |
|----|--|-----------------|--------------------------|-------------------|
| 9 | Information/Updates: | | | |
| | A. CEO Report – Dan Blankenship, CEO, <i>page 38</i> | 2.8.6 | FYI | 11:15 a.m. |
| | Executive Session: | | | |
| | A. Paul Taddune, General Counsel: Pursuant to C.R.S. 24-6-602 (e) and (f): CEO Performance Review | 3.5.2.B. | Executive Session | |
| 10 | Issues to be Considered at Next Meeting: | | | |
| | To Be Determined at January 14, 2021 Board Meeting | 4.3 | Meeting Planning | 11:20 a.m. |
| 11 | Next Meeting: 9:00 a.m. – 11:30 a.m., February 11, 2021 via Webex Teleconference (Details to be provided later) | 4.3 | Meeting Planning | 11:25 a.m. |
| 12 | Adjournment: | | Adjourn | 11:30 a.m. |

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**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
December 10, 2020**

Board Members Present (via WebEx):

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

Voting Alternates Present (via WebEx)

Ben Bohmfalk (Town of Carbondale)

Non-Voting Alternates Present (via WebEx)

Greg Poschman (Pitkin County); Ward Hauenstein (City of Aspen); Shelley Kaup (City of Glenwood Springs); Bill Madsen (Town of Snowmass Village)

Staff Present (via WebEx):

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Mike Hermes, Angela Henderson, Brett Meredith, and Abbey Pascoe, Facilities and Trails Department; David Johnson and Jason White, Planning Department; Jamie Tatsuno, Marketing and Communications Department; Paul Hamilton, Director of Finance; Jason Smith, Safety and Training Department; Rebecca Hodgson and Melissa Sever, Procurement Department; Craig Dubin, Special Projects Manager

Visitors Present (via WebEx):

Steve Beuning (Holy Cross Energy); David Pesnichak (EOTC/Pitkin County); John Kruger (City of Aspen); Madeleine Osberger (Aspen Daily News), Sam Guarino (citizen)

Agenda

1. Call to Order/Roll Call:

Art Riddile called the RFTA Board of Directors to order at 9:00 a.m. Riddile declared a quorum to be present (8 member jurisdictions present) and the December 10, 2020 RFTA Board of Directors meeting began at 9:01 a.m.

2. Approval of Minutes:

Riddile moved to approve the November 12, 2020 Board Meeting Minutes, and Ann Mullins seconded the motion. The motion was unanimously approved.

3. Public Comment:

Riddile asked if any member of the public would like to address the Board or make a comment regarding items not on the December 10, 2020 Board Agenda.

No members of the public had any comments.

Riddile closed Public Comments at 9:04 a.m.

4. Items Added to Agenda – Board Member Comments:

Riddile asked if there were any items that needed to be added to the December 10, 2020 Board meeting Agenda.

No items were added to the December 10, 2020 Board Agenda.

Riddile asked if any Board member had comments or questions regarding issues not on the December 10, 2020 Board meeting Agenda.

Riddile thanked George Newman for his dedication to the RFTA Board of Directors and offered his sincere, heartfelt thanks for all the time he put into the RFTA Board.

Dan Richardson thanked Newman for his insight into many issues and discussions that were had on the RFTA Board, and stated that the RFTA Board was made better with Newman being a part of it.

Mullins greatly appreciated what Newman brought not only to the RFTA Board but to all of the Boards that he was a part of.

Greg Poschman stated that Newman was a model for how to operate and work with a multi-jurisdictional area and his shoes will be hard to fill. His goal was to pursue the mission of RFTA and to ensure that RFTA continuously moved forward in accomplishing the mission. It was a pleasure to work with Newman on the RFTA, as well as other Boards. Poschman thanked Newman for being his mentor.

Bill Kane thanked Newman for his time on the RFTA Board, he was a great role-model, leader, and supporter of RFTA. He will be missed.

Jeanne McQueeney enjoyed working on the RFTA Board with Newman and wished him the best of luck in his future endeavors.

Dan Blankenship expressed his gratitude for Newman's 12 years of dedication on the RFTA Board. He was a true leader during the Destination 2040 Plan develop and election, and it would not have been as successful without his hard work. He practices what he preaches by being an avid user of the RFTA bus system and the Rio Grande Trail, he walks the talk, and always works to do what is best for RFTA. On behalf of RFTA staff, thank you for making RFTA financially stable and so successful.

Newman thanked everyone for their kind words and stated that he has enjoyed, very much, being a part of the RFTA Board and will miss working with each Board member and RFTA staff.

Riddile closed Board comments at 9:12 a.m.

5. Public Hearing:

A. Resolution 2020-26: Adoption of the 2021 RFTA Budget – Michael Yang, CFAO and Paul Hamilton, Director of Finance

Michael Yang presented major highlights of the Final 2021 RFTA Budget.

Major Goals Funded:

- Essential transit services to support workforces and the economy during the COVID-19 pandemic

- Increased 20/21 winter season service
- Reorganization of the Operations' Department
- 9 Bus replacements
- Ongoing support for WE-Cycle
- Improvements to the Rio Grande Trail
- Contribution to Brush Creek Park and Ride (PNR) Improvement Project (EOTC)
- Contribution to Paepcke Transit Hub Project (COA)
- Holy Cross Energy (HCE) purchase of RFTA Solar Array and Pay-down of Lease
- \$1.2 Million to fund multiple Strategic Initiatives

Items not reflected in the budget but which will be added later in 2021:

- Traveler replacement vehicles
- 2021 bond issuance
- Destination 2040 Projects funded using bond proceeds:
 - GMF Expansion Project – Phase 3, 4, 5, and 7
 - Highway 82 and 27th Street – Grade Separated Pedestrian Crossings
 - 27th Street BRT Station Parking Expansion – Property Acquisition

\$60.2 Million Total Budget

- \$46.6 million – Operating
- \$8.0 million – Capital
- \$5.5 million – Debt Service

Revenue Estimates

- -1.0% sales and use tax
- -0.5% property tax
- +22% service contracts
- -8.6% fare revenue
- -86% operating grant (no CARES Act funding approved at time of budget adoption)
- -9% local government contributions (EOTC increase/Garfield County Hogback grant reduction)

\$2.5 Million increase to General Fund Balance

- Destination 2040 service enhancements & capital projects

Capital Budget

- \$7.97 million – General Fund
- \$822,000 – Trails

Increase in General Fund Expenditures due to:

- Increase in fuel prices
- Increase in Maintenance; additional 5.3 FTEs and higher labor costs
- Increase in Operations; additional 7.9 FTEs and higher labor costs
- Increase in Administrations; additional 3.3 FTEs, higher labor costs, support of Destination 2040 projects, and insurance
- Decrease in Facilities; reallocation of resources to Trails
- Increase in Attorney & Board of Directors; increase in General Counsel
- Increase in Trails & Corridor Management Program; increased trails maintenance and reallocation of resources from Facilities

- Increase in Service Contract Special Revenue Fund; higher costs to operate and increased service levels
- Increase in Bus Stops and PNRs; increased utility, irrigation, and maintenance costs
- Decrease in Mid-Valley Trails Special Revenue Fund

Mullins stated that the comparison of FTEs through the years is very interesting. The entire budget was explained very well and stated that the charts available in the budget presentation are not shown in other organizations, but are extremely helpful.

Sales & Use Tax Revenues

- City of Aspen 5.0%
- Town of Basalt <6.0%
- Town of Carbondale 5.0%
- City of Glenwood Springs <10.0%
- Eagle County 0.0%
- Town of New Castle 3.5%
- Pitkin County 0.0%
- Town of Snowmass Village 0.0%

Property Tax Revenues

- Pitkin County -0.6%
- Eagle County 0.4%
- Garfield County 0.5%

Operating Revenues

- Transit Fares -13.8% (due to COVID-19)

Grant Revenues

- \$1.2 million – FTA Section 5311 Operating Grant
- \$200,000 – CDOT FASTER Operating Grant

Local Governmental Contributions

- \$814,000 – EOTC contribution for no-fare Aspen/Snowmass regional transit service
- \$500,000 – Garfield County contribution for Grand Hogback bus service
- \$20,000 – Town of Rifle Contribution for Grand Hogback bus service

Other Income

- Employee housing rental revenue increase by 25%
- Credits for Build America Bonds and Qualified Energy Conservation Bonds – sequestration reduction rate of 5.7%
- Farebox Recovery Ratio – generally around 18% - 20%, however due to COVID-19, 2021 is estimated to be approximately 8%

Riddile asked if any member of the public would like to address or make a comment regarding Resolution 2020-26: Adoption of the 2021 RFTA Budget.

No members of the public had any comments.

Riddile closed public comments at 9:43 a.m.

Mullins moved to approve Resolution 2020-26: Adoption of the 2021 RFTA Budget, and Riddile seconded the motion.

A Roll Call Vote was Taken:

| | |
|------------------|-----|
| Art Riddile | Yes |
| Bill Kane | Yes |
| Ann Mullins | Yes |
| George Newman | Yes |
| Alyssa Shenk | Yes |
| Dan Richardson | Yes |
| Jeanne McQueeney | Yes |
| Jonathan Godes | Yes |

The motion was unanimously approved.

- B. Resolution 2020-27: Appropriation of Sums for the 2021 Budget Year** – Michael Yang, CFAO; Paul Hamilton, Director of Finance; and Dan Blankenship, CEO

In conjunction with the 2021 Budget, sums must be appropriated.

Riddile asked if any member of the public would like to address the Board or make a comment regarding Resolution 2020-27: Appropriation of Sums for the 2021 Budget Year.

No members of the public had any comments.

Riddile closed public comments at 9:47 a.m.

Riddile moved to approve Resolution 2020-27: Appropriation of Sums for the 2021 Budget Year, and George Newman seconded the motion.

A Roll Call Vote was Taken:

| | |
|------------------|-----|
| Art Riddile | Yes |
| Bill Kane | Yes |
| Ann Mullins | Yes |
| George Newman | Yes |
| Alyssa Shenk | Yes |
| Dan Richardson | Yes |
| Jeanne McQueeney | Yes |
| Jonathan Godes | Yes |

The motion was unanimously approved.

- C. Resolution 2020-28: Imposing, Certifying, and Levying a Property Tax of 2.65 Mills for the 2021 Budget Year** – Michael Yang, CFAO and Paul Hamilton, Director of Finance

Resolution 2020-28 is intended to certify the RFTA mill levy of 2.65 for the 2021 budget year (2020 tax year for 2021 collections).

RFTA's boundary includes all of Pitkin County and portions of Eagle and Garfield Counties; therefore, the mill levy has to be certified to each county as set forth in the Assessor valuations and the Form DLG-70 attached to Resolution 2020-28, to be submitted no later than December 15, 2020.

The language in the voter-approved Ballot Issue 7A from the November 6, 2018 general election exempts RFTA from the TABOR Property Tax Limits and exempts RFTA from the statutory property tax revenue limit CRS 29-1-301 (the 5.5% limit). Staff has verified the exemption from TABOR Property Tax Limits with Bond Counsel and the exemption from the statutory property tax revenue limit with the Colorado Department of Local Affairs, Division of Local Government.

Riddile asked if any member of the public would like to address the Board or make a comment regarding Resolution 2020-28: Imposing, Certifying, and Levying a Property Tax of 2.65 Mills for the 2021 Budget Year.

No members of the public had any comments.

Riddile closed public comments at 9:48 a.m.

Riddile moved to approve Resolution 2020-28: Imposing, Certifying, and Levying a Property Tax of 2.65 Mills for the 2021 Budget Year, and Bill Kane seconded the motion.

A Roll Call Vote was Taken:

| | |
|------------------|-----|
| Art Riddile | Yes |
| Bill Kane | Yes |
| Ann Mullins | Yes |
| George Newman | Yes |
| Alyssa Shenk | Yes |
| Dan Richardson | Yes |
| Jeanne McQueeney | Yes |
| Jonathan Godes | Yes |

The motion was unanimously approved.

6. Presentations/Action Items:

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

As of Thursday, December 3, RFTA's Attendance Record reflected 15 COVID-19 related absences.

Average system-wide daily ridership during the Winter season (beginning Monday, November 23) has increased by approximately 57% compared to the Fall season (September 7 through Sunday, November 22). Average daily Hwy 82/TOSV/BRT & Local Service ridership has increased by approximately 48% compared to the average daily ridership during the Fall. Winter season Hogback commuter bus service has decreased by approximately 26%, possibly due to the Thanksgiving holiday and tightening COVID-19 restrictions being imposed on businesses in Garfield County. City of Aspen ridership has increased by 59%, and the Ride Glenwood service has decreased by 4%. Regional ridership is on an upward trend, due to higher levels of employment and the opening of ski areas in the upper Roaring Fork Valley.

During the Fall Service Plan, from September 7 through November 22, the average percentage of trips needing backup was 17%. During the Winter season, the average percentage of bus trips requiring backup has been 2%. The number of regional backup buses needing to be deployed has dropped sharply as the corridor buses are now scheduled instead of being supplemented every day with show-ups. The added seating capacity on buses (50% instead of 15) and more frequent headways on BRT's have helped immensely and regional commuter buses are not requiring as much backup. The upper valley between Aspen and Snowmass is where RFTA has experienced the greatest demand for backup buses.

Newman asked that with the implementation of skier season, will there be a higher number of people having to wait in order to get to the ski areas? If so, is there a way to alert visitors that there will be a higher than average wait time for a bus, especially due to the limited bus capacity?

Kurt Ravenschlag stated that RFTA staff has been in coordination with Pitkin County to help spread the word to passengers that there could be a higher than usual wait time. RFTA is also not providing the normal skier bus services this season, however, RFTA has implemented additional back-up buses and has other plans in place to help address this challenge. RFTA has not seen the high demand due to the ski season opening day having been pushed back.

Newman questioned if bus drivers would be faced with additional challenges regarding visitors to the area being from other countries, and their views on having to wear a face mask while riding the bus.

Ravenschlag responded that it is RFTA's policy that service will not be given to any individual who refuses to wear a face covering. Bus Operators have the policy that they can refer passengers to, and they can also call security or the police if things escalate with a passenger.

Kane asked that with Garfield County moving from Orange to Red, would there be further seating capacity restrictions that would hinder skier service?

Ravenschlag stated that currently reductions in bus capacity in the Red zone has not become a discussion point, however, RFTA is preparing plans for if or when it does become a topic.

Riddile expressed his thanks to the RFTA staff for continuously being extremely pro-active and not waiting until the topic comes up to have to find a solution to the issue.

Shenk stated that with there not being any direct service between Snowmass Village and Aspen Highlands, it is extremely important to make sure there is proper signage at the Mall so that visitors are aware of which buses they will need to take.

Ravenschlag stated that he will work on getting proper signage at various locations to inform visitors of there not being any direct service between the two ski areas.

RFTA estimates it will have approximately 207 Bus Operators available, assuming the remaining number of seasonal Bus Operators complete training in the next few weeks. RFTA will fall 5 short of its goal of achieving a minimal staffing level of 212 Bus Operators.

RFTA anticipates it will have 114 transit buses available for operating its Winter service plan, 5 new buses are expected to be delivered in January or February 2021. The peak daily pullout of buses will

require approximately 92 buses. RFTA Vehicle Maintenance Department is optimistic it can make the number of buses work, the department anticipates it will be fully staffed.

RFTA has completed the installation of manufactured Plexiglas barriers for driver compartments in all of its buses. A few minor adjustments to the barriers are still being made to address functionality issues raised by Bus Operators. Barriers have also been installed in all RFTA vans.

7. Board Governance Process:

A. Election of RFTA Board Officers for 2020 – Dan Blankenship, CEO

RFTA's By-laws call for the election of Officers at the first regular meeting of the Board each year. Art Riddile has served as RFTA Chair for the allowed two (2) consecutive one (1) year terms, having been elected Chairperson in January 2019. A new Board Chair will need to be elected at the January 14, 2021 RFTA Board meeting.

Markey Butler served as RFTA Vice-Chair for almost two (2) years, but her term on the Town of Snowmass Village Council expired in November 2020. A new Board Vice-Chair will need to be elected at the January 14, 2021 RFTA Board meeting.

As usual, staff recommends that Nicole Schoon be elected as Secretary and that Michael Yang be elected as Treasurer/Budget Officer.

8. Consent Agenda:

A. Utility License Agreement between RFTA and Cedar Networks for a Fiber Optic Line to be Installed at the CMF – Mike Hermes, Director of Facilities

The internet connection at the CMF is provide by Cedar Networks and comes into the facility over the copper phone line installed in the facility when it was constructed. By today's standards this connection is not very fast or reliable and Cedar Networks has offered to install a new fiber optic line to the facility at no cost to RFTA. This new internet connection will provide faster and more reliable internet service to the facility. The license agreement will allow Cedar Networks to install this new fiber optic communication line.

Kane moved to approve the Utility License Agreement between RFTA and Cedar Networks for a Fiber Optic Line to be Installed at the CMF, and Jeanne McQueeney seconded the motion. The motion was unanimously approved.

B. Equipment License between RFTA and the Roaring Fork School District for Broadband Equipment to be Installed on the Antenna at the CMF – Mike Hermes, Director of Facilities

The Roaring Fork School District and Cedar Networks are working together to create a broadband network to provide free internet service to families in the district who do not currently have reliable and affordable access to the internet. At the CMF there is a radio tower that RFTA used for its old radio communications network and abandoned when the radio system moved to a digital platform. This antenna would make an ideal location for one of the school district's broadband antennas that would be a part their network. This license agreement would allow the school district to install their broadband antenna on the RFTA radio antenna and operate their system from the CMF.

Kane moved to the Equipment License between RFTA and the Roaring Fork School District for Broadband Equipment to be Installed on the Antenna at the CMF, and McQueeney seconded the motion. The motion was unanimously approved.

C. Holy Cross Energy Purchase of RFTA’s Clean Energy Collective (“CEC”) Solar Array – Dan Blankenship, CEO and Michael Yang, CFAO

In 2020, CEC exited the power supply business and Holy Cross Energy (HCE) purchased the GCasas 2’s assets and the Sunnyside Array from CEC. Due to HCE’s purchase of the Sunnyside Array, the customer agreement between RFTA and CEC terminated and voided the program.

HCE provided the attached letters (one for the solar panels directly owned by RFTA and one for the solar panels lease/purchased through Alpine Bank) which outlines three options for RFTA to consider and make a final decision about no later than January 1, 2021:

- **Option 1:** HCE purchase of all panels for a total purchase price of \$945,758, based on HCE’s net present value calculation of the panels;
- **Option 2:** Sign a new agreement with HCE with a reduction in solar credits from ~\$0.127/kWh to \$0.035/kWh (subject to annual changes); and
- **Option 3:** Terminate participation and RFTA receives panels.

Staff considers Option 1 to be the most feasible choice because Option 2 would yield over 70% less in solar credits applied to offset the annual debt service on the lease/purchase agreement, resulting in a higher subsidy each year. Option 3 would leave RFTA in possession of the panels without the ability to generate solar credits.

Option 1 would result in an estimated loss of \$427,984 on RFTA’s books. RFTA would use the anticipated sales proceeds of \$945,758 to pay down the total principal payoff amount of \$1,210,653 to Alpine Bank on the lease/purchase agreement. The balance of \$264,895 would need to be paid by RFTA through the General Fund.

Kane moved to the Holy Cross Energy Purchase of RFTA’s Clean Energy Collective (“CEC”) Solar Array, and McQueeney seconded the motion. The motion was unanimously approved.

D. Intergovernmental Agreement for Garfield County Senior Programs Traveler Services 2021 – Dan Blankenship, CEO

The total estimated budget for the Traveler in 2021 is \$748,097. RFTA will be reimbursed by Garfield County for its documented expenses connected with providing the Traveler transportation service in 2021, up to \$549,827. The City of Glenwood Springs will also contribute \$30,000 to RFTA to defray costs related to the ADA Complementary Paratransit Service that it receives from the Traveler. In addition to these amounts, RFTA is contributing \$168,270 towards the Traveler’s expenses in 2021 to defray the prorated cost allocated to its members (Glenwood Springs, Carbondale, and New Castle) by the County’s cost allocation methodology. However, RFTA anticipates receiving a \$40,000 administrative fee payment for providing the service that will reduce its net contribution to the Traveler to approximately \$128,270.

Kane moved to the Intergovernmental Agreement for Garfield County Senior Programs Traveler Services 2021, and McQueeney seconded the motion. The motion was unanimously approved.

E. 7-Party Memorandum of Understanding (MOU) Regarding Garfield County Senior Programs for 2021 – Dan Blankenship, CEO

The provision of Garfield County Senior Programs, including congregate meal/nutrition services and Traveler transportation services is a cooperative effort involving 7 governmental entities as follows: Garfield County, City of Rifle, Town of Carbondale, City of Glenwood Springs, Town of New Castle, Town of Silt, and RFTA.

The total estimated budget for the Traveler in 2021 is \$748,097. RFTA will be reimbursed by Garfield County for its documented expenses connected with providing the Traveler transportation service in 2021, up to \$549,827. The City of Glenwood Springs will also contribute \$30,000 to RFTA to defray costs related to the ADA Complementary Paratransit Service that it receives from the Traveler. In addition to these amounts, RFTA is contributing \$168,270 towards the Traveler's expenses in 2021 to defray the prorated cost allocated to its members (Glenwood Springs, Carbondale, and New Castle) by the County's cost allocation methodology. However, RFTA anticipates receiving a \$40,000 administrative fee payment for providing the service that will reduce its net contribution to the Traveler to approximately \$128,270.

Kane moved to the 7-Party Memorandum of Understanding (MOU) Regarding Garfield County Senior Programs for 2021, and McQueeney seconded the motion. The motion was unanimously approved.

F. Annual Renewal of \$1 Million Line of Credit between RFTA and Alpine Bank – Michael Yang, CFAO

March 12, 2009, the RFTA Board of Directors adopted Resolution 2009-07 authorizing the establishment of a \$1 million Line of Credit with Alpine Bank. RFTA staff intends to renew the line of credit each year, unless the Board directs otherwise. To date, RFTA has never drawn down against this line of credit. The Line of Credit costs RFTA nothing unless it becomes necessary to use it. In the event that the line of credit is used, the standard industry interest rates will apply. Expenses are not anticipated to be excessive, as the Line of Credit would most likely be used on a very short-term basis.

Kane moved to the Annual Renewal of \$1 Million Line of Credit between RFTA and Alpine Bank, and McQueeney seconded the motion. The motion was unanimously approved.

G. Carbondale Federal Grant Right-of-Way (FGROW) Project – Angela Henderson, Assistant Director, Project Management and Facilities Operations

RFTA staff has worked with RFTA's railroad attorneys to create a deed exchange process securing fee simple title to the FGROW parcels. There are fourteen Federal Grant Right of Way (FGROW) areas that make up the RFTA Railroad Corridor, and in some of those areas there are encroachments that need to be addressed.

- In FGROW Area #8, located in Carbondale, there are six adjacent properties with encroachments in the Railroad Corridor.
- RFTA Staff has been working with the following property owners:
 - Town of Carbondale;
 - Mountain Valley MHC, LLC;
 - ADW Center Condominium Associates, Inc.;
 - Blue Heron Condominium Associations;
 - Delores Way Property, LLC; and

- Compass for Lifelong Discovery a/k/a Carbondale Community School.
- RFTA will deed, by a bargain & sale deed, the outer 30' of FGROW area, where the various parcels are located to each of the property owners listed and each property owner listed will deed, by bargain & sale deed, all of the remaining FGROW area to RFTA.
- Land Title Guarantee Company, Glenwood Springs, will secure signatures and record the documents on behalf of RFTA.

Kane moved to the Carbondale Federal Grant Right-of-Way (FGROW) Project, and McQueeney seconded the motion. The motion was unanimously approved.

H. General Executive Constraint Policy 2.0 Certification – Dan Blankenship, CEO

Policy 2.0: General Executive Constraint: “The CEO shall not knowingly cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, unethical, imprudent, in violation of the Intergovernmental Agreement, or in violation of commonly accepted business practices.”

The RFTA Board of Directors adopted a Governance Policy Manual on July 16, 2003, which requires the CEO to periodically certify compliance with Board policies. The RFTA Board amended Policy 2.0 – General Executive Constraint, by Resolution No. 2014-15 on September 11, 2014.

The 2019 schedule for monitoring CEO performance requires the CEO to submit an annual monitoring report to the Board regarding General Executive Constraint – Policy 2.0 in February 2020. The report is late, in large part due to the COVID-19 pandemic.

Dan Blankenship reported compliance on Policy 2.0 – General Executive Constraint.

Kane moved to the General Executive Constraint Policy 2.0 Certification, and McQueeney seconded the motion. The motion was unanimously approved.

I. Treatment of the Public 2.1 – Dan Blankenship, CEO

Policy 2.1: Treatment of the Public: “With respect to interactions with the public, the CEO shall not knowingly cause or allow conditions or procedures that are unfair, unsafe, untimely, unresponsive, disrespectful, or unnecessarily intrusive.”

The RFTA Board of Directors adopted a Governance Policy Manual on July 16, 2003, which requires the CEO to periodically certify compliance with Board policies. The Board amended Policy 2.1 – Treatment of the Public on September 11, 2014.

The schedule for monitoring CEO performance requires the CEO to submit a monitoring report to the Board regarding Policy 2.1: Treatment of the Public, on an annual basis. This report is due in February of each year, however, due to the COVID-19 pandemic and other circumstances explained in the attached certification, this report is overdue.

Dan Blankenship reported non-compliance on Policy 2.1 – Treatment of the Public.

Kane moved to the Treatment of the Public 2.1, and McQueeney seconded the motion. The motion was unanimously approved.

9. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

The 3rd revision of the Maroon Bells Shuttle service plan cost was significantly higher than previous estimates made with less actual operating data. The revised estimated cost of the Maroon Bells Shuttle for the season was approximately \$842,963, and the estimated net revenue to RFTA for the season was approximately \$665,790, with the estimated subsidy for the service at \$177,174 or 21%.

The latest estimate indicates that the cost of the service increased to \$866,617, or approximately \$23,654 more than the previous estimate. However, with higher than forecasted actual ticket sales through October 18, the estimated subsidy has decreased to \$151,354, or approximately \$25,820. A final tally of ticket revenue and final subsidy should be available at year end.

Real Time bus arrival information by SMS Text Messaging now available at all RFTA stops. RFTA staff have successfully deployed hundreds of new signs throughout the RFTA service area providing passengers access to real time bus arrival information, service updates and riders alerts. This new tool will not only enhance the rider experience, but give RFTA a new way to communicate directly with customers regarding emergent information. These signs have replaced RFTA's "Post-ups" which were paper schedules and other rider information that were placed at hundreds of stops throughout the service area, 5 times per year. This innovative effort has not only improved the accessibility of RFTA's system but also achieved significant efficiencies in delivering our services.

Newman thanked Mike Hermes for getting the wind breaks that were put up in Basalt, they are much nicer than he had expected, and they work extremely well to keep the wind off of those waiting to catch their bus.

10. Executive Session:

- A. Three Matters:** Pursuant to C.R.S. 24-6-402 4(e)(l) Determining positions that may be subject to negotiations; developing strategy for negotiations and instruction negotiators: 1) The Sunnyside Solar Array; 2) Carbondale Federal Grant Right-of-Way (FGROW) Project; and 3) Proposed S. O'Cain Accident Settlement Authority

After consideration, it was determined that the December 10, 2020 Board Executive Session was not necessary. Executive Session Agenda Item number 10. A. was cancelled.

11. Issues to be Considered at Next Meeting:

12. Next Meeting: 8:30 a.m. – 11:30 a.m., January 14, 202, via WebEx.

13. Adjournment:

Riddile moved to adjourn from the December 10, 2020 RFTA Board meeting, and Jonathan Godes seconded the motion. The motion was unanimously approved.

The December 10, 2020 RFTA Board Meeting adjourned at 10:10 a.m.

Respectfully Submitted:

Nicole R. Schoon

Secretary to the RFTA Board of Directors

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

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| Meeting Date: | January 14, 2021 |
| Subject: | Resolution 2021-01: Designating a Location for Posting Public Notices of RFTA Board of Directors Meetings |
| Strategic Outcome: | High Performing Organization |
| Strategic Objective: | 7.5. Ensure Appropriate Transparency of all RFTA Business |
| Presented By: | Nicole Schoon, Executive Assistant, Secretary to the Board, and Compliance Officer |
| Staff Recommends: | Adopt Resolution 2021-01 and designate the Administrative Offices of the GMF as the official posting location, since the RFTA CEO and Board Secretary both have offices in that location. |
| Executive Summary: | <ul style="list-style-type: none"> • Officially designate posting location of public notices of RFTA Board of Directors Meetings. • Staff recommends that the Board designate the Administrative Offices of the Glenwood Maintenance Facility (GMF) as the official location for posting Board Meeting notices. |
| Background/Discussion: | C.R.S. § 24-6-402(2)(c) provides that each local government body shall annually designate a location where its meeting notices will be posted. In addition to the GMF, the notices of Board meetings will continue to be posted at the Aspen Maintenance Facility and in each jurisdiction’s Town Hall, in a public place for posting notices, as well as emailed to the media and interested citizens that have requested notice. |
| Governance Policy: | This is required by state law. Additionally, Board Awareness & Support policy 2.8.9 states, “The CEO may not fail to supply for the Board’s consent agenda, along with applicable monitoring information, all decisions delegated to the CEO yet required by law, regulation or contract to be Board-approved.” |
| Fiscal Implications: | None. |
| Attachments: | Yes, please see Resolution 2021-01, attached below. |

Director _____ moved to adopt the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2021-01**

DESIGNATING A LOCATION FOR POSTING PUBLIC NOTICE OF MEETINGS OF THE ROARING FORK TRANSPORTATION AUTHORITY (RFTA) BOARD OF DIRECTORS

WHEREAS, pursuant to C.R.S. § 24-6-402(2)(c), the Board of Directors of the Roaring Fork Transportation Authority hereby designates the RFTA Glenwood Maintenance Facility, 2307 Wulfsohn Road, Glenwood Springs, CO 81601 as the location where Public Notices of the RFTA Board of Directors Meetings will be posted, at least twenty-four (24) hours prior to the meeting.

This status will be in place unless revoked by another resolution stating different locations of posting.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held January 14, 2021.

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

By: _____
Arthur Riddile, Chairman

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on January 14, 2021; (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 14th day of January, 2021.

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

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

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| Meeting Date: | January 14, 2021 |
| Subject: | Resolution 2021-02: A Resolution Authorizing and Approving a Lease Purchase Agreement for the Lease (With the Option to Purchase) of Certain Equipment Comprised Generally of Six Diesel Transit Buses, and, in Connection Therewith, Certain Related Documents and Transactions. |
| Strategic Outcome: | Satisfied Customers: RFTA will strive to exceed customer expectations by providing modern, courteous, safe, convenient, highly reliable, dependable, comfortable, sustainable, cost efficient, and affordable transportation choices to our residents and visitors |
| Strategic Objective: | 5.4 Provide easy, modern and reliable services |
| Presented By: | Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance |
| Staff Recommends: | Approve Resolution 2021-02, which authorizes the CEO and CFAO to execute Schedule of Property No. 2 documents, Escrow Control Agreement, and documents necessary to close this transaction, subject to approval as to form by the RFTA General Counsel, as part of the Master Equipment Lease/Purchase Agreement (MELPA). |
| Executive Summary: | <ol style="list-style-type: none"> 1. The 2021 adopted budget currently includes \$320,000 as a placeholder for the annual lease payment for this project. 2. The 2020 adopted budget includes 5 expansion transit buses and 10 replacement transit buses. 9 of the 10 replacement buses will be funded with multiple capital grants covering 80% of the estimated cost with RFTA covering the 20% local share. The remaining 6 buses (5 expansion and 1 replacement) at a cost of \$3,302,454 are planned to be purchased using proceeds of approximately \$3,302,454 (or \$550,409/unit). As part of our annual process, staff will carryforward the project budget and lease proceeds to the 2021 budget year through a supplemental budget appropriation at the March 2021. 3. The 5 expansion buses have been ordered and the scheduled delivery dates have shifted from November 2020 to January 2021. The 10 replacement buses have been ordered and the scheduled delivery dates shifted from March 2021 to April 2021. Staff continues to communicate with the bus manufacturer regarding production schedule. The current COVID-19 pandemic provides an additional level of risk to manage with potential impacts to this schedule. 4. Staff will utilize RFTA’s existing Master Equipment Lease/Purchase Agreement (MELPA) with Banc of America Public Capital Corp. (BAPCC) established on November 17, 2016. 5. The lease purchase financing terms are shown below. The interest rate is valid for 30 days starting January 6, 2021. <ol style="list-style-type: none"> a. Amount: approximately \$3,302,454 b. Tax-exempt Rate: 2.10% c. Term: 12 Years d. Payments: Semi-Annual (7/1 and 1/1) e. Estimated annual lease payment: \$312,300 |

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| | <p>6. On November 27, 2020, BAPCC confirmed credit approval for the lease/purchase.</p> <p>7. Note that \$550,409 of the \$3,302,454 in lease proceeds will be deposited into an Escrow Fund and will be disbursed when the final bus has been delivered and accepted, which currently is estimated to be in April 2021.</p> <p>8. Section 1 of Resolution 2021-02 indicates a not to exceed amount of \$325,000 annually as it relates to the annual lease payment. This amount reflects a conservative threshold in the unlikely event that the interest rate changes from a tax-exempt rate of 2.10% to a taxable rate of 2.6803%. As mentioned above, the estimated annual debt service is approximately \$312,300.</p> <p>9. Staff recommends that the Board approve Resolution 2021-02.</p> |
| Background/Discussion: | See Core Issues above. |
| Governance Policy: | Board Job Products Policy 4.2.5 state, "The Board will approve RFTA's annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy)." |
| Fiscal Implications: | Based on the financing terms above, the annual debt service is estimated to be \$312,300. With semi-annual payments on January 1 and July 1 each year, the initial payment is scheduled for July 1, 2021. RFTA's 2021 budget includes a placeholder of \$320,000 for the estimated annual debt service payment associated with this new lease/purchase for the 6 buses. |
| Attachments: | <p>Yes, please see Resolution 2021-02, attached below.</p> <p>Also please see:</p> <ol style="list-style-type: none"> 1. "RFTA 2021 Equipment Lease Escrow Agreement.pdf" 2. "Schedule of Property No 2 - RFTA-BAPCC.pdf" 3. "16-074 Countersigned MELPA.pdf" <p>These documents are included in the January 2021 Board Meeting Portfolio.pdf attached to the e-mail distributing the RFTA Board Packet.</p> |

_____ moved adoption of the following Resolution

_____ seconded the motion

**ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION 2021 – 02**

A RESOLUTION AUTHORIZING AND APPROVING A LEASE PURCHASE AGREEMENT FOR THE LEASE (WITH THE OPTION TO PURCHASE) OF CERTAIN EQUIPMENT COMPRISED GENERALLY OF SIX GILLIG BUSES, AND, IN CONNECTION THEREWITH, CERTAIN RELATED DOCUMENTS AND TRANSACTIONS.

WITNESSETH:

WHEREAS, the Roaring Fork Transportation Authority (“RFTA”) is a body corporate and political subdivision of the State of Colorado (the “State”) created pursuant to the provisions of Section 43-4-601, et seq., Colorado Revised Statutes, as amended (the “Rural Transportation Authority Law”) and the Roaring Fork Transportation Authority Intergovernmental Agreement dated as of September 12, 2000, as amended (as so amended, the “IGA”); and

WHEREAS, the Board of Directors of RFTA (the “Board”) is the governing body of RFTA; and

WHEREAS, RFTA has previously entered into a contract with Gillig LLC (“Gillig”) for the delivery by Gillig of six new low-floor diesel buses (collectively, the “Equipment”); and

WHEREAS, RFTA has determined that it is in the best interests of RFTA and the residents within the boundaries of RFTA, and serves a public purpose, to provide for the acquisition of the Equipment by means of the existing Master Equipment Lease/Purchase Agreement dated as of November 17, 2016 between Banc of America Public Capital Corp, as lessor (“BAPCC”), and RFTA, as lessee (the “MELPA”) and the Schedule of Property No. 2 relating thereto providing for the lease of the Equipment (“Schedule No. 2” and, collectively with the MELPA, the “Lease”); and

WHEREAS, the Board is authorized, pursuant to Section 43-4-605(1)(g), Colorado Revised Statutes, as amended, and Section 6.01 of the IGA, to enter into the Lease and to lease from BAPCC, with an option to purchase the same, the Equipment as provided in the Lease; and

WHEREAS, the Lease shall expire on December 31 of any RFTA fiscal year (a “Fiscal Year”) if RFTA has, on such date, failed, for any reason, to appropriate sufficient amounts authorized and directed to be used to pay all Base Rentals (as defined in the Lease) scheduled to be paid and all Additional Rentals (as defined in the Lease) estimated to be payable in the next ensuing Fiscal Year, and in certain other circumstances set forth in the Lease, and shall not constitute a mandatory charge or requirement against RFTA in any ensuing budget year unless RFTA decides to renew the Lease by appropriating the necessary such amounts; and

WHEREAS, one of the six new buses described above will be delivered after the date of Schedule No. 2; and

WHEREAS, it is a requirement of the Lease that the Acquisition Amount (as defined in the hereinafter defined Escrow Agreement) for such sixth bus be deposited into a segregated escrow account, and thus it is necessary for RFTA to enter into an Escrow and Account Control Agreement dated as of January 29, 2021, by and among BAPCC, as lessor, RFTA, as lessee, and BOKF, NA, as escrow agent (the “Escrow Agreement”) to deposit the Acquisition Amount for such sixth bus; and

WHEREAS, in order to implement the transaction described above, the Board desires to (a) authorize and approve the execution and delivery by RFTA of, and the performance by RFTA of its obligations under, the Lease, the Escrow Agreement and certain other documents described herein; and (b) authorize, approve, ratify, make findings and take other actions with respect to the foregoing and related matters.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Roaring Fork Transportation Authority (in the State of Colorado) that:

Section 1. The Board hereby: (a) approves the leasing of the Equipment from BAPCC, pursuant to the Lease in exchange for the payment of semi-annual Base Rental payments and the cost of Additional Rentals (to include, generally, operation and maintenance costs of the Equipment and other amounts due, if any, to BAPCC under the Lease) provided that the: (i) total Base Rentals payable by RFTA in any Fiscal Year shall not exceed \$325,000, (ii) total Lease Proceeds (as defined in the Lease) shall not exceed \$3,350,000, and (iii) scheduled Lease Term (as defined in the Lease) shall not exceed 12 years; (b) authorizes the Chair of the Board, the Secretary of the Board, the Chief Executive Officer of RFTA and all other appropriate officers and employees of RFTA to execute and deliver, and to affix the seal of RFTA to, Schedule No. 2 and the Escrow Agreement, in the respective forms submitted to the Board, with such changes, not inconsistent herewith, as may be deemed necessary and appropriate by the Chief Executive Officer and General Counsel; and (c) authorizes and directs the performance by RFTA of its obligations under the Lease and the Escrow Agreement in the respective forms in which they are executed and delivered.

Section 2. The Board hereby adopts, as if set forth in full herein, all the representations, covenants, agreements, findings, determinations and statements of or by RFTA set forth in the Lease and the Escrow Agreement and hereby further finds and determines that the transactions contemplated by the Lease and the Escrow Agreement comprise an Authorized Transportation Project for purposes of the IGA.

Section 3. The officers, employees and agents of RFTA are authorized and directed to take all action necessary or appropriate to carry out the provisions of this resolution and the documents referred to herein and to carry out the transactions described herein or in such documents, including, without limitation, the execution and delivery of such certificates as may reasonably be required by BAPCC, relating to, among other matters, the tenure and identity of the officials of RFTA and the Board, the due execution and delivery of the Lease and the Escrow Agreement, the absence of litigation, pending or threatened, and the exclusion of the interest portion of Base Rentals from income for federal income tax purposes, and the execution and delivery of any documents necessary or convenient to accomplish the lease of the Equipment in accordance with the Lease.

Section 4. The Chief Executive Officer, Chief Financial and Administrative Officer and any designee of the Chief Executive Officer are each hereby designated to act as authorized representatives of the Lessee for purposes of the Lease until such time as the Board shall designate any other or different authorized representative for purposes of the Lease.

Section 5. All actions previously taken by the Board and the officers, employees and agents of RFTA which are directed toward transactions described herein or in the documents referred to herein and which are not inconsistent herewith are hereby ratified, approved and confirmed.

Section 6. All bylaws, orders, resolutions, and other instruments, or parts thereof that are in conflict with this resolution are hereby repealed, but only to the extent of such conflict. This repealer shall not be construed to revive any bylaw, order, resolution, or other instrument, or part thereof, heretofore repealed.

Section 7. If any section, paragraph, clause or provision of this resolution or any of the documents referred to herein (other than provisions as to the payment of Base Rentals and Additional Rentals by RFTA during the Lease term, including the requirement that the obligations of RFTA to pay Base Rentals and Additional Rentals under the Lease are conditioned upon the prior appropriation by RFTA of amounts for such purposes in accordance with the requirements of the laws of the State, provisions for the quiet enjoyment of the Equipment by RFTA during the term of the Lease and provisions for the transfer of the Equipment to RFTA or its designee) shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this resolution.

Section 8. This resolution shall be in full force and effect upon its passage and adoption.

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PASSED AND ADOPTED on at a regular meeting held this 14th day of January, 2021.

[SEAL]

ROARING FORK TRANSPORTATION AUTHORITY

By: _____
Chair, RFTA Board of Directors

Attest:

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

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

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| Meeting Date: | January 14, 2021 |
| Subject: | RFTA Destination 2040 Update |
| Strategic Outcome: | 1.0 Safe Customers, Workforce and General Public 2.0 Accessibility and Mobility 5.0 Satisfied Customers 6.0 Environmental Sustainability |
| Strategic Objective: | 1.1 Customers are safe at RFTA facilities and riding RFTA services 1.2 The Public is safe and comfortable using the RIO Grande trail 2.2 Trail and Transit Users Move Safely, Quickly and Efficiently 2.3 Increase Alternative Mode splits throughout region 2.4 Provide increased first and last mile options for customers throughout service area 2.6 Identify and reduce barriers to riding transit and accessing trails 2.7 Provide convenient connections to key activity centers in service area 5.1 Transit and trail experiences are enjoyable 5.3 Leverage technology to enhance customer experience 5.4 Provide easy, modern, and reliable services 5.7 Provide clean and well maintained facilities, trails and equipment 6.1 Trail and transit users enjoy environmentally friendly equipment and facilities |
| Presented By: | Kurt Ravenschlag, RFTA Chief Operating Officer |
| Staff Recommends: | Staff recommends that the Board provide any feedback and questions to staff. |
| Executive Summary: | With the approval of RFTA’s first property tax in November 2018 to support RFTA Destination 2040, staff will be providing regular updates to the Board and public regarding implementation progress and future plans. The Board and public can also stay up to date with Destination 2040 at www.RFTA.com/2040roadmap . |
| Background/ Discussion: | <p>RFTA first started assessing regional transit/transportation needs in 2016 via the Integrated Transportation System Plan (ITSP) and Upper Valley Mobility Study (UVMS). In 2018, the ITSP planning process catalyzed a new public-friendly regional improvements package, branded as Destination 2040: Our Future Rides on RFTA. The RFTA Board and staff, equipped with targeted polling and survey data, agreed to refer a 2.65 mill levy property tax question to regional voters in RFTA’s eight member jurisdictions. On November 6, 2018, eligible voters approved Ballot Question 7A with 11,364 votes in favor and 10,362 votes against; an approval margin of 52 to 48 percent. As RFTA’s first property tax revenue, the new revenue will add an estimated \$10.44 million to RFTA’s annual budget in 2021.</p> <p>The additional property tax revenue will help RFTA maintain and improve its services, infrastructure, and equipment, while reducing its reliance on inadequate and uncertain State and Federal grants. RFTA is confident that that Authority is now more resilient and better equipped to keep pace with current and future population and traffic growth estimates.</p> |
| Governance Policy: | Policy 4.2 Board Job Products 4.2.5 The Board will approve RFTA’s annual operating budget |

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| Fiscal Implications: | The 2021 RFTA Budget includes items related to advancing various Destination 2040 Projects. |
| Attachments: | RFTA Destination 2040 update will utilize the www.RFTA.com/2040roadmap website as the Board presentation. |

2 The reasons why RFTA staff is recommending that RFTA bridge the \$2.27 million funding gap are as follows:

A. The Destination 2040 Plan assumed that two service improvements within Glenwood Springs would go into effect in 2019. The first improvement was the extension of BRT service from 27th Street to downtown Glenwood Springs (estimated to cost approximately \$300,000 per year). The second improvement was the assumption by RFTA local buses of the Ride Glenwood service route in the Highway 6 and 24 corridor (estimated to cost approximately \$400,000 per year). According to the plan, these improvements were slated for implementation in 2019 following the successful election in November 2018. However, implementation of the BRT extension was delayed pending the outcome of the MOVE Study, which is seeking to identify the location of the downtown transit center. Assumption of the 6 & 24 corridor route by RFTA local buses has also been delayed pending the reconfiguration of the Ride Glenwood service into a demand response or call-and-demand service for the residential areas of Glenwood Springs, which would allow the Ride Glenwood service to be discontinued.

B. In 2020, the COVID-19 pandemic disrupted RFTA's plans and timetables for implementing some of the Destination 2040 capital projects and service improvements. Due to factors beyond RFTA's control, its financial landscape changed dramatically. Consequently, RFTA will need to update its Destination 2040 Financial Plan and, when the future is a bit more certain, revise its timetable for implementing planned capital and service improvements.

C. RFTA's revenue, expenditures, and services, have been in flux since the pandemic began, a situation that is likely to continue through at least 2021. As a result, staff believes an update of the Destination 2040 Plan will be needed and project implementation dates will need to be adjusted accordingly. Until the Destination 2040 Plan is updated and the adverse economic and ridership impacts of COVID-19 are receding, RFTA will most likely not be able to say definitively when its schedule for various capital projects and service enhancements will get back on track. In other words, RFTA will not be able to move forward on some of the Destination 2040 capital projects and service improvements until either ridership, funding, or both begin to show signs of improvement.

However, staff believes RFTA can and should move forward with the delivery of the 27th Street Grade-Separated Pedestrian Crossings' Project. This is a safety project that is critically needed at a hazardous location. Its completion will greatly enhance safety for pedestrians, cyclists, and trail and transit users, and it will fulfill one of RFTA's Destination 2040 Plan pledges to voters. In addition, in conjunction with the Glenwood Maintenance Facility Expansion Project, it will pump \$65 million in combined construction funding into the economies of Glenwood Springs and the region at a time when the construction industry and local businesses can most use it.

D. Theoretically, by not implementing the service improvements in Glenwood Springs in 2019, RFTA has saved approximately \$700,000 per year in operating expenses and, assuming the service is not implemented in 2021, the total estimated savings would be approximately \$2.1 million.

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| | <p>E. Irrespective of how much RFTA has saved or might be saving by not implementing the planned service improvements in Glenwood Springs tentatively slated for 2019, staff is recommending that RFTA contribute an additional \$2.27 million to cover the estimated funding gap for the 27th Street grade separated pedestrian crossings’ project. The pedestrian crossing project is in final design and the plan is to put the project out to bid by July of 2021, with an estimated completion date of October 2022. Approximately \$3.05 million in State and Federal grants have been secured and should be expended as expeditiously as possible. Each year the project fails to get under contract could raise the cost by approximately 4% due to inflation.</p> <p>F. RFTA staff will continue to seek additional grants from as many sources as possible to narrow the funding gap, but it doesn’t want to delay putting the project out to bid for lack of having an adequate budget.</p> <p>G. Staff recommends approval of this plan to bridge the \$2.27 million funding gap for the 27th Street Grade Separated Pedestrian Crossings’ Project using savings from Glenwood Springs service improvements that we slotted for implementation in 2019 but delayed for a variety of reasons. The final gap may be higher or lower depending up bids and staff’s ability to garner other grants prior to the completion of the project.</p> |
| <p>Governance Policy:</p> | <p>Board Job Products Policy 4.2.5 state, “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>Fiscal Implications:</p> | <p>Approximately \$700,000 per year in BRT and local bus service improvements within Glenwood Springs were originally planned for implementation in 2019. For a number of reasons, implementation of these improvements was delayed. By the end of 2021, the savings from delaying these service improvements will total an estimated \$2.1 million, most likely more with inflation. Staff is recommending that this savings be repurposed to bridge the current estimated \$2.27 million funding gap for the 27th Street Grade-Separated Pedestrian Crossings’ Project. Implementation of the planned service improvements will most likely be slotted for 2022 or whenever current COVID-19 conditions are no longer challenging RFTA’s ability to meet service demand and ridership recovers.</p> |
| <p>Attachments:</p> | <p>None.</p> |

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

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| Meeting Date: | January 14, 2021 |
| Subject: | Summary of 2020 Work Plan Accomplishments and Overview of 2021 Work Plan |
| Strategic Outcome: | 7.0 High Performing Organization |
| Strategic Objective: | 7.5. Ensure Appropriate Transparency of all RFTA Business 7.7. Continually seek ways to improve business process |
| Presented By: | Dan Blankenship, CEO Kurt Ravenschlag, COO Michael Yang, CFAO |
| Staff Recommends: | Review and discuss RFTA 2021 Strategic Work Plan, primarily as it relates to Board Work Plan Items, and provide staff with feedback about them. |
| Background/ Discussion: | <p>RFTA staff have identified approximately 17 Work Plan Items in the RFTA 2021 Strategic Work Plan that could involve Board direction and/or policy development. If the Board is in agreement, these Work Plan Items will be presented to the RFTA Board for updates and direction at subsequent Board meetings throughout 2021. The identified Board Work Plan items are as follows:</p> <p>1.0 Safe Customers</p> <ul style="list-style-type: none"> • Design of 27th Street/ SH 82 Grade Separated Pedestrian Crossings • Construction of 27th Street/ SH 82 Grade Separated Pedestrian Crossings • Initiate discussions regarding Buttermilk Underpass Design <p>2.0 Accessibility and Mobility</p> <ul style="list-style-type: none"> • Regional First And Last Mile Mobility Study (Destination 2040) • Design/Build of GMF Ph 3&7 - Bus Storage And Fueling Lane (Destination 2040) • Design/Build of GMF Ph 4&5 Bus Storage And Circulation (Destination 2040) • Construction of GMF Ph 2 Maint Exp (Destination 2040) • Purchase of property in GWS to provide expanded parking near 27th Street BRT Station (Destination 2040) • Move Study Completion (Destination 2040) • Discussion with EOTC Regarding No-Fare Zone Subsidy Assumption by RFTA <p>3.0 Sustainable Workforce</p> <ul style="list-style-type: none"> • 3% or 4% Match To 457B Retirement Plan Sub-Committee • Update ATU Local 1774 Collective Bargaining Agreement <p>4.0 Financial Sustainability</p> <ul style="list-style-type: none"> • RFTA Financial Audit • RFTA 2022 Budget Development • Bond Issuance for Capital Projects • Fare Structure Recommendations <p>7.0 High Performing Organization</p> <ul style="list-style-type: none"> • Board Retreat |

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| Governance Policy: | Board Agenda Planning policy 4.3.2 states, “The annual (planning) cycle will start with Board’s development of its agenda plan for the next year: A.) The Board will identify its priorities for Outcomes and other issues to be resolved in the coming year, and will identify information gathering necessary to fulfill its role. This may include methods of gaining ownership input, governance education, and other education related to Outcomes issues, (e.g. presentations by futurists, advocacy groups, demographers, other providers, staff, etc.); and B.) At the commencement of the Board’s annual planning cycle, the Chair will prepare, for the Board’s approval, a tentative agenda plan for the following year’s meetings.” |
| Fiscal Implications: | None at this time. |
| Attachments: | <p>Yes, please see:</p> <ol style="list-style-type: none"> 1. “RFTA 2021 Strategic Work Plan - DRAFT.pdf” 2. “2020 Work Plan - 2021-0107 Update - Draft.pdf” <p>These documents are included in the January 2021 Board Meeting Portfolio.pdf attached to the e-mail distributing the RFTA Board Packet.</p> |

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

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| Meeting Date: | January 14, 2021 |
| Subject: | RFTA Service Planning Issues Related to the Outbreak of Coronavirus (COVID-19) |
| Strategic Outcome: | 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. |
| Strategic Objective: | 1.1 Customers are safe at RFTA facilities and riding RFTA services 1.3 Maintain and promote a healthy and safe workforce 1.4 The general public has a positive perception of the safety of RFTA services 1.5 Staff are well trained and safety focused |
| Presented By: | Kurt Ravenschlag, COO |
| Staff Recommends: | This is intended to be an FYI for the RFTA Board of Directors and an opportunity for the Board to provide any addition direction to staff. |

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|---------------------------|--|--|----------------------------------|---|--|---------------------------------|---------------------------------------|-----------------------------|---------------------------------|---------------------|---------------------|---------------------|---|--|--|----------------------------------|---|--|---------------------------------|---------------------------------------|-----------------------------|---------------------------------|---------------------|---------------------|---------------------|---|---|---|---|---|----|---|---|---|---|----|----|
| Executive Summary: | 1. <u>RFTA’s COVID-19 Emergency Response Plan and Attendance:</u> 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 Thursday, January 8, RFTA’s Attendance Record reflected 15 COVID-19 related absences, as follows: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | RFTA COVID-19 Attendance Summary by Category | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Date: 1/8/2021 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <tr> <td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td><td>J</td><td>K</td><td>L</td> </tr> <tr> <td>Symptoms Positive COVID Test Isolating</td> <td>Symptoms Pending COVID Test Results Quarantining</td> <td>Symptoms Not Tested Quarantining</td> <td>Possibly Exposed No Symptoms Quarantining</td> <td>Exposed No Symptoms Tested Results Pending</td> <td>Subtotal EE’s Out COVID Related</td> <td>Symptoms Tested Negative Quarantining</td> <td>No Symptoms Tested Negative</td> <td>High Risk Category Quarantining</td> <td>Other Than COVID-19</td> <td>Total Employees Out</td> <td>% of Total EE’s Out</td> </tr> <tr> <td align="center">7</td> <td align="center">0</td> <td align="center">1</td> <td align="center">5</td> <td align="center">0</td> <td align="center">13</td> <td align="center">1</td> <td align="center">0</td> <td align="center">7</td> <td align="center">7</td> <td align="center">28</td> <td align="center">7%</td> </tr> </table> | A | B | C | D | E | F | G | H | I | J | K | L | Symptoms Positive COVID Test Isolating | Symptoms Pending COVID Test Results Quarantining | Symptoms Not Tested Quarantining | Possibly Exposed No Symptoms Quarantining | Exposed No Symptoms Tested Results Pending | Subtotal EE’s Out COVID Related | Symptoms Tested Negative Quarantining | No Symptoms Tested Negative | High Risk Category Quarantining | Other Than COVID-19 | Total Employees Out | % of Total EE’s Out | 7 | 0 | 1 | 5 | 0 | 13 | 1 | 0 | 7 | 7 | 28 | 7% |
| | A | B | C | D | E | F | G | H | I | J | K | L | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Symptoms Positive COVID Test Isolating | Symptoms Pending COVID Test Results Quarantining | Symptoms Not Tested Quarantining | Possibly Exposed No Symptoms Quarantining | Exposed No Symptoms Tested Results Pending | Subtotal EE’s Out COVID Related | Symptoms Tested Negative Quarantining | No Symptoms Tested Negative | High Risk Category Quarantining | Other Than COVID-19 | Total Employees Out | % of Total EE’s Out | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 7 | 0 | 1 | 5 | 0 | 13 | 1 | 0 | 7 | 7 | 28 | 7% | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Note: Out of an abundance of caution, RFTA directs its employees to remain home if they are experiencing any possible symptoms of COVID-19. The majority of employees that go out for COVID-19 related reasons doesn’t test positive for COVID-19. On March 23, 2020, during the height of the pandemic, RFTA had 38 employees out of work (who would have been in Column F above) who were either experiencing COVID-19 like symptoms or who may have been exposed to someone else who was experiencing symptoms. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Vaccinations: Jason Smith, RFTA Safety and Training Manager, is in close communication with Public Health Departments throughout the Roaring Fork Valley regarding plans for the Phase 1B rollout of COVID-19 vaccines for our frontline essential workers, as well as Phase 2 for the remainder of our employees. These plans are not yet fully fleshed-out (or at least not fully communicated to RFTA at this point) and tentative timelines are heavily contingent upon the quantity of vaccine doses supplied by the state. CDPHE currently estimates that vaccinations for frontline essential workers should begin in "late February", though this is obviously subject to change. Vaccinations for "other" essential RFTA workers (i.e., all non-frontline RFTA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

employees) are predicted by CDPHE to begin in the spring. Again, new developments in vaccine availability or disease spread could alter these timelines.

Since frontline employment status is determined by place of work (not county of residence), RFTA has been urging close coordination between Pitkin, Garfield, and Eagle Public Health Departments when devising vaccination plans for RFTA's frontline workers. RFTA's operations span all three counties and, in fact, the majority of our frontline workers cross all three counties throughout the course of a workday. This creates a potential disconnect with counties' vaccine supplies, since they are based on census population. It also creates a high potential for logistical complications. A coordinated plan by all three counties for the vaccination of RFTA's essential employees is critical.

RFTA is actively and continually conveying information to our workforce about developments in the ongoing rollout, for example regarding the opening of the age 70+ category for vaccination. RFTA has submitted a non-binding application to Pitkin County to operate as a closed point of distribution of vaccines for our frontline employees, although we are awaiting further information from PH officials as to what that would entail, exactly. Staff is meeting internally to discuss ways to facilitate prompt and widespread vaccination of employees once eligibility becomes available.

- 3. Winter Season Service Plan:** So far, the winter service plan appears to be operating smoothly and efficiently. The Chart below provides a comparison of service Fall and Winter season service levels by route, as follows:

RFTA Trip Comparison by Service Level

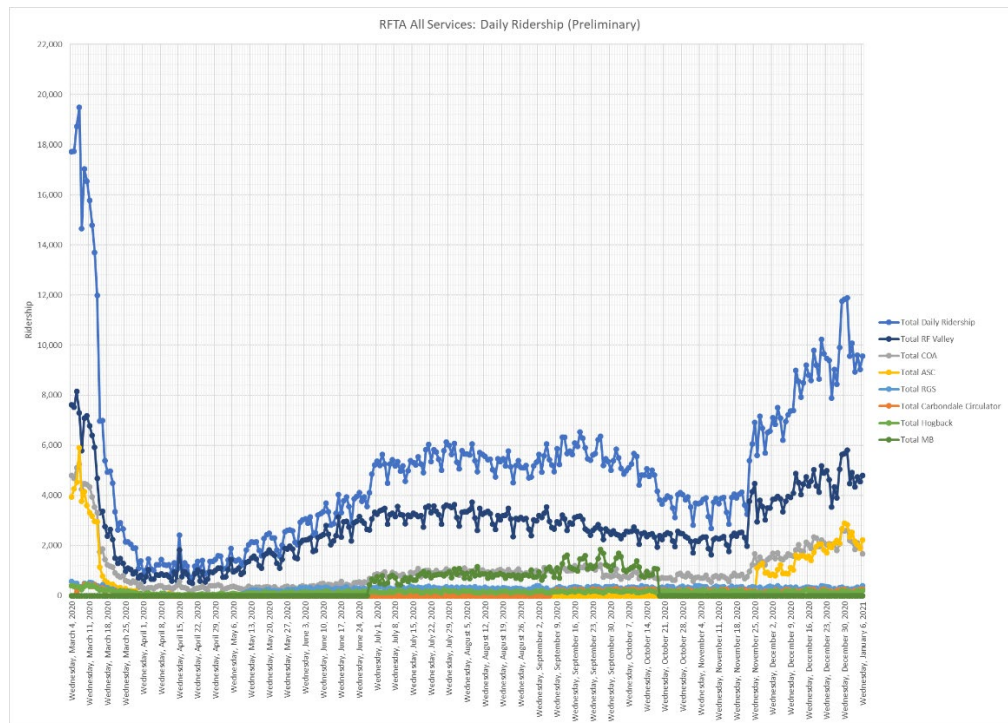
| | A | B | C | D | E |
|----|-------------------------------------|--|--|------------------------------------|------------------------------------|
| | | Fall Daily # One-Way Trips | Winter Daily # One-Way Trips | # Variance Winter to Fall | % Variance Winter to Fall |
| 1 | Valley Local Commuter | 75 | 75 | - | 0% |
| 2 | Valley Express | NA | 13 | 13 | N/A |
| 3 | BRT | 106 | 147 | 41 | 39% |
| 4 | Carbondale Circulator | 62 | 66 | 4 | 6% |
| 5 | Hogback I-70 Corridor | 20 | 19 | (1) | -5% |
| 6 | Brush Creek to Snowmass | 36 | 60 | 24 | 67% |
| 7 | Rubey Park To Brush Creek | 0 | 31 | 31 | N/A |
| 8 | Snowmass Skier Direct | 0 | 99 | 99 | N/A |
| 9 | Snowmass Aspen Directs | 0 | 28 | 28 | N/A |
| 10 | Snowmass Valley Direct | 0 | 5 | 5 | N/A |
| 11 | Woody Creek | 0 | 13 | 13 | N/A |
| 12 | Subtotal Regional | 299 | 556 | 257 | 86% |
| 13 | Ride Glenwood | 22 | 22 | - | 0% |
| 14 | City of Aspen | 206 | 323 | 117 | 57% |
| 15 | Buttermilk Skier Shuttle | 0 | 72 | 72 | N/A |
| 16 | Highlands Skier Shuttle | 0 | 52 | 52 | N/A |
| 17 | Total Local Circulator Trips | 228 | 469 | 241 | 106% |
| 18 | Total Daily Trips | 527 | 1,025 | 498 | 94% |

- 4. Ridership:** As the chart below indicates, average system-wide daily ridership during the Winter season (which began on Monday, November 23) has increased by approximately 108% compared to the Fall season (September 7 through Sunday, November 22). Average daily Hwy 82/TOSV/BRT & Local Service ridership has increased by approximately 75% compared to the average daily ridership during the Fall. Winter season Hogback commuter bus service has decreased by approximately 12%. The Carbondale Circulator ridership has decreased by 8%. City of Aspen

ridership has increased by 117%, and the Ride Glenwood service has decreased by 3% during this period. The line graph on the next page indicates system-wide ridership is trending upward, with the highest single day ridership reaching a total of 11,893 passengers on December 31.

RFTA Average Daily Ridership Comparison Fall to Winter - 1/6/21

| | A | B | C | D | E |
|---|--------------------------|--------------|--------------|--------------|-------------|
| | Route | Fall | Winter | # Vari | % Vari |
| 1 | RF Valley/BRT/Local/TOSV | 2,460 | 4,309 | 1,849 | 75% |
| 2 | Hogback | 168 | 148 | (20) | -12% |
| 3 | Carbondale Circulator | 209 | 192 | (17) | -8% |
| 4 | City of Aspen | 844 | 1,835 | 991 | 117% |
| 5 | Ride Glenwood | 315 | 305 | (10) | -3% |
| 6 | Aspen Skiing Company | - | 1,536 | 1,536 | N/A |
| 7 | Total | 3,996 | 8,325 | 4,329 | 108% |



- RFTA Regional Backup Bus Utilization Report:** The chart below, through December 31, indicates that in the Fall Service Plan from September 7 through November 22, the average percentage of trips needing backup was 17% (see Column B, Line 5 from chart below). So far during the Winter season, through December 31, the average percentage of bus trips requiring backup has been 3%. The number of regional backup buses needing to be deployed has dropped sharply as the corridor buses are now scheduled instead of being supplemented every day with show-ups. In addition, the added seating capacity on buses (50% instead of 15) and more frequent headways on BRT's are continuing to help immensely and regional commuter buses are not requiring as much backup. The upper valley between Aspen and Snowmass continues to be where RFTA has experienced the greatest demand for backup buses so far.

RFTA Regional Backup Bus Utilization Report - 12/31/20

| | A | B | C | D | E |
|---|--------------------------------------|-------|--------|--------------------------|--------------------------|
| | Category | Fall | Winter | # Increase Fall - Winter | % Increase Fall - Winter |
| 1 | Total daily trips | 299 | 546 | 247 | 83% |
| 2 | Trips with 10-18 passengers | 41 | 56 | 15 | 37% |
| 3 | Percent trips with 10-18 passengers | 17% | 10% | -7% | -41% |
| 4 | Number of trips needing backup buses | 41 | 18 | (23) | -56% |
| 5 | Percent trips needing backup buses | 17% | 3% | -14% | -82% |
| 6 | Trips with more than 18 passengers | 0.13 | 0 | (0.1300) | -100% |
| 7 | Percent trips with more than 18 | 0.06% | 0.00% | (0.0006) | -100% |
| 8 | Times passengers left behind | 1 | 1 | - | 0% |
| 9 | # of Passengers left behind | 2 | 2 | - | 0% |

6. **Winter Staffing Levels:** RFTA's winter season recruitment and training program for seasonal Bus Operators has concluded. Due to turnover, RFTA did not meet its Bus Operator staffing level goal of 212, falling short by 11. Currently, RFTA estimates it will have approximately 202 Bus Operators available (Line 3, Column D, below), assuming there is no more turnover. It appears that RFTA will fall 10 short of its goal of achieving a minimal staffing level of 212 Bus Operators. That number would have been sufficient for a 114% readiness ratio which, barring any unforeseen circumstances, should have been an adequate cushion in case of illnesses, vacations, and other absences over the course of the winter season. Since it appears that RFTA will not achieve the 114% readiness ratio, vacant shifts will likely be need to be filled by paying overtime.

RFTA Fall and Winter Bus Operator Staffing Plan (as of 1/5/2021)

| | A | B | C | D |
|---|--|--------------------------------------|-------------------------|-----------------------------|
| | Description | Phase 5 Service Increase Plan (6/28) | Fall Service Plan (9/7) | Winter Service Plan (12/19) |
| 1 | Estimated Bus Operator FTE's* on Staff | 155 | 153 | 148 |
| 2 | Estimated Seasonal and Part-Time Bus Operators on Staff | 7 | 5 | 54 |
| 3 | Total FTE's, Seasonal and Part-Time Bus Operators on Staff | 162 | 158 | 202 |
| 4 | Estimated number of Bus Operators Unavailable due to COVID/Other | -6 | -4 | 1 |
| 5 | Total Estimated Bus Operators Available To Work | 156 | 154 | 201 |
| 6 | Total Estimated Active Bus Operators Required for Scheduling per Week for 125% | 166 | 169 | 232 |
| 7 | Estimated Excess/(Shortfall) of Bus Operators Available per Week for 125%** | -10 | -15 | -31 |
| 8 | Total Estimated Active Bus Operators Required for Scheduling per Week for 114% | 151 | 154 | 212 |
| 9 | Estimated Excess/(Shortfall) of Bus Operators Available per Week for 114%** | 5 | 0 | -11 |

7. **Bus Availability:** Currently, RFTA has 115 heavy-duty transit buses available for operating its Winter service plan. Five additional new buses should be delivered in late January or early February 2021. The peak daily pullout of buses requires approximately 94 buses, which allows for a 22% spare ratio. A 20% or more spare ratio is the goal and, barring any unforeseen circumstances, RFTA Vehicle Maintenance Department personnel are optimistic they can make these numbers work because the department is fully staffed.

| Shop | Buses at Location | Out of Service | Available | Peak Pullout | Deficit/Surplus |
|--------------|-------------------|----------------|-----------|--------------|-----------------|
| AMF | 63 | 3 | 60 | 52 | 8 |
| GMF | 52 | 6 | 46 | 42 | 4 |
| Total | 115 | 9 | 106 | 94 | 12 |

| | |
|-----------------------------|---|
| | <p>Plexiglas Barriers for Driver Compartments: RFTA has essentially completed the installation of manufactured Plexiglas barriers for driver compartments in all of its buses. Maintenance personnel are still making minor adjustments to the latching mechanisms on the barriers to address functionality issues raised by Bus Operators. Barriers have also been installed in all of RFTA's vans.</p> <p>8. For the latest schedule changes, the public should monitor RFTA's website: https://www.rfta.com/fall/.</p> |
| Governance Policy: | 1.0.1. Safe Customers, Workforce, and General Public: RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, and practices, and policies for managing risks and hazards. |
| Fiscal Implications: | None at this time. |
| Attachments: | None. |

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

| | |
|-----------------------------|--|
| Meeting Date: | January 14, 2021 |
| Subject: | Resolution 2021-03: Election of RFTA Board Officers for 2021 |
| Strategic Outcome: | 7.0 High Performing Organization: With integrity, RFTA Will deliver efficient, innovative, transparent, accountable, effective, and collaborative regional transportation services that reflect community values. |
| Strategic Objective: | 7.5 Ensure appropriate transparency of all RFTA business. |
| Presented By: | Paul Taddune, General Counsel |
| Staff Recommends: | Elect a Chairperson and Vice-Chairperson; appoint staff members, Nicole Schoon as Secretary and Michael Yang as Treasurer and Budget Officer. |
| Executive Summary: | <ul style="list-style-type: none"> • RFTA’s By-laws call for the election of Officers at the first regular meeting of the RFTA Board of Directors each year. • A Chair, Vice-Chair, Secretary and Treasurer/Budget Officer must be elected. The Board may appoint staff members to serve as Secretary and Treasurer/Budget Officer. • Section 7.04 of the By-laws, as amended in 2010 state: “Term. With the exception of the CEO, each Officer shall serve a one-year term commencing upon election or appointment by the Board. Each Officer shall serve until the end of his/her term or until his/her is elected or appointed, or he/she is lawfully removed pursuant to State law, these By-laws or the I.G.A. No member may serve as Chair for more than two (2) consecutive one-year terms. No member may serve as Vice-Chair for more than two (2) consecutive one-year terms. The Secretary and Treasurer may serve unlimited terms.” • Art Riddile has served as RFTA Chairperson for two (2) years, having been elected Chairperson in January 2019. According to the By-laws, Art Riddile is not eligible to serve another one (1) year term as Chairperson. Accordingly, a new Chairperson must be elected. • Markey Butler served as RFTA Vice-Chair for nearly two (2) years, however her term on the Town of Snowmass Village Council expired in November 2020. According to the By-laws and Markey Butler no longer being a member of the Town of Snowmass Village Council, a new Vice-Chair must be elected. • Staff recommends that Nicole Schoon be elected as Secretary and that Michael Yang be elected as Treasurer/Budget Officer. |
| Governance Policy: | Election of Officers to the RFTA Board is governed by its By-laws. Article VII, Section 7.02 of the By-laws provides that the Board shall elect Officers at the first regular meeting of the Board each year. The Officers are; Chairperson, Vice-Chairperson, Secretary and Treasurer/Budget Officer. The Board may appoint staff members to serve as the Secretary and Treasurer/Budget Officer. |
| Fiscal Implications: | There are no fiscal implications related to the Election of RFTA Board Officers for 2021. |
| Attachments: | Yes, please see Resolution 2021-03: Election of RFTA Board Officers for 2021, attached below. |

Director _____ moved adoption of the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2021-03
ELECTION OF RFTA BOARD OFFICERS FOR 2021**

WHEREAS, pursuant to Section 7.02 of the Bylaws of the Roaring Fork Transportation Authority ("RFTA"), the Board of Directors are required to elect Officers at the first annual meeting of the year.

Following a motion passed by the RFTA Board of Directors, the following persons were elected by consensus to serve as Officers of the Roaring Fork Transportation Authority Board of Directors for the year 2021:

_____, as Chairperson;

_____, as Vice-Chairperson;

_____, as Secretary; and

_____, as Treasurer and Budget Officer.

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

The above-named persons shall serve as Officers of the Roaring Fork Transportation Authority until a successor is named.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held January 14, 2021.

**ROARING FORK TRANSPORTATION AUTHORITY
By and through its Board of Directors:**

By: _____
Art Riddile, Chairperson

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

RFTA BOARD OF DIRECTORS
“BOARD GOVERNANCE PROCESS” AGENDA ITEM SUMMARY # 7. B.

| | |
|-----------------------------|---|
| Meeting Date: | January 14, 2021 |
| Subject: | CEO Performance and Compensation Review |
| Strategic Outcome: | 7.0 High Performing Organization |
| Strategic Objective: | 7.5 Ensure appropriate transparency of all RFTA business 7.6 Actively plan for business continuity and resilience in the event of crisis 7.7 Continually seek ways to improve business process |
| Presented By: | Dan Blankenship, CEO |
| Recommendation: | Consider forming a Board Subcommittee to oversee the CEO Performance and Compensation Review |
| Executive Summary: | <ul style="list-style-type: none"> • For the past few years, the RFTA Board of Directors has undertaken the CEO Performance Review in the first few months of the year. • Typically, the Board forms Subcommittee to guide the process and to make recommendations with respect to CEO performance and compensation to the Board as a whole. • At times, the process has been informal, involving a meeting between the Board and CEO in Executive Session. Sometimes the process has been more formal, involving the compilation of Board and other survey data regarding CEO performance for presentation to the Board as a whole. • The CEO Employment Agreement provides for an automatic 2.5% pay increase at the beginning of the year. At the Board’s discretion, this amount can be supplemented. For 2020, the Board authorized an additional 1.5% merit increase, bringing the total increase to 4%, which was consistent with the merit increase potential for all other RFTA employees. • It is recommended that the Board discuss the CEO performance review process for this year and, if desired, an Executive Session has been scheduled for this purpose. |
| Governance Policy: | Accountability of the CEO policy 3.2.3 states, “The Board will view CEO performance as identical to organization performance, so that organization accomplishment of Board stated Ends and compliance with Management Limitations would be deemed successful performance by the CEO. |
| Fiscal Implications: | The Board establishes CEO compensation. The CEO’s current annual compensation after the automatic 2.5% increase will be approximately \$194.332. |
| Attachments: | None |

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

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: January 14, 2021

Planning Department Update – David Johnson, Director of Planning

Please see the “1-14-2021 Planning Department Update.pdf” included in the January 2021 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

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

2020 Actuals/Budget Comparison (November YTD)

| 2020 Budget Year | | | | |
|---|-----------------------|-----------------------|--------------|-----------------------|
| General Fund | November YTD | | | |
| | Actual | Budget | % Var. | Annual Budget |
| Revenues | | | | |
| Sales and Use tax (1) | \$ 20,088,647 | \$ 18,100,230 | 11.0% | \$ 24,352,649 |
| Property Tax | \$ 11,122,521 | \$ 10,996,000 | 1.2% | \$ 10,996,000 |
| Grants (2) | \$ 10,028,544 | \$ 10,028,544 | 0.0% | \$ 20,128,974 |
| Fares (3) | \$ 2,633,170 | \$ 2,285,399 | 15.2% | \$ 2,555,200 |
| Other govt contributions | \$ 1,609,984 | \$ 1,609,984 | 0.0% | \$ 1,851,136 |
| Other income | \$ 801,856 | \$ 643,002 | 24.7% | \$ 732,010 |
| Total Revenues | \$ 46,284,722 | \$ 43,663,160 | 6.0% | \$ 60,615,969 |
| Expenditures | | | | |
| Fuel (4) | \$ 636,752 | \$ 1,047,922 | -39.2% | \$ 1,092,661 |
| Transit (4) | \$ 26,302,792 | \$ 27,587,716 | -4.7% | \$ 29,120,416 |
| Trails & Corridor Mgmt | \$ 493,582 | \$ 480,549 | 2.7% | \$ 612,133 |
| Capital | \$ 4,701,646 | \$ 4,618,942 | 1.8% | \$ 29,439,587 |
| Debt service | \$ 1,034,893 | \$ 1,034,892 | 0.0% | \$ 1,144,056 |
| Total Expenditures | \$ 33,169,665 | \$ 34,770,022 | -4.6% | \$ 61,408,853 |
| Other Financing Sources/Uses | | | | |
| Other financing sources | \$ 5,198,390 | \$ 5,198,390 | 0.0% | \$ 8,500,844 |
| Other financing uses | \$ (8,174,457) | \$ (8,174,457) | 0.0% | \$ (8,750,891) |
| Total Other Financing Sources/Uses | \$ (2,976,067) | \$ (2,976,067) | 0.0% | \$ (250,047) |
| Change in Fund Balance (5) | \$ 10,138,991 | \$ 5,917,072 | 71.4% | \$ (1,042,931) |

- (1) Timing issue, as Sales and Use tax revenue is received 2 months in arrears (i.e. September sales tax is recorded in November). Note that Resolution 2020-22 approved at the October Board meeting reduced the budgeted sales and use tax revenues by \$1.274M based on projections at that time.
- (2) Includes \$5.2M of CARES Act funding received of RFTA's initial Phase 1 apportionment of \$5.2M.
- (3) Note that Resolution 2020-22 approved at the October Board meeting reduced the budgeted fare revenues by \$2.915M based on projections at that time. Through November, fare revenue and ridership are lower by 45% and 53%, respectively, compared to the prior year. 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 from the end of March through July. Social distancing measures had reduced the maximum capacity to 15 passengers on a transit bus and, effective December 2020, buses are now

loading at 50% capacity. 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 were delayed until July. 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 which limits the daily ride to approximately 435. The chart below provides a YTD November 2019/2020 comparison of actual fare revenues and ridership on RFTA fare services:

| Fare Revenue: | YTD 11/2019 | YTD 11/2020 | Increase/ (Decrease) | % Change |
|--|---------------------|---------------------|---------------------------------|-----------------|
| Regional Fares | \$ 4,086,487 | \$ 1,897,169 | \$ (2,189,318) | -54% |
| Maroon Bells | \$ 701,300 | \$ 720,176 | \$ 18,876 | 3% |
| Total Fare Revenue | \$ 4,787,787 | \$ 2,617,345 | \$ (2,170,442) | -45% |
| | | | | |
| Ridership on RFTA Regional Services*: | YTD 11/2019 | YTD 11/2020 | Increase/ (Decrease) | % Change |
| Highway 82 (Local & Express) | 854,394 | 428,914 | (425,480) | -50% |
| BRT | 936,130 | 422,027 | (514,103) | -55% |
| Carbondale Shuttle | 139,544 | 51,062 | (88,482) | -63% |
| Brush Creek | - | 2,187 | 2,187 | #DIV/0! |
| SM-DV | 61,700 | 33,177 | (28,523) | -46% |
| SM-INT | 204,288 | 85,109 | (119,179) | -58% |
| Grand Hogback | 92,730 | 61,856 | (30,874) | -33% |
| Maroon Bells | 233,556 | 107,419 | (126,137) | -54% |
| Total Ridership on RFTA Fare Services | 2,522,342 | 1,191,751 | (1,330,591) | -53% |
| | | | | |
| Avg. Fare/Ride | \$ 1.79 | \$ 1.75 | \$ (0.03) | -2% |
| Avg. Fare/Ride MB | \$ 3.00 | \$ 6.70 | \$ 3.70 | 123% |

* 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. Fall Service began on September 7th. Reduced services contribute to lower fuel and transit costs. Through November, transit service mileage and hours are down approximately 14.7% and 12.4% from the original 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.

| RFTA System-Wide Transit Service Mileage and Hours Report | | | | | | | | |
|--|----------------------------------|------------------|------------------|---------------|---------------------------|----------------|-----------------|---------------|
| | Mileage November 2020 YTD | | | | Hours November YTD | | | |
| Transit Service | Actual | Budget | Variance | % Var. | Actual | Budget | Variance | % Var. |
| RF Valley Commuter | 3,359,195 | 3,776,782 | (417,587) | -11.1% | 163,465 | 170,539 | (7,073) | -4.1% |
| City of Aspen | 417,334 | 512,987 | (95,653) | -18.6% | 44,719 | 58,435 | (13,716) | -23.5% |
| Aspen Skiing Company | 164,162 | 243,587 | (79,425) | -32.6% | 12,111 | 16,005 | (3,894) | -24.3% |
| Ride Glenwood Springs | 93,069 | 109,249 | (16,180) | -14.8% | 7,710 | 9,025 | (1,315) | -14.6% |
| Grand Hogback | 270,011 | 393,028 | (123,017) | -31.3% | 12,515 | 19,120 | (6,605) | -34.5% |
| Specials/Charters | 9,816 | 12,551 | (2,735) | -21.8% | 663 | 1,021 | (358) | -35.1% |
| Senior Van | 6,875 | 21,395 | (14,520) | -67.9% | 791 | 2,047 | (1,256) | -61.3% |
| MAA Burlingame | - | 23,562 | (23,562) | -100.0% | - | 1,675 | (1,675) | -100.0% |
| Maroon Bells | 95,010 | 80,358 | 14,652 | 18.2% | 7,144 | 6,673 | 471 | 7.1% |
| Total | 4,415,472 | 5,173,500 | (758,028) | -14.7% | 249,117 | 284,538 | (35,421) | -12.4% |

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

| Service | Nov-19 YTD | Nov-20 YTD | # Variance | % Variance |
|------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| City of Aspen | 1,305,834 | 581,858 | (723,976) | -55.44% |
| RF Valley Commuter | 2,500,309 | 1,178,826 | (1,321,483) | -52.85% |
| Grand Hogback | 92,730 | 61,856 | (30,874) | -33.29% |
| Aspen Skiing Company | 477,964 | 332,015 | (145,949) | -30.54% |
| Ride Glenwood Springs | 149,351 | 97,160 | (52,191) | -34.95% |
| X-games/Charter | 53,012 | 32,756 | (20,256) | -38.21% |
| Senior Van | 3,524 | 1,243 | (2,281) | -64.73% |
| MAA Burlingame | 65,053 | - | (65,053) | -100.00% |
| Maroon Bells | 233,556 | 107,419 | (126,137) | -54.01% |
| GAB Transit Mitigation Svcs. | - | - | - | N/A |
| Total | 4,881,333 | 2,393,133 | (2,488,200) | -50.97% |

Subset of Roaring Fork Valley Commuter Service with BRT in 2019

| Service | YTD Nov 2019 | YTD Nov 2020 | Dif +/- | % Dif +/- |
|-----------------------------------|-------------------------|-------------------------|------------------|------------------|
| Highway 82 Corridor Local/Express | 854,394 | 428,914 | (425,480) | -50% |
| BRT | 936,130 | 422,027 | (514,103) | -55% |
| Total | 1,790,524 | 850,941 | (939,583) | -52% |

2021 Bond Issuance - Update

Staff has identified a preliminary package of capital projects from RFTA's Destination 2040 Plan that are strong candidates for a future bond issuance in 2021. The preliminary package includes the multi-phased Glenwood Maintenance Facility Expansion Project, the Grade Separated Pedestrian Crossings of Highway 82 and 27th Street Project, and 27th Street BRT Park and Ride Expansion Project (property acquisition). The preliminary estimate of the size of the bond issuance is approximately \$31 million.

- Staff has initiated planning discussions with RFTA's financial advisor, PFM, and bond counsel, Kutak Rock, regarding the type of structure to consider, timing of issuance based on the preliminary project schedules (currently targeting April 2021 close).
- The RFTA Board approved Resolution 2020-23 to preserve its ability to reimburse itself using 2021 Bond Proceeds for moneys spent on the listed projects incurred not earlier than 60 days prior to the date of the Resolution (November 12, 2020) and through the date of issuance of the 2021 Bonds.
- A selective RFP process has been completed for an underwriting syndicate to assist in the sale of the bonds. RFTA received four proposals and awarded the contract for underwriter to Stifel, Nicolaus & Company, Inc.
- Kick-off call with the bond issuance team is scheduled for early January 2021.

Holy Cross Energy Purchase of RFTA's Clean Energy Collective (CEC) Solar Array - Update

At the December 2020 RFTA Board meeting, the Board approved staff to accept Holy Cross Energy's (HCE) Option 1 where HCE will purchase the solar panels owned directly by RFTA and the solar panels lease/purchased with Alpine Bank due to the bankruptcy filing by CEC and the acquisition of CEC's assets by HCE. The transaction successfully closed on January 5, 2021 when \$945,758 of sales proceeds were received from HCE and the payoff amount on the lease/purchase with Alpine Bank of \$1,210,653 had been fully paid.

**Facilities and Bus Stop Maintenance January 14, 2021
Capital Projects Update**

Projects currently under construction:

1. The demolition of the GMOC building is progressing as expected and the contractor is in the process of removing foundations and other in ground structures. The project is proceeding at an acceptable pace and the site will be cleared by spring of 2021.
2. Phase 2 GMF expansion. The contractor for the project, MW Golden, has mobilized on site has begun the insulation of the deep utilities for the project and will begin constructing the retaining walls on the south and west sides of the project the week of January 11th.

Facilities projects budgeted for 2021

1. Acquisition of property around 27th street Glenwood Springs.
2. Repairs to the Wingo bridge abutments.
3. Rio Grande trail repairs and maintenance.
4. Repair of siding, soffit and fascia at the parker house apartments.
5. Rewrites of the facilities storm water management plans.
6. Revisions and updates to the CNG emergency response plan.
7. Development of an operations dispatch center.

Facilities projects completed to in 2021:

Staff has completed the following projects in 2021 (none to date).

Construction projects currently in the design process:

1. 27th street underpass
2. Phases 3-4-5 & 7 at the GMF expansion program.

**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 2021:

- Staff has begun to utilize a new review process for projects proposing to make use of the Railroad Corridor. This process allows staff to have railroad and legal experts review, assess and report on proposed development impacts along the Railroad Corridor along with making recommendations - regarding potential mitigation for the impacts that RFTA can provide to permitting jurisdictions. (Ongoing)
- Staff is in the process of approaching every adjacent, unlicensed property owner and working with them to get a license in place for access across, or encroachments into the RFTA Railroad Corridor. (Ongoing)
- Staff is also working with Paul Taddune, to bring some longstanding licensees into compliance with the terms of their license agreements. (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 in the process of finalizing paperwork for an FGROW section in Carbondale. (Ongoing)



Rio Grande Trail Update

- Staff is starting to see only the “die-hards” and cross country skiers as the trail slows down with the colder temps and darker days.
 - The Trail Staff is still working hard to give trail users a great experience.
 - We are working diligently to provide clear shoulders and sightlines.
 - Staff has been out sweeping, debris blowing, cleaning up trailheads, cleaning the restrooms, etc. to make sure the trail is safe and clean.
 - Staff has been plowing snow off the trail from Glenwood Springs up to Carbondale (this section is too exposed and doesn’t hold snow for skiing)
 - Staff is preparing to groom Carbondale up to Catherine Bridge, and then Rock Bottom Ranch up to Emma Road.
- Riverview Trail Update - more work in 2021 will occur; fencing/fall protection and asphalt paving will occur on the portion within RFTA ROW. This is a “safe routes to school project” that will connect people from CR 109 and the Westbank/Ironbridge neighborhoods up to the Rio Grande Trail.
 - Staff continues working with Carbondale Arts to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
 - ❖ The Youth Art Park design is taking shape and construction is scheduled to begin in 2021.
 - ❖ <http://www.carbondalecreativedistrict.com/artway>
 - Staff has completed the annual CEC Report and the annual meeting. Staff will be bringing this in front of the RFTA Board soon.
 - The “wildlife section” of trail, Catherine Bridge to Rock Bottom Ranch, closed for the winter season on November 30th at 5:00pm. This seasonal closure gives wildlife a break during the critical winter and early spring months, and the closure also affords animal’s uninterrupted travel from the Roaring Fork River bottom up to the Crown and beyond.
 - Staff has been working with Back 40 Stories to create new information kiosk map/panels.
 - Staff is planning and gearing up for 2021 projects and what is sure to be another busy year on the Rio Grande Trail.