

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

TIME: 8:30 a.m. – 11:30 a.m., Thursday, October 14, 2021

Regular Location: In-Person at Town Hall (Room 1), 511 Colorado, Carbondale, CO 81623

Or instructions regarding how to participate in the meeting remotely via Webex are 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	8:30 a.m.
2	Executive Session:			
	A. Paul Taddune, General Counsel: Two matters: 1) Pursuant to C.R.S. 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 27 th Street Park & Ride facility); and 2) Pursuant to C.R.S. 24-6-602 (e) and (f): CEO Employment Agreement		Executive Session	8:31 a.m.
3	Approval of Minutes: RFTA Board Meeting September 9, 2021, page 3		Approve	8:45 a.m.
4	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	8:47 a.m.
5	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	8:50 a.m.
6	Consent Agenda			8:55 a.m.
	A. General Executive Constraint Policy 2.0 Certification – Dan Blankenship, CEO, page 13	2.0	Approve	
	B. Treatment of the Public Policy 2.1 – Dan Blankenship, CEO, page 15	2.1	Approve	
	C. Resolution 2021-17: A Resolution to Amend Section 6.07 of the RFTA Bylaws to Authorize Remote Participation in RFTA Board Meetings and Provide the CEO with Authority to Expend up to One Hundred Thousand (\$100,000.00) Dollars with the Advice and Consent of the Board Chair to Address Emergencies Presented in Connection with the COVID-19 Pandemic – Paul Taddune, General Counsel and Dan Blankenship, CEO, page 18	2.2.3	Approve	
7	Presentations/Action Items Agenda:			
	A. Background Presentation and Discussion Regarding RFTA Formation IGA and RFTA Funding History – Dan Blankenship, CEO, page 23	2.0	Discussion /Direction	9:00 a.m.
	B. Options Regarding Potential Transfer of No-Fare Service from EOTC to RFTA – Dan Blankenship, CEO, Michael Yang, CFAO, and Kurt Ravenschlag, COO page 24	4.2.5	Discussion /Direction	9:20 a.m.
	(Agenda Continued on Next Page)			

	Agenda Item	Policy	Purpose	Est. Time
	Presentations/Action Items Agenda (Continued):			
	C. RFTA Regional Bikeshare /First-Last Mile Mobility Study Update – Adrian Witte, Toole Design, and David Johnson, Director of Planning, page 30	4.2.5	Discussion /Direction	9:55 a.m.
	D. Presentation of 2nd Draft of RFTA 2022 Budget – Michael Yang, CFAO, and Paul Hamilton, Director of Finance, page 35	4.2.5	Discussion /Direction	10:30 a.m.
8	Public Hearing Agenda:			
	A. Resolution 2021-18: 2021 Supplemental Budget Appropriation Resolution – Mike Yang, CFAO, and Paul Hamilton, Director of Finance, page 54	4.2.5	Approve	11:00 a.m.
9	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 61	2.8.6	FYI	11:15 a.m.
10	Issues to be Considered at Next Meeting:			
	To Be Determined at the October 14, 2021 Board Meeting	4.3	Meeting Planning	11:20 a.m.
11	Next Meeting: 8:30 a.m. – 11:30 a.m., November 11, 2021, In-person at Carbondale Town Hall and via Webex Teleconference (Details to be provided later)	4.3	Meeting Planning	11:25 a.m.
12	Adjournment:		Adjourn	11:30 a.m.

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**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
September 9, 2021**

Board Members Present:

Dan Richardson, Chair (Town of Carbondale); Bill Kane, Vice-Chair (Town of Basalt); Art Riddile (Town of New Castle); Torre (City of Aspen); Greg Poschman (Pitkin County); Jeanne McQueeney (Eagle County); Alyssa Shenk (Town of Snowmass Village); Jonathan Godes (City of Glenwood Springs)

Non-Voting Alternates Present

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

Staff Present:

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Angela Henderson, Abbey Pascoe, Brett Meredith, Amy Burdick and Gustavo Hurtado, Facilities and Trails Department; Paul Hamilton, Director of Finance; Rebecca Hodgson, Procurement Department

Visitors Present (in person or via WebEx):

David Pesnichak (EOTC/Pitkin County); John Krueger (City of Aspen); Hank Fishkind and Sam Guarino (PFM Group Consulting LLC)

Agenda

1. Call to Order/Roll Call:

Dan Richardson called the RFTA Board of Directors to order at 8:43 a.m. Richardson declared a quorum to be present (8 member jurisdictions present) and the September 9, 2021 RFTA Board of Directors meeting began at 8:44 a.m.

2. Executive Session:

- A. Two matters:** 1) Pursuant to C.R.S. 24-6-402(4)(d) Specialized details of security arrangements or investigations; and 2) Pursuant to C.R.S. 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).

Art Riddile moved to adjourn from the Regular Board Meeting into Executive Session and Bill Kane seconded the motion. The motion was unanimously approved. Executive Session began at 8:45 a.m.

Staff Present: Dan Blankenship, CEO; Paul Taddune, General Counsel; Kurt Ravenschlag, COO; Michael Yang, CFAO; Nicole Schoon, Secretary to the Board; and Angela Henderson, Assistant Director, Project Management & Facilities Operations

Kane moved to adjourn from Executive Session into the Regular Board Meeting and Jonathan Godes seconded the motion. The motion was unanimously approved.

No action was taken during the Executive Session. Executive Session adjourned at 9:06 a.m.

Riddile moved to Allow Staff to Move Forward with Coordinating the Acquisition of Property for 27th Street Park and Ride Facility in the City of Glenwood Springs, and Alyssa Shenk seconded the motion. The motion was unanimously approved.

3. Approval of Minutes:

Shenk moved to approve the August 12, 2021 Board Meeting Minutes, and Kane seconded the motion. The motion was unanimously approved.

4. Public Comment:

Richardson asked if any member of the public would like to address the Board or make a comment regarding items not on the September 9, 2021 Board Agenda.

No members of the public had any comments.

Richardson closed Public Comments at 9:08 a.m.

5. Items Added to Agenda – Board Member Comments:

Richardson asked if there were any items that needed to be added to the September 9, 2021 Board meeting Agenda.

No items were added to the September 9, 2021 Board meeting Agenda.

Richardson asked if any Board member had comments or questions regarding issues not on the September 9, 2021 Board meeting Agenda.

Richardson thanked RFTA staff for setting up the hybrid meetings and helping to make sure they run smoothly.

Greg Poschman stated that he and his children rode the bus for the \$1.00 fare and it was great to have the fare reduced so much.

Jeanne McQueeney stated that Vail Valley is looking into forming a Regional Transit Authority and will keep RFTA updated as it moves along.

Alyssa Shenk thanked RFTA for shuttles during the Jazz Aspen/Snowmass event, it helped make everything run much more smoothly.

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

6. Presentations/Action Items:

A. Background Presentation and Discussion Regarding RFTA Formation IGA, and its Compatibility with RFTA’s Vision, Mission, Outcomes, and Smart Objectives – Dan Blankenship, CEO

- 1975 – The City of Aspen begins operating transit services and regional commuter services on Highway 82
- 1978 – Maroon Bells service begins

- 1983 – Pitkin County receives \$5 million grant for Aspen Maintenance Facility and 16 buses, and Roaring Fork Transit Agency was formed
- 1986 – 1-penny Pitkin County Mass Transit Sales Tax was approved
- 1989 – 50% discount on \$20 and \$40 punch passes approved by RFTA Board
- 1990 – Commuter service to Carbondale begins
- 1993 – Service extended to Glenwood Springs and an additional ½- cent sales tax approved by Pitkin County voters
- 1994 – Glenwood Trolley service begins and service frequency between Aspen and El Jebel and between Carbondale and Glenwood Springs increased
- 1996 – RFTA seeks more support from down-valley governments
- 1997 – Rural Transportation Authority Enabling Legislation enacted
- 1998 – Transit Agency Board of Directors pursue formation of the Regional Transportation Authority (RTA)
- 2000 – RTA Policy Committee created, 2 elected officials from Garfield County, Glenwood Springs, Carbondale, Eagle County, Basalt, Snowmass Village, Pitkin County, and Aspen
- Intergovernmental Agreement (IGA) establishes Mission, Goals, Financing, and Governance Structure of the Authority
- 2000 – IGA executed and RTA issue went to voters and passed in all jurisdictions
- 2004 – Town of New Castle joins RFTA with a 0.4% sales and use tax, and 0.2% sales tax increase approved by voters
- 2008 – 0.4% sales tax increase \$44 million bonding approved by voters
- 2018 – 2.65 mill levy property tax and \$74.675 million bonding approved by voters

Initial Goals of RFTA:

- Merge Transit Agency and Roaring Fork Railroad Holding Authority into RFTA, over 18-months
- Maintain transit services on Highway 82 corridor
- Implement transit service improvements on HWY 82/I-70 corridors
- Develop short/long-term transit planning capability
- Complete the Rio Grande Trail
- Maintain/preserve Rio Grande Rail Corridor for future transit

Funding Approved by Voters:

- Pitkin County – committed 0.7215% of existing 1.5% transit taxes
- Basalt – implemented a 0.2% RTA sales and use tax
- Carbondale and Glenwood Springs – implemented a 0.4% RTA sales and use tax, and Carbondale implements a 0.1% RTA sales tax for local transportation projects

Pre-RTA Funding:

- Aspen – 46%
- Basalt – 5%
- Glenwood Springs – 5%
- Snowmass Village – 13%
- Eagle County – 2%
- Pitkin County – 28%
- Carbondale – 1%

Post-RTA Funding:

- Aspen – 35%
- Basalt – 5%
- Glenwood Springs – 24%
- Snowmass Village – 10%
- Eagle County – 1%
- Pitkin County – 21%
- Carbondale – 4%

Assets Transferred to RTA by Aspen/Pitkin County:

- Outdoor & recreation improvements - \$197,376
- Special & technical equipment - \$795,770
- Vehicles & mobile equipment - \$18,268,526
- Work and Service Equipment - \$493,281

Assets Leased to RTA by Aspen/Pitkin County:

- Aspen Maintenance Facility
- Carbondale Maintenance Facility
- Carbondale Apartments
- Rubey Park Transit Center

Allocation of RTA Public Investments:

- Maintain current transit services - \$4.05 million
- Improve transit services on HWY 82 & I-70 corridors - \$1.71 million
- Long-range transit planning - \$0.16 million
- Rio Grande Trail completion - \$0.28 million
- Rio Grande Corridor management - \$0.14 million

Termination of RFTA IGA:

The term of this Agreement shall end when all members agree, in writing, to terminate this Agreement; provided, however, that this Agreement may not be terminated so long as the Authority has any Bonds outstanding.

RFTA currently has Property Tax Revenue Bonds Outstanding until 2051.

Jonathan Godes asked if the funding chart could be updated to include the 2018 voter approved tax mill levy.

Blankenship stated that on the next presentation he will update the chart with the additional tax mill levy.

B. Findings from Analysis of the Potential Transfer of No-Fare Service from EOTC to RFTA by PFM Group Consulting LLC – Michael Yang, CFAO

An analysis was performed by PFM Consulting Group (PFM) of the potential for the transfer of the fare offset for the Aspen-Snowmass Regional No-Fare Service from the Elected Officials Transportation Committee (“EOTC”) to RFTA. RFTA estimates the fare offset or cost of the no-fare service to range from \$814,000 to \$1.06 million between 2021 through 2025.

HB19-1240 changed Colorado's administration of the State's sales tax by taxing Ecommerce sales and shifting the nexus of taxation such that products delivered into Pitkin County are now subject to the County's sales tax. The increased scope of the sales tax reduces use tax revenues from construction materials. If the materials pay the County's sales tax, they no longer pay use tax.

RFTA and EOTC share the ½ cent Pitkin County transportation sales tax. RFTA's share is 81.04% with the balance of 18.96% going to EOTC. So, the sharp increase in sales taxes benefits both parties. EOTC retains 100% of the use tax which is declining sharply after passage of HB19-1240 due to the consequent fall in use taxes on construction materials. Most of the negative impact on the EOTC budget occurs in 2020-2022 as the declines in the use tax exceed the growth in EOTC's share of the sales tax. The projected increases in EOTC's sales tax revenues are expected to partially offset declines in use tax revenues through 2025. Overall, EOTC's total revenues are projected to grow from less than \$2 million in 2021 to over \$3 million by 2025.

RFTA revenues increased substantially in 2019, because of a strong economy and HB19-1240. The 2020 Covid19 Recession caused RFTA revenues to dip. The forecast for 2021 and 2022 is for significant gains as the economy recovers and then for sales tax revenue gains to return to their more normal levels of about 5% per year.

Based on these projections, RFTA can absorb the cost of the no-fare service.

Through 2025 the no fare service has a total estimated cost of \$3,860,114. HB19-1240 is projected to increase EOTC's sales tax revenues, but it will also decrease use tax revenues by even more with the net result of a reduction of \$2,472,977 by 2025. It is important to note that the forecasted reduction of EOTC revenues is less than the estimated cost for the no fare service for each year through 2025. It is worth consideration for RFTA to absorb the cost of the no fare service up to the amount of forecasted reduction in EOTC revenues and then have the EOTC to contribute the difference.

If actual revenues come in under PFM's projections, then it is possible that RFTA could not generate enough sales tax revenues over its base revenues to cover the estimated fare offset. Under this scenario, the net impact of HB19-1240 on EOTC's revenues would result in greater revenue losses which would also reduce its ability to contribute any portion of the estimated fare offset.

McQueeney questioned if the EOTC has asked RFTA to take on this additional cost, or if RFTA is just being proactive about taking on the no-fare service.

Blankenship stated that the EOTC has brought this issue before RFTA due to how HB19-1240 is effecting their tax revenues. The EOTC budget is being constrained due to the decrease in tax revenues and they determined the no-fare service is something they may no longer be able to budget for.

David Pesnichak thanked the RFTA Board for considering this topic. The EOTC ranks the no-fare service at the top of the most important services and wished to continue the service, however, with the HB19-1240 affecting tax revenues it is becoming more difficult to have the budget to do so.

Godes asked what the reasoning is behind RFTA funding this upper-valley no-fare service when the lower-valley continues to pay for their service.

Blankenship responded that the EOTC taxes its members at a higher rate in order to offer this no-fare service. RFTA receives a larger portion of taxes from the EOTC which offers additional funds in order for the service to continue.

Torre stated that he would be in support of RFTA covering the no-fare service for 2022 and going forward RFTA and the EOTC could potentially look at a cost-sharing formula, with RFTA possibly taking on a larger portion of the cost.

C. **Presentation of 1st Draft of RFTA 2022 Budget** – Michael Yang, CFAO and Paul Hamilton, Director of Finance

Services:

- The 1st draft of the 2022 budget assumes baseline service levels (pre-COVID-19) with updates for seasonal changes.
- The estimated transit service hours and miles reflect a 0.2% and 2.6% increase from the 2021 projections.

Challenges, Issues, and Opportunities:

- COVID-19 pandemic has created a national shortage of bus drivers, workers, and increased the lack of affordable housing. This will have an impact on RFTA's 2022 budget.
- CARES Act (Phases 1 & 2), RFTA drew down on the initial \$8.5 million in 2020 and anticipates drawing down on the entire \$19.5 million by the end of 2021 or early 2022.
- RFTA plans to continue its **enhanced safety measures** with respect to personal protective equipment, disinfecting & fogging, and capabilities for virtual meetings and teleworking arrangements wherever applicable. Staff will assume 100% of seated capacity on buses and baseline service levels (pre-COVID-19) for the upcoming year.
- In order to support the operating plan in the 1st draft budget, approximately \$1.3 million of property tax revenues are being used to fill the estimated revenue gaps, leaving approximately \$5.5 million available for capital projects and other strategic initiatives.
- Staff corresponded with each Finance Department to obtain their *preliminary* sales tax estimate for 2022. Of the eight jurisdictions, staff has heard back from six and made our own assumptions for the remaining two jurisdictions until new information becomes available.
- Use tax is relatively flat compared to the 2021 forecast.
- Property Tax collections in 2022, the current residential assessment rate of 7.15%, the current commercial assessment rate of 29%, and the full 2.65 mill levy will be assumed for the 2022 budget.
- For 2022, management continues to utilize fixed price transit diesel fuel contracts to manage the volatility normally associated with fuel prices. As of March 2021, almost half of RFTA's estimated diesel fuel needs for 2022 have been locked and reflects a price decrease of approximately 7% compared to the 2021 budgeted weighted average.
- CNG pricing, without any alternative fuel credit, is assumed in our budget preparations.
- Health care costs continue to rise and the preliminary estimate for the increase is approximately 10%.
- A market survey has been conducted in July for all positions, with the exception of bus operators. Market average increased for almost all pay grades; however, not all grades moved at the same rate.
- The Destination 2040 Plan has secured additional funding through property tax revenues and increased bonding authority. Management has implemented service enhancements and continues with the design/planning efforts and construction for multiple capital projects. RFTA issued bonds in 2021 to fund the upcoming GMF Expansion Project (Phases 3, 4, 5, & 7), Grade Separated Pedestrian Crossings of Highway 82 and 27th Street, and 27th Street Parking Expansion – Property Acquisition.

Estimated Revenue Composition & Assumptions:

- Sales & Use Tax – 46%
- Service Contracts – 23%
- Property Tax – 19%
- Operating Revenue – 4%
- Grant Revenue (operating) – 3%
- Local Government Contributions (operating)– 2%
- Other Income – 2%
- Local Government Contributions (capital) – 0%
- Investment Income – 0%
- Grant Revenue (capital) – 0%

Sales Tax Revenue Increase/Decrease by Jurisdiction:

- Aspen – +6%
- Basalt – 0%
- Carbondale – 0%
- Glenwood Springs – 0%
- Eagle County – 0%
- New Castle – +3%
- Pitkin County – (4%)
- Snowmass Village – +16%

Property Tax Revenue Increase/Decrease:

- Pitkin County – 8.4%
- Eagle County – 12.2%
- Garfield County – 7.9%

Operating Revenues:

- Projected 5% increase
- No fare adjustment assumed, other than the \$1 flat fare for youths 6-18 years of age

Operating & Capital Grant Revenues:

- FTA Section 5311 Operating Grant – \$1,201,678
- CDOT FASTER Operating Grant - \$200,000

Local Governmental Contributions:

- Elected Officials Transportation Committee (EOTC) - \$850,898 for no-fare Aspen/Snowmass regional transit service
- Garfield County - \$500,000 for Grand Hogback
- City of Rifle - \$20,000 for Grand Hogback

Other Income:

- Employee housing rental revenue – 8% increase
- Vehicle registrations – remain the same
- 5.7% sequestration rate on refundable credits applicable to the Authority's Build America Bonds and the Qualified Energy Conservation Bonds.

Expenditure by Program/Department & Assumptions:**Operating Expenditures by Department:**

- Operations – 40%
- Maintenance – 20%
- Facilities – 10%

- HR & Risk Management – 8%
- Finance – 5%
- Fuel – 5%
- IT – 5%
- CEO – 4%
- Trails & Corridor – 2%
- Planning – 1%
- Board of Directors & General Counsel – 0%

Compensation Adjustments:

- Collective Bargaining Unit (CBU) – 185 Full-Time Operators, increase of \$817,000
- Non-CBU Employees - increase of \$874,000, based on wage adjustments
- Non-CBU Employees – increase of \$331,000, for merit increases

Requests for Funding:

- WE-Cycle - \$190,000
- Garfield Clean Energy (GCE) - \$30,000
- Lower Valley Trail Association (LoVa) - \$5,000
- Northwest Colorado Council of Governments - \$4,000

Capital Outlay:

- \$973,000 for engine and transmission rebuilds, various IT equipment, and small Trails equipment

Other Financing Sources & Uses Assumptions:

- \$553,000 transfer from General Fund to Bus Stops/Park and Ride Special Revenue Fund
- \$154,400 transfer from General Fund to Service Contract Special Revenue Fund for Traveler Program
- \$4.27 million transfer from General Fund to Debt Service Fund

Staffing:

- 370.4 full-time employees compared to 360.9 in 2021
 - Increase full-time bus operators to 185
 - Continuation of non-seasonal bus cleaners
 - Allocation of staff between time spent on Facilities and Trails work

Major Goals:

Projects Started in 2021 and Continued in 2022:

- GMF Expansion Phases 3, 4, 5, & 7
- Grade Separated Pedestrian Crossing of HWY 82 & 27th Street in Glenwood Springs
- Bus Replacements
- RFTA Housing Replacement Design
- Rio Grande Trail Improvements
- Contribution to EOTC for Brush Creek Park and Ride Improvement Project
- Contribution to City of Aspen for Paepcke Transit Hub Project

Fund Balance:

General Fund Balance Composition:

- Committed Capital – 61%
- Unassigned – 20%
- Committed Operating – 15%

- Restricted – 2%
- Non-Spendable – 2%

7. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

Facilities will have a monthly update in the Agenda to keep the Board up-to-date on encroachments on the Rio Grande Corridor.

8. Issues to be Considered at Next Meeting:

9. Next Meeting: 8:30 a.m. – 11:30 a.m.; October 14, 2021, Carbondale Town Hall, Room 1 and via WebEx Teleconference, for those who are unable to attend in person.

10. Adjournment:

Shenk moved to adjourn from the September 9, 2021 RFTA Board meeting, and Godes seconded the motion. The motion was unanimously approved.

The September 9, 2021 RFTA Board Meeting adjourned at 11:38 a.m.

Respectfully Submitted:

Nicole R. Schoon
Secretary to the RFTA Board of Directors

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

Meeting Date:	October 14, 2021
Subject:	General Executive Constraint – 2.0
Strategic Outcome:	7.0 - With integrity, RFTA will deliver efficient, innovative, transparent, accountable, effective, and collaborative regional transportation services that reflect community values.
Strategic Objective:	7.5 - Ensure appropriate transparency of all RFTA business 7.7 Continually seek ways to improve business process
Presented By:	Dan Blankenship
Recommendation:	Accept the report.
Executive Summary:	<ul style="list-style-type: none"> • The RFTA Board adopted a Governance Policy Manual on July 16, 2003 that requires the CEO to periodically certify compliance with Board policies. • The RFTA Board amended policy 2.0 – General Executive Constraint by Resolution No. 2014-15 on September 11, 2014. • The 2021 schedule for monitoring CEO performance requires the CEO to submit an annual monitoring report to the Board regarding General Executive Constraint – Policy 2.0 in February 2021. The report is late. • I am reporting compliance.
Governance Policy:	The activities of the CEO are governed by Management Limitation policies initially adopted by the RFTA Board of Directors on July 16, 2003, and which were updated in September 2014.
Fiscal Implications:	There are no fiscal implications related to this monitoring report.
Attachments:	Yes, please see the monitoring report attached below for General Executive Constraint (2.0) .

TO: RFTA Board of Directors
FROM: Chief Executive Officer
RE: INTERNAL MONITORING REPORT - MANAGEMENT LIMITATIONS

Annual Monitoring on Policy 2.0: GENERAL EXECUTIVE CONSTRAINT

I hereby present my monitoring report on your Management Limitations policy 2.0 "General Management Constraint."

BROADEST POLICY PROVISION: *"The CEO shall not knowingly cause or allow any practice, activity, decision or organizational circumstance that is unlawful, unethical, imprudent, in violation of the Intergovernmental Agreement, or in violation of commonly accepted business practices."*

I am reporting Compliance.

Signed: Dan Blankenship, CEO Date: October 14, 2021

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

Meeting Date:	October 14, 2021
Subject:	CEO Treatment of the Public Policy 2.1 Certification
Strategic Outcome:	1.0 - RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, practices, and policies for managing risks and hazards. 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 1.2 The Public is safe and comfortable using the Rio Grande trail 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
Recommendation:	Accept the report.
Executive Summary:	<ul style="list-style-type: none"> • The RFTA Board adopted a Governance Policy Manual on July 16, 2003 that requires the CEO to certify compliance with Board policies on a periodic basis. • The Board amended policy 2.1 – Treatment of the Public on September 11, 2014. • The schedule for monitoring CEO performance requires the CEO to submit a monitoring report to the Board regarding <i>Treatment of the Public – Policy 2.1</i>, on an annual basis. This report is due in February each year and this report is overdue. I am reporting Non-Compliance, as explained in the attached monitoring report.
Governance Policy:	The activities of the CEO are governed by Management Limitation policies initially adopted by the RFTA Board of Directors on July 16, 2003, and which were updated in September 2014.
Fiscal Implications:	There are no fiscal implications related to this monitoring report.
Attachments:	Yes, please see the monitoring report attached below for <i>Treatment of the Public (2.1)</i>

POLICY TYPE: MANAGEMENT LIMITATIONS

POLICY 2.1

POLICY TITLE: TREATMENT OF THE PUBLIC

With respect to interactions with the public, the CEO shall not knowingly cause or allow conditions or procedures that are unfair, unsafe, untimely, unresponsive, disrespectful or unnecessarily intrusive.

Accordingly, he/she shall not:

1. Collect, review, transmit, store or destroy credit card information gathered from the public in a manner that fails to comply with the Purchase Card Industry (PCI) Data Security Standards.

CEO Report:

- RFTA's last PCI quarterly scan was on July 28, 2021 and RFTA was PCI compliant with that scan. The next quarterly scan is scheduled for October 26, 2021. The quarterly scans are automatically scheduled every quarter and RFTA staff double checks to make certain the scans occur. The annual compliance checklist is scheduled for renewal in December 202.

ROARING FORK TRANSPORTATION AUTHORITY



OVERALL PCI STATUS	SAQ VERSION	SAQ STATUS	LAST SAQ DATE
Compliant	C	Compliant	12/7/2020
ASV COMPLIANCE STATUS	ASV COMPLIANCE DATE	ASV COMPLIANCE DUE DATE	VALIDATION DATE
Compliant	7/28/2021	10/26/2021	12/7/2020

Reporting Compliance.

2. Fail to clearly communicate to the public what may be expected from the services offered. The public shall be provided an opportunity to comment on proposed “major” service reductions and to any changes in fares at least 30 days prior to implementation of them. Major service changes are defined as:
 - Reductions in service hours for an upcoming season that are greater than 10% when compared to the same season in the previous year;
 - Elimination of a route or a portion of a route (except for seasonal services such as the Bike Express);
 - Reduction in regular headways of 20% or greater;
 - Other changes that RFTA staff may deem significant.

The requirement for an opportunity for public comment on proposed “major” service reductions and to any changes in fares at least 30 days prior to their implementation may be waived by the RFTA Board in the event of an emergency. In the event the emergency waiver is exercised, an opportunity for public comment will be scheduled as quickly as possible after the waiver is exercised or the “major” service reduction or fare change is implemented.

CEO Report: Last year it was reported that due to emergency circumstances created by the COVID-19 pandemic, RFTA implemented three service reductions over three weeks, on March 16, 23, and 30, and four service increases on May 10, June 28, September 7, and November 23. Given the COVID-19 exigent circumstances RFTA was operating under at that time in order to

maintain its essential services, no public hearings were possible in most cases or required. In all cases, the RFTA Board, the public, and media were kept abreast of planned schedule changes through updates provided in Board Agenda packets and on RFTA websites and through social media. The Spring 2021 service plan featured service levels that were comparable to Spring 2019 (pre-pandemic), however RFTA was operating at 50% of seated capacity on its vehicles. The Summer and Fall 2021 service plans featured service levels that were/are comparable to Summer/Fall 2019. However, since the Summer season began on June 7, RFTA has been operating at 100% of seated capacity on its buses. Currently, RFTA's plan for the 2021/2022 Winter season is to operate at essentially the same levels of service as it did during the 2019/2020 Winter season before it began making pandemic-related service reductions in March 2020.

Reporting Compliance.

3. Fail to have safety policies and procedures in place and utilized by all employees.
 - a. And shall not fail to obtain a Safety and Security accreditation from Community Transportation Association of America (CTAA), or a similarly qualified organization, at least every three years beginning in 2014.

CEO Report:

RFTA's previous CTAA Safety and Security Accreditation was valid until January 5, 2021. Due to pandemic-related travel restrictions, and the alarming rise of COVID-19 transmission in Colorado and nationwide in the last two months, the on-site inspections that are a fundamental component of the CTAA Safety and Security Accreditation process – which would normally have occurred in Q4 of 2020 for a 2021 accreditation – were unable to be conducted.

RFTA's Safety and Training Manager is currently communicating with CTAA to schedule the accreditation process as soon as practicable.

At this time staff does not foresee any problems receiving accreditation once the process resumes.

Reporting Non-Compliance.

4. Fail to provide an effective complaint and suggestion response process.

CEO Report: RFTA has numerous mechanisms for receiving and resolving complaints as follows: www.rfta.com (contact us at feedback@rfta.com); Twitter (<https://twitter.com/RFTA>), Facebook (<https://www.facebook.com/RIDE.RFTA>), Rubey Park Information (970-925-8484), word of mouth, and Board Members.

Reporting Compliance.

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

Meeting Date:	October 14, 2021
Agenda Item:	Resolution 2021-17: A Resolution to Amend Section 6.07 of the RFTA Bylaws to Authorize Remote Participation in RFTA Board Meetings and Provide the CEO with Authority to Expend up to One Hundred Thousand (\$100,000.00) Dollars with the Advice and Consent of the Board Chair to Address Emergencies Presented in Connection with the COVID-19 Pandemic
Strategic Outcome	1.0 RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, practices, and policies for managing risks and hazards
Strategic Objective	1.1 Customers are safe at RFTA facilities and riding RFTA services 1.3 Maintain and promote a healthy and safe workforce 1.4 The general public has a positive perception of the safety of RFTA services 1.5 Staff are well trained and safety focused
Presented By:	Paul Taddune, General Counsel Dan Blankenship, CEO
Recommendation:	Please adopt Resolution 2021-17.
Core Issues:	<ol style="list-style-type: none"> 1. Staff believes that Section 6.07 of the RFTA Bylaws should be permanently amended to permit remote participation by the Directors at Board meetings. Given the Boards supermajority voting requirement that requires six representatives from RFTA’s eight member jurisdictions to be present at Board meetings in order to have a quorum, there are times when achieving a quorum is challenging. While not intended to be a substitute for in-person Board meetings, the ability of Board members to attend meetings remotely can promote greater participation than might otherwise be the case when schedules and other circumstances preclude attending the meetings in person. 2. During the pandemic, staff also believes that authorizing the CEO to expend up to \$100,000 for COVID-19-related supplies, service, and activities, with the Advice and Consent of the Board Chair, is a prudent contingency measure.
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:	N/A
Attachments:	Yes, please see Resolution 2021-17, attached below.

**BOARD OF DIRECTORS
OF THE ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2021-17**

**A RESOLUTION TO AMEND SECTION 6.07 OF THE RFTA BYLAWS TO AUTHORIZE
REMOTE PARTICIPATION IN RFTA BOARD MEETINGS AND PROVIDE THE CEO WITH
AUTHORITY TO EXPEND UP TO ONE HUNDRED THOUSAND (\$100,000.00) DOLLARS
WITH THE ADVICE AND CONSENT OF THE BOARD CHAIR TO ADDRESS EMERGENCIES
PRESENTED IN CONNECTION WITH THE COVID-19 PANDEMIC**

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

WHEREAS, the Board of Directors of RFTA (the "Board") determined pursuant to Resolution No. 2020-07 enacted at the RFTA Board meeting held the 12th day of March, 2020 to permit remote participation by Board Members at RFTA Board meetings as provided therein; and

WHEREAS, simultaneous with the enactment of Resolution No. 2020-07 the RFTA Board authorized the RFTA CEO to spend up to One Hundred Thousand (\$100,000.00) Dollars with the advice and consent of the Board Chair; and

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

WHEREAS, due to the exigencies of the COVID-19 epidemic the Board subsequently adopted Resolution No. 2020-16 further extending the effect of Resolution No. 2020-07 to permit remote participation in RFTA Board meetings until December 31, 2021; and

WHEREAS, the remote participation technology has been refined and demonstrated to be a useful tool for allowing participation in meetings and, therefore, the Board desires to amend the RFTA Bylaws to allow remote participation at Board meetings to the extent allowed by the Board from time to time; and

WHEREAS, due to the exigencies of the COVID-19 epidemic, the Board desires to extend the authority of the RFTA CEO to spend up to One Hundred Thousand (\$100,000.00) Dollars with the advice and consent of the Board Chair to address emergencies presented by the COVID-19 pandemic.

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

1. Section 6.07 of the RFTA Bylaws is hereby amended to permit remote participation by the Directors at Board meetings, such amendment to take effect upon the date of the adoption of this Resolution.
2. Up and until December 31, 2022, the RFTA CEO is hereby authorized to spend up to One Hundred Thousand (\$100,000.00) Dollars with the advice and consent of the Board Chair to address emergencies presented by the COVID-19 pandemic.

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

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

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

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

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

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

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

By: _____
Dan Richardson, Chairman

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

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

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

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

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

1. Attached is a true and correct copy of a resolution (the “Resolution”) adopted by the Board of Directors (the “Board”) at a regular meeting held on October 14, 2021.
2. Notice of the meeting was posted not less than twenty-four hours prior to the meeting in accordance with the open meetings provisions of the Colorado Sunshine Act of 1972 (Section 24-6-402, C.R.S.).
3. The Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of a majority of the members of the Board as follows:

<u>Board Member</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstaining</u>
PITKIN COUNTY				
Greg Poschman	—	—	—	—
TOWN OF BASALT				
Bill Kane	—	—	—	—
CITY OF ASPEN				
Torre	—	—	—	—
TOWN OF CARBONDALE				
Dan Richardson, Chair	—	—	—	—
EAGLE COUNTY				
Jeanne McQueeney	—	—	—	—
GLENWOOD SPRINGS				
Jonathan Godes	—	—	—	—
TOWN OF NEW CASTLE				
Art Riddle	—	—	—	—
SNOWMASS VILLAGE				
Alyssa Shenk	—	—	—	—

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

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

WITNESS my hand and the seal of RFTA as of the 14th day of October 2021.

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

[SEAL]

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

Meeting Date:	October 14, 2021
Subject:	Background Presentation and Discussion Regarding RFTA Formation IGA and RFTA Funding History
Strategic Outcome:	7.0 High Performing Organization
Strategic Objective:	7.5 Ensure appropriate transparency of all RFTA Business
Presented By:	Dan Blankenship, CEO
Staff Recommends:	Receive staff presentation, ask questions, and provide any direction needed.
Executive Summary:	<ol style="list-style-type: none"> 1. This is the first in a series of several staff presentations to the RFTA Board regarding the genesis and history of the Roaring Fork Transportation Authority (RFTA). 2. Because many members of the current RFTA Board are relatively new, staff believes that this is an opportune time to provide background regarding the origins of the current Roaring Fork Transportation Authority and the Intergovernmental Agreement (IGA) that created it (in which various commitments and obligations are imbedded). 3. This presentation will focus on the RFTA Board’s Super Majority Voting Requirement and RFTA’s Funding History.
Governance Policy:	RFTA Board General Executive Constraint Policy 2.0 states, “The CEO shall not knowingly cause or allow any practice, activity, decision or organizational circumstance that is unlawful, unethical, imprudent, in violation of the Intergovernmental Agreement, or in violation of commonly accepted business practices.”
Attachments:	Yes, please click on the following link or see “ Regional Transportation Authority Background 10-14-21.pdf ,” which is included in the October 2021 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the RFTA Board Meeting Agenda packet, or click on the following links:

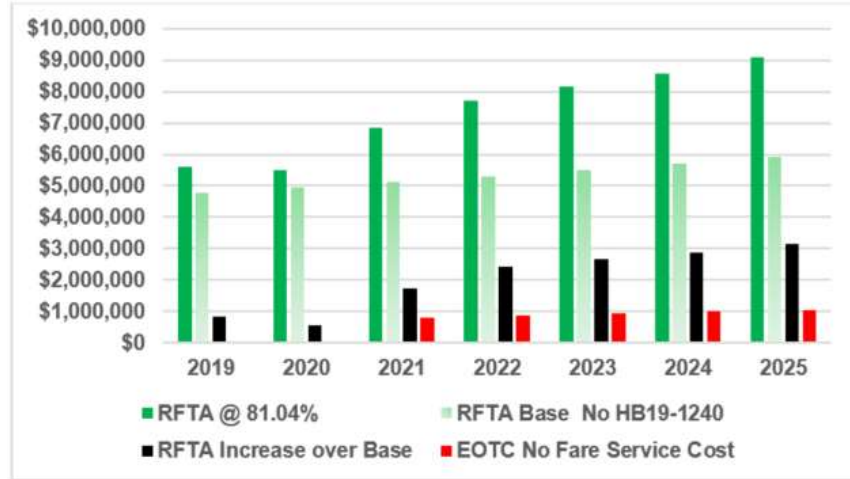
**RFTA BOARD OF DIRECTORS MEETING
 “PRESENTATIONS” AGENDA SUMMARY ITEM # 7. B.**

Meeting Date:	October 14, 2021
Agenda Item:	Options Regarding Potential Transfer of No-Fare Service from the Elected Officials Transportation Committee (EOTC) to RFTA
Strategic Outcome:	2.0 Accessibility and Mobility 4.0 Financial Sustainability
Strategic Objective:	2.5 Ensure accessibility for youth, low income, seniors and disabled populations 2.6 Identify and reduce barriers to riding transit and accessing trails 4.1 Ensure accurate budget and accounting
Presented By:	Dan Blankenship, CEO Michael Yang, Chief Financial & Administrative Officer Kurt Ravenschlag, Chief Operating Officer

Core Issues:	<p>Staff recommends: 1) That the Board authorize RFTA to assume the Aspen/Snowmass No Fare Subsidy from the EOTC; and 2) In order to help make RFTA services more affordable and equitable for all regional users, staff recommends Board adoption of Alternative Regional Commuter Fare Structure # 6, as described below.</p> <ol style="list-style-type: none"> 1. Please see Background, below, for a summary of the presentation on this topic that was provided to the RFTA Board at its September 9, 2021 meeting. 2. B Hank Fishkind, PFM Consulting Group, was retained by RFTA to analyze the impact that the passage of HB19-1240, which went into effect in June 2019, is expected to have on the Pitkin County 0.5% mass transit sales and use taxes. 3. As has previously been reported, RFTA receives 81.04% of the Pitkin County 0.5% mass transit sales tax collections and the EOTC receives 18.96% of the Pitkin County 0.5% mass transit sales tax collections and 100% of the Pitkin County 0.5% mass transit use tax collections. 4. HB19-1240 changed Colorado’s administration of the State’s sales tax by taxing Ecommerce sales and shifting the nexus of taxation such that products delivered into Pitkin County are now subject to the County’s sales tax. 5. The red portion of the bar graphs on the chart below reflects the anticipated reduction in the EOTC’s Pitkin County 0.5% mass transit use tax collections beginning in 2020 and continuing in subsequent years. <p align="center">Figure E1. Annual Changes in EOTC Sales and Use Tax Receipts</p> <table border="1"> <caption>Estimated Data for Figure E1: Annual Changes in EOTC Sales and Use Tax Receipts</caption> <thead> <tr> <th>Year</th> <th>EOTC 18.96% Sales Tax</th> <th>Transit Use Tax</th> <th>Investment Income</th> </tr> </thead> <tbody> <tr><td>2005</td><td>600,000</td><td>500,000</td><td>400,000</td></tr> <tr><td>2007</td><td>700,000</td><td>600,000</td><td>500,000</td></tr> <tr><td>2008</td><td>800,000</td><td>700,000</td><td>600,000</td></tr> <tr><td>2009</td><td>700,000</td><td>600,000</td><td>500,000</td></tr> <tr><td>2010</td><td>600,000</td><td>500,000</td><td>400,000</td></tr> <tr><td>2011</td><td>700,000</td><td>600,000</td><td>500,000</td></tr> <tr><td>2012</td><td>700,000</td><td>600,000</td><td>500,000</td></tr> <tr><td>2013</td><td>800,000</td><td>700,000</td><td>600,000</td></tr> <tr><td>2014</td><td>900,000</td><td>800,000</td><td>700,000</td></tr> <tr><td>2015</td><td>1,000,000</td><td>900,000</td><td>800,000</td></tr> <tr><td>2016</td><td>1,000,000</td><td>900,000</td><td>800,000</td></tr> <tr><td>2017</td><td>1,100,000</td><td>1,000,000</td><td>900,000</td></tr> <tr><td>2018</td><td>1,200,000</td><td>1,100,000</td><td>1,000,000</td></tr> <tr><td>2019</td><td>1,300,000</td><td>1,200,000</td><td>1,100,000</td></tr> <tr><td>2020</td><td>1,200,000</td><td>500,000</td><td>200,000</td></tr> <tr><td>2021</td><td>1,300,000</td><td>600,000</td><td>300,000</td></tr> <tr><td>2022</td><td>1,400,000</td><td>700,000</td><td>400,000</td></tr> <tr><td>2023</td><td>1,500,000</td><td>800,000</td><td>500,000</td></tr> <tr><td>2024</td><td>1,600,000</td><td>900,000</td><td>600,000</td></tr> <tr><td>2025</td><td>1,700,000</td><td>1,000,000</td><td>700,000</td></tr> </tbody> </table>	Year	EOTC 18.96% Sales Tax	Transit Use Tax	Investment Income	2005	600,000	500,000	400,000	2007	700,000	600,000	500,000	2008	800,000	700,000	600,000	2009	700,000	600,000	500,000	2010	600,000	500,000	400,000	2011	700,000	600,000	500,000	2012	700,000	600,000	500,000	2013	800,000	700,000	600,000	2014	900,000	800,000	700,000	2015	1,000,000	900,000	800,000	2016	1,000,000	900,000	800,000	2017	1,100,000	1,000,000	900,000	2018	1,200,000	1,100,000	1,000,000	2019	1,300,000	1,200,000	1,100,000	2020	1,200,000	500,000	200,000	2021	1,300,000	600,000	300,000	2022	1,400,000	700,000	400,000	2023	1,500,000	800,000	500,000	2024	1,600,000	900,000	600,000	2025	1,700,000	1,000,000	700,000
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1. The black bars in the chart below reflect the amount of the actual and forecasted increase in RFTA's 81.04% share of the Pitkin County 0.5% mass transit tax collections beginning in 2019 and increasing in subsequent years after a dip in 2020 due to COVID-19.
2. The red bars in the chart below reflect the estimated No Fare subsidy amount from 2021 through 2025 in comparison to the black bars representing the forecasted increase in RFTA's 81.04% share of the Pitkin County 0.5% mass transit tax collections beginning in 2020.

Figure E1. RFTA Revenues and the No Fare Subsidy



3. Column B in the chart on the following page reflects PFM's forecast of the EOTC's Pitkin County 0.5% use tax collections (post HB19-1240) from 2021 through 2025, compared to PFM's forecast of what the use tax collections would have been from 2021 through 2025 if HB19-1240 had not been enacted (Column C).
4. It is assumed that there is a correlation between the reduction in the Pitkin County 0.5% use tax collections and a portion of the increase in RFTA's 81.04% share of the Pitkin County 0.5% mass transit sales tax. In other words, it is assumed that a portion of RFTA's increase in its share of the 0.5% of the Pitkin County mass transit sales tax is attributable to the transfer of collections on items that were previously charged use tax that are now being charged sales tax. However, undoubtedly, some of the increase in RFTA's 81.04% share of the Pitkin County 0.5% mass transit sales tax is also attributable to underlying growth and the fact that sales taxes are also now being collected on Ecommerce sales.
5. Column D in the chart below estimates how much the reduction in the EOTC's use tax is anticipated to be as a result of the passage of HB19-1240.
6. Column E in the chart below estimates how much of the reduction in the EOTC's 0.5% use tax is accruing to RFTA's 81.04% share of the 0.5% Pitkin County mass transit sales tax each year.
7. Based on PFM's assumptions, it appears that RFTA's 81.04% share of the 0.5% use tax that is transferring to sales tax should exceed the estimated total cost of the EOTC No Fare subsidy between 2022 and 2025. In addition, based on PMF's forecast, the chart also indicates that the net revenue to RFTA attributable to the transfer of use tax collections to sales tax collections (Column G) could increase over time.

Measuring the Impact of HB19-1240 on EOTC's Use Tax and RFTA's Sales Tax Revenue

A	B	C	D	E	F	G
Year	EOTC Use Tax	EOTC Use Tax No HB19-1240	EOTC Decrease Compared to Base	RFTA Estimated 81.04% Share of the EOTC Use Tax Migration	Est. No Fare Service Subsidy	Net Revenue to RFTA
2021	\$431,576	\$1,321,763	(\$890,187)	N/A	N/A	N/A
2022	\$483,640	\$1,481,216	(\$997,576)	\$808,436	\$870,980	(\$62,544.41)
2023	\$577,870	\$1,769,808	(\$1,191,939)	\$965,947	\$931,949	\$33,998.37
2024	\$656,703	\$2,011,246	(\$1,354,543)	\$1,097,722	\$997,185	\$100,536.65
2025	\$741,453	\$2,270,805	(\$1,529,352)	\$1,239,387	\$1,060,000	\$179,386.86
Total	\$2,891,242	\$8,854,838	(\$5,963,597)	\$4,111,491	\$3,860,114	\$251,377

Conclusion: As a result of this analysis, staff believes RFTA has benefited significantly from the changes to sales and use tax collections caused by the passage of HB19-1240. The EOTC, on the other hand, has been negatively impacted by this change.

1. With respect to sales and use taxes levied under RFTA's own authorization in its member jurisdictions, RFTA has also benefited as a result of HB19-1240. While its use tax collections are going down, its sales tax collections are going up. In addition, RFTA is also receiving sales tax collections on Ecommerce sales.
2. However, a significant portion of the EOTC's use tax collections are being transferred to RFTA's 81.04% share of the Pitkin County 0.5% mass transit sales tax. So, while RFTA benefits, the EOTC is experiencing a significant reduction in revenue the EOTC previously used to fund the Aspen/Snowmass No Fare Service

Recommendation: For the reasons stated above, staff recommends that the Board authorize RFTA to assume the No Fare subsidy from the EOTC. If the Board approves this action, an Intergovernmental Agreement memorializing the No Fare subsidy assumption will be placed on the November 9, 2021 Consent Agenda.

Other Options to Consider: In order to make RFTA's regional commuter services more equitable and affordable for all users, staff also recommends that the RFTA Board adopt the Alternative Regional Commuter Fare Structure # 6, as reflected on Chart 1 on page 28, below.

1. Alternative # 6 assumes the following:
 - a. The El Jebel and Basalt Zones will be combined into a single zone.
 - b. The service will be fare free within each zone.
 - c. The cost to travel from the zone in which the passenger boards to the next zone will be \$2.
 - d. The cost to travel to each successive zone will be an additional \$1.
 - e. Ridership is estimated to increase by 10%.
 - f. Fare revenue is estimated to decrease by 21% or \$693,000.
 - g. In terms of regional fare equity, the \$693,000 estimated decrease in 2022 fare revenue combined with the estimated \$149,000 - \$292,000 reduction in fare

	<p>revenue associated with reducing the youth fare from \$1 off the cash fare in each zone to a \$1 flat fare, is roughly equivalent to the estimated \$871,000 cost of the Aspen/Snowmass No Fare subsidy in 2022.</p> <ol style="list-style-type: none"> 2. In comparison to the Existing Base Service # 1, as line 6 on Chart 1, page 27 indicates, the cash fare for traveling between Glenwood Springs and Aspen/Snowmass, Aspen Village, and Basalt, respectively, would be reduced by \$2 each (due to the consolidation of the El Jebel and Basalt zones). The cost to travel to other zones would be reduced by a minimum of \$1. Also, the cash fare from Aspen to Rifle would be reduced by \$2 (from \$10 to \$8) for the same reason (see Charts 2 and 3 for a comparison of the proposed Alternative 6 fares for travel to/from each zone to the existing fares for the same travel). 3. Of the 6 Alternative Regional Fare Structures analyzed, staff believes # 6 is financially sustainable for RFTA, and the best in terms of providing equity and affordability for regional riders at a time when regional commuter ridership should be incentivized because it is down approximately 40% from 2019 (pre-COVID-19). 4. Prior to the 2009/2010 Winter season, the fare was raised by \$1 per zone. A \$1 per zone increase was implemented primarily because RFTA was still using punch passes with \$1 punches, and increments of less than \$1 would have been cumbersome. As a result, in Basalt for example, the cash fare to Aspen went from \$3 to \$4, a 33% increase, which was overly dramatic and not well-received. In the future, if RFTA needs to consider raising fares, RFTA now has electronic fare media that will allow fares to be raised in smaller increments. 5. Staff would like to implement the Alternative # 6 Fare Structure change for the 2021/2022 winter season. Seasonal and monthly zone passes will be going on sale at the beginning of November, prior to the November 11 RFTA Board meeting. Approval of this change at the October 14 meeting will allow staff time to communicate pass pricing to the public. 6. Staff recommends that the Board adopt this change on a provisional basis and conduct a Public Hearing in March 2022 to determine whether the change should be made permanent. <p>Methodology: Staff retained Marc Warner, Warner Transportation, to analyze the impact of 6 Alternative Regional Commuter Fare Structures, compared to the Existing Base Service. Mr. Warner performed his elasticity analysis using pre-COVID-19 ridership and fare revenue for the period September 2017 through August 2018. Staff then extrapolated Mr. Warner's forecasted impact on revenue for each alternative using the 2022 budgeted fare revenue (see Column M on Chart 1, below).</p>
Background:	For background, please see the September 9, 2021 RFTA Board Agenda Item # 6. B. "EOTC No Fare Assumption – September 9 2021 Agenda Item 6. B."
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:	None at this time. However, if RFTA decides to cover all or a portion of the fare-offset for the no-fare service, then there may be a reduction in the annual contribution from the EOTC.
Attachments:	Yes, for more background, please click on "EOTC No Fare Assumption – September 9 2021 Agenda Item 6. B." which is also included in the October 2021 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the Board Agenda Packet. Also please see Charts 1 – 4 below.

Chart 1

Alternative Regional Commuter Fare Structures for RFTA Board Consideration													
	A	B	C	D	E	F	G	H	I	J	K	L	M
Alt.	Description	From w/in Glwd	Asp/ SMV	Asp Vil	Bslt	EJ/BL	Carb	New Cas	Silt	Rifle	Est. % Rider Incr.	Est. % Rev. Loss	Est. \$ Reduction
1	Existing Cash Fare Structure (Base Service)	1	7.00	6.00	5.00	4.00	3.00	3.00	4.00	5.00	0%	0%	\$ 3,300,000
2	Existing Cash Fare, 0 in a Zone	0	7.00	6.00	5.00	4.00	3.00	3.00	4.00	5.00	0%	-2%	\$ (66,000)
3	Existing Cash Fare, 0 in a Zone, Combine EJ and Bslt Zones	0	7.00	6.00	4.00	4.00	3.00	3.00	4.00	5.00	1%	-4%	\$ (132,000)
4	Existing zone structure - \$1 Off Cash Fare	1	6.00	5.00	4.00	3.00	2.00	2.00	3.00	4.00	7%	-15%	\$ (495,000)
5	Combine El Jebel/Basalt Zones, \$1 Off Cash Fare	1	6.00	5.00	3.00	3.00	2.00	2.00	3.00	4.00	9%	-17%	\$ (561,000)
6	Combine EJ & Bslt Zones, 0 Within a Zone, \$2 to the Next Zone, \$1 Each Zone Thereafter. (Staff Recommendation)	0	5.00	4.00	3.00	3.00	2.00	2.00	3.00	4.00	10%	-21%	\$ (693,000)
7	Combine EJ/Bslt Zones, 0 in a Zone, \$1 to the Next Zone	0	4.00	3.00	2.00	2.00	1.00	1.00	2.00	3.00	22%	-37%	\$ (1,221,000)

Chart 2

Alt. 6 Proposed fares													
	CASH	Aspen	SMV	int lot	Aspen Village	Old Snow mass	Basalt	El Jebel /Blue Lake	C'dale	G'wood Springs	New Castle	Silt	Rifle
Aspen	0.00	0.00	0.00	2.00	3.00	3.00	3.00	4.00	5.00	6.00	7.00	8.00	
Snowmass Village	0.00	0.00	0.00	2.00	3.00	3.00	3.00	4.00	5.00	6.00	7.00	8.00	
int lot	0.00	0.00	0.00	2.00	3.00	3.00	3.00	4.00	5.00	6.00	7.00	8.00	
Aspen Village	2.00	2.00	2.00	0.00	2.00	2.00	2.00	3.00	4.00	5.00	6.00	7.00	
Old Snowmass	3.00	3.00	3.00	2.00	0.00	0.00	0.00	2.00	3.00	4.00	5.00	6.00	
Basalt	3.00	3.00	3.00	2.00	0.00	0.00	0.00	2.00	3.00	4.00	5.00	6.00	
El Jebel /Blue Lake	3.00	3.00	3.00	2.00	0.00	0.00	0.00	2.00	3.00	4.00	5.00	6.00	
Carbondale	4.00	4.00	4.00	3.00	2.00	2.00	2.00	0.00	2.00	3.00	4.00	5.00	
Glenwood Springs	5.00	5.00	5.00	4.00	3.00	3.00	3.00	2.00	0.00	2.00	3.00	4.00	
New Castle	6.00	6.00	6.00	5.00	4.00	4.00	4.00	3.00	2.00	0.00	2.00	3.00	
Silt	7.00	7.00	7.00	6.00	5.00	5.00	5.00	4.00	3.00	2.00	0.00	2.00	
Rifle	8.00	8.00	8.00	7.00	6.00	6.00	6.00	5.00	4.00	3.00	2.00	0.00	

Chart 3

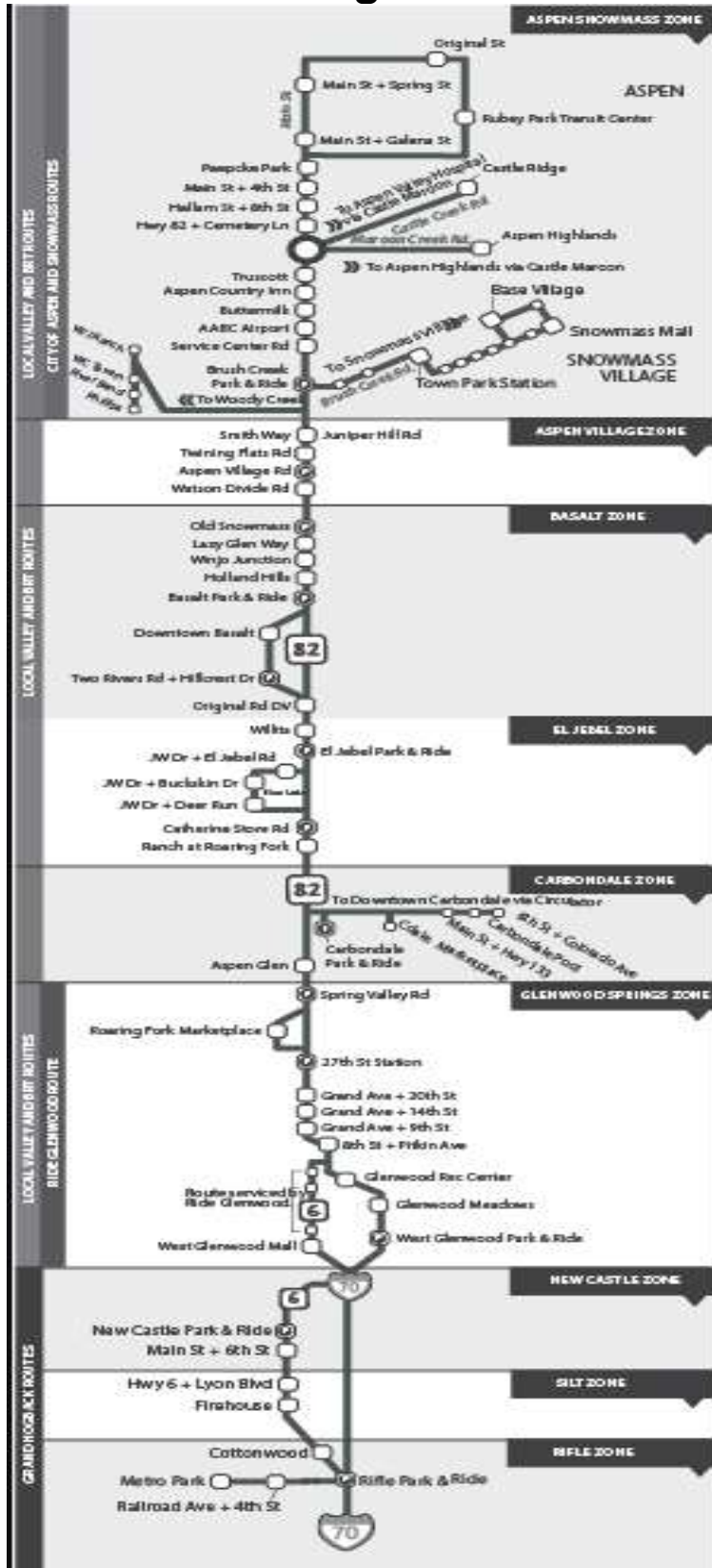
Existing Cash Fares

RFTA FARE CHART FOR THE ROARING FORK VALLEY & GRAND HOGBACK											
ZONE	Rifle	Silt	New Castle	Glenwood Springs	Carbondale	El Jebel/Willits	Basalt	Aspen Village	Brush Creek Park & Ride	Snowmass Village	Aspen
Rifle	1.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	10.00	10.00
Silt	3.00	1.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	9.00	9.00
New Castle	4.00	3.00	1.00	3.00	4.00	5.00	6.00	7.00	8.00	8.00	8.00
Glenwood Springs	5.00	4.00	3.00	1.00	3.00	4.00	5.00	6.00	7.00	7.00	7.00
Carbondale	6.00	5.00	4.00	3.00	1.00	3.00	4.00	5.00	6.00	6.00	6.00
El Jebel/Willits	7.00	6.00	5.00	4.00	3.00	1.00	1.00	4.00	5.00	5.00	5.00
Basalt	8.00	7.00	6.00	5.00	4.00	1.00	1.00	3.00	4.00	4.00	4.00
Aspen Village	9.00	8.00	7.00	6.00	5.00	4.00	3.00	1.00	2.00	2.00	2.00
Woody Creek	10.00	9.00	8.00	7.00	6.00	5.00	4.00	2.00	FREE	FREE	FREE
Brush Creek Park & Ride	10.00	9.00	8.00	7.00	6.00	5.00	4.00	2.00	FREE	FREE	FREE
Snowmass Village	10.00	9.00	8.00	7.00	6.00	5.00	4.00	2.00	FREE	FREE	FREE
Aspen	10.00	9.00	8.00	7.00	6.00	5.00	4.00	2.00	FREE	FREE	FREE

Fare: \$1.00 in zone, first zone change add \$2.00, then \$1.00 each additional zone.
 Seniors (65 and over) and children ages 5 and under ride for free.
 Youth ages 6-18 ride all RFTA regional routes for \$1.00. Bike loading is an additional \$2.00 per bike.

Chart 4

Existing Zones



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

Meeting Date:	October 14, 2021
Subject:	RFTA Regional Bike Share/First and Last Mile Mobility (FLMM) Study Update
Strategic Outcome:	2.0 ACCESSIBILITY AND MOBILITY
Strategic Objective:	2.4 Provide increased first and last mile options for customers throughout service area
Presented By:	David Johnson, Director of Planning
Staff Recommends:	<ol style="list-style-type: none"> 1) Receive update on the progress of the study; and 2) Please approve an early-action funding request from WE-cycle for a \$62,000 advance of Destination 2040 Bike Share Expansion funding for a deposit on docking stations and e-bikes that will be ordered in October 2021 for delivery and operation in the Spring of 2022.
Executive Summary:	<p>Destination 2040 committed approximately \$1.2 million in capital funding and about \$550,000 per year in operating funds for the expansion of the WE-cycle bike sharing program to Carbondale and Glenwood Springs, where no bike share currently exists, and for bike share expansion in Aspen and Basalt.</p> <p>In March 2021, RFTA enlisted Toole Design to help develop a bike share implementation and/or expansion plan for each of RFTA’s member jurisdictions. More detailed information is provided in the background section.</p> <p>This section contains a summary of progress to date and a schedule of future activities.</p> <p>Governance Model One of the key outcome goals is to identify the appropriate planning, operating, financing, and governing framework for regional bike sharing, in consultation with the participating RFTA member jurisdictions.</p> <p>The preferred short-term recommendation is an enhanced non-profit governance model. This will involve a multi-year contract between RFTA and WE-cycle, and service agreements between WE-cycle and local agencies. In the long term, it may be beneficial for RFTA to take over regional bike share system, but this interim governance structure will provide for continuity of the bike share system, and the ability to adapt and evolve. Significant changes to bike share governance at this point could disrupt operations.</p> <p>Public Involvement The public involvement component of this study has been robust, and we have created great opportunities to discuss the project, both on-line and in-person. The project team held five in-person events, in New Castle, Glenwood Springs, Carbondale, El Jebel and Aspen, reaching a total of 175 people. In addition, we have met people through the Technical Advisory Committee meetings and Focus Groups. The team continues to meet with jurisdictions and other groups in person.</p>

Regional Bikeshare System Planning

Based on input from We-cycle, the municipalities, the public and the consultants, Toole Design has prepared a multi-phase bike share program in each community. Key considerations are (1) funding, as bike share/FLMM funding from Destination 2040 is constrained, and (2) community support, as each community plays a key role in developing and sustaining its FLMM needs and aspirations.

First and Last Mile Mobility

While bike sharing is the first priority, many jurisdictions have expressed interest in considering FLMM strategies in addition to, or other than, bike share. Toole Design has suggested that other FLMM options be considered in New Castle. Recommendations are forthcoming.

Schedule

A summarized schedule is outlined below. Please see the attached Power Point for a more detailed schedule.

October

- Optional local Council briefings (TAC member responsibility)
- Incorporate feedback to finalize bikeshare system plans, and cost and funding plans
- Finalize governance recommendations:
- Bikeshare implementation plan
- Preliminary FLMM recommendations and prioritization
- TAC Meeting #6: Final bikeshare plans, governance model, FLMM recommendations and prioritization

November

- Recommended local Council briefings (TAC member responsibility / RFTA staff to attend/present)
- Draft bikeshare report for comment

December:

- Final TAC meeting: Finalize FLMM recommendations
- Staff present to RFTA Board for update
- Distribute Draft FLMM report for comment
- Final reports

January 2022

- Present to RFTA Board for Adoption

Early Action Funding Request:

- 1) In November 2018, RFTA voters approved \$1,271 million in Destination 2040 capital funding designated for Regional Bike Share Expansion.
- 2) The Destination 2040 Plan also designated \$583,500 in funding for the operation of Bike Share Expansion, beginning in 2020 and increasing by 3% per year.
- 3) To date there is approximately \$1.271 million in Destination 2040 Bike Share Expansion capital funding and \$1.184 million in Bike Share Expansion operating funding that have not been expended. According to the Destination 2040 Plan an

	<p>additional \$619,000 of operating funding should be available to be expended in 2022. Total funds available for Bike Share Expansion, as of 2020, are approximately 3.074 million.</p> <ol style="list-style-type: none"> 4) For 2022, WE-cycle, on behalf of the Town of Basalt, would like to submit an order this October for 2 solar-powered e-stations and 13 e-bikes (\$89,500) and, on behalf of the City of Aspen, would like to order 13 e-bikes (\$34,500). A 50% down payment of \$62,000 is required at the time of order, with the balance of \$62,000 due upon delivery of the equipment. 5) Aspen is investing a \$144,000 CMAQ grant and \$36,000 in local funds to acquire five e-stations. Grant funds cannot be used to purchase e-bikes due to Buy America Requirements, so that is why Destination 2040 funding is being requested. In addition, Aspen expended \$15,000 for 10 e-bikes in 2020 and 2021, so it is asking that these expansion expenditures be considered as match for Destination 2040 funds at whatever ratio ultimately is determined at the outcome of the Bike Share Expansion Study. 6) In 2019, 2020, and 2021, Basalt expended a total of \$20,000 for additional docking points and 10 e-bikes. Basalt would also like these expenditures to be considered as match for Destination 2040 funds at whatever ratio ultimately is determined at the outcome of the Bike Share Expansion Study. 7) Both communities are requesting that RFTA advance the deposit in 2021 so that their expansion equipment can be ordered in October and can be installed prior to the Spring 2022 bike share system opening. Both communities are also requesting that this 2021 grant by RFTA, and a similar grant in 2022 for the other \$62,000, be netted against any Destination 2040 Bike Share Expansion funding that they would otherwise by allocated for their bikeshare expansion programs. 8) If the RFTA Board approves the \$62,000 deposit amount in 2021, staff will develop and enter into a Letter of Understanding with WE-cycle, making the funding contingent upon WE-cycle's agreement to make the RFTA Destination 2040 funding and equipment subject to any policies and conditions that are subsequently developed and adopted by the RFTA Board as a result of the Bike Share Expansion Study. 9) Mirte Mallory, Executive Director, WE-cycle, will be on hand to discuss the plan with the RFTA Board and to share information about the cutting-edge solar-powered e-stations that WE-cycle is the first bike share system in the nation to deploy.
<p>Background/ Discussion:</p>	<p>Destination 2040 committed approximately \$1.2 million in capital funding and about \$550,000 per year in operating for the expansion of the WE-cycle bike sharing program to Carbondale and Glenwood Springs, where no bike share currently exists and for bike share expansion in Aspen and Basalt.</p> <p>RFTA enlisted Toole Design to help develop a bike share implementation and/or expansion plan for each of RFTA's member jurisdictions. The individual community plans should be integrated into a Regional Bike Share Plan, recognizing that each community will have unique bike sharing goals and needs; levels of investment; levels of current implementation; and other unique policies or preferences,. The plan will need to estimate each community's operating and capital costs and identify shared regional costs. Cost sharing agreements and a regional cost allocation plan will need to be developed by and among RFTA and the participating communities.</p> <p>One of the underlying assumptions in the Destination 2040 financing plan was that new RFTA property tax revenue designated for the list of capital improvements, including</p>

bike share, would be insufficient to fund 100% of the project costs. Consequently, the financing plan assumed that RFTA would use Destination 2040 funding to leverage grants and develop partnerships to achieve full funding for its list of capital projects.

RFTA's expectation is that it will need to form financial partnerships with its member jurisdictions as well as seek grants in order to obtain adequate resources to purchase bike share equipment and infrastructure and operate and maintain the bike share systems and services in each community that falls under the Destination 2040 bike share "expansion" heading, i.e. Glenwood Springs, Carbondale, Basalt, and Aspen. Funding and partners will also need to be identified and sought in order to implement and/or expand bike share in the communities of Snowmass Village and New Castle, however, the distinction is that no Destination 2040 Plan funding bike share expansion funding was designated for them, so other sources of revenue will need to be identified

In 2019, RFTA and WE-cycle invested a considerable amount of effort to determine an appropriate structure for a long-term relationship, i.e. contractual or integration of WE-cycle with RFTA. For a variety of reasons, including COVID-19, no conclusions have been reached regarding the most suitable long-term partnership structure between RFTA and WE-cycle. As such, one of the key outcome goals of this study for both RFTA and WE-cycle is to identify the appropriate planning, operating, financing, governing framework for regional bike sharing, in consultation with, and buy-in from, the participating RFTA member jurisdictions.

While expansion of the bike share system is the first priority, RFTA anticipates that discussions about other FLMM opportunities may arise, and that alternatives to bike sharing may emerge, and other viable FLMM strategies could be considered.

RFTA has contracted with Toole Design to conduct the Regional Bike Share/First and Last Mile Mobility Study. The study consists of the following components:

- 1) **Existing Conditions Assessment:** Develop a thorough understanding of the existing system and the opportunities and challenges arising from the local, regional, state, and federal contexts.
- 2) **Peer System Review:** Review other applicable bike sharing programs and how they have prepared for expansion or transitioned to new ownership and operating models.
- 3) **Regulatory Policy Development:** Identify policies, permits, laws, and other regulations that may need to be refined or updated to implement a successful bike share program expansion.
- 4) **Bike share Operations Framework:** Identifying the future expansion scenarios, their expected equipment and technology needs, and a recommended operating framework.
- 5) **Bike Share Financial Planning and Programming:** Develop a financial pro-forma, which will compare expected capital and operating costs to available funding and expected revenues and determine what is possible within the Destination 2040 funding and what may need to be phased, deferred, or funded through other sources.

	<p>6) Bike Share Plan Finalization and Adoption: This is an advisory document and does not require formal adoption by the Board.</p> <p>A. First and Last Mile Mobility Technology Review: Provide a guide to the universe of FLMM technology trends and provide real-world examples where possible. Given the large number of options available and the complexity regarding their pros and cons, we will summarize our findings in a matrix. The matrix will identify key success factors identified by our team and through stakeholder engagement such as price, infrastructure requirements, functionality during winter months, and resource requirements.</p> <p>B. Planning, Financing, Operations, and Implementation Framework: Connect FLMM technologies and solutions to applicable areas of the region using multiple typologies that allow various areas of the region to be categorized based on land use, infrastructure, existing transportation services, traveler type, and other applicable factors.</p> <p>C. FLMM Plan Finalization and Adoption: This is an advisory document and does not require formal adoption by the Board.</p>
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:	The estimated cost of the RBSS and FLMM Development Plan is approximately \$200,000. An additional \$43,660 has been allocated to WE-cycle to serve as a resource expert for the study.
Attachments:	Yes, please click on “ October RBS-FLM Study Update for RFTA.pdf ” and “ 211008 WE-cycle bikeInsights-ForRFTA.pdf ,” of find them in the October RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda.

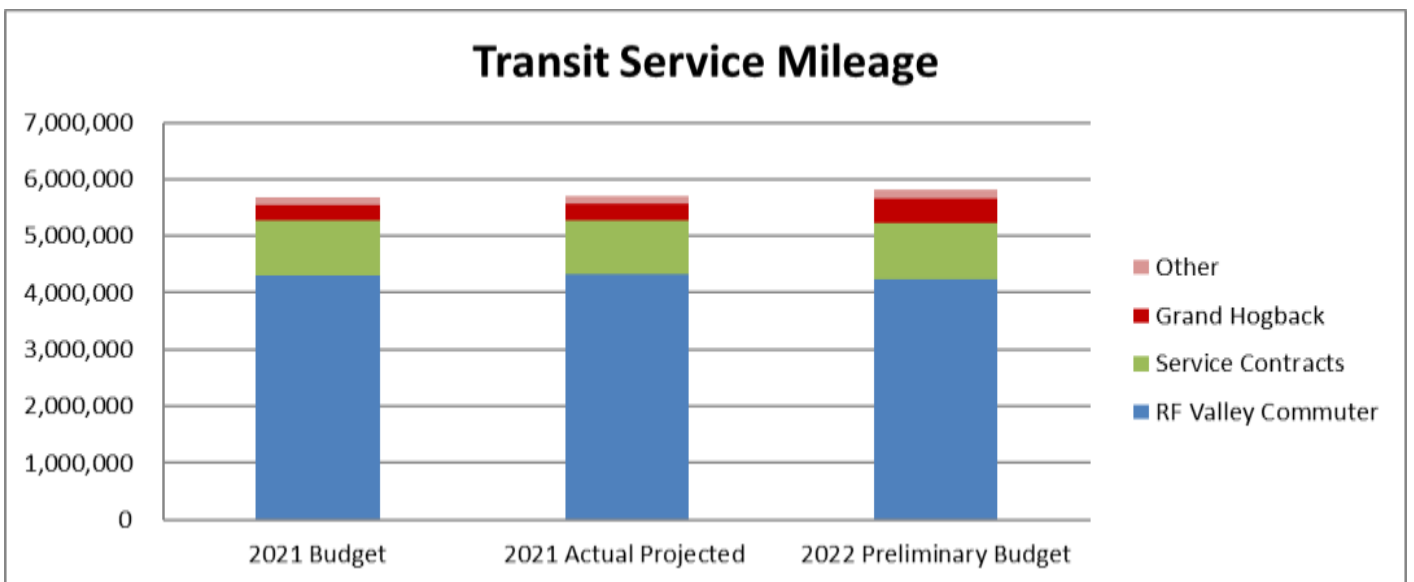
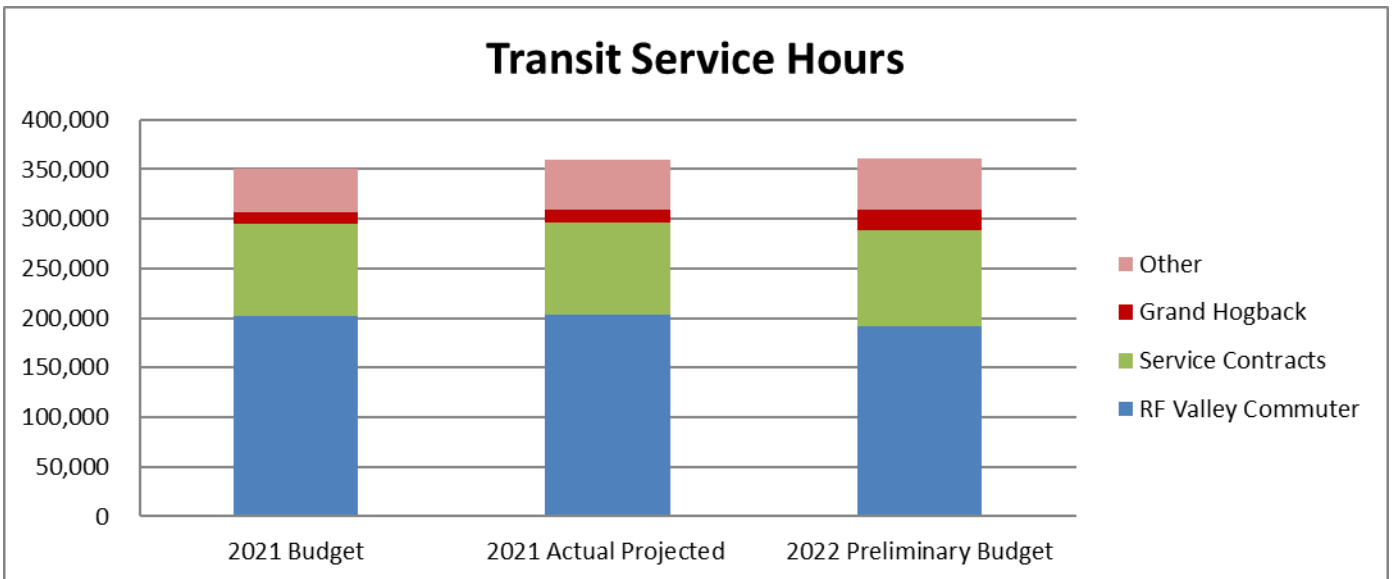
**RFTA BOARD OF DIRECTORS MEETING
“PRESENTATIONS” AGENDA SUMMARY ITEM # 7. D.**

Meeting Date:	October 14, 2021
Agenda Item:	2022 2 nd Draft Budget Presentation
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 2022 Budget with revisions as the Board feels necessary
Core Issues:	<p>The 2nd draft of the 2022 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 2021.</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:	<p>Yes, please see 2022 2nd Draft Budget presentation on the following pages.</p> <p>Also, please see on “City of Glenwood Springs - Request to Distribute Destination 2040 Funds.pdf” which is also included in the October 2021 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the Board Agenda Packet.</p>

2022 RFTA BUDGET – 2nd DRAFT PRESENTATION

1. Services

- The 2nd draft of the 2022 budget assumes baseline service levels (pre-COVID-19) with updates for seasonal changes.
 - It is assumed that the reservation system for the Maroon Bells Bus Tour services will continue next summer and fall.
 - The initial service plan assumes the Grand Hogback service is scheduled to run at Destination 2040 levels.
- The estimated transit service hours and miles reflect a 0.2% and 1.8% increase from the 2021 projections, respectively.



2. Challenges, Issues and Opportunities

- The **COVID-19 global pandemic** has disrupted consumer behaviors and supply chains which has resulted in inflationary pressures and an increase in the cost for materials, goods, and fuel. The mountain migration experienced in RFTA's service area as reported last June by the Northwest Colorado Council of Governments has further increased the lack of affordable housing available to sustain the level of full-time workforce needed. The national shortage of bus drivers and workers have further increased the ongoing challenges for RFTA with respect to its hiring needs. These factors are anticipated to have an impact on RFTA's 2022 budget.
- In 2020, RFTA benefited from CARES Act (Phases 1 & 2) grant funds of \$8.5 million, and in 2021, RFTA will benefit from CRRSAA and CARES Act Phase 3 grant funds of \$19.5 million. These **federal stimulus and relief programs** are intended to support the continuance of RFTA's essential regional transit services throughout the COVID-19 pandemic and help offset additional costs incurred and also any revenue shortfalls experienced. These programs allow RFTA to seek reimbursement on eligible costs incurred since early 2020 through 2022. RFTA drew down on the initial \$8.5 million in 2020 and anticipates drawing down on the entire \$19.5 million by the end of 2021 or early 2022. These funds have freed up local revenues that has resulted in a surplus in 2020 and a surplus is also anticipated in 2021 both increasing RFTA's fund balance and reserves. The ongoing threat of the COVID-19 pandemic and its impacts are expected to continue. Without any new federal assistance programs, RFTA has a stronger fund balance and level of reserves that it can consider to utilize, as needed, to navigate through the uncertainty in the upcoming year while moving forward with prioritized strategic initiatives.
- The significance and duration of the overall impacts are difficult to reasonably estimate at this time. RFTA plans to continue its **enhanced safety measures** with respect to the continuation of personal protective equipment, disinfecting & fogging, and capabilities for virtual meetings and teleworking arrangements wherever applicable. Staff will assume 100% of seated capacity and baseline service levels (pre-COVID-19) for the upcoming year; however, staff will continue to monitor the conditions.
- The impacts created by the spread of COVID-19 have had a material **economic impact** within the RFTA service area. So far in 2021, as vaccinations increased, public health orders loosened up and businesses reopened, revenues have been improving. The timing of the recovery is based on several factors including public health safety measures and the consumption of goods and services. Through July collections, sales and use tax revenues have increased by approximately **28%** compared to prior year actuals. Through July, regional transit fares have increased by **45%** compared to prior year actuals primarily due to increases in demand and the change from 50% to 100% seated capacity in June. However, current year projections trail pre-COVID figures by about 30% or \$1.3 million. **The Maroon Bells Bus Tour has helped offset the shortfall in regional transit fares with current year projections exceeding pre-COVID figures by over 75% or \$525,000.** Staff will continue to maintain a conservative approach regarding these rates.
- As illustrated in the chart below, in order to support the operating plan in the 2nd draft budget, approximately **\$775,000** of property tax revenues are being used to fill the estimated fare revenue gap, **\$5.7 million** of property tax revenues are being used to fund the costs for Destination 2040 Plan Projects (net of lease proceeds or grants/contributions), and **\$2.6 million** available is being used to fund strategic initiatives with a recommended use of fund balance of \$1.8 million. The primary reason for **using fund balance** is due to RFTA's one-time contribution of \$4 million to the City of **Glenwood Springs for the South Bridge Project, included in the Destination 2040 Plan.** 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:	
	2022 Draft
Description (1,000's)	Budget
Net Property Tax Revenues	\$ 11,343
Less: Estimated Costs for Service Enhancements	\$ (2,060)
Less: Estimated Debt Service for Capital Lease (bus)	\$ (312)
Less: Estimated Debt Service for Series 2021A Bonds	\$ (1,681)
Less: Estimated Net Costs for D2040 Projects	\$ (5,710)
Less: Estimated Costs for Strategic Initiatives	(2,605)
Less: Amount used to offset estimated revenue shortfalls	\$ (775)
Remaining Available Funds / (Use of Fund Balance)	\$ (1,799)

- 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 *preliminary* sales tax estimate for 2022. **Of the eight jurisdictions, staff has heard back from all eight jurisdictions.** 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 preliminary overall sales tax change is relatively flat in comparison to the 2021 forecast.
 - **Use tax reflects a decrease of approximately 10% compared to the 2021 forecast.**
- For the 2021 tax year, with **Property Tax** collections in 2022, the current residential assessment rate of 7.15%, the current commercial assessment rate of 29%, and the full 2.65 mill levy will be assumed for the 2022 budget. Colorado law requires a two year reassessment cycle for all property, and all properties are reassessed every odd-number year. For the 2021 tax year (2022 collection year), the assessor uses sales data from a 24-month period from July 1, 2018 ending June 30, 2020 to establish real property value. 2022 is a reassessment year. Staff has worked closely with the Assessors in Pitkin, Eagle and Garfield Counties to obtain preliminary assessed valuations and will obtain final assessed valuations when they become available.
- **Transit fuel** prices are known to be volatile. For 2022, management continues to utilize fixed price transit diesel fuel contracts to manage the volatility normally associated with fuel prices. As of March 2021, almost half of RFTA's estimated diesel fuel needs for 2022 have been locked and reflects a price decrease of approximately 7% compared to the 2021 budgeted weighted average. Fuel prices have increased significantly since then and staff continues to work with its fuel vendor to monitor pricing and opportunities to lock additional gallons for 2022. Our current CNG pricing will be assumed in our budget preparations. The Taxpayer Certainty and Disaster Tax Relief Act of 2020, enacted on December 27, 2020, extended the Alternative Fuel Credit through December 31, 2021. RFTA is eligible to submit claims to receive a credit of \$0.50 per gas gallon equivalent of compressed natural gas (CNG) used in its Operations. At this time, there is no indication of legislation extending this tax benefit to 2022. Our current CNG pricing, without any alternative fuel credit, is assumed in our budget preparations.
- **Health care** costs continue to rise and the **2022 increase has been confirmed to be approximately 5% for medical and dental premiums, with no change in vision premiums. A hearing benefit was added to the plan in 2022. RFTA plans to cover the incremental costs and maintain the current employee contribution amounts for the various types of plan coverages offered.** 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 continued this benefit in 2021 and the 2022 reflects this same benefit.

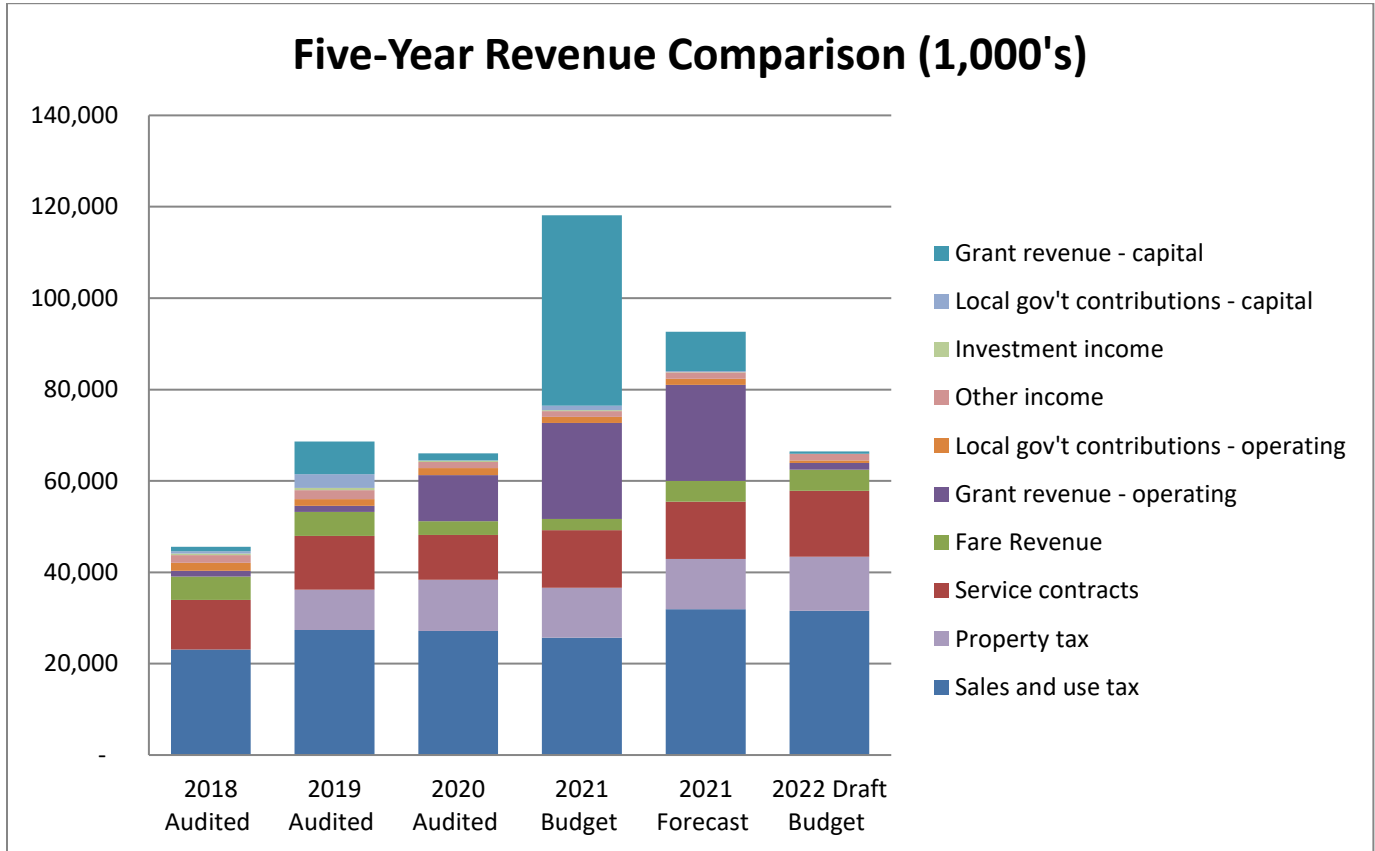
- Historically, the high cost of living in the Roaring Fork Valley has challenged the Authority's ability to hire and retain qualified personnel. Management continues to review and refine RFTA's **compensation** package with respect to wages, incentive programs, and benefit enhancements, including employee housing, in order to remain competitive in the local job market. As part of the biennial compensation review, a market survey has been conducted in July for all positions, with the exception of bus operators (The Collective Bargaining Unit comprised of full-time bus operators are subject to scheduled pay increases in accordance with their contract, which was recently renegotiated and approved by the RFTA board, effective July 1, 2021). In general, results of the compensation review indicate that the market average increased for almost all pay grades; however, not all grades moved at the same rate. Additional considerations were given for positions identified as mission critical or hard-to-recruit. Staff has discussed and reviewed the market survey results and recommends adjusting compensation accordingly in order to remain competitive with the market.
- 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 continues with the design/planning efforts and construction for multiple capital projects. RFTA issued bonds in 2021 to fund the upcoming GMF Expansion Project (Phases 3, 4, 5, & 7), Grade Separated Pedestrian Crossings of Highway 82 and 27th Street, 27th Street Parking Expansion – Property Acquisition.

3. Consolidated Financial Overview

(1,000's)	General Fund	Service Contracts	Bus Stops/ PNR SRF	Mid Valley Trails SRF	Capital Projects Fund	Debt Service Fund	2022 Draft Budget	%
Beginning fund balance (Budget)	\$ 63,491	\$ -	\$ 97	\$ 195	\$ -	\$ 920	\$ 64,704	
Revenues:								
Sales and use tax	\$ 31,444	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 31,544	47%
Property tax	\$ 11,883	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,883	18%
Service contracts	\$ -	\$ 14,433	\$ -	\$ -	\$ -	\$ -	\$ 14,433	22%
Operating revenue	\$ 4,623	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,623	7%
Grant revenue - operating	\$ 1,402	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ 1,432	2%
Local gov't contributions - operating	\$ 560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 560	1%
Local gov't contributions - capital	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75	0%
Other income	\$ 723	\$ -	\$ 515	\$ -	\$ -	\$ 144	\$ 1,382	2%
Investment income	\$ 39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39	0%
Total revenues	\$ 51,229	\$ 14,463	\$ 515	\$ 100	\$ -	\$ 144	\$ 66,451	100%
Program expenditures:								
Fuel	\$ 1,972	\$ 768	\$ -	\$ -	\$ -	\$ -	\$ 2,740	4%
Transit	\$ 34,619	\$ 13,827	\$ 1,087	\$ -	\$ -	\$ -	\$ 49,533	64%
Trails & Corridor Mgmt	\$ 871	\$ -	\$ -	\$ 68	\$ -	\$ -	\$ 939	1%
Subtotal operating exp.	\$ 37,462	\$ 14,596	\$ 1,087	\$ 68	\$ -	\$ -	\$ 53,212	69%
Capital	\$ 18,179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,179	23%
Debt Service	\$ 1,650	\$ -	\$ -	\$ -	\$ -	\$ 4,410	\$ 6,060	8%
Total expenditures	\$ 57,291	\$ 14,596	\$ 1,087	\$ 68	\$ -	\$ 4,410	\$ 77,451	100%
Other financing sources	\$ 9,233	\$ 132	\$ 572	\$ -	\$ -	\$ 4,267	\$ 14,204	
Other financing (uses)	\$ (4,971)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,971)	
Change in Fund Balance	\$ (1,799)	\$ 0	\$ -	\$ 32	\$ -	\$ -	\$ (1,767)	
Ending fund balance	\$ 61,692	\$ 0	\$ 97	\$ 227	\$ -	\$ 920	\$ 62,936	

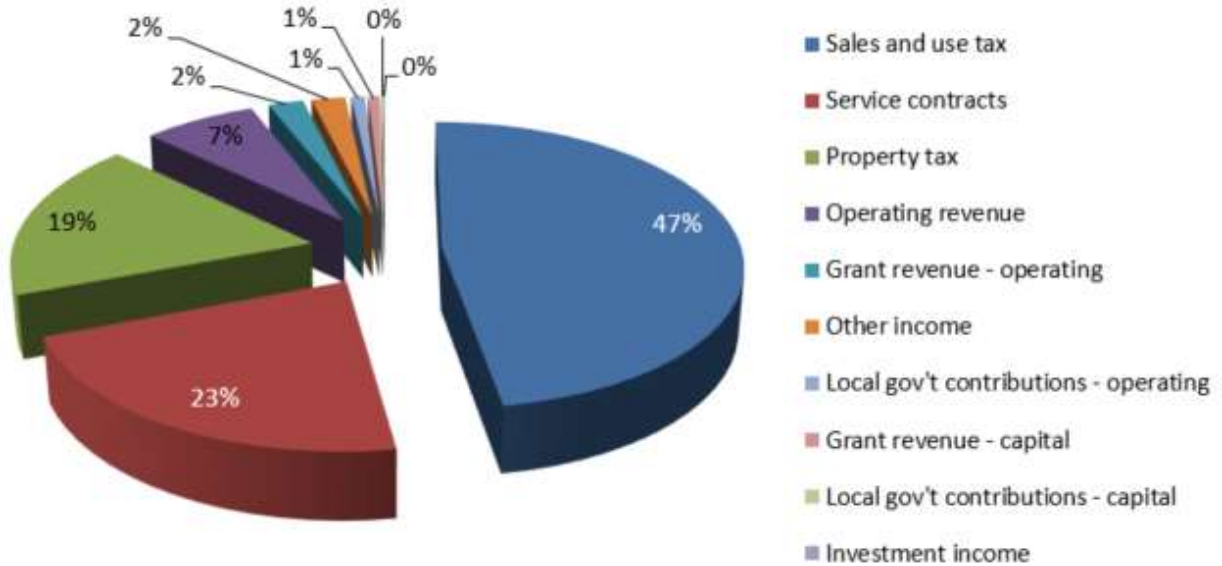
For an explanation of each fund, please refer to the Background section at the end of this report.

4. Estimated Revenue Composition & Assumptions



Revenues (in thousands)	2018	2019	2020	2021	2021	2022 Draft	22/21 Budget	
	Audited	Audited	Audited	Budget	Forecast	Budget	\$ Dif	% Dif
Sales and use tax	\$ 23,124	\$ 27,366	\$ 27,125	\$ 25,662	\$ 31,928	\$ 31,544	\$ 5,882	23%
Property tax	-	8,794	11,232	10,945	11,016	11,883	938	9%
Service contracts	10,808	11,773	9,827	12,642	12,523	14,433	1,791	14%
Fare Revenue	5,156	5,280	2,982	2,427	4,556	4,623	2,196	90%
Grant revenue - operating	1,244	1,346	10,117	20,979	20,979	1,432	(19,547)	-93%
Local gov't contributions - operating	1,736	1,482	1,523	1,374	1,374	560	(814)	-59%
Other income	1,682	1,920	1,332	1,250	1,369	1,382	132	11%
Investment income	332	518	248	201	46	39	(162)	-80%
Subtotal Revenues - Operating	44,084	58,480	64,386	75,480	83,791	65,896	(9,584)	-13%
Local gov't contributions - capital	535	3,017	103	997	216	75	(922)	-92%
Grant revenue - capital	981	7,145	1,508	41,668	8,642	480	(41,188)	-99%
Subtotal Revenues - Capital	1,515	10,163	1,611	42,665	8,858	555	(42,110)	-99%
Total	\$ 45,599	\$ 68,642	\$ 65,997	\$ 118,145	\$ 92,649	\$ 66,451	\$ (51,694)	-44%

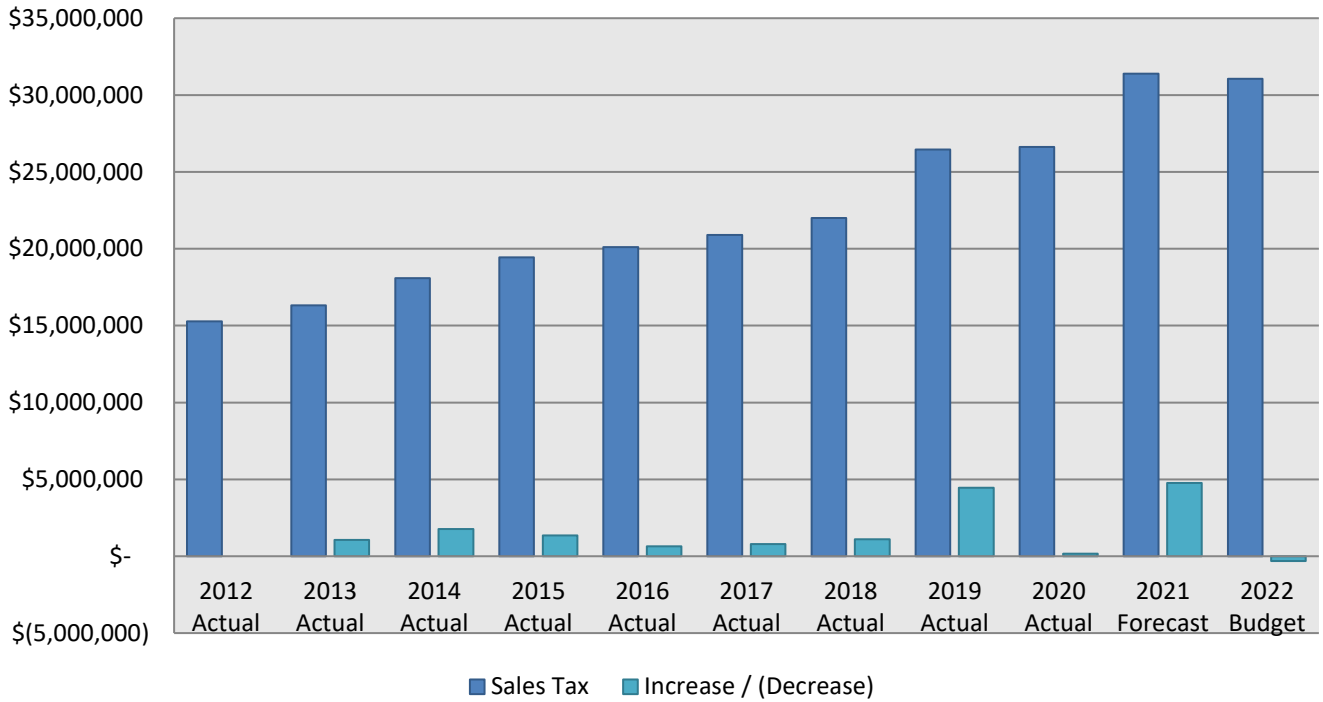
2022 Estimated Revenue Composition



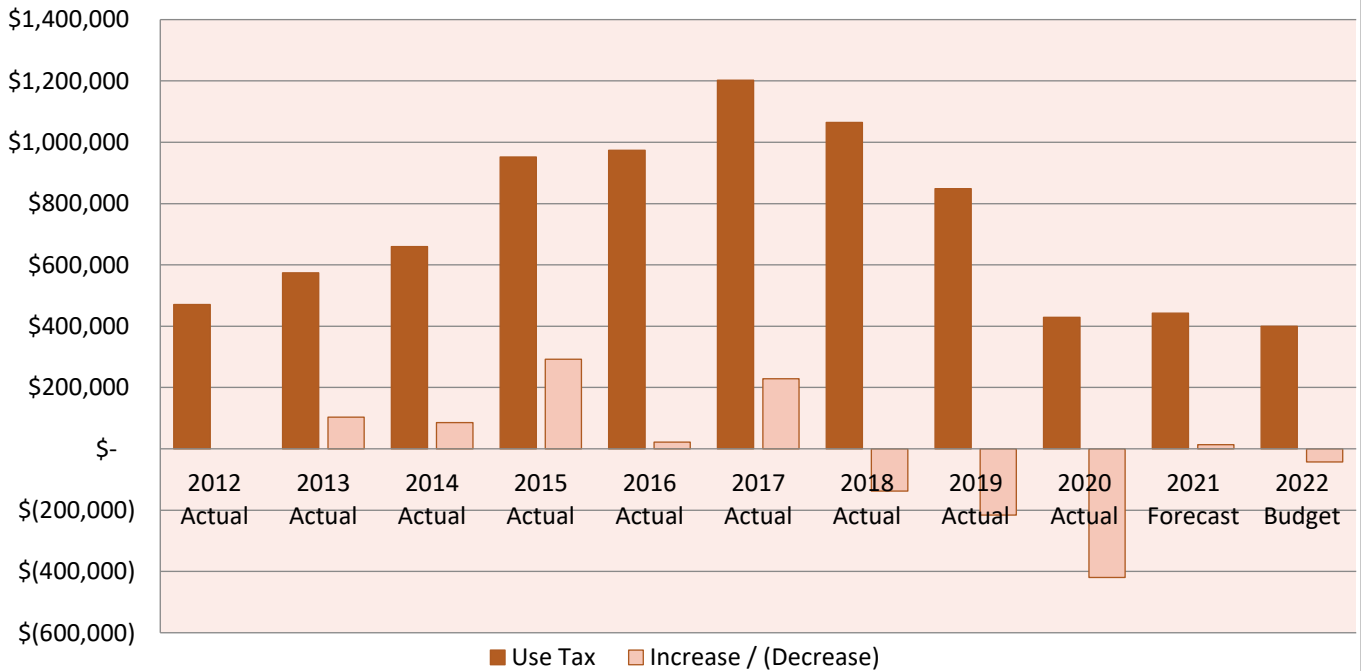
- Sales Tax** revenues are dedicated taxes collected from member jurisdictions based on intergovernmental agreements. The chart below shows *preliminary* estimates by jurisdiction as of **September 2021**:

Member Jurisdictions	2022 % Increase / (Decrease)
Aspen	+4.3%
Basalt	+5%
Carbondale	+5%
Glenwood Springs	0%
Eagle County	(1.8%)
New Castle	+3%
Pitkin County	(4.2%)
Snowmass Village	+16%

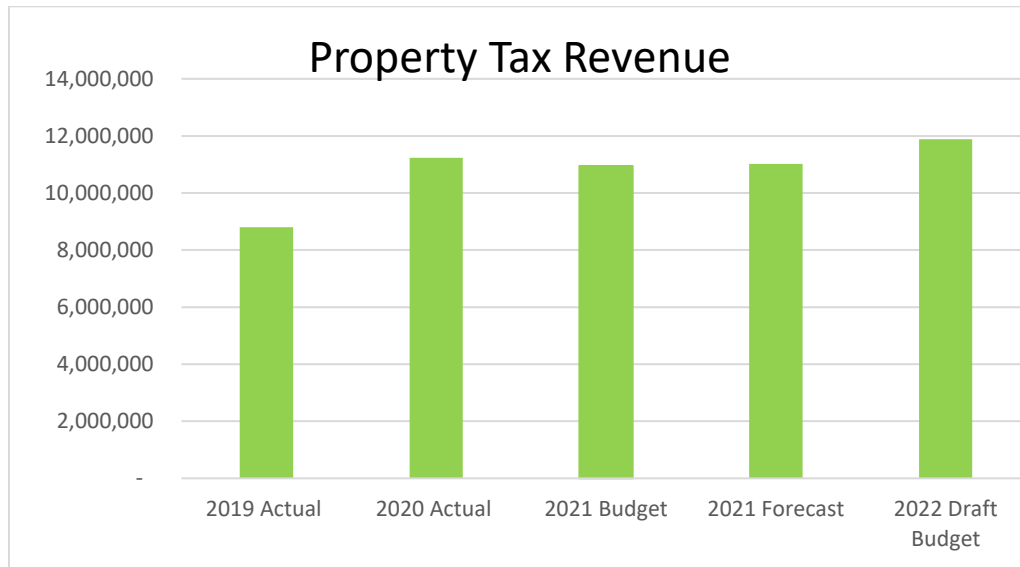
Sales Tax (2012-2022)



Use Tax (2012-2022)



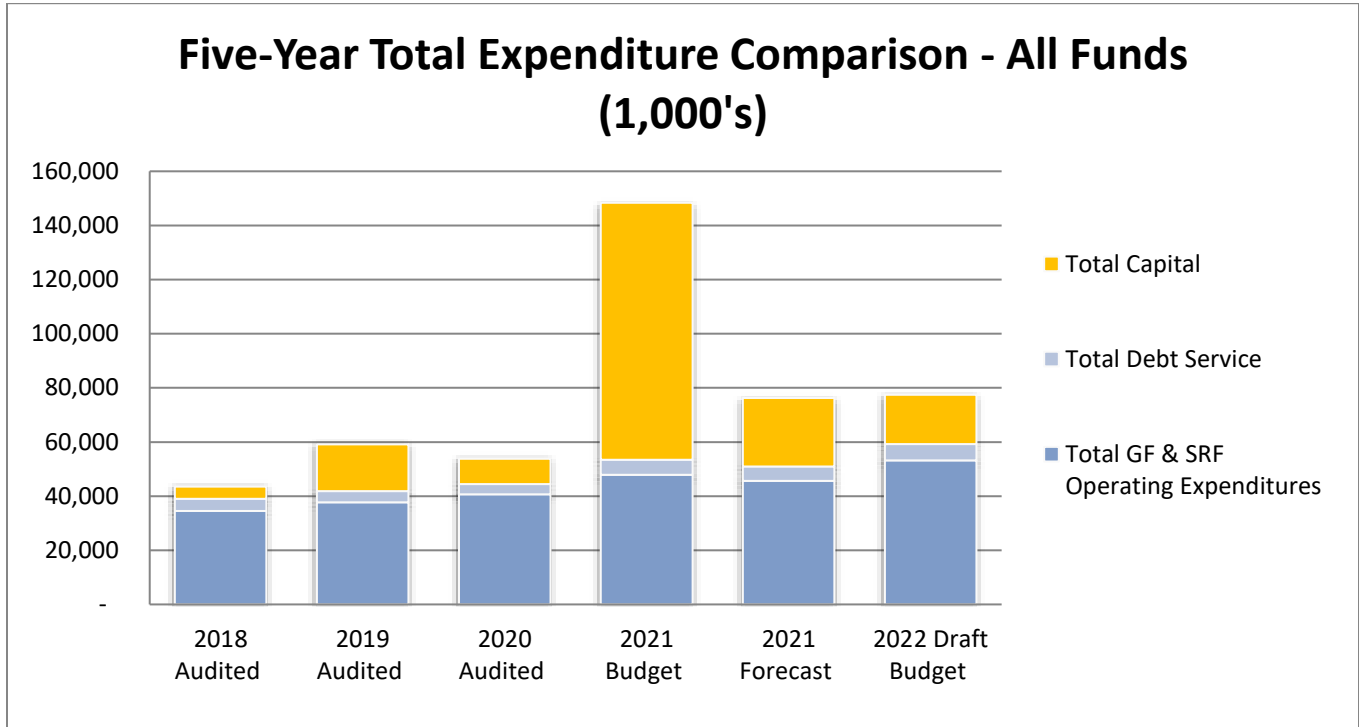
- **Property tax revenues** are collected by the County Treasurer in Pitkin, Eagle and Garfield Counties within RFTA's member jurisdictions. Based on the preliminary data received from Pitkin, Eagle and Garfield Counties, the changes in preliminary assessed property values are 8.4%, 12.2% and 7.9%, respectively, 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 Bus Tour;
 - At this time, staff projects a **48%** increase in regional fare collections in 2021 compared to 2020 actuals. The increase is primarily due to higher levels in demand and the change in restriction from 50% to 100% seated capacity. For 2022, fare revenues reflect a **2%** increase and assumes 100% seated capacity will continue. However, the 2022 budget estimate for regional fares represents roughly 75% of pre-COVID fares collected in 2019.
 - At this time, there is no fare adjustment assumed, other than the youth fare changes adopted at the August 2021 Board Meeting. 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;
 - \$1,201,678 from the **FTA Section 5311 operating grant** (flat from 2021; 2022 grant amounts are anticipated to be awarded in September 2022);
 - \$200,000 from **CDOT FASTER operating grant** (flat from 2021);
 - **\$480,000 from CDOT for an On-Route Battery Electric Bus Charger**

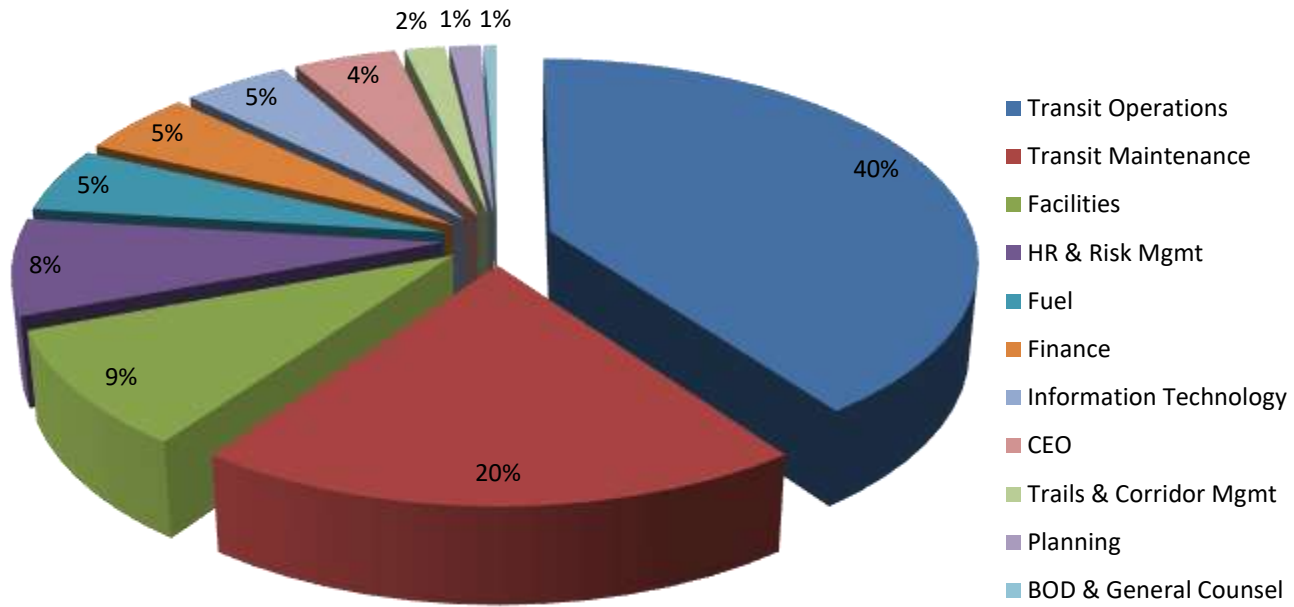
- Staff will be seeking capital grant funds to help fund various capital needs. Funds will be appropriated after grants have been awarded. Additional grant revenues may be added by the final budget.
- **Local governmental contributions** are received to primarily help fund transit programs;
 - At the September Board meeting, staff presented the summary of the analysis of the potential for the transfer of the No-Fare service fare offset from the **Elected Officials Transportation Committee (EOTC)** to RFTA due to reductions in EOTC revenues and increases in RFTA revenues as a result of the tax law change from HB19-1240. The 2nd draft budget reflects RFTA staff's recommendation to cover the full amount the EOTC funding for the no-fare Aspen/Snowmass regional transit service. Using the agreed-upon methodology, the calculated contribution is approximately \$850,898 and has been removed from the budget.
 - Assumes that **Garfield County's** support for the Grand Hogback bus service remains the same in 2022 as 2021, in the amount of \$500,000. RFTA and the County are in contact regarding any potential change in contribution 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 employee housing rental revenue will see an 8% increase primarily due to the anticipation that more units needed.
 - 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)	2018	2019	2020	2021	2021	2022 Draft	22/21 Budget	
	Audited	Audited	Audited	Budget	Forecast	Budget	\$ Dif	% Dif
Fuel	1,095	1,670	820	1,564	1,324	1,972	408	26%
Transit Maintenance	4,745	5,009	6,309	7,034	6,422	7,663	630	9%
Transit Operations	9,065	9,687	11,875	13,230	12,869	14,956	1,726	13%
Administration	5,096	5,775	7,071	8,291	7,607	8,961	669	8%
Facilities	2,211	2,088	2,957	3,017	2,883	2,821	(196)	-6%
Attorney & Board of Directors	142	185	172	157	214	219	62	39%
Trails & Corridor Mgmt	469	456	548	671	611	871	200	30%
Total GF Operating Expenditures	\$ 22,824	\$ 24,870	\$ 29,752	\$ 33,963	\$ 31,929	\$ 37,462	\$ 3,498	10%
SRF - Service Contracts	10,987	11,944	10,062	12,841	12,721	14,596	1,755	14%
SRF - Bus Shelter / PNR	716	814	850	1,045	954	1,087	42	4%
SRF - Mid Valley Trails	21	71	52	55	36	68	13	24%
Total GF & SRF Operating Expenditures	\$ 34,547	\$ 37,698	\$ 40,716	\$ 47,904	\$ 45,640	\$ 53,212	\$ 5,308	11%
GF - Debt Service	1,493	1,522	971	2,773	2,609	1,650	(1,123)	-41%
Debt Service Fund	2,950	2,660	2,733	2,729	2,729	4,410	1,681	62%
Total Debt Service	\$ 4,443	\$ 4,182	\$ 3,705	\$ 5,502	\$ 5,338	\$ 6,060	\$ 558	10%
Total Operating & Debt Service	\$ 38,990	\$ 41,880	\$ 44,420	\$ 53,406	\$ 50,979	\$ 59,272	\$ 5,866	11%
GF - Capital Outlay	4,563	14,978	5,213	57,718	15,958	18,179	(39,539)	-69%
SRF - Bus Shelter / PNR - Capital Outlay	16	7	-	-	-	-	-	0%
Capital Projects Fund	-	2,244	4,205	37,278	9,333	-	(37,278)	0%
Total Capital	\$ 4,578	\$ 17,228	\$ 9,417	\$ 94,995	\$ 25,291	\$ 18,179	\$ (76,816)	-81%
Total Expenditures - all funds	\$ 43,568	\$ 59,108	\$ 53,838	\$ 148,401	\$ 76,270	\$ 77,451	\$ (70,950)	-48%
				-	-	-		

2022 Budgeted Operating Expenditures by Department



Department	Fund				2022 Draft Budget	%
	General Fund	Service Contracts	Bus Stops/ PNR SRF	Mid Valley Trails SRF		
Fuel	\$ 1,972	\$ 768	\$ -	\$ -	\$ 2,740	5%
Transit Maintenance	\$ 7,663	\$ 2,923	\$ -	\$ -	\$ 10,586	20%
Transit Operations	\$ 14,956	\$ 6,343	\$ -	\$ -	\$ 21,299	40%
CEO	\$ 1,741	\$ 662	\$ -	\$ -	\$ 2,403	5%
Finance	\$ 1,955	\$ 743	\$ -	\$ -	\$ 2,698	5%
Planning	\$ 525	\$ 200	\$ -	\$ -	\$ 725	1%
HR & Risk Mgmt	\$ 2,943	\$ 1,119	\$ -	\$ -	\$ 4,061	8%
Information Technology	\$ 1,797	\$ 683	\$ -	\$ -	\$ 2,479	5%
Facilities	\$ 2,821	\$ 1,072	\$ 1,087	\$ -	\$ 4,980	9%
BOD & General Counsel	\$ 219	\$ 83	\$ -	\$ -	\$ 302	1%
Trails & Corridor Mgmt	\$ 871	\$ -	\$ -	\$ 68	\$ 939	2%
Total	\$ 37,462	\$ 14,596	\$ 1,087	\$ 68	\$ 53,212	100%

- **Compensation Adjustments:**

- The Collective Bargaining Unit (CBU) comprised of full-time bus operators are subject to a scheduled pay increase, corresponding to each employee’s anniversary date in accordance with their contract. Assuming 185 full-time bus operators, the increase results in an additional cost of approximately \$817,000.
- Based on the market survey results from the biennial compensation review, the budget reflects an additional cost of approximately \$874,000 based on the wage adjustment assumptions in the following order:
 - **New minimum adjustments** at the first full payroll of the year to bring anyone under the new wage range up to the new minimum.
 - **Market adjustments** to salary grades generally reflect midpoint movements (ranging from 2% to 7%) at the first full payroll of the year. The average increase applied was 3% with the exception of mission critical or hard-to-recruit positions.
 - For **“Mission Critical” or “Hard-to-Recruit” positions** identified by management, market adjustments were applied based on midpoint movements of each position (ranging from 2% to 18%) at the first full payroll of the year. The average increase applied for these positions is estimated to be approximately 8%.
- 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 \$332,000. 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%	\$ 80	\$ 2	\$ 2	\$ 83
	0.28%	0.68%	0.47%	0.28%
2.0%	\$ 159	\$ 4	\$ 3	\$ 166
	0.56%	1.36%	0.71%	0.57%
3.0%	\$ 239	\$ 6	\$ 5	\$ 250
	0.84%	2.04%	1.18%	0.86%
4.0%	\$ 318	\$ 8	\$ 6	\$ 332
	1.12%	2.72%	1.42%	1.14%

- 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:
 - \$190,000 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 five of the five-year funding request. In addition, WE-cycle is requesting an additional \$90,000 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 two 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 \$18,179,000 of capital outlay has been budgeted:

Capital Expenditure by Project				
Description (1,000's)	Total Outlay	Grant/Local Assistance	Lease Proceeds	Local Share
General Fund				
Transit				
Bus Purchases* (10 replacement, 5 expansion)	\$ 9,233		\$ (9,233)	\$ -
South Bridge Contribution (GWS)	\$ 4,000			\$ 4,000
BEB On-Route Charger Project**	\$ 1,100	\$ (480)		\$ 620
TOSV Transit Station Contribution	\$ 500			\$ 500
IT Equipment/software	\$ 419			\$ 419
Non-Revenue Vehicles (7 replacement, 3 expansion)	\$ 418			\$ 418
Dispatch Radio Consoles	\$ 380			\$ 380
Bus engine/transmission rebuilds	\$ 375			\$ 375
Maroon Creek Roundabout Contribution	\$ 300			\$ 300
Facilities Improvements	\$ 200			\$ 200
Location Based PreTrip System and Module	\$ 175			\$ 175
MOVE Study	\$ 150	(75)		\$ 75
Zero Emission Vehicle (ZEV) Roadmap	\$ 150			\$ 150
Bus Stops (Basalt) Contribution	\$ 130			\$ 130
RFTA Climate Action Plan (CAP)	\$ 100			\$ 100
Vehicle Maintenance Equipment	\$ 65			\$ 65
WE-cycle Capital Contribution	\$ 62			\$ 62
Triennial On-Board Survey	\$ 45			\$ 45
USFS Maroon Bells Study	\$ 25			\$ 25
Rail Salvage Study	\$ 10			\$ 10
Subtotal Transit	\$ 17,837	\$ (555)	\$ (9,233)	\$ 8,049
Trails				
Trail Improvements	\$ 328	\$ -	\$ -	\$ 328
Trail Equipment	\$ 14	\$ -	\$ -	\$ 14
Subtotal Trails	\$ 342	\$ -	\$ -	\$ 342
Total	\$ 18,179	\$ (555)	\$ (9,233)	\$ 8,391

*Assumed order placed in 2022 for delivery in 2023 and financed through a lease/purchase agreement with estimated annual payments starting in 2023. Staff plans to actively seek grant funding where available.

** City of Aspen staff is requesting Council approval to contribute \$300,000.

- 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. Notable projects have been itemized above.
- Staff developed a list of initiatives/projects that have been prioritized based on the strategic initiatives identified by the RFTA Board. Management has reviewed the list of strategic initiatives and identified high priority projects and updated the draft budget to include nearly ~\$15 million of projects included in the Destination 2040 Plan (notably the bus purchases, South Bridge Project Contribution, BEB On-Route Charger Project) and ~\$2.5 million for other initiatives. As staff continues to refine the revenue assumptions and operating budget over the course of the budget planning process, the project list will be updated accordingly based on priority. The Town of Basalt has requested funding from RFTA to implement a micro-transit service in 2022.

Staff is waiting for updated information with final cost estimates for consideration in the next draft budget.

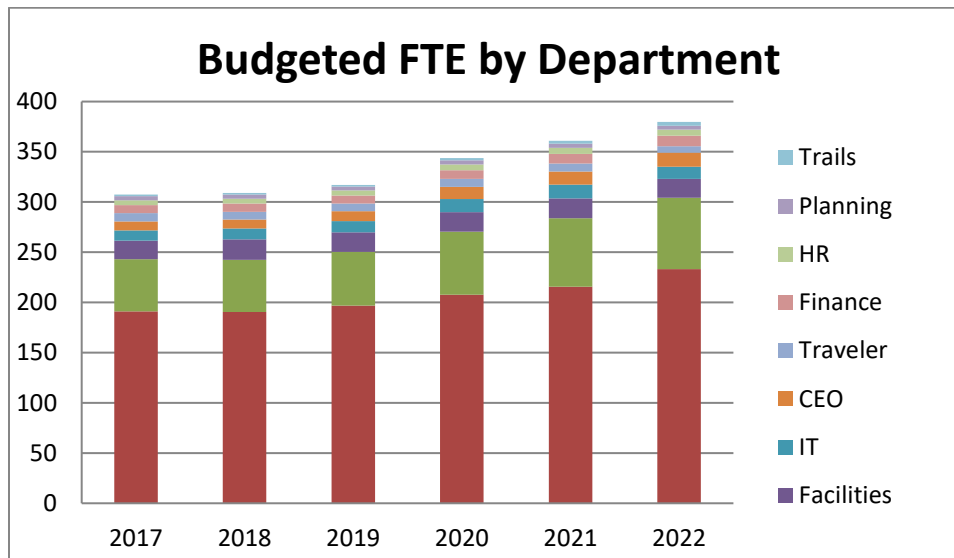
- Certain expenditures may be added into the budget through supplemental budget appropriation resolutions during the budget year when funding is available in the case where actual revenues exceed projections or capital grants are awarded.

6. Other Financing Sources and Uses Assumptions

- Approximately \$573,000 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 \$133,300 of current available resources from the General Fund to the Service Contract Special Revenue Fund.
- In accordance with bond resolutions, approximately \$4.27 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, 2019 and 2021.

7. Staffing

- Assumes 379.8 full-time equivalents (FTEs) compared to 360.9 budgeted in 2022.



- Increase to 185 Full-time bus operators
- Non-Seasonal Bus Cleaners continue to be budgeted in 2022
- Updated allocation of staff between time spent on Facilities and Trails work
- 2 new Safety and Training Coordinator Positions added
- 2 new IT Positions (Systems Analyst and IT Hardware Technician) added
- 3 new Transportation Supervisor Positions added
- 1 new Accounting Technician added
- 1 Customer Service Specialist added

8. Major Goals

- Continue to provide the essential transit services to support the regional workforce and economy during the unprecedented COVID-19 pandemic.
- Implement compensation adjustments in order to hire and retain RFTA's valued workforce.

Management has identified high priority projects and strategic initiatives for 2022 and included nearly ~\$15 million of projects included in the Destination 2040 Plan (notably the bus purchases, South Bridge Project Contribution, BEB On-Route Charger Project) and ~\$2 million for other initiatives. Notable projects included in the 2021 budget, which are expected to be continued in 2022 due to timing:

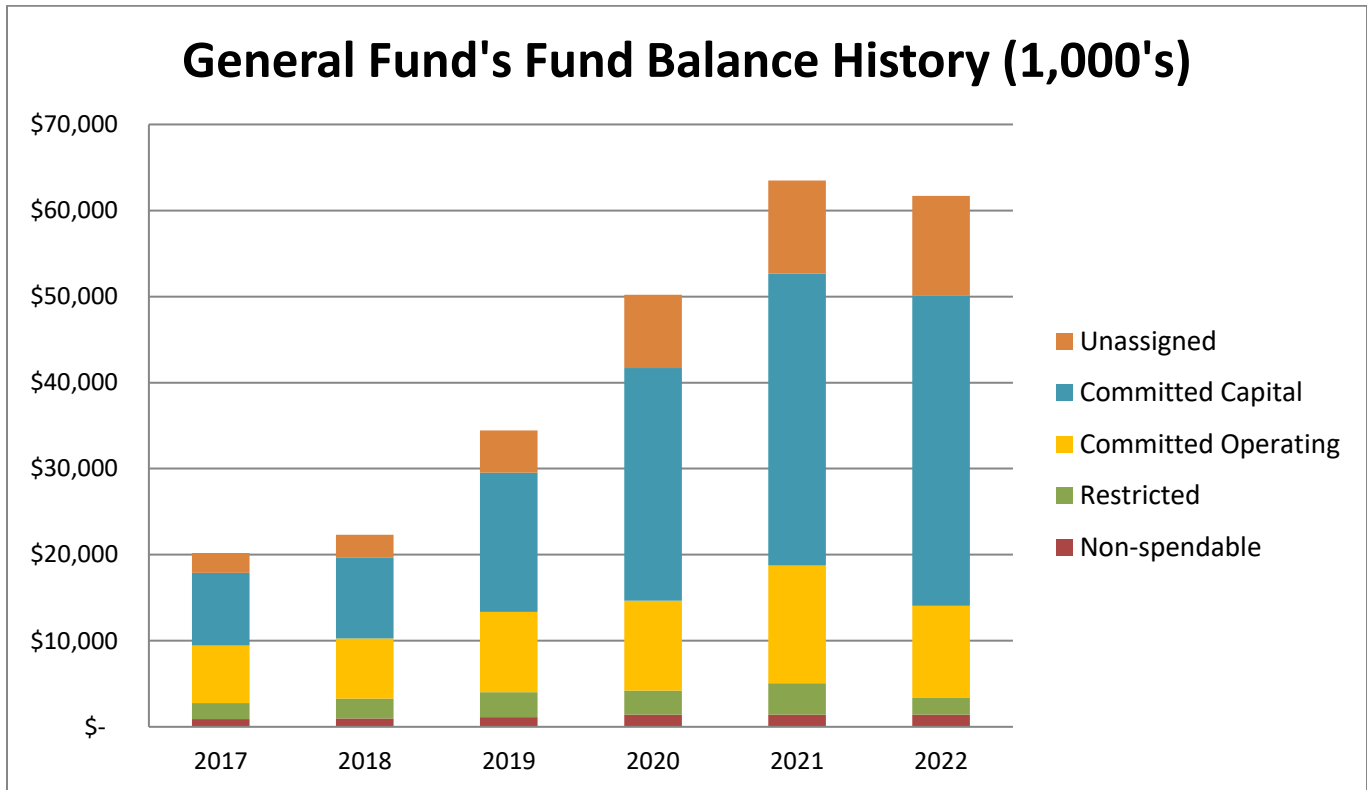
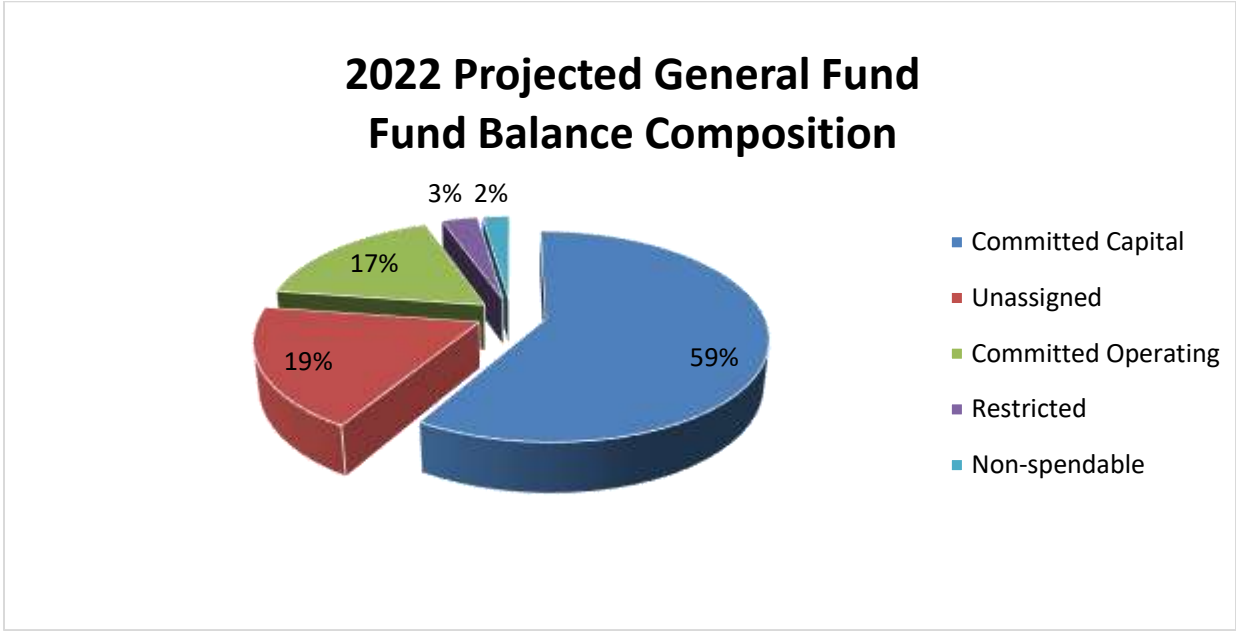
- Glenwood Maintenance Facility (GMF) Expansion Phases 3,4, 5, & 7
- Grade Separated Pedestrian Crossings of Highway 82 and 27th Street in Glenwood Springs
- Bus Replacements
- RFTA Housing Replacement Design
- Rio Grande Trail Improvements
- Contribution to EOTC for Brush Creek Park and Ride Improvement Project
- Contribution to City of Aspen for Paepcke Transit Hub Project

9. Fund Balance

	General	Service	Bus	Mid	Capital	Debt	
(1,000's)	Fund	Contracts	Stops/ PNR	Valley Trails	Projects Fund	Service Fund	Total
Beginning fund balance (budget)	\$ 63,491	\$ -	\$ 97	\$ 195	\$ -	\$ 920	\$ 64,703
Revenues	\$ 51,229	\$ 14,463	\$ 515	\$ 100	\$ -	\$ 144	\$ 66,451
Expenditures	\$ (57,291)	\$ (14,596)	\$ (1,087)	\$ (68)	\$ (0)	\$ (4,410)	\$ (77,452)
Other financing source/(use)	\$ 4,262	\$ 132	\$ 572	\$ -	\$ -	\$ 4,267	\$ 9,233
Change in net assets	\$ (1,799)	\$ 0	\$ -	\$ 32	\$ (0)	\$ -	\$ (1,767)
Ending fund balance	\$ 61,692	\$ 0	\$ 97	\$ 227	\$ (0)	\$ 920	\$ 62,936
Ending fund balance composition:							
Non-spendable fund balance	\$ 1,436						\$ 1,436
Restricted fund balance	\$ 1,925	\$ 0	\$ 97	\$ 227	\$ -	\$ 920	\$ 3,168
Committed fund balance:							
Operating reserves	\$ 10,714						\$ 10,714
Facilities capital reserves	\$ 7,502						\$ 7,502
Transit capital reserves	\$ 26,313						\$ 26,313
Trails capital reserves	\$ 2,257						\$ 2,257
Unassigned fund balance	\$ 11,546						\$ 11,546
Ending fund balance	\$ 61,692	\$ 0	\$ 97	\$ 227	\$ -	\$ 920	\$ 62,936

Policy 2.5.5. Financial Planning/Budgeting, states that "...At year-end, any available surplus in the General Fund will be allocated in the following manner: 75% to Committed Capital Reserves and 25% to Unassigned Fund Balance. The portion allocated to Committed Capital Reserves will be further allocated in the following manner: 75% Transit Capital Reserves, 20% Facilities Capital Reserves and 5% Trails Capital Reserves. Such Capital Reserves may be drawn upon on recommendation of CEO with Board approval to fund capital needs and replenished using year-end surpluses." **First and Last Mile Mobility (FLMM)** is an important concept for transit agencies to improve access to and from transit for a broader group of people. With the increasing interest and demand for FLMM solutions in RFTA's service area, staff would like the Board to consider the possibility of creating a **FLMM Capital Reserve** category in order to intentionally recognize and build reserves to fund future investments.

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.



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 and 2021 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 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.
- **The Series 2021A Debt Service Fund** reports all principal and interest expenditures for the \$28.78 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, Series 2019 Bonds, and Series 2021 Bonds and interest earned as required by resolution.

RFTA BOARD OF DIRECTORS MEETING
“PUBLIC HEARING” AGENDA SUMMARY ITEM # 8. A.

Meeting Date:	October 14, 2021
Agenda Item:	Resolution 2021-18: 2021 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 2021-18
Executive Summary:	<p>As part of on-going review, staff has identified the items described below requiring budget amendments based on current projections and additional requests.</p> <p>General Fund:</p> <ol style="list-style-type: none"> 1. Sales Tax Revenues – Since the beginning of the pandemic, the impacts of COVID-19 has caused sales and use tax collections to vary among each of RFTA’s member jurisdictions. However, year-to-date collections through July have been strong and increased approximately 24% over budgeted estimates. While it is possible that revenues will continue to outperform budget for the remainder of this year, staff requests to true-up the budget for the excess amounts collected through July. <ol style="list-style-type: none"> a. \$3,758,000 increase in Sales Tax Revenue 2. Fare Revenues – Year-to-date ridership through August on regional commuter services has increased 22% over the prior year. The increase is primarily attributable to both increased demand for transit services and the reduction in bus capacity restrictions last June (from 50% to 100% seated capacity). The original budget assumed 50% of seated capacity restrictions for the full year. Year-to-date fare collections through August exceed budgeted estimates by approximately 57%, and staff requests to true-up the budget based on updated projections. <ol style="list-style-type: none"> a. \$1,300,000 increase in Fare Revenue 3. Compensation Adjustment – At the September Board Meeting during the presentation of the 1st draft of the 2022 budget, staff presented wage adjustment recommendations for all positions (with the exception of bus operators who received pay increases last July in accordance with the renegotiated Collective Bargaining Agreement with ATU Local 1774 approved by the RFTA Board effective July 1, 2021), based on the results from the biennial compensation review performed by Employers Council. The Board appeared supportive of the recommended adjustments. Staff indicated that it would bring forward a proposal to the RFTA Board at the October meeting to recommend implementing the wage adjustments in 2021, instead of waiting until January 2022. Staff is proposing to implement the wage adjustments for non-bus operator positions retroactively to July 2021, in order to provide internal equity with respect to the timing of the recent bus operator pay increases, increase morale across the organization, and to remain competitive within the marketplace to retain our existing workforce and strengthen our recruitment efforts to hire qualified candidates

for vacant positions as we approach the upcoming winter high season. Staff is requesting additional budget in the amount of \$465,000 for the implementation of the wage adjustments for the payroll period beginning July 4, 2021. If approved, then staff anticipates to reflect the pay adjustments on the pay-date of October 29 (where the estimated portion for retro-pay would be \$260,000).

a. \$465,000 increase in Transit

4. **US Forest Service Housing Plan** – RFTA has an opportunity to participate in an employee affordable housing project in Aspen. The United States Forest Service (USFS) has offered its property in Aspen to the City of Aspen as a potential site for affordable housing. RFTA, along with CMC, Aspen Valley Hospital, and Aspen Skiing Company, have expressed interest in participating in the study and conceptual design of this affordable housing project. Staff is requesting \$12,500 for RFTA’s portion of this study.

a. \$12,500 increase in Capital Outlay

5. **WE-cycle** – A funding request was received from WE-cycle to place an order for 2 e-stations in the Town of Basalt and 26 e-bikes (13 for the Town of Basalt and 13 for the City of Aspen). The 50% deposit for the E-Stations is \$27,500 and the 50% deposit for the 26 e-bikes is \$34,500. The remaining 50% for both items would be due in the Spring of 2022 after the Regional Bike Share Study has been concluded. These remaining costs are currently included in the second draft of RFTA’s 2022 budget. Staff is requesting the initial 50% deposit for the e-stations and e-bikes, which represents a total cost of \$62,000.

a. \$62,000 increase in Capital Outlay

6. **27th Street & SH82 Grade Separated Crossing** – At the June Board meeting, the Board approved 2021 Supplemental Budget Appropriation Resolution 2021-13, which primarily funded a package of Destination 2040 Plan capital projects related to the 2021 bond issuance. As part of staff’s ongoing review, staff acknowledges that it inadvertently budgeted more than intended for this project. The solicitation for this construction project has been delayed and is anticipated to be completed early in 2022. While it is possible that additional funds may be needed for this project through a supplemental budget appropriation request at a future meeting, staff requests to make this correction at this time.

a. \$890,316 decrease in Capital Outlay

7. **Glenwood Springs Maintenance Facility** – As part of the Glenwood Springs Maintenance Facility (GMF) Phase 2 construction project, staff identified several Minor Contract Revisions (MCRs) related to the project and additional capital items requiring attention in excess of the total project budget by approximately \$311,000. Staff identified approximately \$111,000 of budget savings to fund a portion of the cost and requests and additional \$200,000 for the remainder.

a. \$200,000 increase in Capital Outlay

	<p>Series 2019 Capital Projects Fund:</p> <p>1. As construction has progressed on the GMF Phase 2 construction project and the funds are drawn from this fund, staff has identified minor true-up costs associated with this project due to interest income earned in this fund.</p> <p>a. \$651 increase in Other Income b. \$651 increase in Capital Outlay</p>						
Policy Implications:	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”						
Fiscal Implications:	<p>Net increase (decrease) to 2021 fund balance by fund:</p> <table border="1" data-bbox="594 600 1344 701"> <tr> <td>General Fund</td> <td>\$5,208,816</td> </tr> <tr> <td>Series 2019 Capital Projects Fund</td> <td>-</td> </tr> <tr> <td>Total</td> <td>\$5,208,816</td> </tr> </table>	General Fund	\$5,208,816	Series 2019 Capital Projects Fund	-	Total	\$5,208,816
General Fund	\$5,208,816						
Series 2019 Capital Projects Fund	-						
Total	\$5,208,816						
Attachments:	Yes, please see Resolution 2021-18, attached below.						

Director _____ moved adoption of the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2021-18
2021 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 2021 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 14, 2021 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 2021 budget as summarized herein:

General Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Sales Tax	\$3,758,000	True-up sales tax revenues through July collections
Fares	1,300,000	True-up operating revenues
Total Revenue & OFS	\$5,058,000	

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$25,606,000	\$3,758,000	\$29,364,000
Property tax	10,945,000	-	10,945,000
Grants	62,616,872	-	62,616,872
Fares	2,426,756	1,300,000	3,726,756
Other govt contributions	2,370,922	-	2,370,922
Other income	808,130	-	808,130
Other financing sources	6,821,647	-	6,821,647
Total	111,595,327	\$5,058,000	\$116,653,327

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Transit	\$465,000	Compensation adjustments
Capital	12,500	Contribution for USFS Housing Study Conceptual Design
Capital	62,000	We-Cycle: Capital Contribution for e-stations and e-bikes
Capital	310,987	True up capital expenditures for the GMF Phase 2 Construction Project
Capital	(24,335)	Budget Savings - Repurpose for GMF Phase 2 Expansion Project
Capital	(76,100)	Budget Savings - Repurpose for GMF Phase 2 Expansion Project
Capital	(10,552)	Budget Savings - Repurpose for GMF Phase 2 Expansion Project
Capital	(890,316)	Correction related to Resolution 2021-13
Total Expenditures & OFU	(\$150,816)	

	Previous	Change	Current
Expenditures & OFU Summary			
Fuel	\$1,564,137	-	\$1,564,137
Transit	31,728,362	465,000	32,193,362
Trails & Corridor Mgmt	670,770	-	670,770
Capital	57,717,594	(615,816)	57,101,778
Debt service	2,773,200	-	2,773,200
Other financing uses	3,875,165	-	3,875,165
Total	\$98,329,228	(\$150,816)	\$98,178,412

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

Revenues and other financing sources	\$5,058,000
Less Expenditures and other financing uses	150,816
Net increase (decrease) in fund balance	\$5,208,816

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			\$50,225,397*
2020-26 & 2020-27	\$50,225,397	\$2,563,791	52,789,188
2021-08	52,789,188	4,523,486	57,312,674
2021-13	57,312,674	7,733,822	65,046,496
2021-15	65,046,496	(1,555,000)	63,421,496
2021-18	63,491,496	5,208,816	68,700,312
Total Net Change		\$18,474,915	

*Audited

Series 2019 Capital Projects Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Other income	\$651	True up investment income
Total Revenue & OFS	\$651	

Revenue & OFS Summary	Previous	Change	Current
Other income		\$651	\$651
Total	-	\$651	\$651

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Capital	\$651	True up capital expenditures
Total Expenditures & OFU	\$651	

Expenditures & OFU Summary	Previous	Change	Current
Capital	\$2,240,546	\$651	\$2,241,197
Total	\$2,240,546	\$651	\$2,241,197

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

Revenues and other financing sources	\$651
Less Expenditures and other financing uses	(\$651)
Net increase (decrease) in fund balance	-

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			\$2,240,546*
2020-16 & 2020-27	\$2,240,546	(\$48,724)	2,191,822
2021-08	2,191,822	(2,148,227)	43,595
2021-13	43,595	(43,595)	-
2021-18	-	-	-
Total Net Change		(\$2,240,546)	

*Audited

That the amended budget as submitted and herein above summarized be, and the same hereby is approved and adopted as the amended 2021 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 14th day of October 2021.

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

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

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

Nicole R. Schoon, Secretary to Board of Directors

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

CEO REPORT

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

CEO Succession Plan Update: I am continuing to work on performance reviews for the COO and CFAO in which specific succession planning activities and goals will be developed for each individual. I will also identify specific tasks currently handled by me that I will delegate to each of them. Input for the reviews has been obtained from their direct reports and the CFAO and COO are completing self-reviews. The plan now is to deliver their performance reviews during the month of October. A more detailed update will be provided in November.

COVID-19 Update:

1. **Emerging Issue:** On September 9, 2021, President Biden announced a vaccination mandate for Federal employees and contractors and for private sector businesses with 100 or more employees. Employers covered by the Presidential mandate must require their employees to either be fully vaccinated or to undergo weekly COVID-19 testing.

Previously, on August 30, 2021, the Colorado Division of Human Resources issued a Universal Policy, i.e. COVID-19 Vaccination and Serial Testing Requirements, which stated that beginning September 7, 2021, State employees will begin attesting to and verifying that they are fully vaccinated or submit to COVID-19 serial testing twice-weekly at an established test location.

As indicated in #2, below, as of October 7, 2021, approximately 78% of RFTA's 374 employees is vaccinated and 22% or 84 employees are believed not to have been vaccinated.

Although RFTA is not currently subject to the Federal or State vaccination mandates, as a means of providing another layer of protection for all RFTA employees, staff is considering the implementation of a COVID-19 testing program for unvaccinated employees similar to the twice-weekly testing program requirement for unvaccinated state employees. The goal would be to implement the program in early November and continue it at least through the winter season, when infection rates tend to be the highest.

While costs and logistical details of the program are still being finalized, it is anticipated that the cost of the testing program for approximately 24 weeks would be in the range of \$125,000 to \$150,000, depending upon how many tests are provided, at a cost of approximately \$22.50 per test. Most likely, the rapid testing program would also be made available to vaccinated employees who are experiencing COVID-19 symptoms. More information on the testing program will be provided at the November 11, RFTA Board meeting.

2. **Vaccinations:** As of Thursday, October 7, 2021, the number of RFTA employees who were fully vaccinated was as follows:

Total vaccinated	290
Total Employees	374
Percent vaccinated	78%

3. **Attendance:** As of Thursday, October 7, 2021, there were zero RFTA employees absent due to COVID-19 related reasons.

4. **Staffing:** As of Thursday, October 7, 2021, RFTA had 166 Year-Round and 6 Seasonal and Part-Time Bus Operators on staff, which is 16 more than the goal of 155. In order to comfortably accommodate vacations and illnesses, the Winter Season (which begins 11/22) goal for Bus Operators is 201. RFTA is continuing to recruit Year-Round and Seasonal Bus Operators and, based on new employees currently in the pipeline we will need to recruit and train an additional 12 in order to attain that goal.

RFTA Fall/Winter Bus Operator Staffing Plan (10/7/21)

	A	B	C
	Description	Fall Service Plan (9/6)	Winter Service Plan (11/22)
1	Estimated Bus Operator FTE's* on Staff	166	174
2	Estimated Seasonal and Part-Time Bus Operators on Staff	6	16
3	Total FTE's, Seasonal and Part-Time Bus Operators on Staff	172	190
4	Estimated number of Bus Operators Unavailable due to COVID/Other	1	1
5	Total Estimated Bus Operators Available To Work	171	189
6	Total Estimated Active Bus Operators Required for Scheduling per Week for 114%	155	201
7	Estimated Excess/(Shortfall) of Bus Operators Available per Week for 114%**	16	-12

5. **Fleet Availability:** As of Thursday, October 7, 2021, RFTA had 104 buses available for service and it required 66 for peak pullout, leaving a surplus of 38.
6. **Ridership:**

Sept. YTD 2019 to Sept. YTD 2021 Ridership Comparison			
Service	2019	2021	% Vari YTD 2021 to YTD 2019
Aspen	1,096,801	508,482	-54%
Valley	2,135,437	1,272,540	-40%
Hogback	78,193	53,876	-31%
Other	1,004,715	522,564	-48%
Total	4,315,146	2,357,462	-45%

Chief Operating Officer Update, October 2021: Kurt Ravenschlag, COO

COO Update – October 2021

Climate Action Planning: Following the RFTA Board retreat in July and the discussions surrounding Sustainability and Climate Action planning, it was determined to pursue developing a Climate Action Plan in 2022 to incorporate Board feedback and layout a road map for attaining RFTA's Climate Action goals. As this planning has not yet occurred and RFTA has projects underway, RFTA has retained 3rd party energy consulting services to review its current and pending facility construction plans. These reviews will make recommendations to RFTA that could further enhance their building efficiencies and reduce energy consumption. These recommendations will go through a cost/benefit analysis to determine if they should be incorporated into the project. These recommendations could create additional costs to projects, in which case, staff will bring these recommendations to Board for concurrence.

RFTA 2021 Work Plan for Destination 2040 Implementation

E1 - Bus Replacement – Six, 45' Coach Buses

Total Project: \$4,200,000	2021 Budget: \$4,512,000	% Complete: 100%
RFTA Share: \$840,000	RFTA Balance: \$67,673,000	Last Updated: October 2021
<ul style="list-style-type: none"> 2020 Budget included funding to purchase 6 replacement two door over the road coach buses. This budget is requested to be rolled forward to the 2021 Budget in a March Board meeting supplemental appropriation. 		<ul style="list-style-type: none"> 5 buses delivered Remaining 6th bus is still in production

E1 - Bus Replacement – Ten, 40' clean diesel, low floor buses

Total Project: \$5,550,000	2021 Budget: \$5,550,000	% Complete: 100%
RFTA Share: \$5,550,000	RFTA Balance: \$62,123,000	Last Updated: June 2021
<ul style="list-style-type: none"> 2020 Budget includes funding to purchase 10 replacement low floor clean diesel buses. This budget is requested to be rolled forward to the 2021 Budget in a March Board meeting supplemental appropriation. 		<ul style="list-style-type: none"> All 10 buses have been delivered.

E2 - Bike Share Expansion

Total one time RFTA Capital: \$1,270,750	2020 Capital Budget: \$0	%Complete: 30%
Total Annual RFTA O&M: \$550,000	2021 O&M Budget: \$200,000	Last Updated: October 2021
RFTA Capital Balance: \$1,270,750		
<ul style="list-style-type: none"> 2021 Budget includes \$200,000 for a Bike Share Expansion and First and Last Mile Planning Study. 		<ul style="list-style-type: none"> Developing community bike share plans Organizing community feedback from summer outreach efforts Evaluating Governance models, cost allocations and completing peer city interviews.

E5 - Rio Grande Trail Maintenance

Total Project: \$5,958,000	2021 Budget: \$300,000	% Complete: 100%
RFTA Share: \$5,958,000	RFTA Balance: \$4,983,000	Last Updated: October 2021
<ul style="list-style-type: none"> 2021 budget includes \$300,000 to go towards asphalt repair, fencing, rock scaling, shoulder improvements and culvert maintenance 		Construction complete

C2 - Bus Expansion – Five, 40' clean diesel, low floor buses

Total Project: \$2,775,000	2020 Budget: \$2,775,000	% Complete: 100%
RFTA Share: \$2,775,000	RFTA Balance: \$8,581,000	Last Updated: March 2021
<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"> RFTA took receipt of the five expansion buses in January and they entered revenue service February 27th.

C5 - 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	2021 Budget: \$50,000	% Complete: 95%
RFTA Share: \$290,228	RFTA Balance: \$0	Last Updated: October 2021
<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"> Further public outreach and agency coordination is needed to identify a Local Preferred Alternative for the alignment of BRT extension from 27th Street to West Glenwood Park and Ride. This work will continue with staff in 2022.

C8 - 27th Street Parking Expansion

Total Project: \$4,445,396	2021 Budget: \$150,000	% Complete: 20%
RFTA Share: \$4,445,396	RFTA Balance: \$4,295,396	Last Updated: October 2021
<ul style="list-style-type: none"> The 2021 budget includes funding for property acquisition, appraisal and environmental services in preparation for a property acquisition for expanded park and ride development near the 27th Street Station. 		<ul style="list-style-type: none"> Property owner has accepted RFTA offer. Staff to update Board in Executive session at October meeting.

C13 – Town of Snowmass Village Transit Center

Total Project: \$12,860,000	2021 Budget: \$0	% Complete: 20%
RFTA Share: \$500,000	RFTA Balance: \$500,000	Last Updated: August 2021
<ul style="list-style-type: none"> RFTA staff continue to coordinate with Town of Snowmass on the design and implementation of the Snowmass Transit Center. 		<ul style="list-style-type: none"> RFTA staff continue coordination efforts with TOSM on design of Transit Center. It is understood that Snowmass may request RFTA's \$500,000 contribution to this project in 2022.


S1 - Grade Separated Pedestrian Crossings of Hwy 82 and 27th St.

Total Project: \$10,250,000	2021 Budget: \$1,000,000	% Complete: 30%
RFTA Share: \$4,279,500	RFTA Balance: \$3,229,500	Last Updated: September 2021
<ul style="list-style-type: none"> In 2021 RFTA staff and design consultants plan to develop 100% design and construction documents of the 27th Street and SH-82 Underpass. RFTA plans to Bond for the remaining construction funding to allow for an October 2021 construction start date. 		<ul style="list-style-type: none"> Staff continues final design efforts with design team. Final design expected by August. Construction planned for spring 2022.

S4 - Buttermilk Underpass

Total Project: \$8,057,358	2021 Budget: \$0	% Complete: 0%
RFTA Share: \$500,000	RFTA Balance: \$500,000	Last Updated: September 2021
<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"> Pitkin County is beginning to coordinate partnerships and design efforts.

S7 - Glenwood Maintenance Facility (GMF) Expansion

Total Project: \$55,259,161	2021 Budget: \$9,200,000	% Complete: 15%
RFTA Share: \$26,226,701	RFTA Balance: \$12,321,000	Last Updated: October 2021
<ul style="list-style-type: none"> 2021 Budget includes funding for Phase 2 Construction: Grading, Excavation, Fleet Maintenance Build Renovation & Expansion. RFTA will be requesting partial funding of Phases 3,4,5,7 for professional services in support of RFQ and RFP process of design/build team. Construction funding for phases 3,4,5,7 will be appropriated after bond issuance. 	<p>Phase 2</p> <ul style="list-style-type: none"> Construction is underway. 	
<p>(Continued on Following Page)</p>		<p><i>Foundation prep at the west side of the GMF</i></p>



Interior remodeling at the GMF

Phase 3,4,5,7

- CDOT grant funding has been executed
- Federal BUILD grant and FTA 5339 Grant has been executed
- Selection of Design Build team is underway. Staff may need to make scope reductions to phases 3,4,5,7 to execute a contract.

S10 - Replacement Office/Housing in Carbondale

Total Project: \$10,000,000	2021 Budget: \$980,000	% Complete: 3%
RFTA Share: \$10,000,000	RFTA Balance: \$9,020,000	Last Updated: October 2021
<ul style="list-style-type: none"> • Staff will be requesting to roll forward 2020's budget for housing master planning and design to 2021. • Staff intends to conduct a site analysis study and housing product definition to provide RFTA a recommendation for where and what should be RFTA's next phase of housing expansion. 		<ul style="list-style-type: none"> • Draft report provided to RFTA staff. • Final Report expected by end of October

Planning Department Update, October 2021 – David Johnson, Director of Planning

Please click on "[10-14-2021 Planning Department Update.pdf](#)" or find this document included in the October 2021 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

2021 Actuals/Budget Comparison (August YTD)

2021 Budget Year	August YTD			
General Fund	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 15,482,537	\$ 12,906,515	20.0%	\$ 25,606,000
Property Tax	\$ 11,014,918	\$ 10,945,000	0.6%	\$ 10,945,000
Grants	\$ 13,238,721	\$ 13,238,721	0.0%	\$ 62,616,872
Fares (2)	\$ 2,587,986	\$ 1,646,901	57.1%	\$ 2,426,756
Other govt contributions	\$ 1,395,868	\$ 1,395,868	0.0%	\$ 2,370,922
Other income	\$ 513,487	\$ 484,981	5.9%	\$ 808,130
Total Revenues	\$ 44,233,517	\$ 40,617,985	8.9%	\$ 104,773,680
Expenditures				
Fuel	\$ 1,027,214	\$ 1,322,471	-22.3%	\$ 1,564,137
Transit	\$ 22,419,373	\$ 23,324,315	-3.9%	\$ 31,728,362
Trails & Corridor Mgmt	\$ 269,583	\$ 270,353	-0.3%	\$ 670,770
Capital	\$ 11,181,090	\$ 11,163,732	0.2%	\$ 57,717,594
Debt service	\$ 1,846,311	\$ 1,846,311	0.0%	\$ 2,773,200
Total Expenditures	\$ 36,743,572	\$ 37,927,183	-3.1%	\$ 94,454,063
Other Financing Sources/Uses				
Other financing sources	\$ 4,275,865	\$ 4,248,212	0.7%	\$ 6,821,647
Other financing uses	\$ (2,027,959)	\$ (2,027,959)	0.0%	\$ (3,875,165)
Total Other Financing Sources/Uses	\$ 2,247,906	\$ 2,220,253	1.2%	\$ 2,946,482
Change in Fund Balance (3)	\$ 9,737,851	\$ 4,911,055	98.3%	\$ 13,266,099

- Timing issue, as Sales and Use tax Revenues are received 2 months in arrears (i.e. June sales and use tax revenue is recorded in August). Sales tax revenues continue to exceed initial estimates; however, I-70 closures due to mudslides and the continued threat of COVID-19 are anticipated to impact economic activity for the remainder of the year.
- Through July, fare revenue and ridership have increased by 64% and 27%, respectively, compared to the prior year. COVID-19 impacts started in mid-March 2020. The increase in regional fares has been primarily attributable to Seasonal zone pass sales during the spring of 2021 which have exceeded the prior year. The Maroon Bells service started earlier this season on June 7, 2021 compared to last season on June 28, 2020 which contributes to the increase. Staff anticipates that the capacity change in June 2021 from 50% to 100% of seated capacity on buses will further increase our regional and Maroon Bells fare revenues over budget. Over the course of the year, timing of bulk pass orders by outlets and businesses can affect the % change. The chart below provides a YTD August 2020/2021 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 8/2020	YTD 8/2021	Increase/ (Decrease)	% Change
Regional Fares	\$ 1,191,417	\$ 1,731,135	\$ 539,718	45%
Maroon Bells	\$ 366,470	\$ 826,797	\$ 460,327	126%
Total Fare Revenue	\$ 1,557,887	\$ 2,557,932	\$ 1,000,045	64%
Ridership on RFTA Regional Services*:	YTD 8/2020	YTD 8/2021	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	327,056	371,945	44,889	14%
BRT	321,996	430,046	108,050	34%
SM-DV	32,672	14,091	(18,581)	-57%
Grand Hogback	47,275	46,733	(542)	-1%
Maroon Bells	59,520	138,015	78,495	132%
Total Ridership on RFTA Fare Services	788,519	1,000,830	212,311	27%
Avg. Fare/Ride	\$ 1.63	\$ 2.01	\$ 0.37	23%
Avg. Fare/Ride MB	\$ 6.16	\$ 5.99	\$ (0.17)	-3%

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

- Over the course of the year, there are times when RFTA operates in a deficit; however, at this time we are projecting that we will end the year within budget.

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage August YTD				Hours August YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	3,045,686	3,018,095	27,591	0.9%	145,018	143,555	1,463	1.0%
City of Aspen	374,544	377,680	(3,136)	-0.8%	43,204	43,322	(119)	-0.3%
Aspen Skiing Company	214,455	212,670	1,785	0.8%	15,005	14,696	308	2.1%
Ride Glenwood Springs	75,090	78,753	(3,663)	-4.7%	6,531	6,513	18	0.3%
Grand Hogback	186,338	182,250	4,088	2.2%	7,937	7,625	312	4.1%
Senior Van	6,181	16,130	(9,949)	-61.7%	1,101	1,196	(95)	-7.9%
MAA Burlingame	13,314	23,904	(10,590)	-44.3%	1,164	1,690	(526)	-31.1%
Maroon Bells	56,118	53,181	2,937	5.5%	4,307	4,356	(49)	-1.1%
Subtotal - Transit Service	3,971,726	3,962,663	9,063	0.2%	224,267	222,954	1,313	0.6%
Training & Other	10,308	7,203	3,106	43.1%	20,082	15,589	4,493	28.8%
Total Transit Service, Training & Other	3,982,034	3,969,865	12,169	0.3%	244,348	238,542	5,806	2.4%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Aug-20 YTD	Aug-21 YTD	# Variance	% Variance
City of Aspen	499,206	473,934	(25,272)	-5.06%
RF Valley Commuter	930,639	1,139,992	209,353	22.50%
Grand Hogback	47,275	46,733	(542)	-1.15%
Aspen Skiing Company	326,362	212,892	(113,470)	-34.77%
Ride Glenwood Springs	67,223	88,506	21,283	31.66%
X-games/Charter	32,756	-	(32,756)	-100.00%
Senior Van	1,137	792	(345)	-30.34%
MAA Burlingame	-	19,943	19,943	#DIV/0!
Maroon Bells	59,520	138,015	78,495	131.88%
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	1,964,118	2,120,807	156,689	7.98%

Subset of Roaring Fork Valley Commuter Service with BRT in 2019

Service	YTD Aug 2020	YTD Aug 2021	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	327,053	371,945	44,892	14%
BRT	321,996	430,046	108,050	34%
Total	649,049	801,991	152,942	24%

2022 RFTA Annual Budget – Preliminary Schedule

Date	Activity	Status
8/12/2021	Discussion/Direction/Action: Preliminary planning initiatives, assumptions and issues.	Completed
9/9/2021	Presentation/Direction/Action: 1 st draft budget presentation	Completed
10/14/2021	Presentation/Direction/Action: 2 nd draft budget presentation	On schedule
11/11/2021	Presentation/Direction/Action: 3 rd draft budget presentation	On schedule
12/9/2021	Public Hearing: Final budget presentation and adoption Review and approve the final certifications of valuations from the Eagle, Garfield, and Pitkin County Assessors	On Schedule

RFTA Board Retirement Program Subcommittee – update

The last update was included in the CEO Report in the Board Agenda Packet for the [February 11, 2021 Board Meeting](#). Mayors Dan Richardson and Jonathan Godes currently serve on the Retirement Program subcommittee. On October 4, 2021, the subcommittee held its third meeting with RFTA staff (Dan Blankenship, CEO, Michael Yang, CFAO, and Kurt Ravenschlag, COO), Jared Martin from Innovest (Investment Advisor and Fiduciary to the 401(a) Plan), and Rebecca Hudson from Holland & Hart LLC (Benefits Counsel to the 401(a) Plan). Staff gave a presentation that reviewed what had been discussed in past meetings and efforts taken to identify opportunities for improvement, which included re-evaluating RFTA’s current mandatory contribution amount and examining ways to incentivize a higher level of participation by employees to save more for their retirement with a potential employer matching program. Staff has also been looking into how Social Security might have a place in the program. Based on feedback from the subcommittee and new information available, staff prepared and presented new proposals to the subcommittee for consideration. When the subcommittee is prepared to recommend a proposal, then staff will plan to make a presentation to the RFTA Board at a future meeting.

Facilities & Trails Update, October 2021 – Mike Hermes, Director of Facilities & Trails

Facilities and Bus Stop Maintenance October 14, 2021 Facilities Capital Projects Update

United States Forest Service (USFS) Housing project in Aspen.

- The USFS has been given authority to negotiate possible long-term leases and accept in-kind contributions in exchange for site and development rights to land that it owns throughout the United States. The USFS Supervisor in Aspen has made the Forest Service’s parcel at Hallam and 7th street available to the City of Aspen for development into employee housing in exchange for meeting some of the USFS housing and office space needs. The City has solicited letters of interest from local entities that might be interested in participating in the development of this parcel and RFTA as well as the Aspen Skiing Company, Aspen Valley Hospital, CMC and possibly the City of Aspen itself have expressed interest in this development.
- The next step in the process will be to engage the service of a planning firm to help assess and quantify each organization’s space needs and develop a “test fit” model for the parcel to see how much of each entity’s housing wants can be accommodated on the site. CMC is taking the lead in writing and managing an RFP to achieve this end and each interested organization is going to contribute \$12,500 towards this effort.
- At this time it is not known if the USFS housing project will be a good fit for the strategic housing plan that staff is currently developing, however understanding the potential of this project and having a conceptual cost information will be important information as RFTA develops its strategic employee housing plan.

Burlingame Housing Lease

As part of the development of a strategic employee housing plan RFTA has contacted staff at the City of Aspen and requested that we begin a discussion regarding the future of the Burlingame housing development and the possibility of extending the lease that RFTA has for 4-year round studio apartments and 10 seasonal apartments. The current lease runs through 2031. Understanding RFTA’s ability to lease

these Burlingame units past the 2031 expiration of the current lease will be an important factor in developing a strategic employee housing plan and will influence decisions on other potential housing opportunities.

Projects currently under construction:

1. Phase 2 GMF expansion. The vehicle maintenance staff has been moved to a temporary job trailer while work is underway to repurpose the existing office space at the facility. Foundation and stem walls have been poured and block work for the walls has started. The floors for the extension of the service bays to the south is scheduled for later this month.
2. The new dispatch center at 100 Midland Suite 206 is complete and operational.
3. The process to purchase the property at 505 27 is progressing and RFTA and Vail Associates have come to an agreement in principal for the property. Staff is currently working out the details of the agreement and will report to the Board in Executive Session at the Board meeting.
4. The 2021 Rio Grande Trail removal and replacement of asphalt in the Emma section of the trail has been completed.
5. The project to make needed repairs at the Parker House was put out to bid twice and RFTA did not receive any proposals. Staff will refine the project this fall and rebid it during the winter when contractors are generally looking for work for the next constructing season.
6. The crack sealing portion of the yearly asphalt repair and maintenance project will begin after Labor Day.

Facilities projects budgeted for 2021:

1. Acquisition of property around 27th street Glenwood Springs. **Underway**
2. Repairs to the Wingo bridge abutments. **Postponed until 2022**
3. Rio Grande Trail repair and maintenance. **Completed.**
4. Repair of siding, soffit and fascia at the Parker House apartments. **Postponed until 2022**
5. Revision of the facilities' storm water management plans. **Underway**
6. Revisions and updates to the CNG emergency response plan. **Underway**
7. Development of an Operations Dispatch Center. **Completed**
8. Asphalt repair and maintenance project. **Completed with the exception of crack sealing scheduled for September and beyond.**
9. Development of a RFTA housing construction strategy. **Under way, final deliverable in October.**

Facilities projects completed to in 2021:

1. Demo of the MOC.
2. Development of a consolidated Operations Center at 100 Midland.
3. 2021 Rio Grande Trail improvement project.

Construction projects currently in the design process:

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

Railroad Corridor & Rio Grande Trail Update

Right-of-Way Land Management Project: Along with its legal and engineering consultants, RFTA staff will be working on the following tasks in 2021 and 2022:

- 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. Identifying each of the property owners has proven a bit challenging. However, staff is in the process of compiling a detailed list of every adjacent property owner, and will begin approaching each property owner on a county-by-county basis. (Ongoing)
- Based on comments received from the RFTA Board members at the 02/11/2021 meeting, staff will begin working with Paul Taddune, to bring some longstanding licensees into compliance with the terms of their license agreements, secure license agreements with the unlicensed adjacent property owners, and work to eliminate all outstanding encroachments. We will also work with Paul on several ditch concerns, and determine a path to finalize agreements involving property boundary disputes. (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)
- **Covenant Enforcement Commission (CEC)** – Staff will complete the annual CEC assessment of the Railroad Corridor September 27th through the 29th. **The annual CEC meeting will be scheduled sometime in October/November, with a CEC recommendation organized and presented to the RFTA Board at the January or February 2022 meeting.**

As a reminder, the CEC was established because of an agreement between RFTA's predecessor, the Roaring Fork Railroad Holding Authority ("RFRHA"), and the Board of Trustees of Great Outdoors Colorado ("GOCO"). GOCO provided funds for the purchase of the Corridor in 1997. Originally, RFRHA was required to place a conservation easement on the entire Corridor. Based on concerns about securing federal funding for future RFRHA transportation projects, the Conservation Easement was removed from the entire 33.4 miles of the Corridor and replaced with Restrictive Covenants, in ten discrete areas, at some point the last two sections were combined into one area and the number of conservation areas decreased to nine discrete areas. The obligations of the Restrictive Covenants now belong to RFTA. GOCO allowed modification of its original grant agreement in return for RFRHA managing the restrictive covenants and setting up the CEC. The CEC is made up members from the original members of RFRHA, Pitkin County Open Space and Trails (POST) and two at-large community members that reside in Pitkin County and Eagle County. In practice, a consultant with familiarity with the Corridor and the Covenants performs an inspection of the Conservation areas and presents a report to the CEC. The CEC then reviews the report and sends a letter of recommendations to the RFTA Board for review.

There are nine categories of potential violations within the Conservation Covenant areas, they are:

1. Construction of Buildings and/or Other Structures
2. Fences
3. New Crossings, Structures and/or Crossing Improvements
4. Harvesting of Timber
5. Mining

6. Paving and Road and Trail Construction
7. Trash
8. Weeds
9. Other (dumping, ditch maintenance, trespassing, storage, etc.)

The RFTA Board asked staff to provide a list of the outstanding CEC Violations. Here is the List:

1. Conservation Area #2 – County Road 109 (Ironbridge) to CMC Intersection MP365.4-366.47
 - a. Category (8) Weeds: Thompson Ditch Company leaving spoils and cut vegetation along the trail within the Corridor
 - b. Category (9) Other: Utility Company trespassing and digging/boring 2019
2. Conservation Area #4 – East of Aspen Glen to Satank Bridge MP370.5 -370.92
 - a. Category (9) Other: Ongoing Storage of materials by neighbor at MP 10.65
(This issue was resolved and has now been replaced with a load of gravel, but Brett is working with this neighbor on removal of the materials.)
3. Conservation Area #6 – Catherine Store Bridge to Sopris Creek MP376.14 – 381.82
 - a. Category (1) Other: Trash Structure at Driveway
 - b. Category (1) Other: Berm and Barn on RFTA Property
 - c. Category (9) Other: Yard waste and Tree Limbs
4. Conservation Area #7
 - a. Category (9) Other: Roaring Fork Club Improvements
5. Conservation Area #9
 - a. Category (6): Paving, Roads, Trails – Private connection to a home

Staff is working with leadership on ways to resolve some of the outstanding issues along the corridor.

- **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 has completed the Carbondale section and will be moving to the next section inside Pitkin County. (Ongoing)
- **Mid Valley Trails Committee (MVTC)** – Eagle County and RFTA staff are reviewing all of the original agreements regarding oversight of this committee and developing a white paper outlining each organizations responsibilities for managing this committee. Staff will finalize this information and bring a presentation to the RFTA Board once we have a recommendation for management of the MVTC.



Rio Grande Trail Update

- Staff is busy out on the trail!
 - The Trail Staff is working hard to give ALL trail users a great experience.
 - Staff has been out mowing, weeding, sweeping, debris blowing, cleaning up trailheads, cleaning the restrooms, etc. to make sure the trail is safe and clean.
 - Staff is trying to find time to complete small projects (that we didn't have time to get to during the busy summer season).
 - Riverview Trail Update – work has resumed. Trail prep/base course on the CR 109 portion has begun and guard rail/fence posts have been installed on the RFTA portion. Asphalt was laid down on 08/25/2021 but the trail is NOT open to the public yet. This is a “safe routes to school project” that will connect people from CR 109 and the Westbank/Ironbridge neighborhoods up to the Rio Grande Trail and then a trail connects to the Riverview School campus.
- Staff continues working with Carbondale Arts to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
 - Staff has been weeding the parks and keeping the irrigation system fully operable.
 - The next big project is the Youth Art Park, and it will be located just north of Town Hall and the Carbondale Rec Center. The schematic site design is completed, civil/structural design is happening now, and construction is scheduled to begin sometime in 2021.
- Staff has been working with Back 40 Stories to create new information kiosk map/panels, survey existing trail amenities, and identify locations that could benefit from additional amenities, signs, etc.
 - The Rosebud Trailhead Kiosk is completed! See the photo below.
- Goats are baaaaack to assist with vegetation management and build soil health. Goat Green is on-site and working along CR 100.
- Some 2021 projects are listed below:
 - Wingo Bridge Maintenance/Repair
 - RFTA and Pitkin County Open Space and Trails had a joint workday on May 12 to remove vegetation around the bridge structure in preparation for the repair work.
 - The bids we received were too high, so this repair project will go back out to bid for 2022.
 - Rio Grande Trail Maintenance/Repair – asphalt remove/replace and root barrier install near Emma.
 - Work has begun...root barrier has been installed, damaged asphalt removed, subgrade prepped, and new asphalt has been laid! Shoulder rebuild is substantially completed and the new trail section looks great.
 - Re-vegetation efforts.
 - Restoration efforts, including using goats to build soil health.
 - Rio Grande ArtWay improvements.
 - Kiosk Construction.
- Staff has already begun the budgeting process for 2022 and putting cost estimates together for future projects and equipment.



Goats arrived on September 14



New and improved Rosebud Trailhead Kiosk