

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

TIME: 9:00 a.m. – 11:30 a.m., Thursday, October 8, 2020

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 September 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	Presentations/Action Items:			
	A. Presentation of 2 nd Draft of RFTA 2021 Budget – Michael Yang, CFAO and Paul Hamilton, Director of Finance, page 15	4.2.5	Discussion	9:10 a.m.
	B. Glenwood Springs Maintenance Facility (GMF) Project Overview – Nick Senn, Senior Construction Manager; Mike Hermes, Director of Facilities; Kurt Ravenschlag, COO; and Michael Yang, CFAO, page 33	4.2.5	Discussion /Direction	9:50 a.m.
	C. MOVE Update – David Johnson, Director of Planning and Kurt Ravenschlag, COO, page 35	2.3.7	Discussion /Direction	10:20 a.m.
	D. RFTA Service Planning Issues Related to the Outbreak of Coronavirus (COVID-19) – Dan Blankenship, CEO and Kurt Ravenschlag, COO, page 37	2.2.3	Discussion /Direction	10:45 a.m.
	E. Maroon Bells’ Shuttle Service Update – Dan Blankenship, CEO, page 44	4.2.5	Discussion /Direction	10:55 a.m.
6	Consent Agenda			
	A. Resolution 2020-21: Authorization to Submit Application or the Consolidated Capital Call for Capital for Projects (CCCP) Transportation Discretionary Grants, Administered by Colorado Department of Transportation (CDOT) – David Johnson, Director of Planning and Jason White, Assistant Planner, page 46	4.2.5	Approve	11:00 a.m.
7	Public Hearing			
	A. Resolution 2020-22: Supplemental Budget Appropriation – Michael Yang, CFAO and Paul Hamilton, Director of Finance, page 49	4.2.5	Approve	11:05 a.m.
	(Agenda Continued on Next Page)			

	Agenda Item	Policy	Purpose	Est. Time
8	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, <i>page 55</i>	2.8.6	FYI	11:20 a.m.
9	Issues to be Considered at Next Meeting:			
	To Be Determined at October 8, 2020 Board Meeting	4.3	Meeting Planning	11:25 a.m.
10	Next Meeting: 9:00 a.m. – 11:30 a.m., November 12, 2020 via WebEx Teleconference (Details to be provided later)	4.3	Meeting Planning	11:26 a.m.
11	Adjournment:		Adjourn	11:30 a.m.

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

Meeting number (access code): 133 106 4116

Meeting password: 9WMigD9xew7

[Join meeting](#)

Tap to join from a mobile device (attendees only)

[+1-650-479-3208,1331064116##](tel:+1-650-479-3208,1331064116##) Call-in toll number (US/Canada)

Join by phone

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

Join from a video system or application

Dial [1331064116@rfta.webex.com](tel:1331064116@rfta.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [1331064116.rfta@lync.webex.com](tel:1331064116.rfta@lync.webex.com)

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

Board Members Present (via WebEx):

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

Non-Voting Alternates Present (via WebEx)

Greg Poschman (Pitkin County)

Staff Present (via WebEx):

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Mike Hermes, Angela Henderson, and Brett Meredith, Facilities & Trails Department; David Johnson and Jason White, Planning Department; Jamie Tatsuno, Marketing and Communications; Paul Hamilton, Director of Finance; Jason Smith, Safety and Training Manager; Tammy Sommerfeld, Procurement; Nick Senn, Senior Construction Manager; Kent Blackmer, Director of Operations; Craig Dubin, Special Projects Manager; Kenny Osier, Director of Maintenance; Ed Cortez, Operations and ATU Local 1774 President

Visitors Present (via WebEx):

Torre (City of Aspen, Mayor); David Pesnichak (EOTC/Pitkin County); John Kruger (City of Aspen); Chris Breiland, Angela Bowers, and Marissa Milam (Fehr and Peers); Rex Shuster, Amy Fulstone, and Robbi Omeara (Citizen); Scott Condon, Reporter, Aspen Times

Agenda

1. Call to Order/Roll Call:

Art Riddile called the RFTA Board of Directors to order at 9:03 a.m. Riddile declared a quorum to be present (7 member jurisdictions present) and the meeting began at 9:04 a.m.

2. Approval of Minutes:

Riddile moved to approve the August 13, 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 September 10, 2020 Board Agenda.

No members of the public had any comments.

Riddile closed Public Comments at 9:06 a.m.

4. Items Added to Agenda – Board Member Comments:

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

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

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

Riddile announced that Senator Cory Gardner called him this morning and after speaking with Elaine Chao, Federal Transit Administration (FTA) Transportation Secretary, notified Riddile that RFTA has been approved to receive \$13 million in USDOT BUILD grant funds. Gardner congratulated RFTA on being selected to receive such a prestigious amount in grant funding, especially with so many other transit agencies competing for the same grant. Riddile congratulated and thanked everyone who worked on getting RFTA approved for this grant funding, it will be used for great things in RFTA's future.

Greg Poschman and several other Board members congratulated and gave thanks to RFTA staff who worked so hard on getting this and other grants approved. It would not be such a great success without employees who are truly vested in RFTA and envision the continued success of RFTA.

Jonathan Godes also praised Ashely Badesch and Matt Ward, Sustainable Strategies DC, for offering their service and expertise to RFTA, they were a fundamental resource in making sure these grants got approved.

Dan Blankenship echoed the congratulations and also thanked all staff members and Board members who worked so tirelessly for many years on RFTA getting this prestigious honor. Without the diligent and hard work from everyone who worked on this grant process, this award would not have been possible.

Poschman stated that with RFTA only being able to run its service at 1/3 of capacity, he is worried about the increased carbon footprint with the additional fleet in service. Would like to see RFTA increase the number of riders per bus in the near future, which would help with the carbon footprint.

Riddile closed Board comments at 9:11 a.m.

5. Consent Agenda:

A. Intergovernmental Agreement (IGA) for Garfield County Senior Programs – Traveler Services 2020 – Dan Blankenship, CEO

At the February 13, 2020 RFTA Board Meeting, the Intergovernmental Agreement (IGA) was presented and approved by the RFTA Board. The contract amount presented to the Board at that time was \$746,880. Due to the onset of COVID-19 reductions in service were made, thereby creating the need to revisit the contract amount. RFTA discussed expenses and costs of service with the Board of County Commissioners (BOCC) and it was determined that the final Traveler cost for 2020 would be \$665,433, a cost reduction of \$81,447. The final contribution amounts are detailed below.

The total estimated budget for the Traveler in 2020 is \$665,433. RFTA will be reimbursed by Garfield County for its documented expenses connected with providing the Traveler transportation service in 2020, up to \$494,017. 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 \$141,416 towards the Traveler's expenses in 2020 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 \$101,416.

Mullins questioned, where the \$100,000 subsidy comes from? Mullins also stated that RFTA should consider how much it is financially contributing to other entities, to determine if it will be sustainable for RFTA in the future.

Blankenship responded that the subsidy is paid through RFTA's General Fund, which is the amount that RFTA contributes for the City of Glenwood Springs, Town of Carbondale, and Town of New Castle. RFTA continuously reviews its contributions to other entities, and makes changes as appropriate.

Dan Richardson moved to approve the Intergovernmental Agreement for Garfield County Senior Programs – Traveler Services 2020, and Markey Butler seconded the motion. The motion was unanimously approved.

B. Seven-Party Memorandum of Understanding (MOU) Regarding Garfield County Senior Programs for 2020 – Amended – Dan Blankenship, CEO

The 2020 Garfield County Senior Programs, Seven-Party Memorandum of Understanding (MOU) was updated to reflect cost changes made in the 2020 Garfield County Senior Programs – Traveler Services IGA. Due to the COVID-19 pandemic, changes in service were made which resulted in a cost reduction of \$81,447.

Richardson moved to approve the Seven-Party Memorandum of Understanding Regarding Garfield County Senior Programs for 2020 – Amended, and Butler seconded the motion. The motion was unanimously approved.

C. Resolution 2020-19: Authorizing the Acquisition of Certain Parcels and or Interests in Real Property, Through Good Faith Negotiations, or, if Unsuccessful, Through Eminent Domain Proceedings, for the Construction of Mass Transit and Related Facilities and Improvements – Kurt Ravenschlag, COO

RFTA is set to start construction on the grade-separated pedestrian crossings at 27th Street and Highway 82, expanding parking for transit users in the vicinity of the 27th Street BRT station, and the downtown BRT station. It may become necessary for RFTA to acquire property and easements in order to construct these projects. In order for RFTA to receive Federal grant funding for these projects, when it acquires property it is obligated to follow the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Pub. Law 01-646: 42 U.S.C. 4601, et seq.).

The CEO would need to enter into good-faith negotiations with landowners for any property RFTA requires for its projects. In the event compensation for the property cannot be agreed upon, it would be necessary for RFTA's legal counsel to institute and prosecute, to conclusion, such proceedings as are available under Article 1 of Title 38, Colorado Revised Statutes, through the exercise of the power of eminent domain. In the event that acquisition by eminent domain is commenced, RFTA's legal counsel is further authorized to request immediate possession of the subject parcel.

Richardson moved to approve Resolution 2020-19: Authorizing the Acquisition of Certain Parcels and or Interests in Real Property, Through Good Faith Negotiations, or, if Unsuccessful, Through Eminent Domain Proceedings, for the Construction of Mass Transit

and Related Facilities and Improvements, and Butler seconded the motion. The motion was unanimously approved.

6. Public Hearing:

A. Resolution 2020-20: 2020 Supplemental Budget Appropriation – Michael Yang, CFAO

Three capital grants have been secured (FY20 5339(b) for \$1.76 million, FY21 CCCP FASTER for \$440,000, and FY21 CCCP FTA 5339 Rural for \$1.76 million) to cover the cost of 9 of the 10 replacement buses.

- \$3,961,309 increase in Grant Revenue
- \$5,022,546 decrease in Other Financing Sources
- \$68,865 decrease in Capital Outlay
- \$41,500 decrease in Debt Service

RFTA installed temporary sneeze-guards on its buses to help protect bus drivers, and to reinstate regional fares. A more permanent Plexiglas barrier solution has been identified. The estimated cost to outfit 135 of RFTA’s revenue vehicles is approximately \$320,000 or an average of \$2,730/unit

- \$320,000 increase in Capital Outlay

An additional 15 units at the Marolt Ranch Seasonal Housing facility in Aspen are available to lease for a 6-month period (November 1, 2020 through the end of April, 2021). The monthly cost per unit is \$1,250 or approximately \$112,500 for 15 units over 6 months. The proposed monthly rent RFTA would charge its employees for rent is \$950. The estimated net cost to RFTA would be approximately \$41,250.

- \$71,250 increase in Other Income
- \$112,500 increase in Transit

Mullins stated that she is glad to see that RFTA was able to secure units at the Marolt Ranch Seasonal Housing facility in Aspen, as it is important that RFTA have available housing for employees during the busy seasons.

Riddile asked if any member of the public would like to address the Board or make a comment regarding Resolution 2020-20: RFTA 2020 Supplemental Budget Appropriation.

No members of the public had any comments.

Riddile closed Public Comments at 9:26 a.m.

Butler moved to approve Resolution 2020-20: 2020 Supplemental Budget Appropriation, and Mullins seconded the motion.

A Roll Call Vote Was Taken:

Art Riddile	Yes
Markey Butler	Yes
Ann Mullins	Yes
Dan Richardson	Yes
George Newman	Yes
Jeanne McQueeney	Yes

The motion was unanimously approved.

7. Presentations/Action Items:

A. Integrated Mobility Study (IMS) Presentation – David Pesnichak, Regional Transportation Administrator

Phase 1 Analysis Scope includes: 1) Refine Five Identified Strategies for Modeling; 2) Perform High-Level Analysis of Impacts on Vehicle Miles Traveled (VMT) and Greenhouse Gas (GHG) Emissions; and 3) Identify Implementation Framework.

The main takeaways from the study are Interdependency of Strategies and that there is no “Silver Bullet” solution. Interdependency of strategies: Individual measures can have limited impacts on reductions to congestion and greenhouse gas emissions, their effectiveness can be multiplied when implemented as a system. No “Silver Bullet:” When moving forward with congestion mitigation and limiting GHG Emissions, small incremental steps that build on one another are expected to have the greatest overall impact.

Short-Term (0-5 Years) Implementation:

- HOV lane enforcement on State Highway (SH) 82;
- Increase parking prices and expand hours of pricing in downtown Aspen;
- Begin speed and reliability improvements along BRT route; and
- Implement pilot ride-sharing app for commuters.

Medium-Term (5-10 Years) Implementation:

- Implement ride hailing service in Aspen/Snowmass Area;
- Expand the City of Aspen’s car-sharing program, and begin fleet electrification;
- Expand the Aspen Downtowner’s service and fleet;
- Construct new Park & Ride in the Carbondale/El Jebel/Basalt area, and begin a new peak period BRT service to Snowmass.

Long-Term (11+ Years) Implementation:

- Implement dynamic road pricing on SH82

Next Steps Include:

- Phase 2 Analysis – 2021
- Scope: Detailed Modeling and Socio-Economic Impacts
 - GHG Emissions and Travel Analysis (most impacted trips)
 - Performance Measures and Evaluation Framework
 - Equity Impact Analysis
 - Impacts from Autonomous Vehicles

Richardson asked what the detailed modeling and socio-economic impacts entail?

Pesnichak responded that detailed modeling and socio-economic impacts reflect congestion and parking impacts on the region.

Butler asked that if during the mobility study, it would include a study of the congestion passing through the City of Aspen to get across Independence Pass? Is it possible, or legal to put in a toll?

Pesnichak stated that it would be a legal issue, which might require state law modifications to change allow for making a state highway a toll road.

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

On September 10, one RFTA employee tested positive for COVID-19, RFTA is currently handling the contact tracing to see who that employee came into contact with.

In the upper Roaring Fork Valley (Pitkin County), a working group has been formed to plan for the winter season. Public transit will play a major role in terms of transporting commuters and tourists during the Winter season, and passenger capacity, due to social distancing, is a significant constraint. RFTA is vetting an Updated Capacity Increase policy with local Health Officials. The policy would allow RFTA to increase the maximum passengers allowed on a bus at one time up to 50% of seated capacity for one-way trips of 30 minutes duration or more and up to 75% seated capacity for one-way trips of 15 minutes or less.

“One-way trip” refers to a departure from a start-of-line to either the end-of-line if bi-directional service, or a turn-around point for loop or inbound/outbound routes.

- One-way trips* with a scheduled duration less than or equal to 15 minutes will carry 75% seating capacity or less, depending on configuration. Maintain 6’ between driver and passengers. Maintain distance allowed by seating layout between passengers:
- One-way trips* with a scheduled duration greater than 15 minutes will carry 50% seating capacity or less, depending on configuration. Maintain 6’ between driver and passengers. Maintain distance of 3’ or more between passengers.
- Where possible, passenger traffic flow is one-directional with passengers boarding in the front and alighting in the rear.
- Buses deemed to be at capacity by the bus operator or operations management personnel will not allow passengers to enter the bus. Buses at capacity may not stop and pick-up additional passengers until passenger load has dropped below capacity.
- Face coverings and hand sanitizer available on all buses.
- Enhanced cleaning program including disinfecting of all buses after it has been in service.
- Enhanced cleaning program including disinfecting of all closed facilities where there are passenger interactions.
- Face-covering requirements at public facilities such as bus stops where social distancing is not practical.
- Provision of physical partitions or visual cues to maintain these distances.
- Clear signage with instructions in English and Spanish.
- Physical partitions installed between drivers and passengers.

RFTA has joined APTA’s National Transit Recovery Commitment Program, which is intended to instill confidence in employees and the public that RFTA is adhering to industry standards with respect to its COVID-19 health and safety protocols. APTA is providing participants with a communications’ toolkit as well as a Health and Safety Seal of Commitment that will be displayed on the RFTA website.

Phase 5 ridership seems to be leveling out. The average number of bus trips each day that must be backed up to keep passenger loads from exceeding 15, is now slightly higher than the average daily number from Phase 4. Passengers are being left at bus stops approximately 3 times more frequently in Phase 5 than Phase 4.

On September 7, RFTA will transition into its Fall Service Plan. It is projected that RFTA will be 15 Bus Operators short of the ideal number of 169, which would provide a comfortable cushion to allow for Bus Operator vacations, illnesses, and other absences. RFTA is forecasted to have 154 Bus Operators available. This number should be adequate, barring any unforeseen circumstances that would reduce staffing levels below 114%, in which case RFTA would need to fill available shifts by paying overtime.

Fall Schedules:

- VelociRFTA BRT (7 Days a Week)
- Roaring Fork Local Valley and Hogback (7 Days a Week)
- Carbondale Circulator (7 Days a Week)
- Snowmass Village to/from Brush Creek Park & Ride (7 Days a Week)

Fall Schedules Highlights:

- City of Aspen bus routes will remain on its current schedule until September 27th, operating from 6:20 a.m. – 12:00 a.m.
- Maroon Bells will operate daily, with reservation based service until October 18th.
- Bike loading hours will be from 7:00 a.m. – 6:00 p.m. daily, until October 27th. Starting October 28th bike loading hours will be from 7:00 a.m. – 4:30 p.m.

RFTA needs 225 bus operators in order to have a 125% readiness ratio for the coming Winter season, and 206 Bus Operators to have a 114% readiness ratio. RFTA faces the challenge of recruiting and training approximately 57 additional Bus Operators. RFTA is also seeking proposals from 3rd party contractors to supply commercial bus operators and skilled mechanics.

RFTA is moving forward with the installation of manufactured Plexiglas barriers for driver compartments of all of its buses and vans. The estimated cost for this equipment is approximately \$320,000. RFTA resumed fare collection on August 1st, in order to minimize the amount of time that passengers spend in close proximity to Bus Operators when boarding buses and presenting their fare payment, no cash is being accepted. All ticket vending machines at BRT stations and Rubey Park Transit Center are now operational.

C. Maroon Bells Shuttle Service Update – Dan Blankenship, CEO

The forecast was updated using actual and forecasted ticket sale revenue and actual and forecasted operating data for 66 days of the 106-day season. Ticket sales slowed for approximately 10 days because of the Grizzly Creek Fire that closed I-70, making access to Aspen challenging for tourists coming from the front-range. Based on actual operating data for June and July, forecasted operating costs increased significantly.

The reason for the cost increase is that more backup service than was forecasted in July has actually been provided to assist with egress from the Maroon Bells in the afternoon. Significantly more passengers have been transported down from the Bells (particularly on weekends) than have been transported up to the Bells by RFTA, due to a high number of backpackers and Crested Butte day-hikers who were not accounted for in original planning. According to the September Revised

Forecasted Service Plan (2), the cost for the 106-day season is estimated to increase by approximately \$85,318 over the July Revised Service Plan (2). In addition, the subsidy will increase by \$73,627, representing 21% of operating costs, instead of the July estimate of 13%.

Based on the July Revised Service Plan (2) assumptions, and prior to updating the forecast in September with actual operating data, which was not available until nearly the end of August, staff made commitments to its partners to do the following:

To help reduce auto traffic to/from the Bells in October, staff agreed to extend the shuttle service from the original end date of October 11, to October 18, making it a 113 day season instead of a 106 days. Staff also agreed to provide additional capacity on Friday's, Saturday's, and Sunday's, on four weekends during the height of leaf peaking season, beginning September 11 (12 days), which will make 255 additional seats available per day.

The Revised September Service Plan (3) total Operating Cost is estimated to be approximately \$90,949 higher than the September Forecasted Service Plan (2), however an estimated \$74,684 in additional revenue is offsetting all but an estimated \$16,265 of the additional cost. The percent of subsidy to operating costs for the September Revised Service Plan (3) remains at approximately 21% compared to the September Forecasted Service Plan (2).

Given that the estimated subsidy for the Revised Service Plan is only \$16,265 greater than the estimated subsidy for the 3rd revision of the Forecasted Service Plan staff is planning to move forward with the service increases commitments made to RFTA's partners. The current estimated subsidy for the Maroon Bells Shuttle is about double the amount previously estimated, however, it is important to bear in mind the following:

Prior to the pandemic, RFTA had budgeted to incur a \$98,342 (12%) subsidy for the Maroon Bells Shuttle service. The total budgeted Operating Cost was \$796,142, however, it did not take into consideration the additional cost of the reservation system and it did not factor in a potential reduction in revenue due to the reduced number of seats available, compared to the previous year.

RFTA and its partners have learned a great deal about the acceptability and effectiveness of a reservation system, and there have been relatively few complaints about the higher fare for the service. As a result:

- If more seating capacity can be provided in future years, the service has the potential of offsetting 100% of its costs and possibly generating surplus revenue.
- Between the end of the season this year and the beginning of the season next year, strategies can be developed to capture fares for downhill riders (backpackers and day hikers) by requiring them to make one-way reservations, which will increase revenue.
- With higher seating capacity, fewer backup buses should be required, lowering costs.
- RFTA learned more about what to expect with a reservation system, and future cost and revenue estimates should be more accurate from the outset of the season.

Jeanne McQueeney stated that under the current circumstances, RFTA is doing a great job, this was an unknown endeavor to undertake.

Godes stated that there were multiple unknown situations during this process, COVID-19 and wildfires. It is a learning process, and RFTA should look to 2021 to iron out the processes and if possible make Maroon Bells a revenue generator.

Blankenship thanked Godes for holding RFTA’s “feet to the fire,” by limiting the subsidy the service, prompting the fare increase. The Maroon Bells service would not have been as successful as it has been without all of the changes that were made. In 2021, RFTA will look to make this service even better.

D. Presentation of 1st Draft of RFTA 2021 Budget – Michael Yang, CFAO and Paul Hamilton, Director of Finance

The 1st draft of the RFTA 2021 Budget assumes status quo service levels (similar to the original service plan budgeted or 2020) with updates for seasonal changes.

Maroon Bells bus service was budgeted in 2020, however, costs associated with the reservation system were not budgeted. The 2021 budget assumes the reservation system will continue next summer and fall, for a full season, however, vehicle capacity limits are unknown at this time.

The service plan for the 2020/2021 winter season is being developed, however, there are several unknowns due to COVID-19 and public health orders. Additional costs related to the Request for Proposals for third party operator services and optional vehicle maintenance support are not reflected in the budget at this time. Estimated transit service hours and miles reflect an 8% and 20% increase, respectively, from the 2020 projections.

Sales tax revenues and fare collections make up the largest revenue shortfalls in 2020 and shortfalls are projected to continue in 2021. Federal stimulus funding has helped fill the revenue gaps in 2020; however, at this time, there is no indication of new funding in 2021. Without additional funding to cover the estimated shortfalls in revenue, RFTA will need to utilize property revenues of some amount to balance the operating budget. Preliminary 2021 sales tax estimates by jurisdiction as of August 2020 are:

- City of Aspen 18%
- Town of Basalt 4.0%
- Town of Carbondale 0.0% (awaiting estimate from jurisdiction)
- City of Glenwood Springs 10.0%
- Eagle County 0.0% (awaiting estimate from jurisdiction)
- Town of New Castle 3.5%
- Pitkin County 0.0% (awaiting estimate from jurisdiction)
- Town of Snowmass Village 0.0%

Without additional federal funds, RFTA is faced with choices that run counter to maintaining essential services and supporting the economic recovery, or constraining funds available for capital projects. In order to support the operating plan in the 1st draft budget, approximately \$5.8 million of property tax revenues are being used to fill the estimated revenue gaps, leaving approximately \$2.29 million available for capital projects, debt service on a potential 2021 bond issuance, and other strategic initiatives before any recommended use of fund balance. Although the 2018 Ballot Measure 7A, Property Tax Mill Levy Increase, references specific uses of associated property taxes, the property tax revenues are not considered legally restricted.

Transit fuel prices are known to be volatile. The Taxpayer Certainty and Disaster Tax Relief Act of 2019 (Act), enacted as part of the Further Consolidated Appropriations Act, 2020, retroactively extended certain tax benefits for 2018 and 2019 through at least the end of 2020. This Act extended the alternative fuels credit through December 31, 2020 and the credit is calculated at \$0.50 per gas gallon equivalent of compressed natural gas (CNG). At this time, there is no indication of legislation

extending this tax benefit to 2021. Our current CNG pricing, without any alternative fuels credit, is assumed in our budget preparations.

Health care costs continue to rise and the preliminary estimate for the increase is approximately 10%. The final estimate is anticipated to become available on September 10. During 2020, as part of RFTA's COVID-19 emergency response plan, RFTA started offering its seasonal workforce high-deductible health insurance, employee-only coverage. RFTA plans to continue this benefit in 2021. The Collective Bargaining Unit (CBU) comprised of full-time bus operators are subject to scheduled pay increases in accordance with their contract, at the first full payroll period of 2021. The average increase is estimated to be approximately 4.2% or \$333,000.

Management continues to review and refine RFTA's compensation package with respect to wages, incentive programs, and benefit enhancements, including employee housing. For employees not a part of the CBU, the budget assumes a merit increase of up to 4% or \$273,000.

Fare revenues reflect an 8% decrease for 2021, which assumes the continued impact from the reduced maximum capacity on buses over the course of the year. Changes to the maximum capacity of buses will impact the fare revenue projections. Fare adjustments are not being considered at this time.

RFTA receives operating and capital grant revenues from the Federal Transit Administration (FTA) and Colorado Department of Transportation (CDOT). Anticipated grant amounts are FTA Section 5311 Operating Grant of \$1,201,678 and CDOT FASTER Operating Grant of \$200,000.

RFTA is anticipating Garfield County's support for the Grand Hogback bus service to decrease by 10% or approximately \$76,024. The City of Rifle's support for the Grand Hogback bus service is anticipated to remain at \$20,000.

George Newman asked if Garfield County is looking to decrease bus service in Rifle and is funding the Parachute transit service, how are they planning on doing this, it seems backwards?

Blankenship responded that the Parachute service was funded in 2020, however, there is no additional information on how they plan to go forward with Parachute service or how it will be funded in 2021.

RFTA's budget reflects the following Funding Requests: 1) WE-cycle, \$180,000; 2) Garfield Clean Energy, \$30,000; Lower Valley Trail Association, \$5,000; and 4) Northwest Colorado Council of Governments, \$4,000. RFTA will continue to contribute to the Traveler Program in the amount of approximately \$156,500.

In the case where actual revenues exceed projections or capital grants are awarded, certain expenditures may be added into the budget through supplemental budget appropriation resolutions.

RFTA will be making the following Full-Time Employee (FTE) position changes: 1) 2.0 FTEs added in the Vehicle Maintenance Department, to support disinfecting and fogging of buses; 2) 1.0 FTE added in the CEO Department, change in third-party process consultant to full-time position; 3) 1.3 FTEs removed from the Operations Department.

Destination 2040 Projects not included in the budget: 1) Grade Separated Pedestrian Crossings of HW82 and 27th Street in Glenwood Springs; 2) Glenwood Maintenance Facility (GMF) Expansion Phases 3 & 7; and 3) Rio Grande Trail Improvements.

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

The September MOVE Update was moved to the October 8, 2020 RFTA Board Meeting.

F. **Settlement Claim for Andrew Joy in the Sum of Sixty-Five Thousand (\$65,000.00) Dollars** – Dan Blankenship, CEO

Godes moved to approve the Settlement Claim for Andrew Joy in the sum of Sixty-Five Thousand (\$65,000.00) Dollars, and Riddile seconded the motion.

A Roll Call Vote Was Taken:

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

The motion was unanimously approved.

8. Information/Updates:

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

On August 11, RFTA was notified that the Federal Transit Administration (FTA) had awarded RFTA \$11.475 million in Fiscal Year 2020, Section 5339 Bus and Facilities grant funding for Phases 3 & 7 of the Regional Transit Center Project (Glenwood Maintenance Facility Expansion Project). To celebrate this momentous occasion, on Saturday, August 29, RFTA hosted Senator Cory Gardner for a ground breaking ceremony.

Thanks to RFTA Board members, Art Riddile, Chair; Ann Mullins; and Dan Richardson, for attending the groundbreaking ceremony and for hosting Senator Cory Gardner. A special thank you to staff members who helped prepare for and attended the ground breaking ceremony. Without their invaluable assistance and participation, the ground breaking ceremony certainly would not have gone so smoothly!

At a recent listening meeting at Morgridge Commons in Glenwood Springs, Riddile encouraged Senator Michael Bennet to place a call to Elaine Chao, Secretary of Transportation, to express support for RFTA's \$13 million FY 2020 BUILD grant application, which would be used to fund Phases 4 & 5 of RFTA's Regional Transit Center Project. At the meeting, Blankenship provided background regarding RFTA's response to the COVID-19 pandemic, thanking the Senator for his support of CARES Act funding, which provided \$39 million in funding for Colorado's rural transit systems, and \$8.3 million in funding specifically for RFTA in 2020. Blankenship encouraged the Senator to work with his colleagues in Congress to provide additional funding for the nation's transit systems that have

been hard hit by the pandemic, while providing essential services for those that rely on public transportation to get to jobs, groceries, and doctors.

9. Issues to be Considered at Next Meeting:

10. Executive Session:

A. One Matter – Paul Taddune, General Counsel

1) Pursuant to C.R.S. 24-6-402(4)(b) conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions concerning potential and pending litigation (Accident involving Andrew); and 2) Pursuant to C.R.S. 24-6-402 4(e)(I) Determining positions that may be subject to negotiations; developing strategy for negotiations and instruction negotiators; and 24-6-402(4)(a) The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interests: Possible acquisition of property for 27th Street Park & Ride facility.

After consideration, it was determined that the September 13, 2020 Board Executive Session was not necessary. Executive Session Agenda Item number 10. A. was cancelled.

Godes moved to place the proposed settlement of an outstanding claim with Andrew Joy on the September 13, 2020 RFTA Board Agenda, and Riddile Seconded. The motion was unanimously approved.

11. Next Meeting: 8:30 a.m. – 11:30 a.m., September 10, 2020, via WebEx.

12. Adjournment:

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

The September 10, 2020 RFTA Board Meeting adjourned at 11:19 a.m.

Respectfully Submitted:

Nicole R. Schoon

Secretary to the RFTA Board of Directors

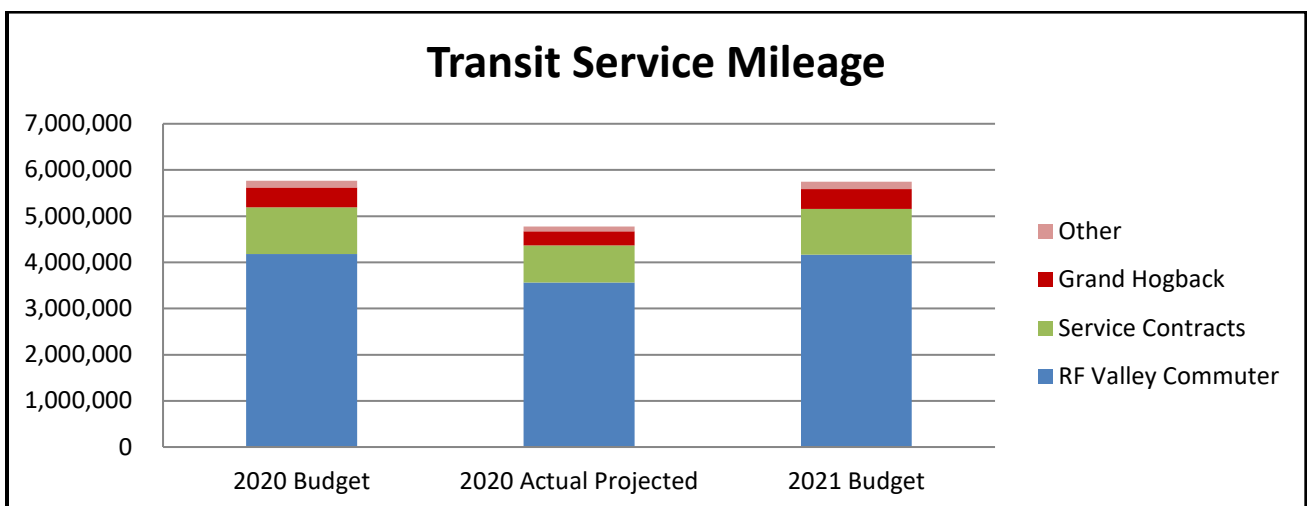
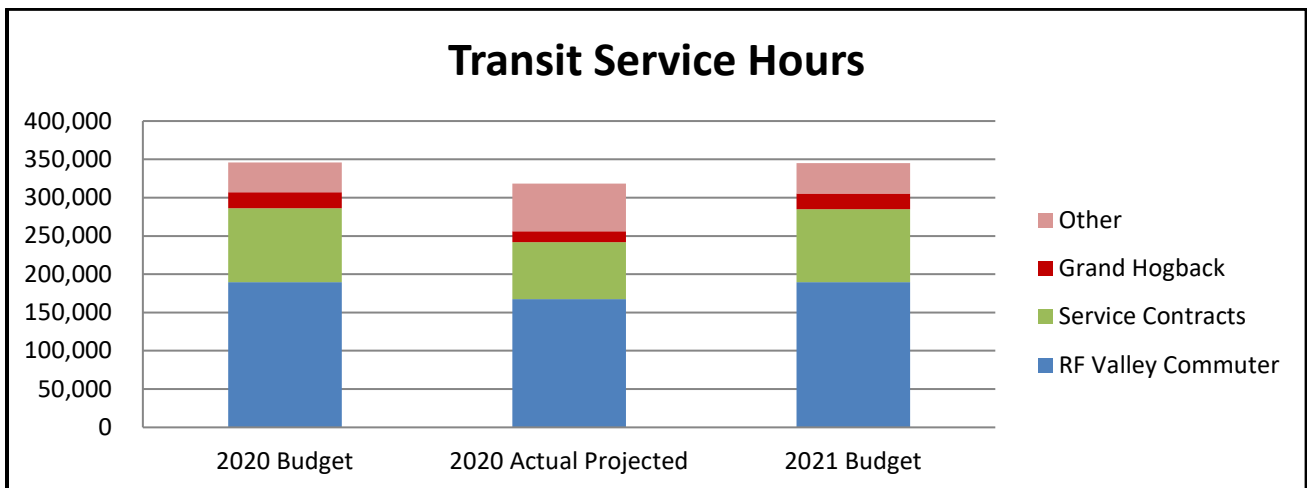
RFTA BOARD OF DIRECTORS MEETING
“PRESENTATIONS” AGENDA SUMMARY ITEM # 5. A.

Meeting Date:	October 8, 2020
Agenda Item:	Presentation of 2 nd Draft of RFTA 2021 Budget
Strategic Outcome:	Financial Sustainability
Strategic Objective:	4.1 Ensure accurate budget and accounting
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance
Recommendation:	Approve prioritization and assumptions of the 2021 Budget with revisions as the Board feels necessary.
Core Issues:	<p>The 2nd draft of the 2021 budget has been prepared based on the approved budget initiatives and assumptions. The budget is a work-in-progress and will be refined in October and November as more actual expenditure and revenue data become available, which can affect the General Fund’s current forecast for 2020.</p> <p>The 2nd draft of the budget will be presented in the following order (with updates highlighted in yellow):</p> <ol style="list-style-type: none"> 1. Services 2. Challenges, Issues, and Opportunities 3. Consolidated Financial Overview 4. Estimated Revenue Composition and Assumptions 5. Budgeted Expenditures by Program/Department and Assumptions 6. Budgeted Other Financing Sources/Uses 7. Staffing 8. Major Goals 9. Fund Balance 10. Background information
Policy Implications:	Board Job Products Policy 2.4.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
Fiscal Implications:	Limited resources will require prioritization of Authority projects; revenue and expenditures assumptions could affect Fund balance.
Attachments?	Yes, please see 2021 2 nd Draft Budget presentation on the following pages.

2021 RFTA BUDGET – 2nd DRAFT PRESENTATION

1. Services

- The 2nd draft of the 2021 budget assumes status quo service levels (similar to the original service plan budgeted for in 2020) with updates for seasonal changes.
 - With the implementation of a reservation system for the Maroon Bells Bus Tour services in June 2020 that was not contemplated in the original service plan for 2020, the 2021 plan assumes the reservation system will continue for the full season next summer and fall.
 - Planning efforts for the 2020/2021 winter season started in July and staff continues to review and develop the service plan given the unprecedented impacts and unknowns as a result of the COVID-19 pandemic and public health orders. **Staff will incorporate the 20/21 winter service plan in the 3rd draft of the 2021 budget when more information becomes available. Request for proposals for third party operator services and optional vehicle maintenance support were solicited and responses were only received for vehicle maintenance. Costs for vehicle maintenance seasonal support are included in the budget.**
- The estimated transit service hours and miles are relatively flat from the originally budgeted 2020 service plan, but higher than the projected 2020 service hours and miles which reflects service modifications in response to the COVID-19 pandemic. Estimated service hours and miles reflect an 8% and 20% increase from the 2020 projections, respectively.



2. Challenges, Issues and Opportunities

- The **COVID-19 pandemic** has underscored the significance of the Authority's essential services to support the regional economy. As part of the Authority's emergency response plan, modifications to services have been made and additional safety measures had been implemented in order to protect the health of its workforce, its riders, and community. Sales tax revenues and fare collections make up the largest revenue shortfalls in 2020 and are projected to continue in 2021. Federal stimulus funding has helped fill the revenue gaps in 2020; however, at this time, there is no indication of new funding in 2021. Without additional funding to cover the estimated shortfalls in revenue, the Authority has the ability to take action as it had done so during the Great Recession between 2009 and 2011.



However, while the Authority's transit service has been and will continue to be an essential service, it is also a critical element of the region's economic recovery. Without additional federal funds, the Authority is faced with choices that potentially run counter to the economic recovery and, possibly, constrain funds available for capital projects. In order to support the operating plan in the 2nd draft budget, approximately \$4.9 million of property tax revenues are being used to fill the estimated revenue gaps leaving approximately \$3.1 million available for capital projects, debt service on potential 2021 bond issuance, and other strategic initiatives before any recommended use of fund balance. Although the 2018 Ballot Measure 7A, Property Tax Mill Levy Increase, references specific uses of associated property taxes, the property tax revenues are not considered legally restricted. Staff will continue to refine the revenue assumptions as more information becomes available and review the operating budget to identify areas for potential cost reductions as needed.

Destination 2040 Funding and Uses included in General Fund:	
Description (1,000's)	2021 Draft Budget
Net Property Tax Revenues	\$ 10,459
Less: Estimated Costs for Service Enhancements	\$ (2,286)
Less: Estimated Debt Service for Capital Lease (bus)	\$ (133)
Less: Amount used to offset estimated revenue shortfalls	\$ (4,959)
Remaining Available Funds	\$ 3,081
Less: Placeholder for Estimated Annual DS for 2021 Bond Issuance	\$ (1,620)
Less: Placeholder for Strategic Initiatives	\$ (1,460)
Remaining Available Funds	\$ 1

- As the Authority's primary funding mechanism, **Sales and Use tax** revenues can be volatile and growth can vary among our eight member jurisdictions.
 - The Authority relies on each member jurisdiction's Finance Department's assumptions and trend analysis for estimate preparation. Staff corresponded with each Finance Department to obtain their sales tax estimate for 2021. Of the eight jurisdictions, staff has heard back from **seven** and made our own assumptions for the remaining **one** jurisdiction until new information becomes available. The impacts of the COVID-19 pandemic upon the economy and uncertainty on the duration of its impacts are evidenced by the information received. As a result, **the 2021 preliminary sales tax forecast is 1.1% less than the updated 2020 forecast.**
 - Use tax reflects a decrease of approximately **4.5%** compared to the 2020 forecast. 2020 is the first full year of the impacts from HB19-1240 on use tax and staff will maintain a conservative approach in our use tax estimates until more data becomes available.

- With respect to **Property tax** revenues, the 2020 tax year (collected in 2021) reflects the full 2.65 mill levy and a 7.15% residential assessment rate in the 2021 budget. The next reassessment year is for the 2021 tax year, with collections in 2022. Staff corresponded with the Assessors in Pitkin, Eagle, and Garfield Counties to obtain preliminary assessed valuations. As a result, the preliminary estimate for property tax revenues is flat compared to the 2020 forecast. Staff will continue to work with the Assessors to obtain final assessed valuations within RFTA's district.

- **Transit fuel** prices are known to be volatile. For 2020, management obtained fixed price transit diesel fuel contracts to manage the volatility normally associated with fuel prices. In October 2019, fixed price transit diesel contracts were entered into for a portion of our 2020 needs. The estimated fuel price reflects a 5% increase in the weighted average price per gallon, which assumes estimated damages from 2020 that are spread over the 2021 fuel needs. Staff will continue to analyze the option to pay any damages in 2020 instead of spreading it into 2021. The Taxpayer Certainty and Disaster Tax Relief Act of 2019 (Act), enacted as part of the Further Consolidated Appropriations Act, 2020, retroactively extended certain tax benefits for 2018 and 2019 through at least the end of 2020. This Act extended the alternative fuels credit through December 31, 2020 and the credit is calculated at \$0.50 per gas gallon equivalent of compressed natural gas (CNG). At this time, there is no indication of legislation extending this tax benefit to 2021. Our current CNG pricing, without any alternative fuels credit, is assumed in our budget preparations.

- **Health care** costs continue to rise and the **2021 increase has been confirmed to be approximately 4% for medical premiums, with no change to dental and vision premiums.** During 2020, as part of RFTA's COVID-19 emergency response plan, RFTA started offering its seasonal workforce high-deductible health insurance, employee-only coverage. **RFTA will continue this benefit in 2021. After further review and analysis, RFTA will not make any changes to the employee contributions amounts to the various types of coverages of the plans offered.**

- Historically, the high cost of living in the Roaring Fork Valley has negatively affected the Authority's ability to hire and retain qualified personnel. Management continues to review and refine the Authority's **compensation** package with respect to wages, incentive programs and benefit enhancements, including employee housing, in order to remain competitive in the local job market. A full market survey is not planned for this year as the last one was conducted in 2019 and adjustments were made in 2020. Any potential adjustments will be identified and considered as needed. The Collective Bargaining Unit comprised of full-time bus operators are subject to scheduled pay increases in accordance with their contract.

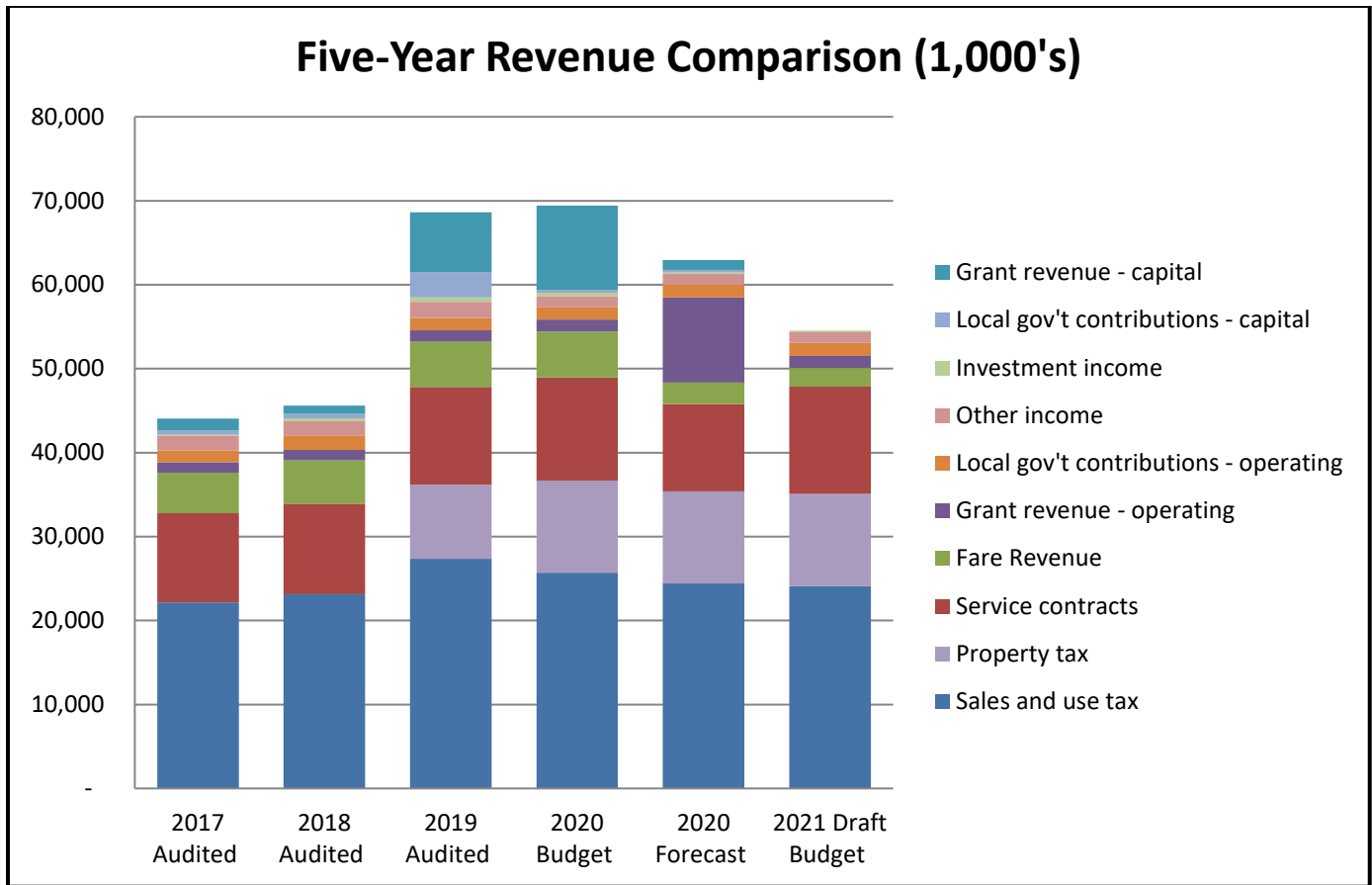
- With the capital intensive nature of the transit industry, management continues to develop funding strategies for short and long term **capital needs**. The funding strategy includes a combination of financing options, seeking out grant opportunities, pay-go using fund balance, seeking additional revenue, and reducing operating costs. The **Destination 2040** Plan has secured additional funding through property tax revenues and increased bonding authority. Management has implemented service enhancements and design/planning efforts and construction for multiple capital projects are underway. The timing of capital projects will determine the next bond issuance, which is anticipated to be in 2021.

3. Consolidated Financial Overview

(1,000's)	General Fund	Service Contracts	Bus Stops/ PNR SRF	Mid Valley Trails SRF	Debt Service Fund	2021 Draft Budget	%
Beginning fund balance (Budget)	\$ 34,084	\$ -	\$ 97	\$ 169	\$ 920	\$ 35,270	
Revenues:							
Sales and use tax	\$ 24,072	\$ -	\$ -	\$ 56	\$ -	\$ 24,128	44%
Property tax	\$ 10,957	\$ -	\$ -	\$ -	\$ -	\$ 10,957	20%
Service contracts	\$ -	\$ 12,764	\$ -	\$ -	\$ -	\$ 12,764	23%
Operating revenue	\$ 2,243	\$ -	\$ -	\$ -	\$ -	\$ 2,243	4%
Grant revenue - operating	\$ 1,402	\$ 30	\$ -	\$ -	\$ -	\$ 1,432	3%
Local gov't contributions - operating	\$ 1,558	\$ -	\$ -	\$ -	\$ -	\$ 1,558	3%
Other income	\$ 609	\$ -	\$ 485	\$ -	\$ 156	\$ 1,250	2%
Investment income	\$ 199	\$ -	\$ 1	\$ 1	\$ -	\$ 201	0%
Total revenues	\$ 41,040	\$ 12,794	\$ 486	\$ 57	\$ 156	\$ 54,533	100%
Program expenditures:							
Fuel	\$ 1,808	\$ 725	\$ -	\$ -	\$ -	\$ 2,533	4%
Transit	\$ 29,558	\$ 12,228	\$ 1,024	\$ -	\$ -	\$ 42,810	75%
Trails & Corridor Mgmt	\$ 579	\$ -	\$ -	\$ 42	\$ -	\$ 621	1%
Subtotal operating exp.	\$ 31,946	\$ 12,953	\$ 1,024	\$ 42	\$ -	\$ 45,965	81%
Capital	\$ 6,684	\$ -	\$ -	\$ -	\$ -	\$ 6,684	12%
Debt Service	\$ 1,639	\$ -	\$ -	\$ -	\$ 2,729	\$ 4,368	8%
Total expenditures	\$ 40,269	\$ 12,953	\$ 1,024	\$ 42	\$ 2,729	\$ 57,017	100%
Other financing sources	\$ 5,580	\$ 159	\$ 538	\$ -	\$ 2,573	\$ 8,850	
Other financing (uses)	\$ (3,270)	\$ -	\$ -	\$ -	\$ -	\$ (3,270)	
Change in Fund Balance	\$ 3,081	\$ 0	\$ (0)	\$ 15	\$ -	\$ 3,096	
Ending fund balance	\$ 37,165	\$ 0	\$ 97	\$ 184	\$ 920	\$ 38,366	

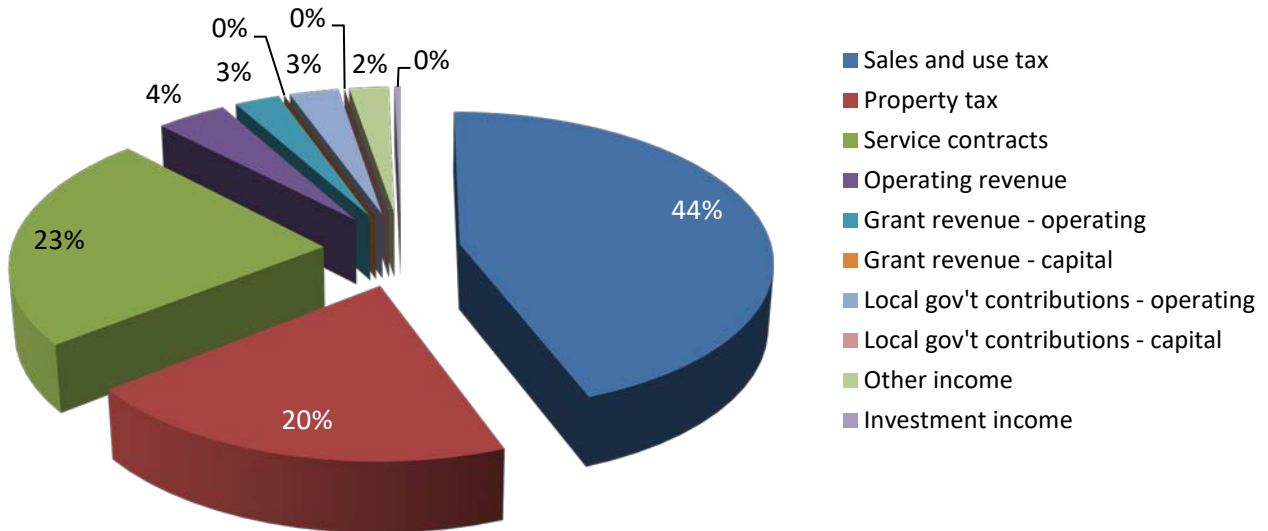
For an explanation of each fund, please refer to the Background section at the end of this report.

4. Estimated Revenue Composition & Assumptions



Revenues (in thousands)	2017	2018	2019	2020	2020	2021 Draft	21/20 Budget	
	Audited	Audited	Audited	Budget	Forecast	Budget	\$ Dif	% Dif
Sales and use tax	\$ 22,153	\$ 23,124	\$ 27,366	\$ 25,687	\$ 24,409	\$ 24,128	\$ (1,559)	-6%
Property tax	-	-	8,794	10,996	10,996	10,957	(39)	0%
Service contracts	10,616	10,808	11,663	12,277	10,396	12,764	487	4%
Fare Revenue	4,853	5,156	5,390	5,470	2,555	2,243	(3,227)	-59%
Grant revenue - operating	1,245	1,244	1,346	1,432	10,117	1,432	-	0%
Local gov't contributions - operating	1,379	1,736	1,488	1,510	1,510	1,558	48	3%
Other income	1,731	1,682	1,920	1,250	1,282	1,250	(0)	0%
Investment income	167	332	518	417	210	201	(216)	-52%
Subtotal Revenues - Operating	42,143	44,084	58,485	59,039	61,474	54,533	(4,506)	-8%
Local gov't contributions - capital	472	535	3,012	341	301	-	(341)	-100%
Grant revenue - capital	1,433	981	7,145	10,042	1,148	-	(10,042)	-100%
Subtotal Revenues - Capital	1,905	1,515	10,157	10,383	1,449	-	(10,383)	-100%
Total	\$ 44,048	\$ 45,599	\$ 68,642	\$ 69,423	\$ 62,923	\$ 54,533	\$ (14,890)	-21%

2021 Estimated Revenue Composition

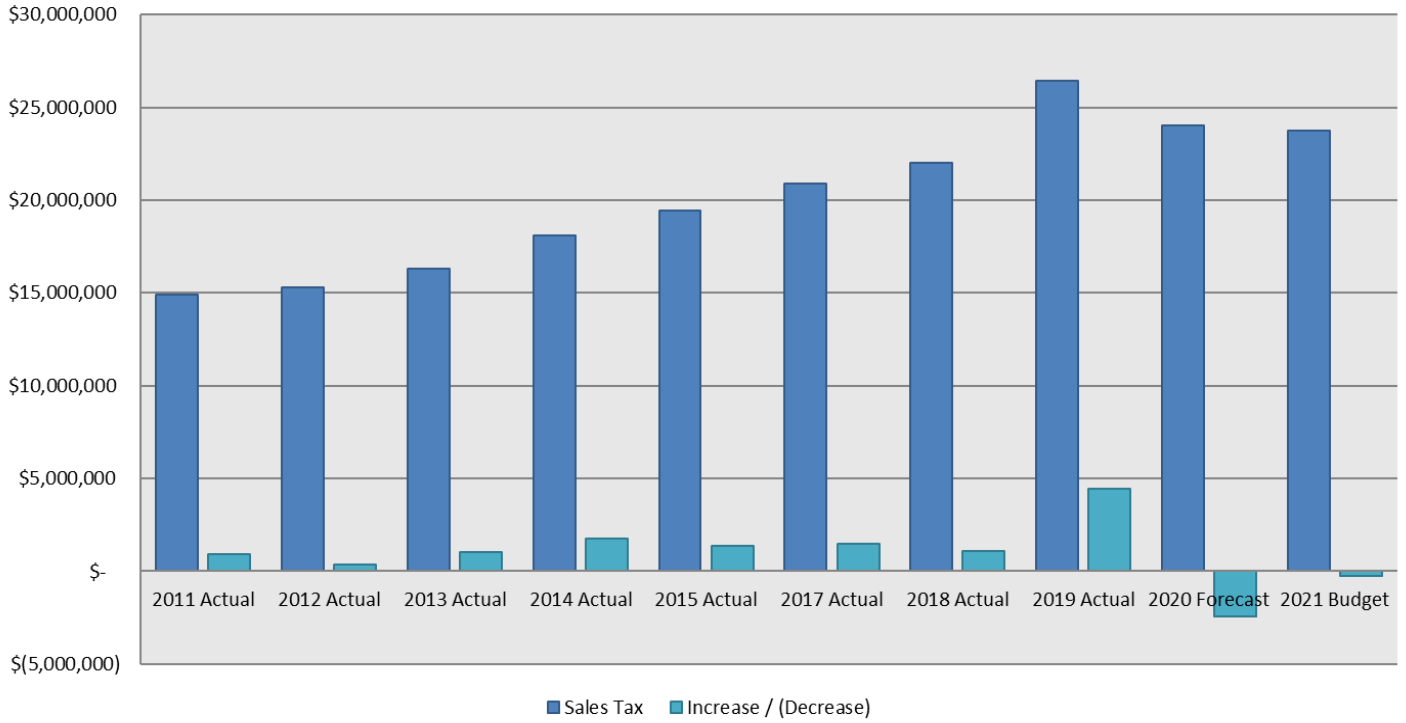


- Sales Tax** revenues are dedicated taxes collected from member jurisdictions based on intergovernmental agreements. The chart below shows preliminary estimates by jurisdiction as of **September 2020**:

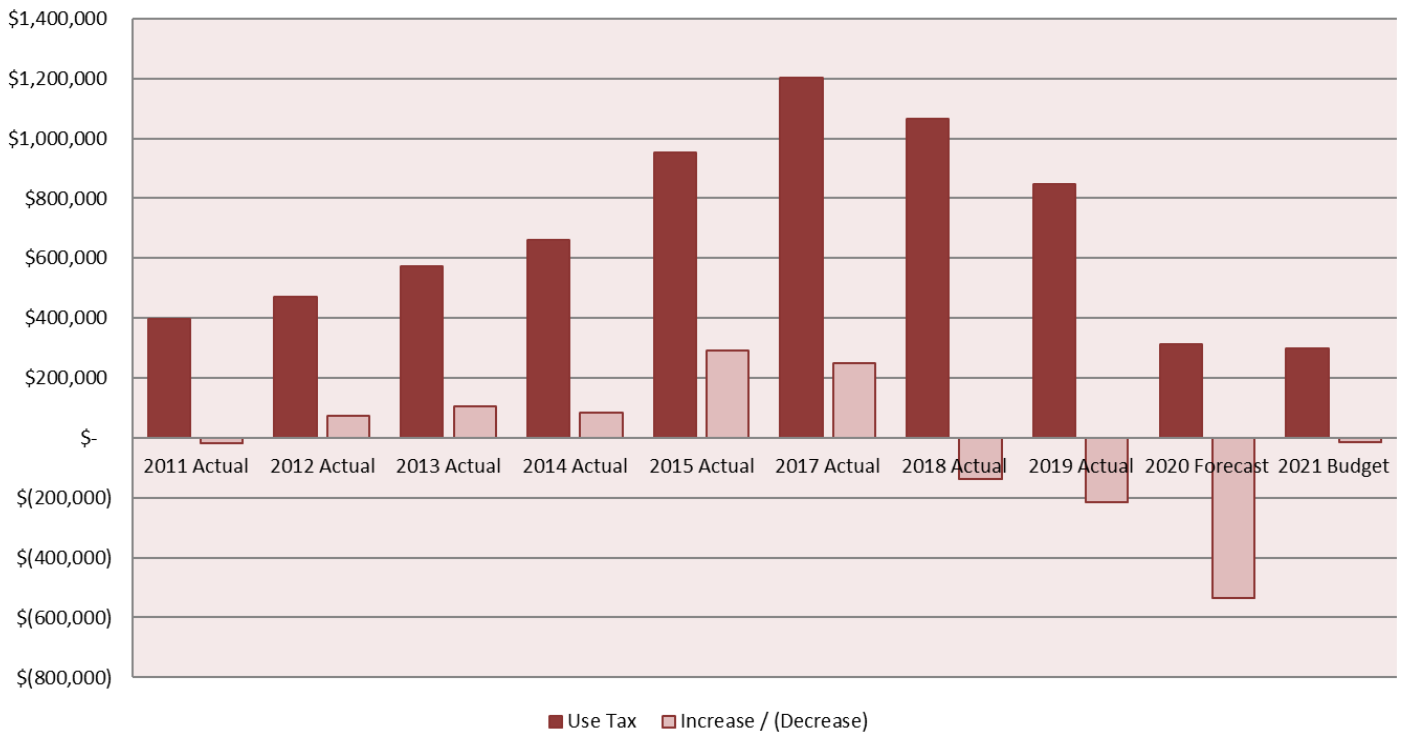
Member Jurisdictions	2021 % Increase / <Decrease>
Aspen	5.0%
Basalt	<6.0%>
Carbondale	5.0%
Glenwood Springs	<10.0>
Eagle County*	0.0%
New Castle	3.5%
Pitkin County	0.0%
Snowmass Village	0.0%

**RFTA-derived estimate, awaiting estimate from jurisdiction*

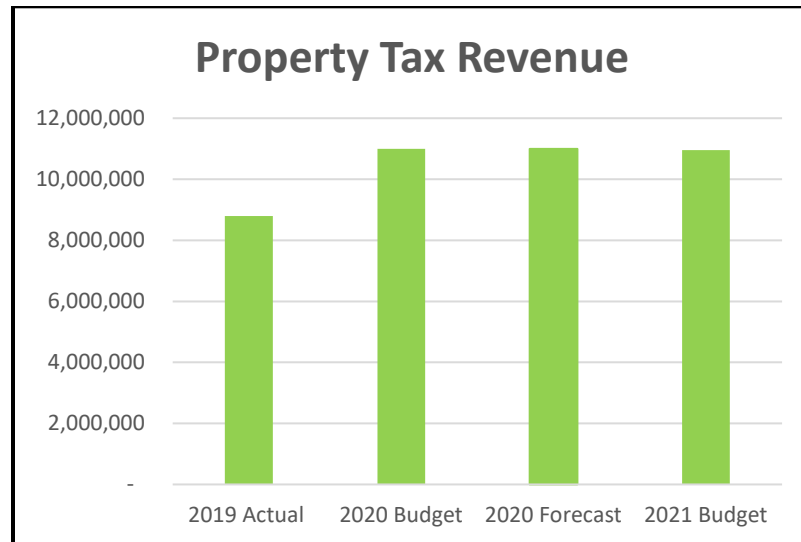
Sales Tax (2011-2021)



Use Tax (2011-2021)



- **Property tax revenues** are collected by the County Treasurer in Pitkin, Eagle and Garfield Counties within RFTA's member jurisdictions. Based on the preliminary data received from Pitkin, Eagle and Garfield Counties, the changes in preliminary assessed property values are <0.6%>, 0.6% and 1.2%, respectively, within RFTA's district. Final certifications of assessed valuations will occur in December.

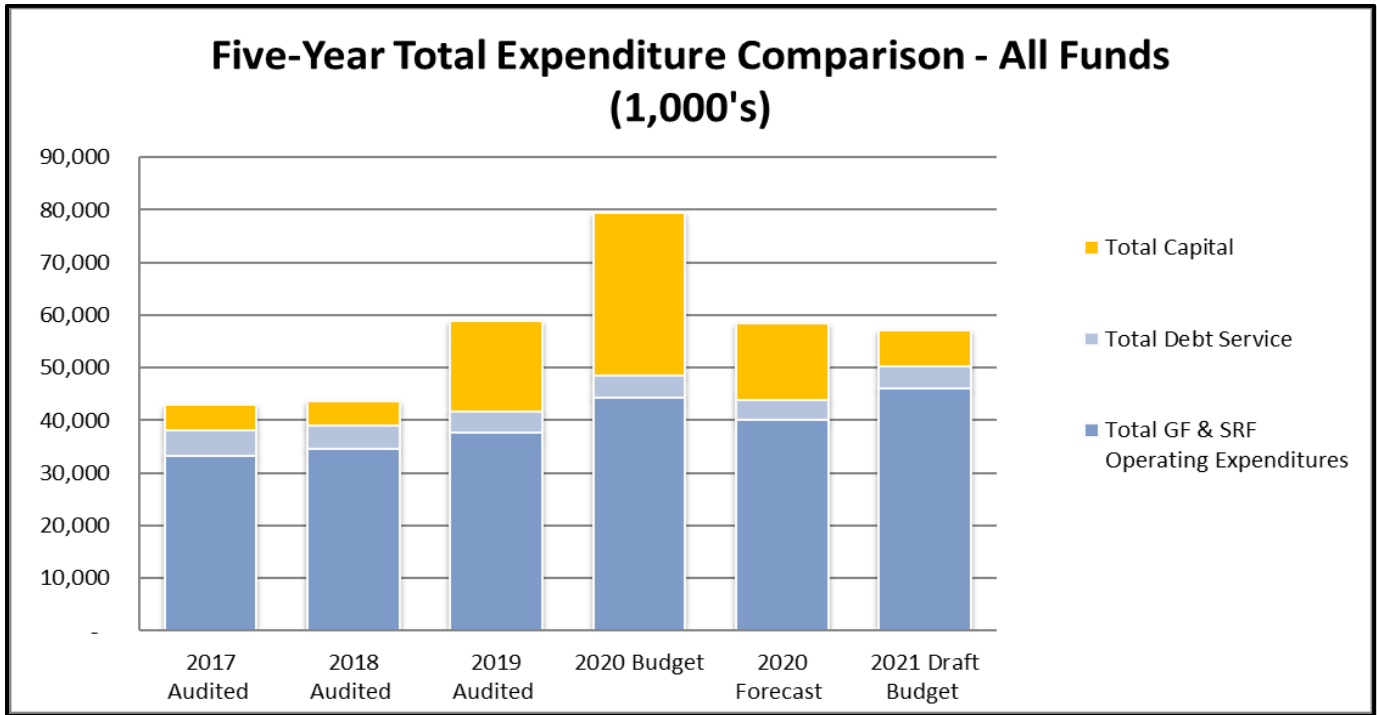


- **Service contract revenues** are for contracted transit services which are billed monthly based on miles and hours by route. The Authority has service contract agreements with the Aspen Skiing Company, the City of Aspen, the City of Glenwood Springs and Garfield County (Travelers Program);
 - The Authority estimated hours and miles by route for each service contract agreement and calculated costs in accordance with each service contract agreement. Staff continues to work closely with its partners to make any modifications to the service levels as they become known.
- **Operating revenues** reflect transit fares collected primarily on regional routes traveling on Highway 82 and the I-70 Corridor as well as fares related to the Maroon Bells service:
 - At this time, staff projects a **59%** decline in regional fare collections in 2020 compared to 2019 actuals. Contributing factors to this decline include the immediate impacts to the economy and ridership demand experienced that started in mid-March 2020, the temporary suspension of fare enforcement from mid-March through the end of July, and the reduced maximum capacity on buses as a safety measure in response to the ongoing threat of COVID-19. For 2021, fare revenues reflect a **17%** decrease, which assumes the continued impacts from the reduced maximum capacity on buses over the course of the year. Changes to the maximum capacity on buses will impact the fare revenue projections.
 - At this time, there is no fare adjustment assumed. Any fare changes directed by the Board will be considered and implemented following a 30-day public comment period and a Public Hearing.
- The Authority receives **operating and capital grant revenues** from the Federal Transit Administration and the Colorado Department of Transportation:
 - In 2020, RFTA received a \$5.2 million in the first apportionment of the **Coronavirus Aid, Relief, and Economic Security (CARES) Act** funds and anticipates to receive \$3.3 million in the second apportionment. CARES Act funds are intended to help fill the revenue shortfalls experienced by RFTA as a result of the COVID-19 pandemic impacts to the region. The

CARES Act funds have helped RFTA provide the essential services to support the essential trips and increase in demand during the incremental re-opening of businesses and economy. There are current lobbying efforts for additional funding by the American Transportation Association (ATA), the Community Transportation Association of America (CTAA), the Bus Coalition, and other transit associations. However, at this time, there is no indication of new funding in 2021 to help fill any revenue shortfalls that will continue in 2021.

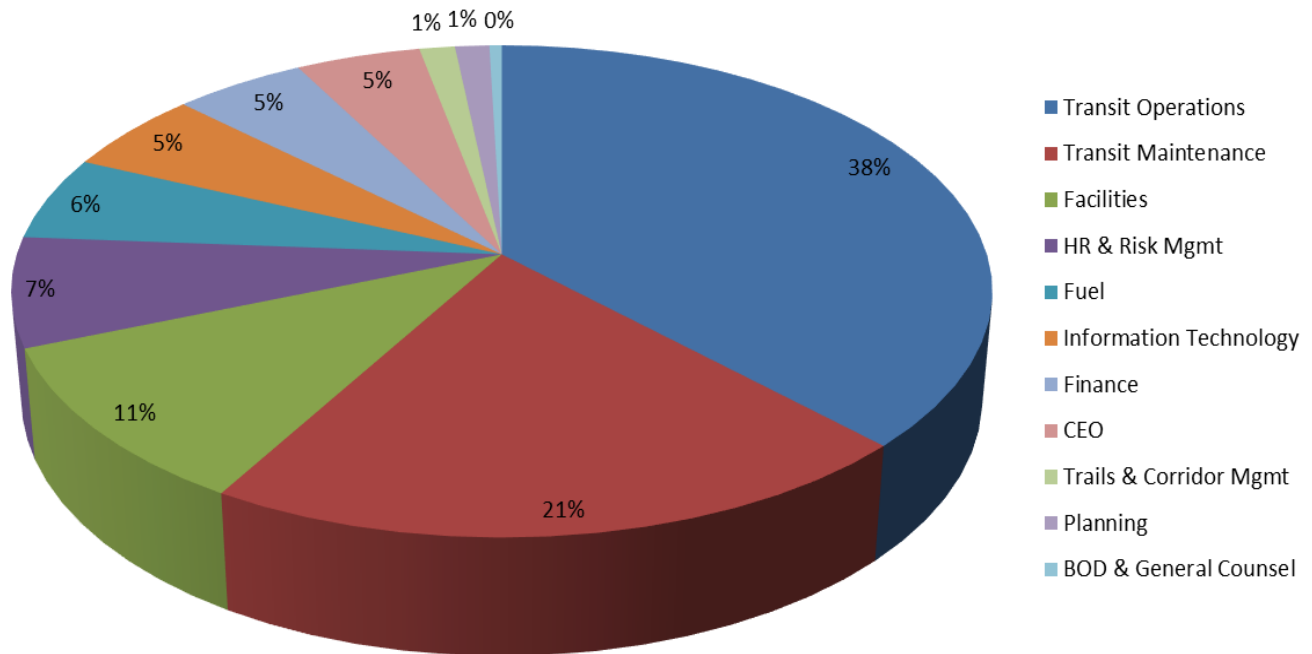
- \$1,201,678 from the **FTA Section 5311 operating grant** (flat from 2020; 2021 grant amounts are anticipated to be awarded by **early October 2020**).
- \$200,000 from **CDOT FASTER operating grant** (flat from 2020; 2021 grant amounts are anticipated to be awarded by **early October 2020**).
- Staff will be seeking capital grant funds to help fund various capital needs. Funds will be appropriated after grants have been awarded. Additional grant revenues may be added by the final budget.
- **Local governmental contributions** are received to primarily help fund transit programs;
 - The **Elected Officials Transportation Committee (EOTC)** will continue to provide funding for the no-fare Aspen/Snowmass regional transit service. Using the agreed-upon methodology, the calculated contribution is approximately \$813,678 and is reflected in the budget. Staff is reviewing budget scenarios for the EOTC to continue the no-fare contribution through 2021 due to the economic uncertainty created by the COVID-19 pandemic in the region. The EOTC will have the opportunity to discuss a proposal to continue the no-fare contribution at their October 29, 2020 meeting.
 - Assumes that **Garfield County's** support for the Grand Hogback bus service could decrease by 10% from \$760,240 in 2020 to \$684,216 in 2021. This preliminary reduction is based on information that the County is exploring potential areas to reduce its contributions in light of anticipated budgetary constraints.
 - Assumes that the **City of Rifle's** support for the Grand Hogback bus service will remain the same at \$20,000.
- **Other income** primarily consists of employee housing rental revenue in the General Fund, vehicle registration fees in the Bus Stop/Park & Ride Special Revenue Fund, and credits from the Federal Government representing a reimbursement on a portion of the interest paid on the Series 2012A Qualified Energy Conservation Bonds in the Debt Service Fund.
 - Assumes year-round employee housing rental revenue remain the same.
 - Assumes vehicle registration fees will remain the same.
 - Assumes a 5.7% sequestration rate on refundable credits applicable to the Authority's Build America Bonds and the Qualified Energy Conservation Bonds. The sequestration rate is subject to change.

5. Expenditure by Program/Department & Assumptions



Expenditures (in thousands)	2017 Audited	2018 Audited	2019 Audited	2020 Budget	2020 Forecast	2021 Draft Budget	21/20 Budget	
							\$ Dif	% Dif
Fuel	1,189	1,095	1,670	1,093	923	1,808	716	66%
Transit Maintenance	4,233	4,745	5,009	6,656	6,105	6,783	127	2%
Transit Operations	8,703	9,065	9,687	11,494	10,923	11,979	485	4%
Administration	4,664	5,096	5,775	7,778	7,109	7,859	81	1%
Facilities	1,961	2,211	2,088	3,013	2,729	2,781	(232)	-8%
Attorney & Board of Directors	117	142	185	150	166	156	6	4%
Trails & Corridor Mgmt	489	469	456	612	572	579	(33)	-5%
Total GF Operating Expenditures	\$ 21,355	\$ 22,824	\$ 24,870	\$ 30,797	\$ 28,528	\$ 31,946	\$ 1,149	4%
SRF - Service Contracts	11,253	10,987	11,944	12,465	10,581	12,953	488	4%
SRF - Bus Shelter / PNR	624	716	814	974	955	1,024	50	5%
SRF - Mid Valley Trails	79	21	71	59	59	42	(17)	-29%
Total GF & SRF Operating Expenditure:	\$ 33,310	\$ 34,547	\$ 37,698	\$ 44,295	\$ 40,123	\$ 45,965	\$ 1,670	4%
GF - Debt Service	1,900	1,493	1,522	1,528	972	1,639	112	7%
Debt Service Fund	2,955	2,950	2,400	2,733	2,733	2,729	(4)	0%
Total Debt Service	\$ 4,855	\$ 4,443	\$ 3,922	\$ 4,261	\$ 3,706	\$ 4,368	\$ 107	3%
Total Operating & Debt Service	\$ 38,166	\$ 38,990	\$ 41,620	\$ 48,556	\$ 43,829	\$ 50,333	\$ 1,778	4%
GF - Capital Outlay	4,616	4,563	14,978	24,511	10,915	6,684	(17,827)	-73%
SRF - Bus Shelter / PNR - Capital Outlay	-	16	7	-	-	-	-	0%
Capital Projects Fund	223	-	2,244	6,353	3,674	-	(6,353)	0%
Total Capital	\$ 4,839	\$ 4,578	\$ 17,228	\$ 30,864	\$ 14,589	\$ 6,684	\$ (24,180)	-78%
Total Expenditures - all funds	\$ 43,004	\$ 43,568	\$ 58,848	\$ 79,420	\$ 58,417	\$ 57,017	\$ (22,402)	-28%

2021 Budgeted Operating Expenditures by Department



Department	Fund				2021 Budget	%
	General Fund	Service Contracts	Bus Stops/ PNR SRF	Mid Valley Trails SRF		
Fuel	\$ 1,808	\$ 725	\$ -	\$ -	\$ 2,533	6%
Transit Maintenance	\$ 6,783	\$ 2,649	\$ -	\$ -	\$ 9,432	21%
Transit Operations	\$ 11,979	\$ 5,382	\$ -	\$ -	\$ 17,361	38%
CEO	\$ 1,573	\$ 611	\$ -	\$ -	\$ 2,185	5%
Finance	\$ 1,609	\$ 625	\$ -	\$ -	\$ 2,234	5%
Planning	\$ 431	\$ 167	\$ -	\$ -	\$ 598	1%
HR & Risk Mgmt	\$ 2,464	\$ 958	\$ -	\$ -	\$ 3,421	7%
Information Technology	\$ 1,783	\$ 693	\$ -	\$ -	\$ 2,476	5%
Facilities	\$ 2,781	\$ 1,081	\$ 1,024	\$ -	\$ 4,886	11%
BOD & General Counsel	\$ 156	\$ 60	\$ -	\$ -	\$ 216	0%
Trails & Corridor Mgmt	\$ 579	\$ -	\$ -	\$ 42	\$ 621	1%
Total	\$ 31,946	\$ 12,953	\$ 1,024	\$ 42	\$ 45,965	100%

- **Compensation Adjustments:**

- The Collective Bargaining Unit (CBU) comprised of full-time bus operators are subject to a scheduled pay increase at the first full payroll period of 2021 in accordance with their contract. Assuming 158 full-time bus operators, the average increase is estimated to be approximately 4.2% resulting in an additional cost of approximately \$326,500.
- For positions outside of the CBU, the budget assumes a merit increase of up to 4% effective at each employee's annual performance review date, resulting in an additional cost of approximately \$277,000. As a reference, the chart below illustrates the impacts of several merit increase scenarios:

Merit Increase Analysis (1,000's)				
Merit Increase Scenario	General Fund	Bus Stop/PNR SRF	Service Contract SRF (Traveler)	Total
1.0%	\$ 66	\$ 1	\$ 2	\$ 70
	0.27%	0.37%	0.41%	0.28%
2.0%	\$ 132	\$ 3	\$ 3	\$ 139
	0.55%	1.11%	0.62%	0.56%
3.0%	\$ 198	\$ 5	\$ 4	\$ 209
	0.82%	1.85%	0.82%	0.84%
4.0%	\$ 264	\$ 7	\$ 7	\$ 277
	1.10%	2.58%	1.44%	1.12%

- The Authority received four **Request for Funding Applications**, two of which were multi-year funding requests that the RFTA Board had approved during the last budget cycle. The budget currently reflects the following:
 - \$180,000 from **WE-cycle**, a 501(c)(3) non-profit organization serving Aspen and Basalt to support bike sharing operations. Funds will be used to help support WE-cycle's strategic and operational direction, structure, and planning efforts to benefit existing and future bike share services within the Roaring Fork Valley. These funds will provide WE-cycle with essential stability as it plans for its services year over year by allowing WE-cycle to retain year-round office space and support high-level director level positions to provide for a stable and consistent organizational framework. ***WE-cycle applied for a five-year funding request of \$100,000/year which the Board approved during the last budget cycle. This amount represents year four of the five-year funding request. In addition, WE-cycle is requesting an additional \$80,000 to continue supporting financial and administrative services through a contracted CFO in order to enable its Executive Director to continue working on WE-cycle/RFTA integration and planning efforts to ensure the long-range sustainability of existing and future regional bike share services.***
 - \$30,000 from **Garfield Clean Energy (GCE)** to support three key program areas and projects: (1) Active Energy Management consultation services to RFTA for its facilities, and hosting of RFTA facilities on the Building Energy Navigator website. (2) Programs to promote and increase availability/use of multi-modal transportation, and adoption of electric and CNG vehicles. (3) Organizational administration, outreach, education, website and reporting. ***GCE applied for a three-year funding request of \$30,000/year which the Board approved during the last budget cycle. This amount represents year the first year of the three-year funding request.***

- \$5,000 from **Lower Valley Trail Association (LoVa)** in order to support the current effort on the 8.5 mile segment of the LoVa South Canyon Trail between West Glenwood Springs and New Castle, and assist with the feasibility of the Coal Ridge Trail connecting New Castle and Silt with Coal Ridge High School.
- \$4,000 from **Northwest Colorado Council of Governments** to help fund the match for their Section 5310 Mobility Management grant from CDOT.
- Approximately **\$6,684,000** of **capital outlay** has been budgeted:

Capital Expenditure by Project			
Description (1,000's)	General Fund	Grant/Local Assistance	Local Share
Transit			
Bus Replacements*	\$ 5,580		\$ 5,580
Brush Creek P&R Project (EOTC)	\$ 500		\$ 500
Facilities Improvements	\$ 34		\$ 34
Bus engine/transmission rebuilds	\$ 150		\$ 150
Equipment/software	\$ 120		\$ 120
Subtotal Transit	\$ 6,384	\$ -	\$ 6,384
Trails			
Trail Repair	\$ 300	\$ -	\$ 300
Subtotal Trails	\$ 300	\$ -	\$ 300
Total	\$ 6,684	\$ -	\$ 6,684
<i>*Assumed order placed in 2021 for delivery in 2022 and financed through a lease/purchase agreement with estimated annual payments of \$558,000 starting in 2022. Staff plans to actively seek grant funding where available.</i>			

- The project list includes some recurring capital needs, primarily related to bus replacements, engine and transmission rebuilds, various IT equipment, and capital repairs for the Rio Grande Trail. Also included is a \$500,000 contribution to the EOTC's Brush Creek Park and Ride FLAP Improvement Project, with an estimated cost of over \$6 million.
- Staff developed list of initiatives/capital projects and Destination 2040 projects that has been prioritized based on the strategic initiatives identified by the RFTA Board. Management has reviewed the list of strategic initiatives and identified the following as high priority, but not yet reflected in the 2021 draft budget:
 - ~\$25 million of projects included in the Destination 2040 Plan which will likely require to be funded with a new money bond issuance in 2021:
 - GMF Expansion Project – Phases 3, 4, 5, & 7
 - Grade Separated Pedestrian Crossings of Hwy 82 and 27th Street
 - 27th Street BRT Station Parking Expansion – property acquisition
 - ~\$1 million to \$1.5 million for multiple initiatives (non-Destination 2040) anticipated to be funded with current available resources in 2021.

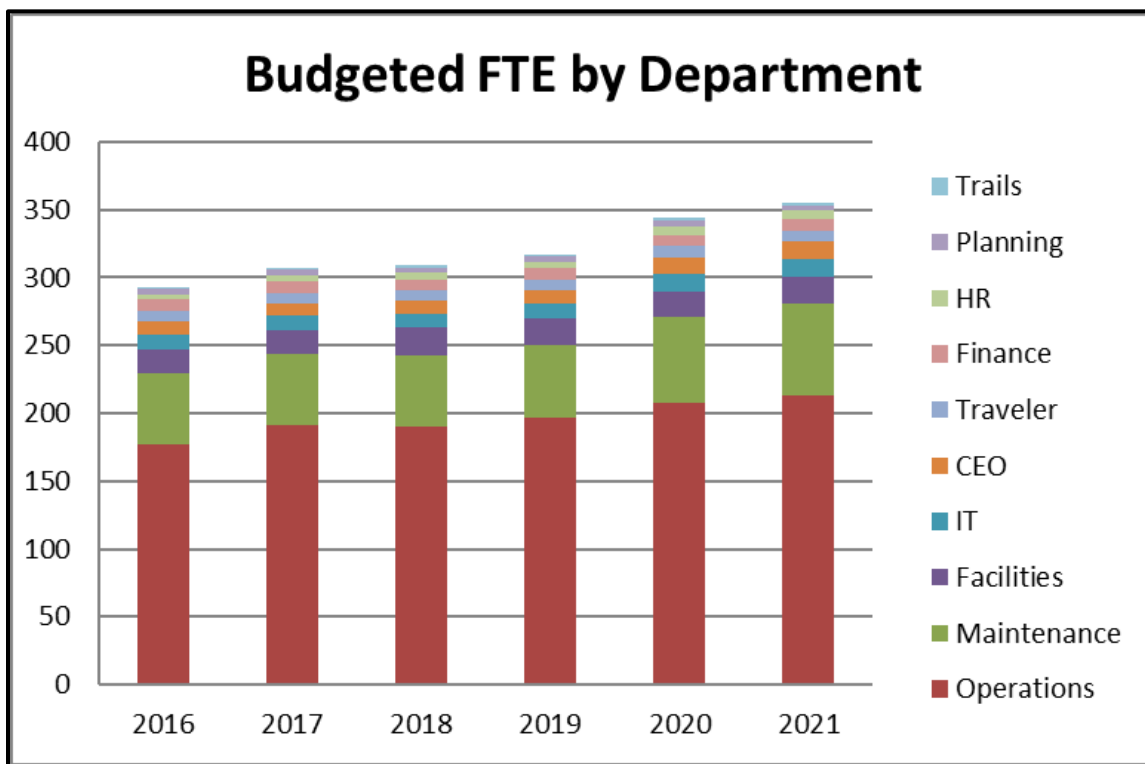
- Certain expenditures may be added into the budget through supplemental budget appropriation resolutions during the budget year when funding is available in the case where actual revenues exceed projections or capital grants are awarded.

6. Other Financing Sources and Uses Assumptions

- Approximately \$538,500 of current available resources is budgeted to be transferred from the General Fund to the **Bus Stops/Park and Ride** Special Revenue Fund to fund the costs to operate and maintain the BRT stations & park and rides and other stops.
- RFTA will continue to contribute to the **Traveler Program** on behalf of its members located in Garfield County as reflected by the budgeted transfer of approximately \$159,000 of current available resources from the General Fund to the Service Contract Special Revenue Fund.
- In accordance with bond resolutions, approximately \$2.57 million of current available resources will be transferred from the General Fund to the **Debt Service** fund which will be used to fund current debt service payments on RFTA's outstanding bonds from 2012, 2013, and 2019.

7. Staffing

- Assumes 355.2 full-time equivalents (FTEs) compared to 343.7 budgeted in 2020.



- 5.2 FTEs of seasonal bus operators added in the Operations Department primarily due to the transition of relief supervisors to full-time supervising,
- 5.3 FTEs added in the Vehicle Maintenance Department: 2 Full-Time Transit Service Tech positions and 3.3 FTEs non-CDL Bus Cleaners to support disinfecting and fogging of buses, and
- 1.0 FTE added in the CEO Department; assumes change in third party process consultant to full time position.

8. Major Goals

Continue to provide the essential transit services to support the regional workforce and economy during the unprecedented COVID-19 pandemic.

Capital projects included in the draft budget:

- 9 Diesel Bus Replacements
- Rio Grande Trail Improvements

Staff will continue to fine-tune the draft budget and plan to incorporate the high-priority strategic initiatives for Board consideration. Notable Destination 2040 Projects not included in the draft budget, but will likely require to be funded with bond proceeds from a future bond issuance in 2021:

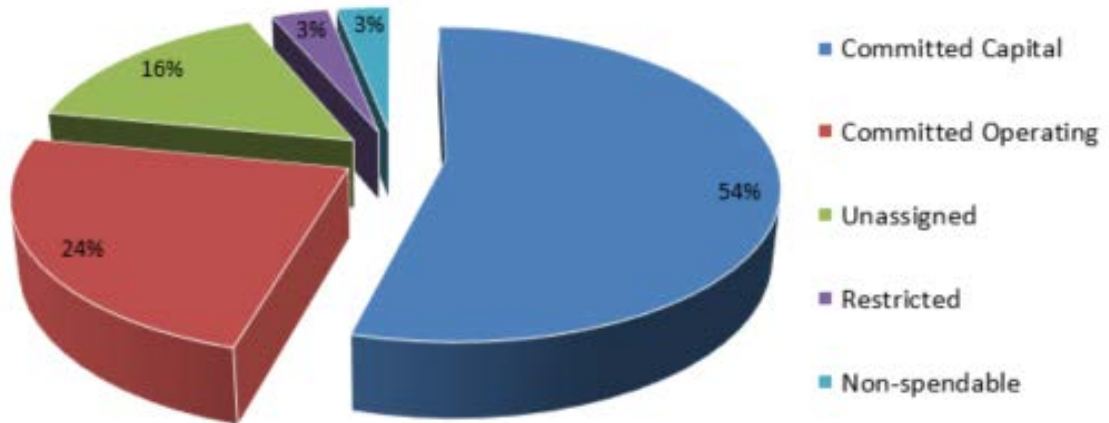
- GMF Expansion Project – Phases 3, 4, 5, & 7
- Grade Separated Pedestrian Crossings of Hwy 82 and 27th Street
- 27th Street BRT Station Parking Expansion – property acquisition

9. 2021 Fund Balance Forecast

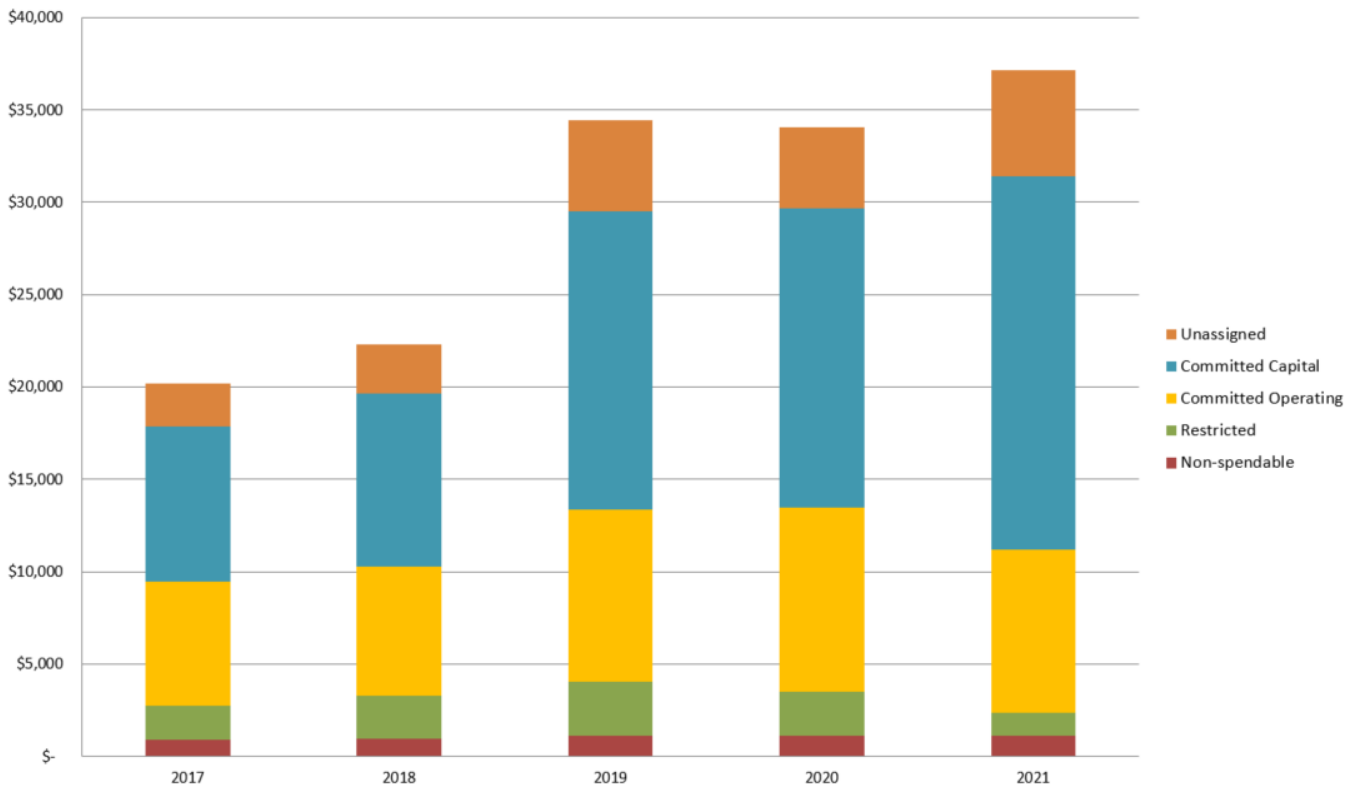
	General	Service	Bus	Mid	Debt	
(1,000's)	Fund	Contracts	Stops/ PNR	Valley Trails	Service Fund	Total
Beginning fund balance (budget)	\$ 34,084	\$ -	\$ 97	\$ 169	\$ 920	\$ 35,270
Revenues	\$ 41,040	\$ 12,794	\$ 486	\$ 57	\$ 156	\$ 54,533
Expenditures	\$ (40,269)	\$ (12,953)	\$ (1,024)	\$ (42)	\$ (2,729)	\$ (57,017)
Other financing source/(use)	\$ 2,310	\$ 159	\$ 538	\$ -	\$ 2,573	\$ 5,580
Change in net assets	\$ 3,081	\$ 0	\$ -	\$ 15	\$ -	\$ 3,096
Ending fund balance	\$ 37,165	\$ 0	\$ 97	\$ 184	\$ 920	\$ 38,366
Ending fund balance composition:						
Non-spendable fund balance	\$ 1,141					\$ 1,141
Restricted fund balance	\$ 1,231	\$ 0	\$ 97	\$ 184	\$ 920	\$ 2,432
Committed fund balance:						
Operating reserves	\$ 8,823					\$ 8,823
Facilities capital reserves	\$ 4,327					\$ 4,327
Transit capital reserves	\$ 14,404					\$ 14,404
Trails capital reserves	\$ 1,463					\$ 1,463
Unassigned fund balance	\$ 5,776					\$ 5,776
Ending fund balance	\$ 37,165	\$ 0	\$ 97	\$ 184	\$ 920	\$ 38,366

Fund balance is the difference between assets and liabilities and is divided between Non-spendable and Spendable. **Non-spendable** fund balance includes amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints. **Spendable** fund balance is comprised of Restricted, Committed and Unassigned fund balance. **Restricted** fund balance includes amounts that are constrained for specific purposes that are externally imposed by providers. **Committed** fund balance includes amounts that are constrained for specific purposes that are internally imposed by the Board. **Unassigned** fund balance includes residual amounts that have not been classified within the previously mentioned categories and is a measure of current available financial resources.

2021 Projected General Fund Fund Balance Composition



General Fund's Fund Balance History (1,000's)



10. Background information

Fund and fund structure

The Authority Budget and Financial Statement are reported in accordance with generally accepted accounting principles on a modified accrual basis of accounting. All Funds are appropriated.

The General Fund reports operating activity for regional Valley, Grand Hogback and miscellaneous Transit, Trails and Administrative Support services. Additionally, most Capital and Debt Service activity are reported in the General Fund, unless resolution requires otherwise.

The Service Contract Special Revenue Fund reports revenue and operating activity for additional services based on contractual agreement. These services are extra services provided in certain areas within the overall Authority service area.

Bus Stop and Park n Ride Special Revenue Fund reports vehicle registration fee revenue and bus stops and park n ride expenditure activity as required by State rural transit authority enabling legislation. Additionally, by resolution, Garfield County has dedicated certain development fees to construct bus stops and park n ride improvements in unincorporated Garfield County.

Mid Valley Trails Special Revenue Fund reports activity for certain trails activities within Eagle County. As a condition of becoming a member of the Authority, Eagle County dedicated an existing ½ cent sales tax to the Authority. Part of the sales tax was dedicated to trails. In June of 2002 the Authority by resolution adopted the Eagle County Mid Valley Trails Committee. The Committee administers all aspects of appropriating the funds and the Authority provides accounting of the funds and other services as requested by the Committee.

Capital Project Fund reports activity for a variety of Capital Projects related to transit assets and infrastructure such as the Battery Electric Bus Pilot program, GMF Vehicle Maintenance Expansion Project, AMF Phase 9 Fuel Farm Replacement Project, and SH82 Mid-Valley Bus Stop Improvements Project. Projects funded through 2019 bond proceeds contain expenditures that are certain and specific in accordance with State and Federal tax law as identified by Bond Counsel.

Debt Service Fund:

The Series 2009A Debt Service Fund reports all principal and interest expenditures for the \$6.5 million bond issuance and interest earned as required by resolution. This is a tax-exempt issuance.

The Series 2012A Debt Service Fund reports all principal and interest expenditures for the \$6.65 million Qualified Energy Conservation Bonds issuance (QECB) and interest earned as required by resolution. The QECBs allow a Federal reimbursement for 70% of the Qualified Tax Credit Rate of the interest paid.

The Series 2013B Debt Service Fund reports all principal and interest expenditures for the \$1.3 million QECB issuance and interest earned as required by resolution. The QECBs allow a Federal reimbursement for 70% of the Qualified Tax Credit Rate of the interest paid.

The Series 2019 Debt Service Fund reports all principal and interest expenditures for the \$24.545 million bond issuance and interest earned as required by resolution. This is a tax-exempt issuance.

Reserve Fund reports all activity related to the required reserves for the Series 2009, Series 2012, Series 2013 Bonds, and Series 2019 Bonds and interest earned as required by resolution.

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

Meeting Date:	October 8, 2020
Subject:	Glenwood Springs Maintenance Facility (GMF) Project Overview
Strategic Outcome:	1.0 Safe Customers, Workforce and General Public; 2.0 Accessibility and Mobility; 7.0 High Performing Organization
Strategic Objective:	1.3 Maintain and promote a healthy and safe workforce 2.7 Provide convenient connections to key activity centers in service area 7.1 Optimize the use of RFTA assets through capital improvement planning, preventative maintenance and asset management.
Presented By:	Kurt Ravenschlag, RFTA Chief Operating Officer Nicholas Senn, Senior Construction Manager Mike Hermes, Director, Facility and Trails Michael Yang, Chief Financial and Administrative Officer
Staff Recommends:	Staff recommends the Board provide any questions or feedback regarding the overview of the Glenwood Springs Maintenance Facility.
Executive Summary:	<p>The RFTA Glenwood Springs Maintenance Facility (GMF) expansion has been RFTA's number one priority to allow RFTA to safely and reliably provide existing service levels and to be able to serve our member jurisdiction's future growth. The GMF expansion project was included within the list of capital projects and service enhancements approved by voters in RFTA Destination 2040.</p> <p>The GMF expansion project will renovate and expand its current maintenance facility into a new, centrally located operations, maintenance and administrative center. The GMF expansion will address RFTA's current operational deficiencies and accommodate forecasted growth in population, employment, and ridership demand in RFTA's 3-county service area. The GMF expansion will provide sufficient bus storage, operations, maintenance and administrative capacity and capability to support RFTA's long-term vision of creating greater community connectivity within our region.</p>
Background/ Discussion:	<p>RFTA's Glenwood Springs Maintenance Facility (GMF) was constructed in 2002 and designed as a satellite facility to store and maintain 34 buses with a small footprint and a minimum number of support staff. Ridership has grown by 60% since 2002, and, according to RFTA's ridership forecasting tools and travel patterns studies, it is estimated to increase by at least 25% over the next 20 years, under the most conservative scenarios.</p> <p>Today, RFTA operates approximately 44 buses from the facility on a regular basis, exceeding the facility's capacity by 30%. To meet peak morning commute demands over the next 20 years, as many as 20 buses will need to be deadheaded 45 miles each way from RFTA's Aspen Maintenance Facility (AMF), if storage, maintenance and operations capacity at the GMF is not increased.</p> <p>Because buses are parked outside during the winter, they must be idled in the early morning hours, an average of about three hours, to ensure that they are operating properly and that Bus Operators and passengers will be warm and comfortable. This idling decreases the efficiency of fuel utilization and contributes to wear and tear of the buses. With the introduction of Battery Electric Buses and Fuel Cell Electric Buses to the RFTA fleet, a climate controlled environment is required to maintain optimum battery storage capacity and efficiency.</p> <p>Further, maintenance is becoming increasingly challenging because buses have become</p>

more sophisticated and complex. In 2002, when the GMF was placed into service, most buses were traditional diesels purchased in the previous decade. Today, RFTA operates modern clean diesel, diesel-electric hybrids, CNG-powered vehicles and BEBs, with a wide array of complicated Intelligent Transportation System (ITS) technology, such as automated fareboxes, AVL/CAD and video surveillance systems. This year, RFTA began working with the State of Colorado to develop the fueling and maintenance capabilities to introduce hydrogen-powered Fuel Cell Electric Buses (FCEBs). When constructed, the GMF was not envisioned to operate and maintain such a wide variety of sophisticated and maintenance-intensive equipment.

The GMF expansion has been planned to occur over 10 phases of construction. Phase 1 has been completed and included lowering and grading of site and providing a temporary bus parking lot to accommodate future phases of construction.

Phase 2, includes grading, excavation, fleet maintenance building renovation & expansion and purchase of Glenwood Springs Municipal Operations Center. Phase 2 is scheduled for construction pending Board appropriations in October 2020.

Phases 3 and 7, includes site grading and excavation, expanded operations center, new 30-Bus Storage Building, pre & post-trip bus inspection facilities, parts and equipment warehouse, multi-fuel fueling and bus wash facility. Phases 3 and 7 are scheduled to begin construction October 2021 pending Board appropriations.

Phases 4 and 5, includes grading, paving, demolition, retaining walls, additional 30-bus storage building. Phases 4 and 5 are scheduled to begin construction October 2021 pending Board appropriations.

Phases 6, 8-10 include facilities for administrative and housing expansion. The Destination 2040 Plan includes \$10 million for the replacement of employee housing and Carbondale office space. However, it has not yet been determined whether this will occur at the Carbondale Maintenance Facility site, the GMF, or some other location.

Table 1: Current Funding of GMF Expansion

	Phase 1 Pre D2040	Phase 2		Phase 3&7 Design Build		Phase 4&5 Design Build		Phases 6, 8-10		Total	
Local	Complete	\$7,627,701	83%	\$13,024,000	47%	\$5,575,000	30%	Unfunded	0%	\$26,22,6701	48%
Grants	Complete	\$1,581,460	17%	\$14,451,000	53%	\$13,000,000	70%	Unfunded	0%	\$29,032,460	52%
Total	Complete	\$9,209,161	100%	\$27,475,000	100%	\$18,575,000	100%	Unfunded	0%	\$55,259,161	100%

RFTA has received \$29 million in grant funding from various State and Federal grant funding programs. These grants require a local match commitment of \$26 million, which is \$11 million over the constrained RFTA contribution to the GMF Expansion within the Destination 2040 funding. Staff believes this funding gap can be bridged through project savings in other Destination 2040 projects, higher % of grant awards for other Destination 2040 projects that have reduced local contributions, reprioritization of RFTA capital projects and additional grant funding.

Governance Policy: Board Job Products Governance Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget Policy).”

Fiscal Implications: Current RFTA local match commitments to GMF expansion of phases 2, 3, 4, 5 and 7 are \$26 million.

Attachments: Yes, please see GMF Expansion Overview_Final.pdf,” included in the October 2020 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

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

Meeting Date:	October 8, 2020
Subject:	Update: Mobility Options for a Vibrant Economy (MOVE) Study Update
Strategic Outcome:	2: ACCESSIBILITY AND MOBILITY
Strategic Objective:	2.2 Trail and transit users move safely, quickly and efficiently
Presented By:	David Johnson, Director of Planning
Staff Recommends:	Staff invites questions and comments from the Board. Board action is not required.
Executive Summary:	<p>RFTA and the City of Glenwood Springs have co-funded and implemented the MOVE study to develop a long-term vision and program for transportation in and through the travel corridors of SH-82 (Grande Avenue), SH-6 (West Glenwood), I-70 and the RFTA Rio Grande Railroad Corridor. The purpose of the study is, in essence, to optimize the efficiency and utility of the transportation system within and through Glenwood Springs by advancing transportation options that align with the City's goals for mobility, land use, and other matters. Focus will be placed on the transportation, land use, environmental, economic and social needs of the City and the region.</p> <p>This study was initiated in December 2019 and is expected to be completed in 12 months. This update will summarize the results to date of the Evaluation of Alternatives, round 2 of public feedback, (August 20-September 11) and other analyses completed since the last update.</p>
Background/ Discussion:	<p>The Project Vision is: A community with safe, multimodal, and efficient connection options that makes Glenwood Springs a city of great vitality and quality of life.</p> <p>The Project Purpose is: To optimize the efficiency and utility of the transportation system within and through Glenwood Springs by developing, evaluating, and selecting transportation strategies and opportunities that align with the City's goals for mobility, land use, economic vitality, economic sustainability and quality of life.</p> <p>Projects needs have been refined into the following categories:</p> <ul style="list-style-type: none"> • Transit: Integrate and optimize the local and regional transit systems to make them more attractive, convenient, reliable, effective and efficient. • Parking: Recommendations for priority parking locations, facilities, phasing plans and policies for City-owned facilities and for RFTA's 27th Street BRT station; Improve parking management to minimize searching for parking. • Congestion: Improve traffic safety, circulation and operations particularly during the morning and afternoon peak periods and considering growth over the next 20 years. • Bicycle and Pedestrian: Improve pedestrian access throughout the Downtown area including connections with transit stations; Improve ADA access and SH 82 pedestrian crossings; Facilitate bicycling as a connection to transit.

Governance Policy:	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).
Fiscal Implications:	RFTA and the City have funded this study, which will cost about \$609,000. Approximately \$80,000 will be offset by an FTA Section 5309 planning grant.
Attachments:	Yes, please see “MOVE Presentation RFTA Board 10-08-2020.pdf,” included in the October 2020 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

**RFTA BOARD OF DIRECTORS MEETING
“DISCUSSION/DIRECTION” AGENDA SUMMARY ITEM. # 5. D.**

Meeting Date:	October 8, 2020
Subject:	RFTA Service Planning Issues Related to the Outbreak of Coronavirus (COVID-19)
Strategic Outcome:	RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, practices, and policies for managing risks and hazards.
Strategic Objective:	1.1 Customers are safe at RFTA facilities and riding RFTA services 1.3 Maintain and promote a healthy and safe workforce 1.4 The general public has a positive perception of the safety of RFTA services 1.5 Staff are well trained and safety focused
Presented By:	Dan Blankenship, CEO Paul Taddune, General Counsel Michael Yang, CFAO Kurt Ravenschlag, COO
Staff Recommends:	This is intended to be an FYI for the RFTA Board of Directors and an opportunity for the Board to provide any addition direction to staff.

Executive Summary:	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 Friday, October, RFTA’s Attendance Record reflected three COVID-19 related absences, as follows:																																																																						
	<table border="1"> <thead> <tr> <th colspan="14">RFTA COVID-19 Attendance Summary by Category</th> </tr> <tr> <th>Date:</th> <td colspan="13">10/2/2020</td> </tr> <tr> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> <th>K</th> <th>L</th> <th>M</th> <th>N</th> </tr> <tr> <th>Employee</th> <th>Department</th> <th>Estimated Date of Return to Work</th> <th>Notes or Comments</th> <th>Symptoms Positive COVID Test Isolating</th> <th>Symptoms Pending COVID Test Results Quarantining</th> <th>Symptoms Not Tested Quarantining</th> <th>Possibly Exposed No Symptoms Quarantining</th> <th>Subtotal EE’s Out COVID Related</th> <th>Symptoms Tested Negative Quarantining</th> <th>High Risk Category Quarantining</th> <th>Other than COVID-19</th> <th>Total Employees Out</th> <th>% of Total 320 EE’s Out</th> </tr> </thead> <tbody> <tr> <td>Totals</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>0</td> <td>1</td> <td>1</td> <td>1</td> <td>3</td> <td>1</td> <td>8</td> <td>8</td> <td>20</td> <td>6%</td> </tr> </tbody> </table>	RFTA COVID-19 Attendance Summary by Category														Date:	10/2/2020													A	B	C	D	E	F	G	H	I	J	K	L	M	N	Employee	Department	Estimated Date of Return to Work	Notes or Comments	Symptoms Positive COVID Test Isolating	Symptoms Pending COVID Test Results Quarantining	Symptoms Not Tested Quarantining	Possibly Exposed No Symptoms Quarantining	Subtotal EE’s Out COVID Related	Symptoms Tested Negative Quarantining	High Risk Category Quarantining	Other than COVID-19	Total Employees Out	% of Total 320 EE’s Out	Totals	N/A	N/A	N/A	0	1	1	1	3	1	8	8	20	6%
	RFTA COVID-19 Attendance Summary by Category																																																																						
	Date:	10/2/2020																																																																					
	A	B	C	D	E	F	G	H	I	J	K	L	M	N																																																									
	Employee	Department	Estimated Date of Return to Work	Notes or Comments	Symptoms Positive COVID Test Isolating	Symptoms Pending COVID Test Results Quarantining	Symptoms Not Tested Quarantining	Possibly Exposed No Symptoms Quarantining	Subtotal EE’s Out COVID Related	Symptoms Tested Negative Quarantining	High Risk Category Quarantining	Other than COVID-19	Total Employees Out	% of Total 320 EE’s Out																																																									
	Totals	N/A	N/A	N/A	0	1	1	1	3	1	8	8	20	6%																																																									
	Note: Out of an abundance of caution, RFTA directs its employees to remain home if they are experiencing any possible symptoms of COVID-19. On March 23, 2020, RFTA had 38 employees out of work who were either experiencing COVID-19 like symptoms or who may have been exposed to someone else who was experiencing symptoms.																																																																						
	RFTA staff members are coordinating with Public Health officials from Pitkin County and Garfield County, as follows:																																																																						
Pitkin County: In the upper Roaring Fork Valley, a working group has been formed to plan for the winter season. The group includes representatives from Pitkin County Public Health, Pitkin County, the City of Aspen, the Town of Snowmass Village, Aspen																																																																							

Skiing Company and RFTA. Because public transit will play a major role in terms of transporting commuters and tourists during the Winter season, and passenger capacity due to social distancing is a significant constraint, RFTA has developed and is vetting with public health officials a policy that it believes will allow for greater seating capacity on RFTA buses. There is no change in the following bus capacity report, however, Pitkin County and other resort area officials are participating on a Resort Area work group, which includes officials from Colorado Department of Public Health and the Environment (CDPHE), to discuss a range of topic affecting various capacity levels, among which is public transportation capacities. Feedback from local Public Health Officials on RFTA's Updated COVID-19 Bus Capacity Policy has, so far, appears to be supportive; however, RFTA must wait until the conclusion of the Resort Area working group discussions to determine what the CDPHE's position on this issue will be. RFTA believes bus capacity decisions should be delegated to local transit agencies in consultation with local Public Health Officials.

Introduction

The purpose of this policy is to provide guidance to RFTA staff and to be communicated to the general public regarding COVID-19 safety policies related to the operation and use of the RFTA transit system. This policy update is based on research of other transit operators throughout the region and the nation. COVID-19 policies will be updated as conditions and new information becomes available to management.

Executive Summary

With the combination of enhanced disinfecting requirements as well as requirements for all persons operating or using the service to wear face coverings, RFTA has adopted an updated passenger capacity policy.

The activities and operational characteristics included in this policy update:

- One-way trips* with a scheduled duration less than or equal to 15 minutes will carry 75% seating capacity or less, depending on configuration. Maintain 6' between driver and passengers. Maintain distance allowed by seating layout between passengers:
 - 40' transit buses will carry 27 passengers
 - 35' transit buses will carry 24 passengers
 - Cutaway transit vans will carry 10 passengers
- One-way trips* with a scheduled duration greater than 15 minutes will carry 50% seating capacity or less, depending on configuration. Maintain 6' between driver and passengers. Maintain distance of 3' or more between passengers.
 - 45' over-the-road coaches will carry 24 passengers
 - 40' transit buses will carry 18 passengers
 - 35' transit buses will carry 16 passengers
 - Cutaway transit vans will carry 6 passengers
- Where possible, passenger traffic flow is one-directional with passengers boarding in the front and alighting in the rear,

- Buses deemed to be at capacity by the bus operator or operations management personnel will not allow passengers to enter the bus. Buses at capacity may not stop until passenger load has dropped below capacity,
- Face coverings and hand sanitizer available on all buses,
- Enhanced cleaning program including disinfecting of all buses after it has been in service,
- Enhanced cleaning program including disinfecting of all closed facilities where there are passenger interactions,
- Face-covering requirements at public facilities such as bus stops where social distancing is not practical,
- Provision of physical partitions or visual cues to maintain these distances,
- Clear signage with instructions in English and Spanish,
- Physical partitions installed between drivers and passengers.

*For purposes of this policy, “one-way trip” refers to a departure from a start-of-line to either the end-of-line if bi-directional service, or a turn-around point for loop or inbound/outbound routes. **Sub-15 minute routes include:**

- Hunter Creek
- Cemetery Lane
- Crosstown Shuttle
- Galena Street Shuttle
- Mountain Valley (non-interlined)
- Burlingame (non-interlined)
- Buttermilk Ski
- Highlands Ski
- Highlands Direct
- V61 (BCPR<->SM Mall/BV)
- V62 (BCPR<->SM Mall/BV)

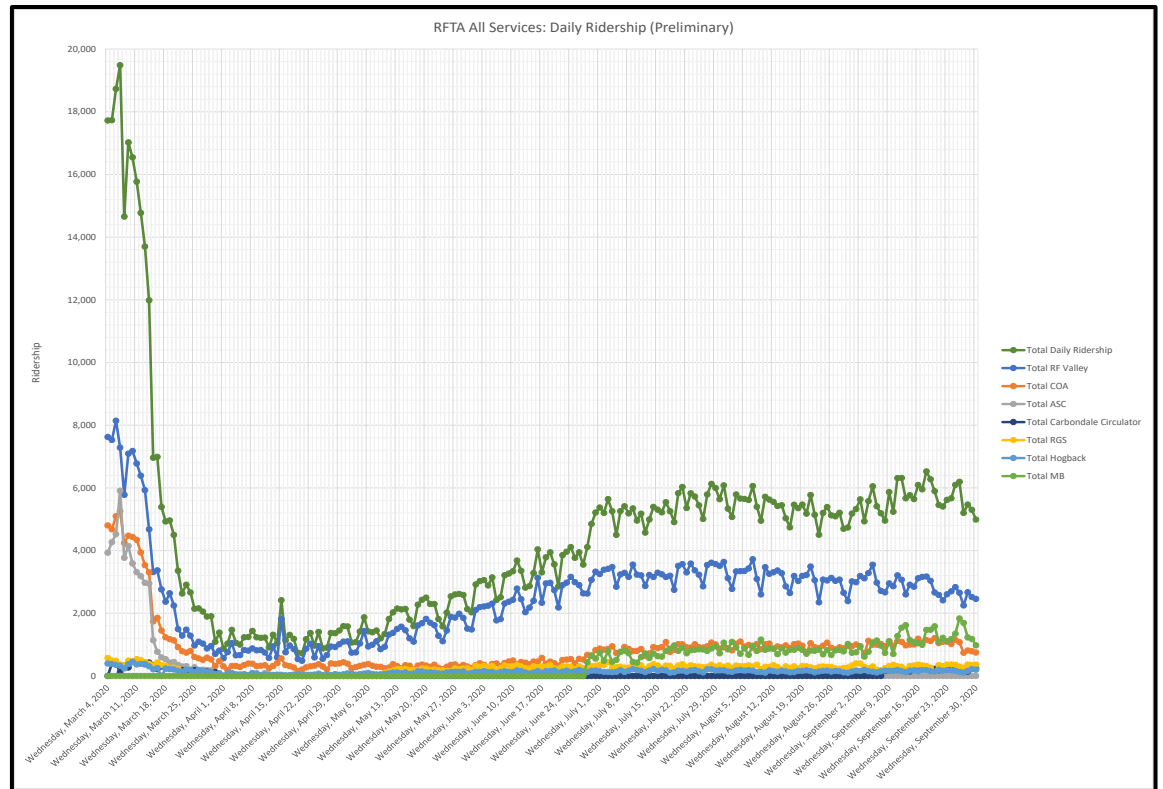
Garfield County: Based on recent conversations, RFTA will notify Garfield County Public Health officials whenever it has 2 or more employees in a two-week period who are experiencing COVID-19-like symptoms or who have possibly been exposed to someone who is. Garfield County Public Health officials will assist with contact tracing and monitoring the status of these employees, as well as recommending any actions that RFTA should take to safeguard its workforce.

3. **Current RFTA Service Level:** RFTA’s Fall service plan represents approximately a 50% increase in the number of daily bus trips compared to Phase 5. As reflected in the chart below, the only difference in service levels is that 62 Carbondale Circulator trips were added each day.

RFTA Trip Comparison by Service Level					
	A	B	C	D	E
		Phase 5 # Trips	Fall # Trips	# Variance Fall to Phase 5	% Variance Fall to Phase 5
	Services Provided by RFTA				
1	Valley Local	75	75	-	
2	BRT	106	106	-	
3	Carbondale Circulator	0	62	62	
4	Hogback I-70 Corridor	20	20	-	
5	Brush Creek to Snowmass	36	36	-	
6	Subtotal RFTA Regional Services	237	299	62	26%
7	Ride Glenwood	22	22	-	
8	City of Aspen	206	206	-	
9	Total Scheduled Trips	465	527	62	13%

4. **Phase 5 Ridership is Flattening:** As the chart below indicates, from September 7 through Wednesday, September 30, Fall average daily Hwy 82/TOSV/BRT & Local Service ridership has by approximately 13% compared to the average daily ridership for Phase 5. Fall season Hogback commuter bus service has increased by 6%, City of Aspen ridership has increased by 12%, and the Ride Glenwood service has increased by 2% during this period. The line graph beneath the chart below indicates regional ridership is on a downward trend, which is consistent with previous off seasons (see blue line).

RFTA Average Daily Ridership Comparison Fall to Phase 5					
	A	B	C	D	E
	Route	Phase 5	Fall	# Vari	% Vari
1	RF Valley/BRT/Local/TOSV	3,188	2,779	(409)	-13%
2	Hogback	157	166	9	6%
3	Carbondale Circulator	-	208	208	N/A
4	City of Aspen	912	1,022	110	12%
5	Ride Glenwood	300	306	6	2%
6	Total	4,557	4,481	(76)	-2%



5. **RFTA Regional Backup Bus Utilization Report:** RFTA's Fall service plan was initiated on Monday, September 7. As was reflected in the chart above in number 1, average daily Roaring Fork Valley ridership has decreased by 13% compared with Phase 5. However, the average number of bus trips each day that must be backed up to keep passenger loads from exceeding 15, is now slightly higher than the average daily number from Phase 5 (see Line 4 on the chart below). RFTA has approximately the same backup bus capability as it had in Phase 5. Fortunately, fewer passengers are being left at bus stops (approximately 67% less frequently in the Fall than they were during Phase 5 (see Lines 8 and 9 on the chart below).

RFTA Regional Backup Bus Utilization Report - 10/01/20					
	A	B	C	D	E
	Category	Phase 5	Fall	# Increase P5 - P4	% Increase P5 - P4
1	Total daily trips	237	299	62	26%
2	Trips with 10-15 passengers	46	50	4	9%
3	Percent trips with 10-15 passengers	20%	21%	1%	5%
4	Number of trips needing backup buses	43	47	4	9%
5	Percent trips needing backup buses	18%	19%	1%	6%
6	Trips with more than 15 passengers	0.23	0.20	0.10	-13%
7	Percent trips with more than 15	0.10%	0.01%	-0.09%	-92%
8	Times passengers left behind	3	1	(2)	-67%
9	# of Passengers left behind	7	4	(3)	-43%
*Note: Show-ups used to fill open work, resulting in fewer backup buses available. Two groups of passengers (46) left behind in Aspen and Snowmass on Saturday, 9/26/2020.					

6. **Fall Staffing Levels:** On September 7, RFTA transitioned into its Fall service Plan. It is estimated that RFTA is approximately 15 Bus Operators short of the ideal number of 169 (Column C, Lines 6 and 7 on the chart below), which would provide a 125% readiness ratio and a comfortable cushion to allow for Bus Operator vacations, illnesses, and other absences. However, RFTA has approximately 154 Bus Operators available, which is sufficient for a 114% readiness ratio. This number should be adequate, barring any unforeseen circumstances that would reduce staffing levels below 114%, in which case RFTA would need to fill available shifts by paying overtime.

RFTA Fall and Winter Bus Operator Staffing Plan (as of 10/8/20)				
	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	155
2	Estimated Seasonal and Part-Time Bus Operators on Staff	7	5	10
3	Total FTE's, Seasonal and Part-Time Bus Operators on Staff	162	158	165
4	Estimated number of Bus Operators Unavailable due to COVID/Other	-6	-4	-1
5	Total Estimated Bus Operators Available To Work	156	154	164
6	Total Estimated Active Bus Operators Required for Scheduling per Week for 125%	166	169	238
7	Estimated Excess/(Shortfall) of Bus Operators Available per Week for 125%**	-10	-15	-74
8	Total Estimated Active Bus Operators Required for Scheduling per Week for 114%	151	154	217
9	Estimated Excess/(Shortfall) of Bus Operators Available per Week for 114%**	5	0	-53

Winter Season Service Plan and Staffing Needs: The winter season service plan is still being refined. Column D, Line 6, in the chart above indicates, based on the preliminary winter season service plan, that RFTA will need 238 bus operators in order to have a 125% readiness ratio, and 217 Bus Operators to have a 114% readiness ratio (Column D, Line 8). Although possible, RFTA faces a daunting challenge to recruit and train approximately 53 additional Bus Operators required for the winter season plan (Column D, Line 9). RFTA did not receive any proposals from 3rd-party contractors to supply commercial Bus Operators, so it must recruit and train the Bus Operators required itself. RFTA did receive a proposal from a 3rd party contractor to supply skilled mechanics, which is currently being evaluated.

7. **Bus Availability:** RFTA is moving forward with the installation of manufactured Plexiglas barriers for driver compartments of all of its buses. Barriers have already been installed in all of its vans. The estimated cost for this equipment is approximately \$320,000, and that amount was included in Supplemental Budget Resolution 2020-20, approved at the September 10 RFTA Board meeting. At this time, staff believes it should have an adequate number of buses available for the winter season to provide the planned levels of service.
8. **Resumption of Fare Collection:** Since fare collection resumed on August 1st, most passengers now understand that no cash is being accepted on buses and they are purchasing fare media. In this regard, things are going relatively smoothly. Staff is currently developing the seasonal zone pass program for the coming winter season. Zone passes, which typically cover the period from December 1, through May 31, will go on sale in November.

9. **Schedule Information:** The RFTA Fall Season schedules will be in effect as of Monday, September 7, 2020:

Fall Schedules:

[VELOCIRFTA BRT SCHEDULE](#) (SERVICES 7 DAYS A WEEK)

[ROARING FORK LOCAL VALLEY AND HOGBACK SCHEDULE](#) (SERVICES 7 DAYS A WEEK)

[CARBONDALE CIRCULATOR](#) (SERVICES 7 DAYS A WEEK)

[SNOWMASS VILLAGE TO/FROM BRUSH CREEK PARK & RIDE](#) (SERVICES 7 DAYS A WEEK)

FALL SERVICES SCHEDULE HIGHLIGHTS:

- VelociRFTA BRT, Local Valley and Hogback services will remain the same operating services 7 days a week
- Carbondale Circulator will be back in operation serving downtown Carbondale 7 days week
- City of Aspen bus routes will remain on its current schedule until September 27th operating from 6:20 a.m. – 12:00 a.m.
- The Maroon Bells bus will run daily with reservation based service until October 18th
- Bike loading hours will be from 7:00 a.m. to 6:00 p.m. daily until October 27th. After October 27th bike loading times are 7:00 a.m. to 4:30 p.m.

COVID RESTRICTIONS STILL IN PLACE:

- COVER YOUR FACE: You MUST wear a mask, bandanna, buff or other face covering on all RFTA buses at all times. Children 2 years of age or younger are not required to wear a mask.
- KEEP YOUR SPACE: Please practice social distancing while at RFTA bus stops, stations and on buses. RFTA has posted seat signage to block off seats in all buses to enable social distancing while on the bus and will still adhere to the 15 passenger bus capacity limit. If the bus fills up, RFTA will do its best to get another bus to you as soon as possible.
- DO NOT RIDE IF YOU'RE SICK: For the safety of other passengers and your bus driver, please DO NOT USE RFTA SERVICES if you're experiencing respiratory illness (fever, cough, and shortness of breath).

10. For the latest schedule changes, the public should monitor RFTA's website: <https://www.rfta.com/fall/>

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 # 5. E.

Meeting Date:	October 8, 2020
Subject:	Maroon Bells’ Shuttle Service Update
Strategic Outcome:	Accessibility and Mobility: RFTA will provide accessible, effective and easy to use mobility options that connect our region for all user types.
Strategic Objective:	2.2 Trail and transit users move safely, quickly and efficiently. 2.7 Provide convenient connections to key activity centers in service area.
Presented By:	Dan Blankenship, CEO
Staff Recommends:	This is an update for the benefit of the RFTA Board of Directors.

1. At the September 10, 2020 RFTA Board meeting, staff advised the RFTA Board that the 3rd revision of the Maroon Bells Shuttle service plan was significantly higher than previous estimates made with less actual operating data, as indicated by the revised forecasts shown in the chart below:

		Maroon Bells Shuttle Revenue and Cost Estimate							
		A	B	C	D	E	F	G	
#	Description	Original Budget	Revised Service Plan (1)	Revised Service Plan (2) (July)	Forecasted Service Plan (2) (September)	Revised Service Plan (3) (September)	# Variance Revised Plan (3) to Forecasted Plan (2)	% Variance Revised Plan (3) to Forecasted Plan (2)	
1	Year	2020 (Budget)	2020 (Est.)	2020 (Est.)	2020 (Est.)	2020 (Est.)	2020 (Est.)	2020 (Est.)	
2	Passengers (1)	245,110	78,652	99,470	101,477	114,299	12,821	13%	
3	Miles	80,358	57,948	71,516	86,097	96,540	10,443	12%	
4	Hours	6,673	4,664	5,512	6,130	6,871	741	12%	
5	Total Marginal Cost	\$ 413,711	\$ 292,138	\$ 350,803	\$ 402,571	\$ 451,291	\$ 48,720	12%	
6	Allocated Fixed Cost	\$ 326,948	\$ 228,536	\$ 270,088	\$ 300,343	\$ 336,638	\$ 36,295	12%	
7	Subtotal Operating Cost	\$ 740,659	\$ 520,674	\$ 620,891	\$ 702,914	\$ 787,929	\$ 85,015	12%	
8	Allocated Training & Other Costs	\$ 55,483	\$ 38,758	\$ 45,806	\$ 49,101	\$ 55,035	\$ 5,934	12%	
9	Total Operating Cost	\$ 796,142	\$ 559,432	\$ 666,697	\$ 752,015	\$ 842,963	\$ 90,949	12%	
10	RFTA Fare Revenue (net)	\$ 697,800	\$ 497,474	\$ 579,415	\$ 591,105	\$ 665,790	\$ 74,684	13%	
11	Surplus/(Subsidy)	(\$98,342)	(\$61,958)	(\$87,282)	(\$160,909)	(\$177,174)	(\$16,265)	10%	
12	Percent Subsidy	12%	11%	13%	21%	21%	-0.38%	-2%	

Executive Summary:

2. The latest Chart on the page below, incorporates additional actual revenue and expenditure data that has come available since the last RFTA Board meeting on September 10. Based on updated data, the latest cost estimate indicates that the cost of the service may increase to \$865,225 (Part B, Column I, Line 2 on the chart below), or approximately \$22,000 over the September 10 estimate of \$842,963 (Column E, Line 9, above). However, due to higher than forecasted actual ticket sales through September 30, the estimated subsidy compared to the September 10 estimate has decreased from \$177,174 (Column E, Line 11 above) to \$174,615, (Part B, Column I, Line 3, on the chart below), or by \$2,559.

3. It should be noted, however, that many variables between now and October 18, when the shuttle service ends, could affect the final cost of the service; including post audit adjustments that could raise or lower the cost factors used to estimate the final fully allocated cost of the service.

Maroon Bells Actual and Estimated Ticket Sales, Revenue, Costs, and Subsidy Report											
Part A: Actual and Average Maroon Bells Shuttle Ticket Sales Season-to-Date											
	A	B	C	D	E	F	G	H	I	J	
	Date	Reservations	Standbys On	Total Tickets Sold	No Shows	Riders	Maximum Capacity	Riders +/- Max	% Riders of Maximum Capacity	Tickets Sold +/- of Maxim Capacity	% Tickets Sold of Maxim Capacity
1	Total	43,798	6,281	49,837	(5,401)	44,678	43,617	1,061	102%	6,220	114%
2	Average Per Day	461	66	525	(57)	470	459	11	102%	65	114%
Part B: Estimated Revenue/Costs/Subsidy for Extended Season (as of September 30,										Number Days	95
	A	B	C	D	E	F	G	H	I		
	Average Tickets Sold Per Day Season-to-Date	Number of Days Maroon Bells Season	Estimated Number of Tickets Sold Per Season	Tickets from Xtra Weekend Service	Total Estimated Tickets Sold	Est. Ticket Revenue Ticket Price = \$15.95	Less USFS Fee = \$0.65	Less H20 Ventures Fee = \$3.65	Net RFTA Revenue		
1	525	113	59,280		59,280	945,512.81	(38,532)	(216,371.27)	\$ 690,610		
2	Estimated RFTA Cost	N/A	N/A			N/A	N/A	N/A	\$ (865,225)		
3	Estimated Subsidy	N/A	N/A			N/A	N/A	N/A	\$ (174,615)		
4	Percent Subsidy/Cost	N/A	N/A			N/A	N/A	N/A	20%		

Governance Policy:

The Board Financial Condition and Activities policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”

Fiscal Implications:

In 2020, the Maroon Bells’ bus service had an original budget of \$796,000, \$697,000 of budgeted fare revenue (net of the Forest Service fee) and an estimated subsidy of \$99,000. The budget, however, did not include the cost of the reservation system, which originally was planned to be implemented in September 2020.

The current estimated cost of the Maroon Bells Shuttle for the 113-day season is \$865,225. If ticket sales continue to follow the current trend, net ticket revenue to RFTA at the end of the season would be approximately \$690,610, and the subsidy for the service would be approximately \$174,615 or 20%.

The currently forecasted subsidy for the service is greater than originally budgeted, and not operating the Maroon Bells’ shuttle service this year would have resulted in reduced marginal costs for RFTA. However, fixed costs would have been reallocated to other RFTA services and service contracting partners, raising costs for other services.

In addition to experience gained by operating with a reservation system this year, under COVID-19 conditions, RFTA estimates that fares from the shuttle will cover all of the marginal costs of the service and a significant portion of the fixed and allocated training costs.

Attachments:

None.

RFTA BOARD OF DIRECTORS
“CONSENT” AGENDA SUMMARY ITEM # 6. A.

Meeting Date:	October 8, 2020
Agenda Item:	Resolution 2020-21: Authorization to Submit Grant Application for CDOT’s Consolidated Call for Capital Projects (CCCP) Program.
Policy #:	2.8.11 Board Awareness & Support
Strategic Goal:	Maintenance: The fleet will be maintained and replaced in a financially sustainable manner
Presented By:	David Johnson, Director of Planning
Recommendation:	Approve Resolution 2020-21
Core Issues:	<p>Each year, the Colorado Department of Transportation (CDOT) invites transit agencies to submit grant requests for nearly all grant programs that CDOT administers. For Fiscal Year 2021, transit funds administered by CDOT through the CCCP process will be heavily weighted toward Administrative and Operating (A&O) expenses. FTA and CDOT have 70% less grant funding available this year than last year.</p> <p>CDOT conducted a survey of transit agencies in July 2020 to gauge financial impacts of COVID for years 2020 and 2021. While transit agencies commented that the severity and duration of COVID-19 impacts on transit service are difficult to predict, 85% of agencies expected 2021 to be the same or worse than 2020. In 2020, \$30 Million of CARES Act funds were passed through to Rural Colorado agencies, and RFTA received \$8.5 million. If 2021 is similar, rural transit agencies will need another \$30 Million to maintain service at or near pre-COVID levels.</p> <p>RFTA Staff is preparing a CCCP application to replace 10 aging diesel buses and one Traveler vehicle. A resolution of the RFTA Board of Directors supporting the application is a requirement.</p> <p>Please approve Resolution 2020-21, below.</p>
Policy Implications:	RFTA Board Governing Policy 2.8.11 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:	IF RFTA receives funding from this consolidated grant program according to the scopes and amounts and matching ratios estimated herein, RFTA will need to provide up to \$2.3 million in local matching funds.
Attachments:	Yes, please see Resolution 2020-21, attached below.

Director _____ moved to adopt the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2020-21**

**RESOLUTION SUPPORTING THE GRANT APPLICATION FOR A GRANT FROM THE COLORADO
DEPARTMENT OF TRANSPORTATION (CDOT) YEAR 2021 CONSOLIDATED CALL FOR CAPITAL
PROJECTS PROGRAM FOR VEHICLE AND FACILITY CAPITAL PROJECTS**

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

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

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

WHEREAS, the Roaring Fork Transportation Authority (RFTA) is a political subdivision of the State of Colorado, and therefore an eligible applicant for a grant awarded by CDOT through its Year 2019 Consolidated Call for Capital Projects program; and

WHEREAS, RFTA will submit a Grant Application for bus replacements, requesting a minimum total award of **\$6 million**.

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

1. The above recitals are hereby incorporated as findings by the RFTA Board of Directors.
2. The RFTA Board of Directors strongly supports the Grant Application submitted by RFTA and has appropriated matching funds for a grant with the FTA or CDOT.
3. If the grant is awarded, the RFTA Board of Directors strongly supports the completion of the projects.
4. The Board of Directors of RFTA authorizes the expenditure of funds necessary to meet the terms and obligations of any grant awarded pursuant to a Grant Agreement with the FTA or CDOT.
5. The buses will be owned by RFTA and will be registered to and operated by RFTA for the next 12-15 years. The RFTA Board of Directors will continue to maintain the buses in a high quality condition and will appropriate funds for maintenance annually.
6. If a grant is awarded, the RFTA Board of Directors hereby authorizes the CEO to sign a Grant Agreement with the FTA or CDOT.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 8th day of October 2020.

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

By: _____

Art Riddile, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on October 8, 2020 (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 8th day of October 2020

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

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

Meeting Date:	October 8, 2020
Agenda Item:	Resolution 2020-22: 2020 Supplemental Budget Appropriation
Strategic Outcome:	Financial Sustainability
Strategic Objective:	4.1 Ensure accurate budget and accounting
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance
Recommendation:	Adopt Supplemental Budget Appropriation Resolution 2020-22
Core Issues:	<p>As part of on-going review, staff has identified the items described below requiring budget adjustments based on current projections and additional appropriations.</p> <p><u>General Fund:</u></p> <ol style="list-style-type: none"> 1. Sales tax revenues – Since mid-March, the impacts of the COVID-19 pandemic upon the economy has caused sales and use tax collections to vary among each of RFTA’s member jurisdictions. Year-to-date July collections are down approximately 6% from prior year actuals and flat compared to budget. Based on current conservative projections, staff anticipates to end the year down approximately 10% from prior year actuals and down 5% compared to budget. Staff requests the following amendment to the revenue estimates: <ol style="list-style-type: none"> a. \$1,274,000 decrease in Sales Tax Revenue 2. Fare revenues: The COVID-19 pandemic had adversely affected demand and bus capacity. As a result, RFTA’s ridership and fare revenue significantly decreased due to the pandemic. Year-to-date August collections are down approximately 59% from the prior year and down 60% compared to budget. Current projections based on existing bus capacity constraints reflect a 59% decrease in regional fare collections compared to the prior year actuals or a 61% decrease compared to budget. Staff requests the following amendment to the revenue estimates: <ol style="list-style-type: none"> a. \$2,915,000 decrease in Fare Revenue 3. Grant Revenue – In 2020, RFTA received \$5.2 million in the first apportionment of the Coronavirus Aid, Relief, and Economic Security (CARES) Act funds and prior to year-end will receive an additional \$3.3 million in the second apportionment. CARES Act funds are intended to help fill anticipated revenue shortfalls due to the COVID-19 pandemic and help RFTA implement its COVID-19 Emergency Response Plan intended to protect the public, protect its workforce, and support the continuity of operations. Based on current projections, staff anticipates to submit for full reimbursement on allowable costs through June expenditures. Staff requests the following amendment to the revenue estimates: <ol style="list-style-type: none"> a. \$8,584,902 increase in Grant Revenue

4. Other income – The economic fallout due to the COVID-19 pandemic has led to lower interest rates which has reduced staff's projected interest income in the current year. Staff requests the following amendment to the revenue estimates.

a. \$185,000 decrease in Other Income

5. Employee Housing: At the September 2020 Board Meeting, Supplemental Budget Resolution 2020-21 appropriated funds for additional employee housing for the upcoming winter season. This appropriation was needed to secure an additional 15 units at the **Marolt Ranch Seasonal Housing** and the lease covered a 6-month period starting on November 1, 2020 through the end of April 2021. The appropriation should have only included the portion of estimated revenues and expenditures related to the 2020 budget year, but instead inadvertently included the revenues and expenditures for the portion related to the 2021 budget years. As a result, staff is requesting to make a correction to remove the revenue and expenditures related to the 2021 budget year (the estimated revenue and expenditures has been incorporated into the 2021 draft budget) and also add \$2,250 for parking at the Marolt Ranch Seasonal Housing for November and December 2020.

a. \$49,400 decrease in Other Income

b. \$72,750 decrease in Transit

6. 27th Street BRT Park and Ride Expansion (Destination 2040) – The 27th Street BRT Park and Ride Expansion Project in Glenwood Springs is included in the Destination 2040 Plan. The success of the RFTA BRT system has overwhelmed the parking capacity at the existing park and ride. The existing 54-car parking facility is commonly filled to capacity each morning by 7am, forcing transit users to begin parking on the side streets in the area. As all the property in the area has been developed, increasing the parking supply at this station will require the acquisition of a nearby parcel. Staff is requesting budget in the amount of \$50,000 for professional services to support the property acquisition efforts.

a. \$50,000 increase in Capital Outlay

7. Glenwood Maintenance Facility (GMF) Expansion Project (Phase 2; Destination 2040) – The initial cost estimate for this project was budgeted for in 2019 for \$4.26 million. However, the estimate excluded the foundational work, which increased the estimate significantly. Construction bids were recently received and additional funding needed for this project is \$4,999,161. Staff has identified \$464,500 of budget savings from two other projects to repurpose for the GMF Phase 2 project and help reduce the amount of additional funding needed: (1) \$364,500 of savings from the Glenwood Springs MOC demolition costs; and (2) \$100,000 of savings from the Blake Street Improvement Project which is not anticipated to move forward. Staff anticipates these costs to be reimbursable with proceeds from a future bond issuance anticipated in 2021.

a. \$4,534,661 increase in Capital Outlay

GMF Expansion - Phase 2		A	B	C
		Initial Project	October	Updated Project
Description		Budget	Reso 2020-20	Cost Estimate
1	Capital Outlay	\$ 4,260,000	\$ 4,999,161	\$ 9,259,161
2	Grant Revenue	\$ 1,581,460	\$ -	\$ 1,581,460
3	RFTA Share	\$ 2,678,540	\$ 4,999,161	\$ 7,677,701
4	Total Funding	\$ 4,260,000	\$ 4,999,161	\$ 9,259,161

8. Glenwood Maintenance Facility (GMF) Expansion Project (Phases 3, 4, 5 & 7; Destination 2040) – As part of the Glenwood Maintenance Facility (GMF) expansion project, professional services are needed for the procurement of the Design-Build team for the RFTA Regional Transit Center Phases 3, 4, 5, & 7 - Bus Storage, Operations Center, and Fuel Lane project. These services include, and are not limited to, Project Management, Review of RFTA’s Site Master Plan, Affirmation of RFTA POR, Develop POR document for RTC Phases 3, 4, 5 & 7, and Technical Reviews. Staff anticipates these costs to be reimbursable with proceeds from a future bond issuance anticipated in 2021.

a. \$344,008 increase in Capital Outlay

9. 20/21 Winter Season Staffing – In preparation for the upcoming 20/21 winter season, the Vehicle Maintenance Department identified additional staffing needs to maintain the higher number of daily buses needed to support the operating plan and the disinfecting of buses as part of RFTA’s COVID-19 Emergency Response Plan. Staff requests the addition of the following positions: two (2) Full-Time Transit Service Technicians, four (4) Seasonal Non-CDL Bus Cleaners, and two (2) Seasonal Transit Service Technicians from a third party service provider. Staff requests the following appropriations:

a. \$101,100 increase in Transit

Policy Implications:

Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”

Fiscal Implications:

Net increase (decrease) to 2020 fund balance by fund:

General Fund	\$ (561,117)
Total	\$ (561,117)

Attachments:

Yes, please see Resolution 2020-22 attached below.

Director _____ moved adoption of the following Resolution:

BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2020-22
2020 SUPPLEMENTAL BUDGET RESOLUTION

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

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

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

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

WHEREAS, upon due and proper notice, published in accordance with the state budget law, said supplemental budget was open for inspection by the public at a designated place, a public hearing was held on October 8, 2020 and interested taxpayers were given an opportunity to file or register any objections to said supplemental budget.

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

General Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Sales tax	\$(1,274,000)	Reduction based on projection
Fares	(2,915,000)	Reduction based on projection
Grants	8,584,902	Coronavirus Aid, Relief, and Economic Security (CARES) Act Grant Funds
Other income	(185,000)	Reduction to interest income based on projection
Other income	(49,400)	Correction to Marolt Seasonal Housing Revenue
Total Revenue & OFS	\$4,395,902	

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$25,626,649	\$(1,274,000)	\$24,352,649
Property tax	10,996,000	-	10,996,000
Grants	11,444,072	8,584,902	20,028,974
Fares	5,470,200	(2,915,000)	2,555,200
Other govt contributions	1,851,136	-	1,851,136
Other income	977,850	-	977,850
Other financing sources	3,302,454	-	3,302,454
Total	\$59,668,361	\$4,395,902	\$64,064,263

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Capital	\$50,000	Professional Services - 27th Street PNR expansion
Capital	344,008	Professional Services for procurement of Design-Build for GMF expansion project – Phases 3, 4, 5 & 7
Capital	4,999,161	True –up construction costs for GMF expansion project - Phase 2 project
Capital	(364,500)	Repurpose savings from GMOC Demolition Costs
Capital	(100,000)	Repurpose savings from Blake Street Improvements
Transit	33,000	Third Party Services - 2 Seasonal Transit Service Technicians
Transit	24,200	Staffing costs for 2 new full-time Transit Service Technicians
Transit	43,900	Staffing costs for 4 new Seasonal Non-CDL Bus Cleaners
Transit	(72,750)	Correct Marolt Employee Housing Expenditures
Total Expenditures & OFU	\$4,957,019	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$1,092,661	-	\$1,092,661
Transit	29,092,066	\$ 28,350	29,120,416
Trails & Corridor Mgmt	612,133	-	612,133
Capital	24,510,918	4,928,669	29,439,587
Debt service	1,527,623	-	1,527,623
Other financing uses	3,179,564	-	3,179,564
Total	\$60,014,965	\$ 4,957,019	\$ 64,971,984

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

Revenues and other financing sources	\$4,395,902
Less Expenditures and other financing uses	(4,957,019)
Net increase (decrease) in fund balance	\$ (561,117)

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			\$ 34,430,736*
2019-28 & 2019-29	\$ 34,430,736	\$ 6,639,095	41,069,831
2020-03	41,069,831	1,155,000	42,224,831
2020-07	42,224,831	(2,134,843)	40,089,988
2020-10	40,089,988	(280,000)	39,809,988
2020-12	39,809,988	(2,980,013)	36,829,975
2020-14	36,829,975	(130,000)	36,699,975
2020-15	36,699,975	(219,471)	36,480,504
2020-18	36,480,504	(1,084,250)	35,396,254
2020-21	35,396,254	(1,312,122)	34,084,132
2020-22	34,084,132	(561,117)	33,523,015
Total Net Change		\$ (907,721)	

* Audited

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

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

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 8th day of October 2020.

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

By: _____
Art Riddile, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on October 8, 2020 (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this ____ day of _____, 2020.

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

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: October 8, 2020

Chief Operating Officer September 2020 Update: Kurt Ravenschlag, COO

COO Update – October 2020

2020/2021 Winter Service Planning

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

RFTA 2040 Implementation Update

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

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

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

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

LOVA Trail (On Hold)

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

Trail Maintenance

Total Project: \$5,958,000	2020 Budget: \$375,000	% Complete: 80%
RFTA Share: \$5,958,000	RFTA Balance: \$5,283,000	Last Updated: October 2020
<ul style="list-style-type: none"> 2020 budget includes \$300,000 to go towards asphalt repair, fencing, rock scaling, shoulder improvements and culvert maintenance 		<p>Rio Grande Trail Maintenance Project; All planned maintenance work except scaling work has been completed. Scaling is scheduled to begin October 26th. Scaling will involve trail closures in durations not to exceed 30 minutes. More information about the timing of this work will be available the middle of October.</p> <p>Rio Grande Trail Crack Seal Project Work is scheduled to begin on the crack seal project beginning October 5th, with a duration of approximately one week. This will require moving detours while sealant is placed, no closures are planned.</p>
<ul style="list-style-type: none"> 2020 budget includes design work to improve Rosebud Trailhead, to include increased parking, vault toilets, lighting and sun shade. 		<ul style="list-style-type: none"> Design work is in Progress




Rio Grande Trail Pavement Repair



Rio Grande Trail Pavement Repair

Mid Valley Stop Improvements Including Windscreens

Total Project: \$1,603,172	2020 Budget: \$1,603,172	% Complete: 90%
RFTA Share: \$1,603,172	RFTA Balance: \$0	Last Updated: October 2020
<ul style="list-style-type: none"> 2020 Budget includes funding to construct improvements for the following bus stops to provide ADA accessibility, improved amenities, connectivity and comfort: <ul style="list-style-type: none"> Sagewood Lazy Glen Aspen Village Holland Hills Catherine Store CMC 2020 budget includes funding for installation of windscreens at select BRT Stations. 		<p>SH 82 Bus Stop Improvements; Work on this project is wrapping up with sidewalks being poured at Sagewood the week of Sept. 28 and the remaining drainage work completed. Bus shelters have arrived and will be erected the remainder of the week of Sept 28. Lights are being replaced in the Lazy Glen underpass Sept 30. All work is scheduled for completion by October 25th.</p> <p>Wind Screens; The steel structures have been galvanized. Steel and glass placement are scheduled to take place next week.</p>
		
<p>New Down Valley Bus Stop at Aspen Junction</p>		

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

Total Project: \$8,559,136	2020 Budget: \$0	% Complete: 10%
RFTA Share: \$4,279,500	RFTA Balance: \$4,229,500	Last Updated: October 2020
<ul style="list-style-type: none"> Public outreach through the MOVE Study to gather feedback on preferred alternative of below grade or above grade solutions. Begin Final Design of preferred grade separation alternative Grant pursuits to fully fund project 		<ul style="list-style-type: none"> RFTA negotiating with selected design team to finalize contract for services. City of Glenwood Springs City Council confirmed preference for an underpass RFTA has now secured \$4.2 million in CDOT grant funding for the 27th Street Grade Separation in addition to the \$4.2 million from RFTA Destination 2040. RFTA will seek remaining funding from City of Glenwood Springs and future grants for remaining balance. RFTA working to develop an IGA with GWS for project implementation

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

Total Project: \$610,000	2020 Budget: \$610,000	% Complete: 50%
RFTA Share: \$290,228	RFTA Balance: \$0	Last Updated: October 2020
<ul style="list-style-type: none"> MOVE Study to identify preferred alternatives for extending BRT to downtown Glenwood Springs (GWS), expanded park and ride in GWS, location of GWS Downtown Transit Center and one to two BRT stations between 27th Street and downtown GWS. 		<ul style="list-style-type: none"> Board update scheduled for October Board meeting Alternatives evaluation underway

Willits Area Parking Expansion

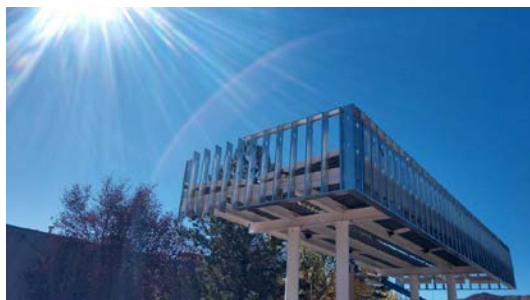
Total Project: \$2,000,000	2020 Budget: \$0	% Complete: 10%
RFTA Share: \$2,000,000	RFTA Balance: \$2,000,000	Last Updated: Feb. 2020
<ul style="list-style-type: none"> Signage and wayfinding plan in development to guide public and RFTA customers to public parking beneath Whole Foods 		<ul style="list-style-type: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

Aspen Maintenance Facility Expansion Phase 9 (Replace Fuel Farm)

Total Project: \$3,115,260	2020 Budget: \$3,115,260	% Complete: 60%
RFTA Share: \$3,115,260	RFTA Balance: \$0	Last Updated: October 2020
<ul style="list-style-type: none"> 2020 Budget includes funding for the Aspen Maintenance Facility fuel farm upgrade and replacement of underground fuel tanks and mechanical equipment. 		<ul style="list-style-type: none"> Concrete paving at fuel island canopy Oil tank plumbing and backfill Canopy roof framing Interior fueling installation



Interior Fuel Pumps being installed



New Fuel Island Canopy

Glenwood Maintenance Facility (GMF) Expansion

Total Project: \$34,076,514	2020 Budget: \$4,260,000	% Complete: 10%
RFTA Share: \$15,000,000	RFTA Balance: \$12,321,000	Last Updated: October 2020
<ul style="list-style-type: none"> 2020 Budget includes funding for Phase 2 Construction: Grading, Excavation, Fleet Maintenance Build Renovation & Expansion. Purchase of MOC 	<ul style="list-style-type: none"> Contractor mobilizing week of Sept. 28 for MOC demo The new estimated project budget for Phase 2 is \$9.2 million Phase 2 bids received and being reviewed by staff RFTA awarded \$11.4 million in FTA 5339 funds for Phase 3 and 7 of GMF Expansion RFTA awarded \$13 million in BUILD grant funds for Phase 4 and 5 of GMF Expansion 	

Replacement Office/Housing in Carbondale (On Hold)

Total Project: \$10,000,000	2020 Budget: \$1,000,000	% Complete: 1%
RFTA Share: \$10,000,000	RFTA Balance: \$9,000,000	Last Updated: April 2020
<ul style="list-style-type: none"> 2020 draft budget includes \$1 million for site master planning 	<ul style="list-style-type: none"> Project on Hold due to COVID-19 and Budget Projections 	

Bike Share Expansion

Total RFTA Capital: \$1,270,750	2020 Capital Budget: \$0	%Complete: 5%
Total Annual RFTA O&M: \$550,000	2020 O&M Budget: \$350,000	Last Updated: October 2020
RFTA Capital Balance: \$1,270,750		
<ul style="list-style-type: none"> 2020 Includes \$200,000 to Support Bike Share Operations and \$150,000 for a Bike Share Expansion Planning 	<ul style="list-style-type: none"> Request for Proposals to support a planning effort for Bike Share expansion and governance has been released. Planning efforts are on track to be underway by years end. 	

Buttermilk Underpass

Total Project: \$8,057,358	2020 Budget: \$0	% Complete: 0%
RFTA Share: \$500,000	RFTA Balance: \$500,000	Last Updated: Feb. 2020
<ul style="list-style-type: none"> The RFTA Contribution when budgeted is \$500,000 to be applied towards construction of a grade pedestrian crossing at the Buttermilk intersection in Pitkin County. 	<ul style="list-style-type: none"> RFTA is trying to initiate a partnership of interested stakeholders to move Buttermilk Underpass into design phase and establish a partnership for construction. 	

Bus Replacement – Six, 45’ Coach Buses

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

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

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

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

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

Planning Department Update – David Johnson, Director of Planning

Please see the “10-08-20 Planning Department Update.pdf” included in the October 2020 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

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

2020 Actuals/Budget Comparison (August YTD)

2020 Budget Year				
General Fund	August YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 12,127,663	\$ 12,160,743	-0.3%	\$ 25,626,649
Property Tax	\$ 10,811,109	\$ 10,790,779	0.2%	\$ 10,996,000
Grants (2)	\$ 6,302,654	\$ 1,127,039	459.2%	\$ 7,482,763
Fares (3)	\$ 1,565,911	\$ 2,908,458	-46.2%	\$ 5,470,200
Other govt contributions	\$ 1,599,985	\$ 1,599,985	0.0%	\$ 1,851,136
Other income	\$ 643,274	\$ 559,700	14.9%	\$ 906,600
Total Revenues	\$ 33,050,596	\$ 29,146,704	13.4%	\$ 52,333,348
Expenditures				
Fuel (4)	\$ 425,578	\$ 826,727	-48.5%	\$ 1,092,661
Transit (4)	\$ 18,897,213	\$ 20,489,134	-7.8%	\$ 28,979,566
Trails & Corridor Mgmt	\$ 411,142	\$ 399,491	2.9%	\$ 612,133
Capital	\$ 2,951,884	\$ 2,942,906	0.3%	\$ 24,259,783
Debt service	\$ 710,486	\$ 710,486	0.0%	\$ 1,569,123
Total Expenditures	\$ 23,396,303	\$ 25,368,743	-7.8%	\$ 56,513,266
Other Financing Sources/Uses				
Other financing sources	\$ -	\$ -	#DIV/0!	\$ 8,325,000
Other financing uses	\$ (1,916,948)	\$ (1,916,948)	0.0%	\$ (3,179,564)
Total Other Financing Sources/Uses	\$ (1,916,948)	\$ (1,916,948)	0.0%	\$ 5,145,436
Change in Fund Balance (5)	\$ 7,737,344	\$ 1,861,012	315.8%	\$ 965,518

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

(2) Includes \$5.1M of CARES Act funding received of RFTA's initial Phase 1 apportionment of \$5.2M.

(3) Through August, fare revenue and ridership are lower by 53% and 54%, 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. 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 August 2019/2020 comparison of actual fare revenues and ridership on RFTA fare services:

Fare Revenue:	YTD 8/2019	YTD 8/2020	Increase/ (Decrease)	% Change
Regional Fares	\$ 2,895,585	\$ 1,191,417	\$ (1,704,168)	-59%
Maroon Bells	\$ 415,817	\$ 366,470	\$ (49,347)	-12%
Total Fare Revenue	\$ 3,311,402	\$ 1,557,886	\$ (1,753,515)	-53%
Ridership on RFTA Regional Services*:	YTD 8/2019	YTD 8/2020	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	627,428	327,053	(300,375)	-48%
BRT	718,989	321,996	(396,993)	-55%
Carbondale Shuttle	104,991	33,135	(71,856)	-68%
SM-DV	57,902	32,672	(25,230)	-44%
SM-INT	181,764	65,204	(116,560)	-64%
Grand Hogback	70,288	47,275	(23,013)	-33%
Maroon Bells	152,871	59,520	(93,351)	-61%
Total Ridership on RFTA Fare Services	1,914,233	886,855	(1,027,378)	-54%
Avg. Fare/Ride	\$ 1.64	\$ 1.44	\$ (0.20)	-12%
Avg. Fare/Ride MB	\$ 2.72	\$ 6.16	\$ 3.44	126%
<i>* Excludes Aspen-Snowmass Regional service which is fare-free due to EOTC contributions.</i>				

(4) Includes \$476,495 of Excise Tax Credits received for the CNG usage over the 2018-2019 period which offsets the current year's fuel expenditure. In response to the sharp decline in ridership and demand for services due to COVID-19 impacts, the following service changes were implemented: Phase 1 on March 16, Phase 2 on March 23, Phase 3 on March 30, Phase 4 on May 10, and Phase 5 on June 28. Reduced services contribute to lower fuel and transit costs. Through August, transit service mileage and hours are down approximately 20% and 18% 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								
Transit Service	Mileage August 2020 YTD				Hours August YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	2,395,654	2,899,180	(503,526)	-17.4%	115,377	131,705	(16,329)	-12.4%
City of Aspen	315,782	394,640	(78,858)	-20.0%	34,140	44,997	(10,857)	-24.1%
Aspen Skiing Company	156,125	235,865	(79,740)	-33.8%	11,582	15,514	(3,932)	-25.3%
Ride Glenwood Springs	63,583	79,508	(15,925)	-20.0%	5,258	6,577	(1,319)	-20.1%
Grand Hogback	198,460	287,221	(88,761)	-30.9%	9,362	13,944	(4,583)	-32.9%
Specials/Charters	9,816	11,023	(1,207)	-11.0%	663	888	(225)	-25.3%
Senior Van	5,547	16,469	(10,922)	-66.3%	612	1,503	(891)	-59.3%
MAA Burlingame	-	23,562	(23,562)	-100.0%	-	1,675	(1,675)	-100.0%
Maroon Bells	49,899	53,726	(3,827)	-7.1%	3,709	4,402	(693)	-15.7%
Total	3,194,866	4,001,195	(806,329)	-20.2%	180,702	221,205	(40,503)	-18.3%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Aug-19 YTD	Aug-20 YTD	# Variance	% Variance
City of Aspen	1,095,397	499,206	(596,191)	-54.43%
RF Valley Commuter	1,952,093	930,639	(1,021,454)	-52.33%
Grand Hogback	70,288	47,275	(23,013)	-32.74%
Aspen Skiing Company	471,717	326,362	(145,355)	-30.81%
Ride Glenwood Springs	111,402	67,223	(44,179)	-39.66%
X-games/Charter	47,164	32,756	(14,408)	-30.55%
Senior Van	2,687	1,137	(1,550)	-57.69%
MAA Burlingame	65,053	-	(65,053)	-100.00%
Maroon Bells	152,871	59,520	(93,351)	-61.07%
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	3,968,672	1,964,118	(2,004,554)	-50.51%

Subset of Roaring Fork Valley Commuter Service with BRT in 2019

Service	YTD Aug 2019	YTD Aug 2020	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	627,428	327,053	(300,375)	-48%
BRT	718,989	321,996	(396,993)	-55%
Total	1,346,417	649,049	(697,368)	-52%

2021 RFTA Annual Budget – Preliminary Schedule

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

2020 Capital Lease – Update

The 2020 budget includes 5 expansion transit buses and 10 replacement transit buses. The estimated delivery date for the 5 expansion buses has been pushed back to late December/early January. 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 after completing RFTA’s solicitation for capital lease/purchase financing for buses at that time. Staff verified with RFTA’s bond counsel, Kutak Rock, that the process for the lease/purchase of the 5 expansion buses should be considerably more streamlined because of the already negotiated MELPA. Staff is working with BAPCC and bond counsel to prepare the necessary documents, which includes a new Board resolution approving them. Staff anticipates that the resolution will be presented to the RFTA Board at a future Board meeting.

The estimated delivery date for the 10 replacement buses is around March/April of 2021. Staff has secured multiple capital grants to cover 9 of the 10 buses at 80%. Staff will plan to purchase the 10th bus using lease proceeds through a capital lease/purchase arrangement utilizing the MELPA and will consider including this with the 5 buses mentioned above or having a separate lease/purchase.

Future Bond Issuance

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 Park and Ride Expansion Project. 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, and the need for a reimbursement resolution to preserve RFTA's ability to reimburse itself using future bond proceeds for allowable project costs.

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

Facilities and Bus Stop Maintenance October 8, 2020 Capital Projects Update

Projects currently under construction:

1. AMF fuel farm replacement. The installation of the new tanks, piping and monitoring software is going well and the piping and installation of the dispenser have been completed. The outdoor fueling canopy is complete and we are inching closer to having the fuel farm back on line. The project is still on schedule and on budget.
2. The implementation of the "Text Mark" SMS system to replace the post up schedules at each bus station is back on track and staff has made substantial progress in implementing the system. Staff has worked through all the intricacies of the RFTA system and how to accurately convey this information on the signage at bus stops and the final sign design has been completed. The signs have been ordered and staff expects the system to go live to the public at the end of October/first of November.
3. Highway 82 bus stop improvements. The drainage work at the down valley Sagewood bus stop has been completed and the shelters will be installed the week of September 28. The construction of the wind breaks at the Basalt and Brush Creek stations is still underway and staff is waiting for the galvanized metal framing to be delivered before the wind breaks can be completed.
4. All of the exterior bus stop benches have been refinished and are back out at the stations. The two new prototype benches intended to test a new benches design and two low maintenance materials have been installed at the up valley Willits station. The refinish of the interior benches has been completed at all stop with the exception of the AABC and Buttermilk stations.
5. The Rio Grande Trail maintenance project is complete with the exception of the rock fall mitigation which is scheduled for October when traffic on the trail is minimal.
6. The installation of the new gutters and heat tape at the CMF is proceeding as planned. The new gutters have been installed and the heat tape is schedule to be installed mid-October.
7. The demolition of the MOC building in Glenwood Spring has been awarded to American Demolition Inc. and work has begun (see photo on next page), and will proceed through the winter. The site will be cleared by spring of 2021.



Demolished West End of Glenwood Maintenance Operations Center

Facilities construction projects budgeted for 2020

1. AMF phase 9, fuel farm replacement. (Under construction)
2. Upgrades to the AMF BAS/HVAC system to accommodate CNG buses. (On hold)
3. GMF phase 2 expansion of services bays and office space. (Being reevaluated)
4. The demolition of the GWS MOC. (Under demolition)
5. Rio Grande Trail improvements. (Under construction)
6. Design of an improved Rio Grande Trail head adjacent to the Rosebud Cemetery. (Design underway)
7. Upgrades to 5-bus station in the highway 82 corridor and the construction of bus shelters at the intersection of JW and El Jebel road in El Jebel. (Under Construction)
8. The construction of windbreaks at the up valley Basalt and Brush Creek shelters. (Under Construction)
9. Develop a master plan for the CMF property to replace the Carbondale RFTA housing. (On hold)
10. An asphalt maintenance program for RFTA owned parking facilities. (Completed)
11. Repair the siding and soffit at selected sections of the Parker House apartments. (On hold)
12. Perform a structural inspection of the bridges along the Rio Grande trail. (Underway)
13. Refinish the outside benches at the BRT stations. (Underway)

Facilities projects completed to in 2020:

Staff has completed the following projects in 2020.

1. Replacement of the EV car chargers in Carbondale and New Castle
2. Replacement of the carpet in the administration area of the AMF.
3. Asphalt sweeping stripping and crack sealing.
4. Structural inspection of the bridges along the Rio Grande trail

Construction projects currently in the design process:

1. Rosebud Cemetery Trail head improvements
2. Rio Grande Trail bridge repairs at Wingo bridge in Pitkin county
3. 27th Street underpass
4. 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 2020:

- Staff has begun to utilize a new review process for projects proposing to make use of the Railroad Corridor. This process allows staff to have railroad and legal experts review, assess and report on proposed development impacts along the Railroad Corridor along with making recommendations - regarding potential mitigation for the impacts that RFTA can provide to permitting jurisdictions. (Ongoing)
- Staff is in the process of approaching every adjacent, unlicensed property owner and working with them to get a license in place for access across, or encroachments into the RFTA Railroad Corridor. (Ongoing)
- **Recreational Trails Plan (RTP)** – The Planning Department and Facilities departments are working collaboratively with regional stakeholders to update the 2005 Recreational Trails Plan (RTP). Following unanimous RFTA Board adoption of the Access Control Plan (ACP) in early 2018, the RTP is the second component plan of the larger Corridor Comprehensive Plan that guides management of the entire Rio Grande Railroad Corridor from Glenwood Springs to Aspen. (Ongoing)
- **Federal Grant Right of Way (fgrow) project** – Staff continues to identify and approach adjacent property owners located in the fgrow areas in an attempt to negotiate the exchange of Bargain and Sale deeds. Staff is currently working through an fgrow section and plans to begin surveying as soon as the RFV is past the COVID closure.(Ongoing)



Rio Grande Trail Update

- Staff is busy as ever out on the trail!
 - ❖ The Trail Staff is working hard to give trail users a great experience.
 - ❖ We still 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 pulling weeds to eliminate the seeds from spreading.
- Staff is coordinating with Canyon Excavating, contractor for the 2020 Rio Grande Trail Repair/Maintenance Project. Crews cleared/grubbed the shoulders of the trail from 27th St (GWS) up to Buffalo Valley. Crews have also installed root barrier, repaired shoulders, and have been repairing/patching asphalt. Some rock fall mitigation work is a possibility.
 - ❖ A crack sealing project (different contract) will also be starting in early October of 2020.

- Garfield County Road and Bridge crews have completed their portion of the Riverview Trail. This is a “safe routes to school project” that will connect CR 109 and the Westbank area up to the Rio Grande Trail, and then over to the Riverview Connection, and down to the school.
 - ❖ The Thompson Glen Ditch has been leaking in the area.
 - ❖ Revegetation work will occur in early October.
- Staff hired DHM to perform a vegetation analysis and to put together a revegetation plan for portion 2 of 3 in 2020.
 - ❖ RFTA Staff is working to reseed/reveg the 4 priority areas identified in phase 1.
 - ❖ Staff collected soil samples again this year to keep an eye on the trends.
- 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 Carbondale Arts is seeking public feedback.
 - ❖ <http://www.carbondalecreativedistrict.com/artway>.
- Staff is trying to find spare time to construct new trailhead kiosks. One goal with the new kiosks is to display the RFTA Right of Way, an attempt to educate trail users where public/private property boundaries are in the real world.
 - ❖ The first Kiosk update is planned for the Satank Bridge/CR 106 and the Rio Grande Trail intersection. However, a dispute with a neighbor has stalled the project (again).
- Staff is completing the annual CEC Report.