

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

**TIME:** 9:00 a.m. – 11:30 a.m., Thursday, December 10, 2020

This will be a Virtual WebEx Teleconference Meeting

Instructions regarding how to participate in the meeting via WebEx will be attached to the e-mail transmitting the Board Agenda Packet, on the third page of this agenda, or at [www.rfta.com](http://www.rfta.com) on the Board Meeting page.

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

	Agenda Item	Policy	Purpose	Est. Time
1	<b>Call to Order / Roll Call:</b>		<b>Quorum</b>	<b>9:00 a.m.</b>
2	<b>Approval of <a href="#">Minutes</a>:</b> RFTA Board Meeting November 12, 2020, <b>page 4</b>		<b>Approve</b>	<b>9:01 a.m.</b>
3	<b>Public Comment:</b> Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		<b>Public Input</b>	<b>9:02 a.m.</b>
4	<b>Items Added to Agenda – Board Member Comments:</b>	<b>4.3.3.C</b>	<b>Comments</b>	<b>9:05 a.m.</b>
5	<b>Public Hearing</b>			<b>9:15 a.m.</b>
	A. <a href="#">Resolution 2020-26</a> : Adoption of the 2021 RFTA Budget – Michael Yang, CFAO and Paul Hamilton, Director of Finance, <b>page 17</b>	<b>4.2.5</b>	<b>Approve</b>	
	B. <a href="#">Resolution 2020-27</a> : Appropriation of Sums for the 2021 Budget Year – Michael Yang, CFAO and Paul Hamilton, Director of Finance, <b>page 17</b>	<b>4.2.5</b>	<b>Approve</b>	
	C. <a href="#">Resolution 2020-28</a> : Imposing, Certifying, and Levying a Property Tax of 2.65 Mills for the 2021 Budget Year, Michael Yang, CFAO and Paul Hamilton, Director of Finance, <b>page 26</b>	<b>4.2.5</b>	<b>Approve</b>	
6	<b>Presentations/Action Items:</b>			
	A. RFTA <a href="#">Service</a> Planning Issues Related to the Outbreak of Coronavirus (COVID-19) – Kurt Ravenschlag, COO, <b>page 32</b>	<b>2.2.3</b>	<b>Discussion /Direction</b>	<b>10:10 a.m.</b>
7	<b>Board Governance Process:</b>			
	A. <a href="#">Election</a> of RFTA Board Officers for 2020 – Dan Blankenship, CEO, <b>page 36</b>	<b>Bylaws</b>	<b>FYI</b>	<b>10:20 a.m.</b>
8	<b>Consent Agenda:</b>			<b>10:25 a.m.</b>
	A. Utility <a href="#">License</a> Agreement between RFTA and Cedar Networks For a Fiber Optic Line to be Installed at the CMF – Mike Hermes, Director of Facilities, <b>page 37</b>	<b>2.3.7</b>	<b>Approve</b>	
	B. Equipment <a href="#">License</a> between RFTA and the Roaring Fork School District for Broadband Equipment to be Installed on the Antenna at the CMF – Mike Hermes, Director of Facilities, <b>page 39</b>	<b>2.3.7</b>	<b>Approve</b>	
	<b>(Agenda Continued on Next Page)</b>			

	<b>Agenda Item</b>	<b>Policy</b>	<b>Purpose</b>	<b>Est. Time</b>
	C. Holy Cross Energy <a href="#">Purchase</a> of RFTA's Clean Energy Collective ("CEC") Solar Array – Dan Blankenship, CEO and Michael Yang, CFAO, <b>page 41</b>	<b>4.2.5</b>	<b>Approve</b>	
	D. Intergovernmental <a href="#">Agreement</a> for Garfield County Senior Programs Traveler Services – 2021 – Dan Blankenship, CEO, <b>page 44</b>	<b>4.2.5</b>	<b>Approve</b>	
	E. 7-Party <a href="#">Memorandum</a> of Understanding Regarding Garfield County Senior Programs for 2021 – Dan Blankenship, CEO, <b>page 45</b>	<b>4.2.5</b>	<b>Approve</b>	
	F. Annual <a href="#">Renewal</a> of \$1 million Line of Credit between RFTA and Alpine Bank – Michael Yang, CFAO, <b>page 46</b>	<b>4.2.5</b>	<b>Approve</b>	
	G. <a href="#">Carbondale</a> Federal Grant Right-of-Way (FGROW) Project, Angela Henderson, Assistant Director, Project Management and Facilities Operations, <b>page 47</b>	<b>2.3.7</b>	<b>Approve</b>	
	H. General Executive Constraint <a href="#">Policy 2.0</a> Certification – Dan Blankenship, CEO, <b>page 49</b>	<b>2.0</b>	<b>Approve</b>	
	I. Treatment of the Public <a href="#">Policy 2.1</a> – Dan Blankenship, CEO, <b>page 51</b>	<b>2.1</b>	<b>Approve</b>	
9	<b>Information/Updates:</b>			
	A. <a href="#">CEO</a> Report – Dan Blankenship, CEO, <b>page 54</b>	<b>2.8.6</b>	<b>FYI</b>	<b>10:50 a.m.</b>
10	<b>Executive Session: Three Matters:</b> Pursuant to C.R.S. 24-6-402 4(e)(I) Determining positions that may be subject to negotiations; developing strategy for negotiations and instruction negotiators: <b>1)</b> The Sunnyside Solar Array; <b>2)</b> Carbondale Federal Grant Right-of-Way (FGROW) Project; and <b>3)</b> Proposed S. O’Cain Accident Settlement Authority	<b>3.5.2.B</b>	<b>Executive Session</b>	<b>11:00 a.m.</b>
11	<b>Issues to be Considered at Next Meeting:</b>			
	To Be Determined at December 10, 2020 Board Meeting	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:20 a.m.</b>
12	<b>Next Meeting:</b> 9:00 a.m. – 11:30 a.m., January 14, 2021 via Webex Teleconference (Details to be provided later)	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:25 a.m.</b>
13	<b>Adjournment:</b>		<b>Adjourn</b>	<b>11:30 a.m.</b>

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**ROARING FORK TRANSPORTATION AUTHORITY  
BOARD MEETING MINUTES  
November 12, 2020**

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

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

**Voting Alternates Present (via WebEx)**

Ben Bohmfalk (Town of Carbondale)

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

Greg Poschman (Pitkin County); Ward Hauenstein (City of Aspen)

**Staff Present (via WebEx):**

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

**Visitors Present (via WebEx):**

Steve Beuning (Holy Cross Energy); Emily Kushto (Parsons); David Pesnichak (EOTC/Pitkin County); John Kruger (City of Aspen); Madeleine Osberger (Aspen Daily News), Scott Condon (Aspen Times) and Linda DuPriest (City of Glenwood Springs)

**Agenda**

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

**Art Riddile called the RFTA Board of Directors to order at 9:00 a.m. Riddile declared a quorum to be present (7 member jurisdictions present) and the meeting began at 9:01 a.m.**

**2. Approval of Minutes:**

**Markey Butler moved to approve the October 8, 2020 Board Meeting Minutes, with Markey Butler's name changed to the Town of Snowmass Village not Town of Basalt, and George Newman seconded the motion. The motion was unanimously approved.**

**3. Public Comment:**

**Riddile asked if any member of the public would like to address the Board or make a comment regarding items not on the November 12, 2020 Board Agenda.**

No members of the public had any comments.

**Riddile closed Public Comments at 9:02 a.m.**

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

**Riddile asked if there were any items that needed to be added to the November 12, 2020 Board meeting Agenda.**

No items were added to the November 12, 2020 Board Agenda.

**Riddile asked if any Board member had comments or questions regarding issues not on the November 12, 2020 Board meeting Agenda.**

Riddile thanked Butler for her wisdom and commitment to the RFTA Board, and stated that she has been a great addition to the Board.

Newman stated that he is going to miss Butler working with him on the Town Council and RFTA Board, and will deeply miss her sense of humor.

Ann Mullins shared that she loves Butler's calm manner and way of getting things done.

Greg Poschman stated that Butler was vital going into a pandemic and it was great having a steady calm during Board meetings.

Jeanne McQueeney thanked Butler for stepping up during the Destination 2040, and stated that she has loved working with her on the RFTA Board.

All Board members and RFTA staff echoed the sentiment that Butler would be greatly missed on the RFTA Board of Directors, and wished her well in her future endeavors.

Dan Blankenship shared that he loves how Butler holds people's feet to the fire. He hopes she can enjoy not being in the spotlight and enjoy her retirement.

Butler stated that she has enjoyed, very much, being a part of the RFTA Board and is going to miss working with each Board member and RFTA staff.

**Riddile closed Board comments at 9:05 a.m.**

## **5. Presentations/Action Items:**

### **A. Presentation of 3<sup>rd</sup> Draft of RFTA 2021 Budget** – Michael Yang, CFAO and Paul Hamilton, Director of Finance

Yang presented the modifications made in the 3<sup>rd</sup> Draft of the RFTA 2021 Budget, which are highlighted below.

Changes in service assumptions:

- For the 2020/2021 winter season, a modified schedule, which includes increased circulator services between Brush Creek Park and Ride and Rubey Park Transit Center and Brush Creek Park and Ride and Snowmass Mall to accommodate demand considering anticipated bus capacity constraints.
- Elimination of one trip, starting in the 2020/2021 winter season, for the full year on the Grand Hogback regional service. The service reduction was made in response to Garfield County's reducing its contribution to support the Hogback service. Depending on the contribution

amount, RFTA may make further service reductions after the 2020/2021 winter season, particularly between New Castle and Rifle.

- Estimated service hours and miles reflect a 2% and 13% increase from the 2020 projections.

The **COVID-19 pandemic** has underscored the significance of the Authority's essential services to support the regional economy. In order to support the operating plan, approximately \$5.08 million of property tax revenues are being used to fill the estimated revenue gaps, \$1.2 million of property tax revenues are being used to fund high-priority strategic initiatives, leaving approximately \$1.65 million available for future debt service on the potential 2021 bond issuance and \$315,000 available for other initiatives before any recommended use of fund balance.

Use tax reflects a decrease of approximately 9.4% compared to the 2020 forecast.

Changes in preliminary assessed property values are Pitkin County, <0.6%>; Eagle County, 0.4%; and Garfield County 0.5%.

58% decline in regional fare collections in 2020 compared to 2019 actuals. 14% decrease in fare revenues in 2021, which assumes the continued impacts from the reduced maximum capacity on buses.

The EOTC approved to continue the no-fare Aspen/Snowmass regional transit service contribution in 2021. Garfield County's support for the Grand Hogback bus service could decrease to \$500,000 in 2021 based on the County's Budget Team recommendation. Prior to the COVID-19 pandemic, Garfield County approved a \$760,240 contribution to RFTA in 2020 to support the baseline commuter bus service. Due to the pandemic, however, RFTA's planned service levels were reduced several times and increased a number of times. Now that service levels have stabilized, RFTA staff updated Garfield County's share to \$666,921.

The Collective Bargaining Unit (CBU) full-time bus operators are subject to a scheduled pay increase at the first full payroll period of 2021. Assuming 158 full-time bus operators, the average increase is approximately 4.2% resulting in an additional cost of approximately \$324,500.

Approximately \$7,927,000 of **capital outlay** has been budgeted.

- The project list includes some recurring capital needs for bus replacements, engine and transmission rebuilds, various IT software and equipment, on-board survey, and trails equipment and improvements. A \$50,000 contribution to the City of Aspen's Paepcke Transit Hub Project, and \$503,242 for the Wingo Junction Bridge Project with Pitkin County contributing 50% of the estimated cost.

**Bill Kane asked what construction will be done at the Wingo Junction Bridge.**

**Mike Hermes stated that construction consists of abutments down by the river and the irrigation ditch is being repaired.**

- Included in the 2021 budget, approximately \$1.2 million for multiple high priority initiatives.

**Mullins asked if the money contributed to the Buttermilk underpass will be lost or if it will be held until 2021.**

**Blankenship stated that RFTA approved a \$500,000 for the Buttermilk underpass and when that project is ready to move forward that money will be contributed to the project.**

**Mullins questioned if the Bike Share money is on hold, what is the status of Bike Share.**

**Blankenship responded that RFTA is reissuing a RFP for the Regional Bike Share Plan, and RFTA worked with WE-cycle to develop a scope of work that was more in line with what was needed.**

**Butler questioned where the work plan is regarding WE-cycle being integrated into RFTA.**

**Blankenship stated that as part of the upcoming planning effort, WE-cycle's integration into RFTA would be considered. WE-cycle was going to need additional resources in order to proceed with community-wide implementation. The planning effort would determine if WE-cycle would be a contractor with RFTA, integrated into RFTA, or if there was a better alternative that might benefit both RFTA and WE-cycle.**

\$168,000 of current available resources from the General Fund to the Service Contract Special Revenue Fund for Traveler Services.

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

- 7.9 FTEs of seasonal bus operators added in the Operations Department due to the transition of relief supervisors to full-time supervisors and also to fulfill service plan.
- 1.0 FTE added in the IT Department to assist with AVL/CAD duties, beginning April 1, 2021
- 1.0 FTE added in the Finance Department to assist with budget/financial analyst duties, beginning April 1, 2021.

Initiatives included in the draft budget:

- Rio Grande Trail Improvements and Wingo Junction Bridge Repairs
- Reorganization of Operations Department
- Additional Transit Service Technicians and Bus Cleaners for winter season
- On-Call Communications Support
- Predictive Safety Fit for Duty Test
- Update GMF CNG Emergency Response Plan
- Update Storm Water Management Plans
- Replace Driver Seats in 2013 Gillig's
- Mobile Workstations for Supervisor Vehicles
- Contract and Performance Management System
- Benefits Administration Software
- New Full Time Administrative Positions: Finance Budget/Financial Analyst, IT AVL/CAD Tech, and convert Contractual Special Projects Manager to Full Time
- On-Board Survey
- On-Board Modem Replacement
- Parker House Improvements
- Trails Equipment

- A. Resolution 2020-23: A Resolution of the Roaring Fork Transportation Authority (RFTA) Declaring its Official Intent to Reimburse itself with the Proceeds of Future Taxable or Tax Exempt Bonds for Certain Capital Expenditures to be Undertaken by RFTA; Identifying Said Capital Expenditures and the Funds to be Used for Such Payment; and Providing Certain Other Matters in Connection Therewith – Michael Yang, CFAO; Paul Hamilton, Director of Finance; and Dan Blankenship, CEO**

Bond Counsel, Kutak Rock, has recommended the adoption of Resolution 2020-23 in order to preserve RFTA's ability to reimburse itself using 2021 Bond Proceeds for moneys spent on the listed projects which it incurred not earlier than 60 days prior to November 12, 2020 and through the date of issuance of the 2021 Bonds.

Capital projects from RFTA's Destination 2040 Plan that are strong candidates for the "new money" needs includes the Glenwood Maintenance Facility (GMF) multi-phased expansion project, 27<sup>th</sup> Street Underpass Project, and 27<sup>th</sup> Street BRT Park and Ride expansion. Budget has already been appropriated in RFTA's General Fund in 2020 for estimated construction costs for GMF Expansion-Phase 2, planning and design costs for the 27<sup>th</sup> Street Underpass Project, and professional services for the GMF Expansion-Phases 3, 4, 5, and 7.

Planning efforts are underway for a new bond issuance, anticipated for the Spring of 2021. The process is being supported by RFTA's financial advisor, PFM, and bond counsel, Kutak Rock. A RFP process for an underwriter to assist in the sale of the bonds will start in November and be completed in December.

The proposed "new money" bond issuance, with legal and disclosure documents in near final form, will be presented to the Board for review and approval in the Spring of 2021. Assuming Board approval is received, RFTA would then proceed with marketing and selling the bonds. The preliminary timeframe for completion of the bond issuance is estimated to be as early as April 2021.

**Riddle moved to approve Resolution 2020-23: A Resolution of the Roaring Fork Transportation Authority (RFTA) Declaring its Official Intent to Reimburse itself with the Proceeds of Future Taxable or Tax Exempt Bonds for Certain Capital Expenditures to be Undertaken by RFTA; Identifying Said Capital Expenditures and the Funds to be Used for Such Payment; and Providing Certain Other Matters in Connection Therewith, and Mullins seconded the motion. The motion was unanimously approved.**

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

Ravenschlag presented the update for the MOVE Project. The current stages of the MOVE Project in the Planning Stages are:

- Extend BRT to Downtown GWS and Service on HWY 6&24
- GWS 27<sup>th</sup> Street BRT Station Parking Expansion

Employment and population in Garfield County is expected to increase 40% in the next 20 years, while employment and population in Pitkin County will increase only slightly over the next 20 years. The increase of population will significantly increase traffic volumes by 40% - 50% with the peak hours being between 6:00 a.m. – 9:00 a.m. and between 4:00 p.m. – 6:00 p.m. Glenwood Springs is the vortex of a constrained transit system. RFTA will need to create a reliable connection from the 27<sup>th</sup> Street BRT Station and West Glenwood Springs to help alleviate the wall of traffic.

**Butler asked if the 40% population increase can be broken down into age groups. She feels that the current population has a significant number of individuals who will be retiring and that would affect the overall population increase.**

**Ravenschlag responded that at this time the populations have not been broken down into age groups, he will discuss it with the group and see if that is an option.**



BRT Extension/Transit Station Concepts level 1 include, Parking Improvements (Alternate Bundle 1); BRT Extension/Transit Station Concepts and Multimodal Improvements (Alternate Bundle 2); and Downtown Circulation and Intersection Improvements (Alternate Bundle 3). Comprehensive screening against project goals (Level 2) will result in a preferred alternative option.

The four (4) steps in the MOVE process are: step 1 - alternatives analysis, evaluate alternatives against project goals and needs and preferred alternative; step 2 - environmental review, review environmental impacts and develop mitigation plans and preferred alternative with environmental mitigation plans; step 3 - final design, final design and value engineering and preferred alternative construction plans; and step 4 - construction, construction and testing and preferred alternative constructed. After step 1 and between step 2 and step 3 the group will move forward with getting funding. By creating visual renderings of the different options it will help to show how each will impact traffic.

The next steps in the MOVE project are to continue level 2 comprehensive screening against project goals, develop visual renderings of alternatives, and continue to meet with governing bodies to review plan progress.

**Riddile wondered what has Glenwood Springs' had to say about the proposed alternatives.**

**Ravenschlag responded that the impacts of each alternative are the most significant concern, environmentally and in terms of the impact on the Rio Grande Trail.**

**Riddile stated that with the new Electric buses it might be best to use those on the Rio Grande Corridor with them being quieter than any of the other buses in RFTA's fleet.**

**Ravenschlag stated that Electric buses would be a possible choice given the fact that RFTA is hoping to have about a third of its fleet electrified by 2030.**

**Riddile asked if Glenwood Springs needs to approve one of the alternatives.**

**Ravenschlag stated that feedback will be received from each jurisdiction and the feedback along with the information from the study will determine which the best alternative is, and then Glenwood Springs will make the final decision.**

**C. RFTA Service Planning Issues Related to the Outbreak of Coronavirus (COVID-19) – Kurt Ravenschlag, CFAO and Dan Blankenship, CEO**

From September 7 through Wednesday, October 31, Fall average daily Hwy 82/TOSV/BRT & Local Service ridership has declined by approximately 20%. Fall season Hogback commuter bus service has increased by 8%, City of Aspen ridership has decreased by 3%, and the Ride Glenwood service has increased by 4%.

From September 7 through October 31, the average percentage of trips needing backup was 17%. Passengers are being left behind when the 15-passenger maximum vehicle capacity has been reached. This has declined from 3 per day during Phase 5 to 1 time per day during the Fall.

Fall/Winter Season services schedule are:

**Regional Services:**

- Valley Service to remain at Fall 2020 levels. 30 Minute headways.

- Valley Express returning in a limited capacity with 13 trips daily.
- BRT Service will have 41 additional trips added for a total of 147 trips daily. 8-10 minute headways during peak hours, 15 minute service outside of peak hours, 60 minute headways for late night service.
- Hogback service to remain mostly unchanged, AM service reconfigured to remove one inbound morning trip from Rifle to Glenwood.

**Local Circulator – Feeder/Collector Services:**

- Carbondale Circulator will continue to operate with a slight increase in hours of service.
- Ride Glenwood service will not change.
- Brush Creek to Snowmass service to increase from 30 minute to 15 minute headways during peak hours.
- Rubey Park to Brush Creek Corridor service added to facilitate increased demand in the upper valley and serve intermediate stops between Rubey Park and Brush Creek Park and Ride. This service will operate at 15 minute headways, except during non-peak hours, where it will operate at 30 minute headways.
- Woody Creek will resume normal hours of operation.

**City of Aspen Services:**

- City of Aspen service will operate between 6:20 am-12:20 am seven days a week.
- Mountain Valley to resume fixed route service and will no longer be interlined with the Burlingame route.
- Crosstown and Galena Street shuttle will resume operation in Cutaway Vans at 75% capacity, if allowed.

**Skier Bus Services:**

- Snowmass Skier buses will all operate as directs with 7 minute directional headways during peak periods, Aspen to Snowmass 8am-11am and Snowmass to Aspen 1:45pm-4:45pm. All other times between 8:00 am-4:45 pm this service will operate at 15 minute headways.
- Buttermilk Skier bus will operate as normal with 15 minute headways between 8:00 a.m. - 4:45 p.m.
- During peak hours 8:00 a.m. – 11:00 a.m. and 1:45 p.m. -4:45 p.m. service to Aspen Highlands will operate at 7-8 minute headways via City of Aspen Castle Maroon buses, Highlands Direct, and Aspen SkiCo buses. During non-peak hours this service will operate at 15 minute headways.

On November 2, CDPHE issued updated guidance for public transportation operators, making it more difficult for RFTA to meet ridership demand during the coming winter season.

RFTA hoped the CDPHE guidance would allow transit agencies flexibility to determine the appropriate COVID-19 related seating restrictions on public transit vehicles. Increased concerns about the increasing number of positive COVID-19 cases in Colorado, CDPHE issued guidance that is more restrictive than RFTA preferred.

RFTA had planned to permit up to 75% of its vehicles' seated capacity to be used on one-way trips of less than 15 minutes. The CDPHE guidance will only allow 50% of the seated capacity of vehicles used irrespective of trip length. The updated CDPHE guidance will allow RFTA to slightly increase the number of passengers on its buses compared to its current 15-passenger limit, as follows:

- 45' over-the-road coaches will carry 24 passengers
- 40' transit buses will carry 18 passengers

- 35' transit buses will carry 16 passengers
- Cutaway transit vans will carry 6 passengers

RFTA's current winter service plan was developed based on the assumption that RFTA would increase its vehicle capacity levels up to 75% for trips under 15 minutes. Restricting vehicle occupancy to 50% of vehicle seated capacity will stretch RFTA's capability in terms of the number of vehicles required to meet anticipated demand. As a result, there may be insufficient vehicles in the fleet to provide additional backup buses and a greater number of passengers could be left waiting longer at bus stops for the next scheduled buses. If RFTA were to not adhere to the seating capacity it could potentially be forced to refund COVID-19 grant money and not receive additional COVID-19 grant funding.

**Newman asked that if RFTA could prove the need for additional seating capacity would there be a chance of getting a waiver for the restricted seating capacity.**

**Butler responded that there might be a chance, however, given the increased positive COVID-19 test results it would be highly unlikely.**

**Jeanne McQueeney stated that the CDPHE does not care about the impact that restricted seating capacity has on any organization, the public's health is what they are focused on.**

**Butler stated that it would be beneficial to have a conversation about creating a letter stating how important the ski industry is, and to get the public to sign the letter and forward it to the CDPHE and other essential organizations. Showing how important the ski industry is could have an impact on allowing an increase in bus capacity levels. The updated CDPHE transportation guidance is as follows:**

**Physical distancing and ventilation:**

- Limit vehicle capacity to 50% of posted seated capacity or occupancy while allowing for at least one seat or row in between individuals from different households. Operators and passengers should ensure 6 feet of physical distance between non-household groups to the greatest extent possible.
- To create distance between passengers, consider:
  - Cordoning off seats or portions of vehicles; or
  - Skipping stops when vehicles are at capacity.
- To create distance between passengers and drivers, consider:
  - Blocking off the first one or two seats immediately behind or beside the driver's seat;
  - Having passengers board through rear doors, if available;
  - If riders must enter through a front door, having the driver stand outside during boarding; or
  - For taxis and rideshares, having passengers use only the back seat.
- When possible, open windows – one on each side of the vehicle – to maximize ventilation.
- Post signs reminding passengers that physical distancing requirements apply to public transport.
- Post signs informing customers that they can opt in to the Exposure Notifications service so they may be alerted more quickly in the event they are exposed to a person who has tested positive for COVID-19. Learn more at [www.addyourphone.com](http://www.addyourphone.com).

The updated guidance now requires all passengers over the age of 10 years to wear a mask at all times and advises that passengers to:

- Have children ages 2-10 wear a mask, if possible.
- Avoid public transit if they are sick, positive for COVID-19, or if they think or know they have been exposed to COVID-19.
- Adhere to physical distancing guidelines regarding spacing between passengers.
- Follow guidance from operators and respect that they are critical workers who should be regarded with utmost concern for their health and safety during this challenging time.

RFTA has approximately 196 Bus Operators available, some of whom are in various stages of training, and the goal is to attain a minimal staffing level of 212 Bus Operators. This number would be sufficient for a 114% readiness ratio. If RFTA were to not achieve the 114% readiness ratio, or fall below it during the winter season, it would likely need to fill available shifts by paying overtime.

RFTA anticipates it will have 113 heavy-duty transit buses available for operating its winter service plan. The peak daily pullout of bus will require approximately 96 buses, which will allow for about an 18% spare ratio.

#### **D. Maroon Bells Update – Dan Blankenship, CEO**

Based on updated data, the latest cost estimate indicates that the cost of the service may increase to \$857,434, or approximately \$14,471 over the September 10 estimate of \$842,963. Due to higher than forecasted actual ticket sales through September 30, the estimated subsidy compared to the September 10 estimate has decreased from \$177,174 to \$142,171, or by \$35,003. RFTA estimates that fares from the shuttle will cover all of the marginal costs of the service and a significant portion of the fixed and allocated training costs.

FTA Operations personnel managed the program and H2O Ventures provided the reservation system, call center, and Welcome Center at Aspen Highlands. Without the expertise dedication, and cooperation of all those involved, including the Aspen Chamber Resort Association, the US Forest Service, Pitkin County, and the City of Aspen, as well as the support of the RFTA Board of Directors, this service would not have been possible this year.

### **6. Consent Agenda:**

#### **A. Motion to Reconsider and Amend Resolution 2020-22: 2020 Supplemental Budget Appropriation – Michael Yang, CFAO and Paul Hamilton, Director of Finance**

At the October 8, 2020 Board Meeting, the Board approved 2020 Supplemental Budget Appropriation Resolution 2020-22. After the meeting, staff discovered a formula error in the logic represented in the various charts included in Resolution 2020-22 to determine the net change in fund balance. After staff's consultation with RFTA General Counsel, it was determined that the action by the Board had occurred to appropriate the additional funds requested and amend the revenue estimates included in Resolution 2020-22: 2020 Supplemental Budget Appropriation. The itemized budget adjustments presented to the Board and reflected in Resolution 2020-22 have not changed; however, there are charts that require corrections.

#### **Chart: Revenues and Other Financing Sources (OFS)**

- The previous total incorrectly showed \$4,395,902 and has been reduced by \$234,400 to the correct total of \$4,161,502.

Chart: **Revenue & OFS Summary**

- The previous total incorrectly showed \$4,395,902 and has been reduced by \$234,400 to the correct total of \$4,161,502. The Other Income row and total row for the current column have both been corrected accordingly.

Chart: **Net Change to Fund Balance**

- The Net increase (decrease) in fund balance incorrectly showed (\$561,117) and has been corrected accordingly to (\$795,517).

Chart: **Fund Balance Roll Forward**

- The Total Net Change row and Ending Balance have both been corrected accordingly.

**Butler moved to approve Motion to Reconsider and Amend Resolution 2020-22: 2020 Supplemental Budget Appropriation, and Riddile seconded the motion. The motion was unanimously approved**

**B. Resolution 2020-24: Resolution Supporting the Grant Application for a Grant from the Federal Transit Administration (FTA) Year 2021 Public Transportation COVID-19 Research Demonstration Grant Program and Letter of Support – David Johnson, Director of Planning and Jason White, Assistant Planner**

A RFTA Mobile Fare Ticketing System supports two of the four primary program objectives. This project will implement a new contactless, multi-modal, mobile fare ticketing system. The project will also strengthen public confidence in using essential public transit services by providing a safe, convenient and connected app-based payment platform for mobility throughout RFTA's rural service region and the State of Colorado.

The RFTA Mobile Fare Ticketing System project is fully aligned with the goals of safety and economic competitiveness as stated by the USDOT Rural Opportunities to Use Transportation Success (ROUTES) Program. The State of Colorado is experiencing a travel surge as Americans seek quiet spaces, clean air, outdoor recreation and an improved quality of life during the COVID-19 public health emergency.

A new innovative, contactless mobile fare payment system can streamline and promote the payment and utilization of public transit services, reduce the use of private vehicles, reduce road congestion, greenhouse gas emissions and vehicles-miles-traveled (VMT). This innovative technology platform will also increase rural economic competitiveness by promoting public transit for residents, workers and visitors.

**Butler moved to approve Resolution 2020-24: Resolution Supporting the Grant Application for a Grant from the Federal Transit Administration (FTA) Year 2021 Public Transportation COVID-19 Research Demonstration Grant Program and Letter of Support, and Riddile seconded the motion. The motion was unanimously approved.**

**C. Intergovernmental Agreement for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities – Dan Blankenship, CEO**

Initially in 2020, Garfield County approved \$760,240 for the Hogback bus service, however, due to COVID-19, the Hogback bus service levels were lower than originally planned and the revised estimate of the County's share in 2020 is \$666,921. However, due to the County's severe budgetary constraints in 2021, the County's contribution to the Hogback bus service in 2021 is anticipated to be

\$500,000, and the estimated cost is \$633,706. The Board of County Commissioners (BOCC) agreed to approve the full \$760,240 grant amount in 2020 and allow RFTA to apply the \$93,319 difference to help offset the 2021 short fall of \$133,706.

**Butler moved to approve Intergovernmental Agreement for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities, and Riddile seconded the motion. The motion was unanimously approved.**

**D. RFTA Letter of Support for the City of Glenwood Springs – Building Resilient Infrastructure for Communities (BRIC) South Bridge Resilient Infrastructure Project – Dan Blankenship, CEO**

RFTA supports the FEMA Building Resilient Infrastructure for Communities (BRIC) grant funding for the City of Glenwood Springs' South Bridge Resilient Infrastructure Project. This this funding, Glenwood Springs will construct a new bridge connection that will facilitate emergency/evacuation access between State Highway 82 (SH82) and the western side of the Roaring Fork River in the City's South Corridor.

RFTA's Destination 2040 package of projects includes \$4,000,000 for the City's South Bridge project. The funding will provide a grade-separated crossing of the City's new South Bridge roadway, where it intersects with SH82, for users of RFTA's popular Rio Grande Trail. This project was important enough to regional voters, particularly in Glenwood Springs, to gain their support for RFTA 2.65 mill property tax increase.

**Butler moved to approve the RFTA Letter of Support for the City of Glenwood Springs – South Bridge Resilient Infrastructure Project, and Riddile seconded the motion. The motion was unanimously approved.**

**7. Public Hearing:**

**A. Resolution 2020-25: 2020 Supplemental Budget Appropriation – Michael Yang, CFAO**

This resolution appropriates \$5.198 million in bond proceeds and \$5.571 million for the refunding escrow deposits, \$128,709 to cover the cost of issuance and underwriter's discount. Because of the refunding, the previously budgeted debt service payments on the Series 2010A and Series 2010B bonds will need to be reduced by approximately \$512,276 and the BABs credit on the Series 201A bonds will have to be reduced by \$11,440. Staff requests the following amendment to the budget for this transaction:

- a. \$5,198,390 increase in Other Financing Sources
- b. \$11,440 decrease in Other Income
- c. \$5,571,327 increase in Other Financing Uses
- d. \$383,567 decrease in Debt Service

CARES Act provides funds to prevent, prepare for, and respond to the COVID-19 pandemic.

- \$100,000 increase in Grant Revenue

In 1998, a Workers Compensation claim was filed when RFTA was part of Pitkin County. In October 2020, the claim has finally settled, and the insurance carrier has approved the settlement in the amount of \$371,514 to be paid this year, which will be covered 100% by the insurance carrier. RFTA will make the one-time settlement payout and will subsequently receive a reimbursement for the same amount from the insurance carrier, resulting in a net zero impact.

- \$371,514 increase in Transit
- \$371,514 decrease in Transit

**Riddile asked if any member of the public would like to address the Board or make a comment regarding Resolution 2020-25: RFTA 2020 Supplemental Budget Appropriation.**

No members of the public had any comments.

**Riddile closed Public Comments at 10:15 a.m.**

**Butler moved to approve Resolution 2020-25: 2020 Supplemental Budget Appropriation, and Jonathan Godes seconded the motion.**

**A Roll Call Vote Was Taken:**

Art Riddile	Yes
Markey Butler	Yes
Ann Mullins	Yes
Ben Bohmfalk	Yes
George Newman	Yes
Jeanne McQueeney	Yes
Jonathan Godes	Yes
Bill Kane	Yes

**The motion was unanimously approved.**

**8. Information/Updates:**

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

RFTA was notified that it received the Distinguished Budget Presentation Award for the current budget (2020) from the Government Finance Officers Association (GFOA). This marks the 14<sup>th</sup> consecutive year (2007-2020) where RFTA has received this recognition.

*“The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity’s budget serves as: a policy document, a financial plan, an operations guide, and a communications device. Budget documents must be rated “proficient” in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.”*

**9. Executive Session:**

**A. One Matter:** 1) Pursuant to C.R.S. 24-6-402 4(e)(I) Determining positions that may be subject to negotiations; developing strategy for negotiations and instruction negotiators; The Sunnyside Solar Array

**Kane moved to adjourn from the Regular Board Meeting into the Executive Session and Riddile seconded the motion. The motion was unanimously approved. Executive Session began at 10:30 a.m.**

**Staff Present:** Dan Blankenship, CEO; Paul Taddune, General Counsel; Michael Yang, CFAO; Kurt Ravenschlag, COO; and Nicole Schoon, Secretary to the Board

Also present at the Executive Session was Steve Beuning (Holy Cross Energy).

**Riddile moved to adjourn from the Executive Session into the Regular Board Meeting and Mullins seconded the motion. The motion was unanimously approved.**

**No action was taken during the Executive Session. The Executive Session adjourned at 11:15 a.m.**

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

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

**11. Adjournment:**

**Riddile moved to adjourn from the October 8, 2020 RFTA Board meeting, and Mullins seconded the motion. The motion was unanimously approved.**

**The November 12, 2020 RFTA Board Meeting adjourned at 11:35 a.m.**

Respectfully Submitted:

Nicole R. Schoon

Secretary to the RFTA Board of Directors



**RFTA BOARD OF DIRECTORS MEETING  
PUBLIC HEARING AGENDA SUMMARY ITEMS # 5. A. AND 5. B.**

<b>Meeting Date:</b>	December 10, 2020
<b>Subject:</b>	Resolution #2020-26: Adoption of 2021 RFTA Budget Resolution #2020-27: Appropriating Sums of Money for the 2021 Budget Year
<b>Strategic Outcome:</b>	Financial Sustainability
<b>Strategic Objective:</b>	4.1 Ensure accurate budget and accounting 4.2 Develop a capital planning prioritization process
<b>Presented By:</b>	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance
<b>Recommendation:</b>	Adopt Resolutions 2020-26 & 2020-27
<b>Core Issues:</b>	<p>At the August 2020 Board meeting, staff presented the 2021 budget initiatives, assumptions and issues. Based on these approved budget initiatives and assumptions, staff prepared and presented to the Board three drafts of the 2021 budget between September and November, fine-tuning each one as new information became available. Since the draft budget presented in November, staff has fine-tuned its estimates of revenue and expenditures based on updated information available over the past month.</p> <p>The 2021 Budget will be presented in the following order:</p> <ol style="list-style-type: none"> <li>1. Highlights</li> <li>2. Consolidated Financial Overview</li> <li>3. Revenues</li> <li>4. Expenditures</li> <li>5. Fund Balance</li> </ol>
<b>Background:</b>	At the August 2020 Board meeting, staff presented the 2021 budget initiatives, assumptions and issues. The 1 <sup>st</sup> draft of the 2021 budget was presented at the September 2020 board meeting. The 2 <sup>nd</sup> draft of the 2021 budget was presented at the October 2020 board meeting. The 3 <sup>rd</sup> draft of the 2021 budget was presented at the November 2020 board meeting.
<b>Policy Implications:</b>	Board Job Products Policy 4.2.5 states, "The Board will approve RFTA's annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy)."
<b>Fiscal Implications:</b>	Inaccurate estimates of revenues and budgeted expenditures could result in the unanticipated use of fund balance in order to achieve the Authority's goals and objectives.
<b>Attachments:</b>	<p>Yes, please see Resolutions 2020-26 &amp; 2020-27.</p> <p>Also please see:</p> <ol style="list-style-type: none"> <li>1. 2021 RFTA Budget Presentation 12-10-2020.pdf</li> <li>2. 2021 Budget Narrative for 12-10-2020 Board Meeting.pdf</li> </ol> <p>Both of these documents are included in the December 2020 Board Meeting Portfolio.pdf attached to the e-mail distributing the RFTA Board Packet.</p>

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

**BOARD OF DIRECTORS  
ROARING FORK TRANSPORTATION AUTHORITY  
RESOLUTION NO. 2020-26**

**A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND  
ADOPTING A BUDGET FOR THE ROARING FORK TRANSPORTATION AUTHORITY FOR THE  
CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2021, AND ENDING ON THE LAST  
DAY OF DECEMBER, 2021**

**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**, C.R.S. 29-1-103, as amended, requires the RFTA Board of Directors (the “Board”), to adopt a budget setting forth the expenditures of the various Authority funds for fiscal year 2021, beginning January 1, 2021 and ending December 31, 2021; and

**WHEREAS**, the Board of Directors of the Roaring Fork Transportation Authority has appointed the Chief Financial and Administrative Officer of RFTA, to prepare and submit a proposed budget to the Board; and

**WHEREAS**, the Chief Financial and Administrative Officer of RFTA, submitted a proposed budget to the Board of Directors for its consideration on December 10, 2020; and

**WHEREAS**, public hearings on the proposed 2021 budget for RFTA were held December 10, 2020; and

**WHEREAS**, pursuant to public notice duly published in accordance with C.R.S. 29-1-106, as amended, the proposed 2021 budget for the Authority has continuously been open for public inspection; public hearings were held on December 10, 2020, before the Board to consider the adoption of the subject 2021 proposed budget; and interested taxpayers were and have continuously been given the opportunity to file or register any objections to the subject proposed 2021 budget; and

**WHEREAS**, the Board has made appropriations within the 2021 budget for the Authority for expenditures in an amount equal to or less than the total available revenues and beginning fund balances set forth within the subject proposed 2021 budget; and

**WHEREAS**, expenditures do not exceed revenues reasonably assumed to be available, as required by law; and

**WHEREAS**, whatever increases may have been made in the expenditures, like increases, were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law; and

**WHEREAS**, all legal requirements have been fully complied with and performed in the premises.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Roaring Fork Transportation Authority, as follows:

**THAT**, the budget for the calendar year beginning on the first day of January 2021 and ending on the last day of December 2021 as submitted, amended, and summarized by fund below, is hereby approved and adopted as the 2021 Budget of the Roaring Fork Transportation Authority, and be a part of the public records of the Roaring Fork Transportation Authority.

<b>Fund</b>	<b>Revenue Type</b>	<b>Budget</b>
<b>GENERAL FUND</b>		
	Sales tax	\$ 25,606,000
	Property tax	\$ 10,945,000
	Grant	\$ 1,401,678
	Fares	\$ 2,426,756
	Other govt contributions	\$ 1,625,299
	Other income	\$ 808,130
	Other financing source:	
	Capital lease proceeds	\$ 6,525,758
	Total revenue & other financing sources	\$ 49,338,621
<b>SPECIAL REVENUE FUND - SERVICE CONTRACTS</b>		
	Service contract revenue	\$ 12,651,806
	Grant revenue	\$ 30,000
	Other financing source:	
	Transfer in from General Fund	\$ 158,753
	Total revenue & other financing sources	\$ 12,840,559
<b>SPECIAL REVENUE FUND - BUS STOPS AND PNR</b>		
	Other income	\$ 485,700
	Other financing source:	
	Transfer in from General Fund	\$ 559,359
	Total revenue & other financing sources	\$ 1,045,059
<b>SPECIAL REVENUE FUND - MID VALLEY TRAILS</b>		
	Sales tax	\$ 56,000
	Other income	\$ 1,000
	Total revenue & other financing sources	\$ 57,000
<b>DEBT SERVICE FUND - SERIES 2012A</b>		
	Other income	\$ 124,000
	Other financing source:	
	Transfer in from General Fund	\$ 390,304

Total revenue & other financing sources	\$ 514,304
<b>DEBT SERVICE FUND - SERIES 2013B</b>	
Other income	\$ 32,100
Other financing source:	
Transfer in from General Fund	\$ 83,780
Total revenue & other financing sources	\$ 115,880
<b>DEBT SERVICE FUND - SERIES 2019</b>	
Other financing source:	
Transfer in from General Fund	\$ 2,098,900
Total revenue & other financing sources	\$ 2,098,900
<b>TOTAL OF ALL FUNDS</b>	<b>\$ 66,010,323</b>

**THAT**, the budget, hereby approved and adopted shall be signed by the Chairman of the Board of Directors of the Roaring Fork Transportation Authority and made a part of the public records of RFTA.

**THAT**, pursuant to C.R.S. 29-1-113, the Chief Financial and Administrative Officer of RFTA, is hereby requested and directed to immediately transmit a copy of this Resolution to the officer or employee of the Authority whose duty is to draw warrants or orders for the payment of money.

**THAT**, pursuant to Section 29-1-113, C.R.S., the Chief Financial and Administrative Officer of RFTA, is hereby further requested and directed to file an original or certified copy of this Resolution with the Division of Local Government in the Department of Local Affairs.

**THAT**, the adopted 2021 budget made as set forth in this Resolution is to be read as one comprehensive and integrated document.

**THAT**, the Board hereby declares to be the legislative intent that the several provisions of this Resolution shall be severable, in accordance with the provisions set forth below:

**THAT**, if any provision of this Resolution is declared to be invalid by decision of any court of competent jurisdiction, it is hereby declared to be the legislative intent that:

- a. The effect of such decision shall be limited to that provision or provisions which are expressly stated in the decision to be invalid; and
- b. Such decision shall not affect, impair, or nullify this Resolution as a whole or any other part thereof, but the rest of this Resolution shall continue in full force and effect.

**THAT**, this Resolution was adopted in accordance with the governing documents of RFTA and is now in full force and effect.

**INTRODUCED, READ AND PASSED**, by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 10<sup>th</sup> day of December, 2020.

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

By: \_\_\_\_\_  
Arthur B. Riddile, Chair of the RFTA Board of Directors

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 December 10, 2020; (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 10<sup>th</sup> day of December, 2020.

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

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

**BOARD OF DIRECTORS  
ROARING FORK TRANSPORTATION AUTHORITY  
RESOLUTION NO. 2020-27**

**A RESOLUTION APPROPRIATING SUMS OF MONEY IN THE AMOUNT AND FOR THE PURPOSE AS  
SET FORTH BELOW, FOR THE ROARING FORK TRANSPORTATION AUTHORITY FOR THE 2021  
BUDGET YEAR**

**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**, C.R.S. 29-1-103, as amended, requires the RFTA Board of Directors (the “Board”), to adopt a budget setting forth the expenditures of the various Authority funds for fiscal year 2021, beginning January 1, 2021, and ending December 31, 2021; and

**WHEREAS**, public hearings on the proposed 2021 budget for the Authority were held December 10, 2020; and

**WHEREAS**, pursuant to public notice duly published in accordance with C.R.S. 29-1-106, as amended, the proposed 2021 budget for the Authority has continuously been open for public inspection from; public hearings were held on December 10, 2020, before the Board to consider the adoption of the subject 2021 proposed budget; and interested taxpayers were and have continuously been given the opportunity to file or register any objections to the subject proposed 2021 budget; and

**WHEREAS**, the Board of Directors of the Authority has appointed the Chief Financial and Administrative Officer of RFTA to prepare and submit a proposed budget for their approval; and

**WHEREAS**, the Board of Directors of the Roaring Fork Transportation Authority (“RFTA” or “Authority”) adopted the annual budget in accordance with the Local Government Budget Law, on December 10, 2020; and

**WHEREAS**, RFTA has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

**WHEREAS**, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of RFTA; and

**WHEREAS**, C.R.S. 29-1-108, requires the Board to enact a resolution making appropriations for fiscal year 2021 in accordance with the adopted 2021 budget for the Authority; and

**WHEREAS**, all legal requirements have been fully complied with and performed in the premises.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Roaring Fork Transportation Authority that the 2021 Budget as summarized herein:

**THAT**, the sums stated in the 2021 Budget as submitted are hereby appropriated for the purposes stated herein and summarized below:

<b>Fund</b>	<b>Expenditure Type</b>	<b>Budget</b>
<b>GENERAL FUND</b>		
	Fuel	\$ 1,794,137
	Transit	\$ 30,278,835
	Trails and Corridor Mgmt	\$ 670,770
	Capital	\$ 7,966,792
	Debt Service	\$ 2,773,200
	Other financing use:	
	Transfer to Series 2012A DSF	\$ 390,304
	Transfer to Series 2013B DSF	\$ 83,780
	Transfer to Series 2019 DSF	\$ 2,098,900
	Transfer to Bus Stops/PNR SRF	\$ 559,359
	Transfer to Service Contracts SRF-Traveler	\$ 158,753
	Total expenditures & other financing uses	\$ 46,774,830
<b>SPECIAL REVENUE FUND - SERVICE CONTRACTS</b>		
	Fuel	\$ 697,769
	Operating	\$ 11,265,409
	Capital	\$ 877,381
	Total	\$ 12,840,559
<b>SPECIAL REVENUE FUND - BUS STOPS AND PNR</b>		
	Transit	\$ 1,045,059
<b>SPECIAL REVENUE FUND - MID VALLEY TRAILS</b>		
	Trails	\$ 55,000
<b>SPECIAL REVENUE FUND - SERIES 2019 CPF</b>		
	Capital	\$ 48,724
<b>DEBT SERVICE FUND - SERIES 2012A</b>		
	Debt service	\$ 514,304
<b>DEBT SERVICE FUND - SERIES 2013B</b>		
	Debt service	\$ 115,880
<b>DEBT SERVICE FUND - SERIES 2019</b>		
	Debt service	\$ 2,098,900
<b>TOTAL OF ALL FUNDS</b>		<b>\$ 63,493,256</b>

**THAT**, pursuant to C.R.S. 29-1-113, the Chief Financial and Administrative Officer of RFTA, is hereby requested and directed to immediately transmit a copy of this Resolution to the officer or employee of the Authority whose duty is to draw warrants or orders for the payment of money.

**THAT**, pursuant to Section 29-1-113, C.R.S., the Chief Financial and Administrative Officer of RFTA, is hereby further requested and directed to file an original or certified copy of this Resolution with the Division of Local Government in the Department of Local Affairs.

**THAT**, the 2021 appropriations made as set forth in this Resolution are to be read as one comprehensive and integrated document. In no event shall a Authority fund expend or contract to expend any money; or incur any liability; or enter into any contract which, by its terms, involves the expenditure of money for any purpose for which provision is made in the Resolution, associated working documents and the related public budget meetings/hearings, which is in excess of the amounts appropriated in this Resolution for such fund and/or purpose; nor which involves the expenditure of money inconsistent with the purposes, functions, restrictions, clarifications and/or specified monetary amounts as detailed and set forth within this Resolution, associated working documents and the related public budget meetings/hearings; nor which involves the expenditure of money for any purposes which is not identified within the aforementioned; unless prior to such expenditure the fund of the Authority has presented the same to the Board and the Board duly approves such expenditure in accordance with applicable law.

**THAT**, the Board hereby declares to be the legislative intent that the several provisions of this Resolution shall be severable, in accordance with the provisions set forth below:

**THAT**, if any provision of this Resolution is declared to be invalid by decision of any court of competent jurisdiction, it is hereby declared to be the legislative intent that:

- a. The effect of such decision shall be limited to that provision or provisions which are expressly stated in the decision to be invalid; and
- b. Such decision shall not affect, impair, or nullify this Resolution as a whole or any other part thereof, but the rest of this Resolution shall continue in full force and effect.

**THAT**, This Resolution was adopted in accordance with the governing documents of the Roaring Fork Transportation Authority and is now in full force and effect.

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**INTRODUCED, READ AND PASSED**, by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 10<sup>th</sup> day of December, 2020.

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

By: \_\_\_\_\_  
Arthur B. Riddile, Chair of the RFTA Board of Directors

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 December 10, 2020; (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 10<sup>th</sup> day of December, 2020.

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

**RFTA BOARD OF DIRECTORS MEETING**  
**“PUBLIC HEARING” AGENDA SUMMARY ITEM # 5. C.**

<b>Meeting Date:</b>	December 10, 2020
<b>Agenda Item:</b>	Resolution 2020-28: Resolution Certifying and Levying a Property Tax of 2.65 Mills for the 2021 Budget Year
<b>Strategic Outcome:</b>	Financial Sustainability
<b>Strategic Objective:</b>	4.1 Ensure accurate budget and accounting
<b>Presented By:</b>	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance
<b>Recommendation:</b>	Following adoption of the 2021 Budget and Appropriations’ resolutions, the Board should adopt Resolution 2020-28, which will certify RFTA’s 2.65 mill levy for the 2021 budget year (2020 tax year for 2021 collections).
<b>Executive Summary:</b>	<p>As a result of the successful passage of Ballot Issue 7A at the November 6, 2018 general election, RFTA has the authority to impose real property taxes and is required to certify the tax levies in December of each year.</p> <p>The Resolution 2020-28 is intended to certify the RFTA mill levy of 2.65 for the 2021 budget year (2020 tax year for 2021 collections).</p> <p>RFTA’s boundary includes all of Pitkin County and portions of Eagle and Garfield Counties; therefore, the mill levy has to be certified to each county as set forth in the Assessor valuations and the Form DLG-70 attached to Resolution 2020-28 to be submitted no later than December 15, 2020.</p> <p>The language in the voter-approved Ballot Issue 7A from the November 6, 2018 general election exempts RFTA from the TABOR Property Tax Limits (Article X, Section 20) and exempts RFTA from the statutory property tax revenue limit CRS 29-1-301 (the 5.5% limit). Staff has verified the exemption from TABOR Property Tax Limits (Article X, Section 20) with Bond Counsel. In addition, staff has verified the exemption from the statutory property tax revenue limit CRS 29-1-301 (the 5.5% limit) with the Colorado Department of Local Affairs, Division of Local Government.</p>
<b>Policy Implications:</b>	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
<b>Fiscal Implications:</b>	Inaccurate estimates of revenues and budgeted expenditures could result in the unanticipated use of fund balance in order to achieve the Authority’s goals and objectives.
<b>Attachments:</b>	Yes, please see Resolution 2020-28: Resolution Certifying and Levying a Property Tax of 2.65 Mills for the 2021 Budget Year and Exhibits A, B, and C, attached below.

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

**BOARD OF DIRECTORS  
ROARING FORK TRANSPORTATION AUTHORITY  
RESOLUTION NO. 2020-28**

**RESOLUTION CERTIFYING AND LEVYING A PROPERTY TAX OF 2.65 MILLS TO DEFRAY THE COST OF GOVERNMENT FOR THE ROARING FORK TRANSPORTATION AUTHORITY FOR THE 2021 BUDGET YEAR**

**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**, upon due and proper notice, published in accordance with the state budget law, the 2021 RFTA budget was open for inspection by the public at a designated place and public hearings were held on December 10, 2020, and interested taxpayers were given an opportunity to file or register any objections to the 2021 budget; and

**WHEREAS**, Ballot Issue 7A adopted by the electors of RFTA at the November 6, 2018 General Election authorized the imposition of a real property tax pursuant to the authority granted to regional transportation authorities under Colorado Revised Statutes Section 43-4-605(j.5) and Section 43-4-612; and

**WHEREAS**, the Board has reviewed and approved the Department of Local Affairs Form DLG-70 Certifications of the Tax Levies for Eagle, Garfield and Pitkin Counties (“Form DLG-70”) and the Certifications of Valuation of the Eagle, Garfield and Pitkin County Assessors, collectively attached hereto respectively as Exhibits “A,” “B,” and “C.”

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Roaring Fork Transportation Authority:

**THAT**, in accordance with the ballot issue approved by RFTA electors at the election held on November 6, 2018, there is hereby imposed, certified and levied (for the 2021 budget year) a tax of 2.65 mills upon each dollar of the total valuation for assessment of all taxable property within the borders of the Roaring Fork Transportation Authority for tax year 2020.

**THAT**, the Chief Financial and Administrative Officer of RFTA is hereby authorized and directed to certify to the County Commissioners of Eagle, Garfield and Pitkin Counties, the mill levy for the Roaring Fork Transportation Authority as hereinabove determined and set, and also authorized and directed to certify the mill levy for the Roaring Fork Transportation Authority as hereinabove and set but as recalculated as needed upon receipt of the final certification of valuation from the Eagle, Garfield and Pitkin County Assessors in order to comply with any applicable revenue and other budgetary limits.

**THAT** this Resolution was adopted in accordance with the governing documents of RFTA, and that such resolution is now in full force and effect.

**INTRODUCED, READ AND PASSED** by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 10<sup>th</sup> day of December, 2020.

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

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

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on December 10, 2020; (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provision and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 10<sup>th</sup> day of December, 2020.

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

**EXHIBIT A**

County Tax Entity Code \_\_\_\_\_

DLG-A (REVISED) \_\_\_\_\_

**CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments**

**TO:** County Commissioners<sup>1</sup> of Eagle County, Colorado.

On behalf of the Roaring Fork Transportation Authority  
(taxing entity)<sup>2</sup>  
 the Board of Directors  
(governing body)<sup>3</sup>  
 of the Roaring Fork Transportation Authority  
(local government)<sup>4</sup>

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 245,727,310  
 assessed valuation of: (GROSS<sup>5</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG-57<sup>6</sup>)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>7</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 245,727,310  
(NET<sup>8</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG-57)  
 USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 16

Submitted: 12/10/2020 for budget/fiscal year 2021  
(no later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE <small>(see and notes for definitions and examples)</small>	LEVY <sup>2</sup>	REVENUE <sup>2</sup>
1. General Operating Expenses <sup>9</sup>	<u>2.650</u> mills	\$ <u>651,177</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>1</sup>	< > mills	\$ < >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<b>2.650</b> mills	<b>\$ 651,177</b>
3. General Obligation Bonds and Interest <sup>1</sup>	_____ mills	\$ _____
4. Contractual Obligations <sup>K</sup>	_____ mills	\$ _____
5. Capital Expenditures <sup>L</sup>	_____ mills	\$ _____
6. Refunds/Abatements <sup>M</sup>	_____ mills	\$ _____
7. Other <sup>N</sup> (specify): _____	_____ mills	\$ _____
	_____ mills	\$ _____
<b>TOTAL:</b> <small>[ Sum of General Operating Subtotal and Lines 3-7 ]</small>	<b>2.650</b> mills	<b>\$ 651,177</b>

Contact person: Michael Yang Daytime phone: (970) 384-4884  
 (print)  
 Signed: \_\_\_\_\_ Title: Chief Executive Officer

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Director of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80202. Questions? Call DLG at (303) 864-7720.

<sup>1</sup> If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.  
<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG-57 on the County Assessor's FINAL certification of valuation).

**EXHIBIT B**

County Tax Entity Code \_\_\_\_\_

DOLA LICENSED \_\_\_\_\_

**CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments**

**TO:** County Commissioners<sup>1</sup> of Garfield County, Colorado.

On behalf of the Roaring Fork Transportation Authority  
(taxing entity)<sup>A</sup>  
 the Board of Directors  
(governing body)<sup>B</sup>  
 of the Roaring Fork Transportation Authority  
(local government)<sup>C</sup>

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 463,509,150 assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG-57<sup>B</sup>)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>D</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenues will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 462,781,620 (NET<sup>D</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG-57) USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 16

Submitted: 12/10/2020 for budget/fiscal year 2021  
(no later than Dec. 15) (mm/dd/yyyy) (year)

PURPOSE <small>(see end notes for definitions and examples)</small>	LEVY <sup>2</sup>	REVENUE <sup>2</sup>
1. General Operating Expenses <sup>B</sup>	<u>2.650</u> mills	\$ <u>1,226,371</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>F</sup>	< > mills	\$ < >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<b>2.650</b> mills	<b>\$ 1,226,371</b>
3. General Obligation Bonds and Interest <sup>F</sup>	_____ mills	\$ _____
4. Contractual Obligations <sup>K</sup>	_____ mills	\$ _____
5. Capital Expenditures <sup>L</sup>	_____ mills	\$ _____
6. Refunds/Abatements <sup>M</sup>	_____ mills	\$ _____
7. Other <sup>N</sup> (specify): _____	_____ mills	\$ _____
	_____ mills	\$ _____
<b>TOTAL:</b> <small>[ Sum of General Operating Subtotal and Lines 3-7 ]</small>	<b>2.650</b> mills	<b>\$ 1,226,371</b>

Contact person: Michael Yang Daytime phone: (970) 384-4884  
 (print)  
 Signed: \_\_\_\_\_ Title: Chief Executive Officer

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 531, 1313 Sherman Street, Denver, CO 80202. Questions? Call DLG at (303) 864-7720.

<sup>1</sup> If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.  
<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's FINAL certification of valuation).

**EXHIBIT C**

County Tax Entity Code \_\_\_\_\_

DLG-7 (REV. 5/18)

**CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments**

**TO:** County Commissioners<sup>1</sup> of Pitkin County, Colorado.

On behalf of the Roaring Fork Transportation Authority  
(taxing entity)<sup>A</sup>  
 the Board of Directors  
(governing body)<sup>B</sup>  
 of the Roaring Fork Transportation Authority  
(local government)<sup>C</sup>

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 3,421,016,200 assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>A</sup>)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>F</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 3,421,016,200  
(NET<sup>E</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)  
 USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 18

Submitted: 12/10/2020 for budget/fiscal year 2021  
(no later than Dec. 15) (mm/dd/yyyy) (year)

<b>PURPOSE</b> <small>(see and notes for definitions and examples)</small>	<b>LEVY</b> <sup>2</sup>	<b>REVENUE</b> <sup>2</sup>
1. General Operating Expenses <sup>B</sup>	<u>2.650</u> mills	\$ <u>9,065,693</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>F</sup>	< > mills	\$ < >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<b>2.650</b> mills	<b>\$ 9,065,693</b>
3. General Obligation Bonds and Interest <sup>I</sup>	_____ mills	\$ _____
4. Contractual Obligations <sup>K</sup>	_____ mills	\$ _____
5. Capital Expenditures <sup>L</sup>	_____ mills	\$ _____
6. Refunds/Abatements <sup>M</sup>	_____ mills	\$ _____
7. Other <sup>N</sup> (specify): _____	_____ mills	\$ _____
_____	_____ mills	\$ _____
<b>TOTAL:</b> <small>[Sum of General Operating Subtotal and Lines 3-7]</small>	<b>2.650</b> mills	<b>\$ 9,065,693</b>

Contact person: Michael Yang Daytime phone: (970) 384-4884  
 (print)  
 Signed: \_\_\_\_\_ Title: Chief Executive Officer

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80202. Questions? Call DLG at (303) 864-7720.

<sup>1</sup> If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution  
<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's FINAL certification of valuation).

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

<b>Meeting Date:</b>	December 10, 2020
<b>Subject:</b>	RFTA Service Planning Issues Related to the Outbreak of Coronavirus (COVID-19)
<b>Strategic Outcome:</b>	RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, practices, and policies for managing risks and hazards.
<b>Strategic Objective:</b>	1.1 Customers are safe at RFTA facilities and riding RFTA services 1.3 Maintain and promote a healthy and safe workforce 1.4 The general public has a positive perception of the safety of RFTA services 1.5 Staff are well trained and safety focused
<b>Presented By:</b>	Kurt Ravenschlag, COO
<b>Staff Recommends:</b>	This is intended to be an FYI for the RFTA Board of Directors and an opportunity for the Board to provide any addition direction to staff.

<b>Executive Summary:</b>	1. <b><u>RFTA’s COVID-19 Emergency Response Plan and Attendance:</u></b> RFTA’s Emergency Response Plan is relatively consistent with Pandemic plans throughout the transit industry, and has three primary goals: 1) protection of the public; 2) protection of employees; and 3) continuity of operations. The plan is designed to enable RFTA to continue operating even though employees may become ill, because public transportation is considered an essential service for those who rely upon it.																								
	As of Thursday, December 3, RFTA’s Attendance Record reflected 15 COVID-19 related absences, as follows:																								
	<b>RFTA COVID-19 Attendance Summary by Category</b>																								
	Date: 12/3/2020																								
	A B C D E F G H I J K L																								
	<table border="1"> <thead> <tr> <th>Symptoms Positive COVID Test Isolating</th> <th>Symptoms Pending COVID Test Results Quarantining</th> <th>Symptoms Not Tested Quarantining</th> <th>Possibly Exposed No Symptoms Quarantining</th> <th>Exposed No Symptoms Tested Results Pending</th> <th>Subtotal EE’s Out COVID Related</th> <th>Symptoms Tested Negative Quarantining</th> <th>No Symptoms Tested Negative</th> <th>High Risk Category Quarantining</th> <th>Other Than COVID-19</th> <th>Total Employees Out</th> <th>% of Total 385 EE’s Out</th> </tr> </thead> <tbody> <tr> <td align="center">3</td> <td align="center">4</td> <td align="center">1</td> <td align="center">6</td> <td align="center">1</td> <td align="center">15</td> <td align="center">0</td> <td align="center">0</td> <td align="center">7</td> <td align="center">5</td> <td align="center">27</td> <td align="center">7%</td> </tr> </tbody> </table>	Symptoms Positive COVID Test Isolating	Symptoms Pending COVID Test Results Quarantining	Symptoms Not Tested Quarantining	Possibly Exposed No Symptoms Quarantining	Exposed No Symptoms Tested Results Pending	Subtotal EE’s Out COVID Related	Symptoms Tested Negative Quarantining	No Symptoms Tested Negative	High Risk Category Quarantining	Other Than COVID-19	Total Employees Out	% of Total 385 EE’s Out	3	4	1	6	1	15	0	0	7	5	27	7%
	Symptoms Positive COVID Test Isolating	Symptoms Pending COVID Test Results Quarantining	Symptoms Not Tested Quarantining	Possibly Exposed No Symptoms Quarantining	Exposed No Symptoms Tested Results Pending	Subtotal EE’s Out COVID Related	Symptoms Tested Negative Quarantining	No Symptoms Tested Negative	High Risk Category Quarantining	Other Than COVID-19	Total Employees Out	% of Total 385 EE’s Out													
	3	4	1	6	1	15	0	0	7	5	27	7%													
	<b>Note:</b> Out of an abundance of caution, RFTA directs its employees to remain home if they are experiencing any possible symptoms of COVID-19. The majority of employees that go out for COVID-19 related reasons doesn’t test positive for COVID-19. On March 23, 2020, during the height of the pandemic, RFTA had 38 employees out of work who were either experiencing COVID-19 like symptoms or who may have been exposed to someone else who was experiencing symptoms.																								
	2. <b><u>Winter Season Service Plan:</u></b> The Chart below provides a comparison of service Fall and Winter season service levels by route, as follows:																								



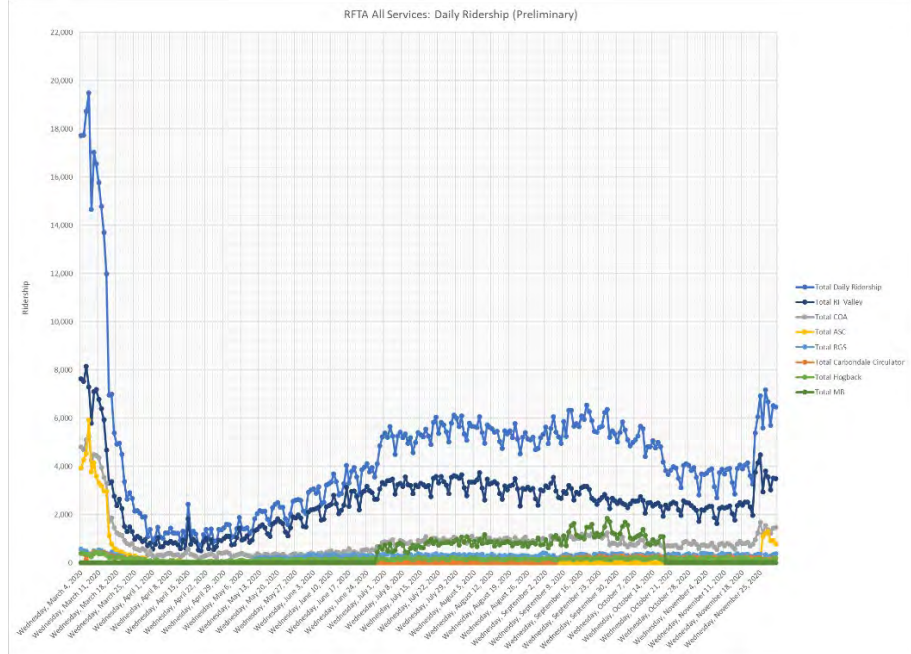
### RFTA Trip Comparison by Service Level

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

3. **Ridership:** As the chart below indicates, average system-wide daily ridership during the Winter season (which began on Monday, November 23) has increased by approximately 57% compared to the Fall season (September 7 through Sunday, November 22). Average daily Hwy 82/TOSV/BRT & Local Service ridership has increased by approximately 48% compared to the average daily ridership during the Fall. Winter season Hogback commuter bus service has decreased by approximately 26%, possibly due to the Thanksgiving holiday and tightening COVID-19 restrictions being imposed on businesses in Garfield County. City of Aspen ridership has increased by 59%, and the Ride Glenwood service has decreased by 4% during this period. The line graph on the next page indicates regional ridership is on an upward trend, due to higher levels of employment and the opening of ski areas in the upper Roaring Fork Valley (dark blue line).

### RFTA Average Daily Ridership Comparison Fall to Winter

	A	B	C	D	E
	Route	Fall	Winter	# Vari	% Vari
1	RF Valley/BRT/Local/TOSV	2,460	3,635	1,175	48%
2	Hogback	168	124	(44)	-26%
3	Carbondale Circulator	209	166	(43)	-21%
4	City of Aspen	844	1,345	501	59%
5	Ride Glenwood	315	303	(12)	-4%
6	Aspen Skiing Company	-	703	703	N/A
7	<b>Total</b>	<b>3,996</b>	<b>6,276</b>	<b>2,280</b>	<b>57%</b>



4. **RFTA Regional Backup Bus Utilization Report:** The chart below, through November 27, indicates that in the Fall Service Plan from September 7 through November 22, the average percentage of trips needing backup was 17% (see Column B, Line 5 from chart below). So far during the Winter season, the average percentage of bus trips requiring backup has been 2%. The number of regional backup buses needing to be deployed has dropped sharply as the corridor buses are now scheduled instead of being supplemented every day with show-ups. In addition, the added seating capacity on buses (50% instead of 15) and more frequent headways on BRT's have helped out immensely and regional commuter buses are not requiring as much backup. The upper valley between Aspen and Snowmass has predictably been where RFTA has experienced the greatest demand for backup buses so far.

#### RFTA Regional Backup Bus Utilization Report - 11/27/20

	A	B	C	D	E
	Category	Fall	Winter	# Increase Fall - Winter	% Increase Fall - Winter
1	Total daily trips	299	477	178	60%
2	Trips with 10-15 passengers	41	43	2	5%
3	Percent trips with 10-15 passengers	17%	9%	-8%	-47%
4	Number of trips needing backup buses	41	13	(28)	-68%
5	Percent trips needing backup buses	17%	2%	-15%	-88%
6	Trips with more than 15 passengers	0.13	0.00	(0.1300)	-100%
7	Percent trips with more than 15	0.06%	0.00%	(0.0006)	-100%
8	Times passengers left behind	1	0.4	(1)	-60%
9	# of Passengers left behind	2	1	(1)	-50%

5. **Winter Staffing Levels:** Overall, RFTA's winter season recruitment and training program for seasonal Bus Operators has been exceeding initial expectations. Currently, RFTA estimates it will have approximately 207 Bus Operators available (Line 5, Column D, below), assuming the remaining number of seasonal Bus Operators complete training in the next few weeks. It appears that RFTA will fall 5 short of its goal of achieving a minimal staffing level of 212 Bus Operators. This number would have

been sufficient for a 114% readiness ratio which, barring any unforeseen circumstances, should have been an adequate cushion in case of illnesses, vacations, and other absences over the course of the winter season. Since it appears that RFTA will not achieve the 114% readiness ratio, vacant shifts will likely be need to be filled by paying overtime.

### RFTA Fall and Winter Bus Operator Staffing Plan (as of 12/2/20)

	A	B	C	D
	Description	Phase 5 Service Increase Plan (6/28)	Fall Service Plan (9/7)	Winter Service Plan (12/19)
1	Estimated Bus Operator FTE's* on Staff	155	153	155
2	Estimated Seasonal and Part-Time Bus Operators on Staff	7	5	52
3	Total FTE's, Seasonal and Part-Time Bus Operators on Staff	162	158	207
4	Estimated number of Bus Operators Unavailable due to COVID/Other	-6	-4	0
5	Total Estimated Bus Operators Available To Work	156	154	207
6	Total Estimated Active Bus Operators Required for Scheduling per Week for 125%	166	169	232
7	Estimated Excess/(Shortfall) of Bus Operators Available per Week for 125%**	-10	-15	-25
8	Total Estimated Active Bus Operators Required for Scheduling per Week for 114%	151	154	212
9	Estimated Excess/(Shortfall) of Bus Operators Available per Week for 114%**	5	0	-5

6. **Bus Availability:** Currently, RFTA anticipates it will have 114 heavy-duty transit buses available for operating its Winter service plan, until 5 new buses are expected to be delivered in January or February 2021. The peak daily pullout of buses will require approximately 92 buses, which will allow for a 19% spare ratio. While a 20% or more spare ratio is the goal, barring any unforeseen circumstances, RFTA Vehicle Maintenance Department personnel are optimistic they can make the numbers work because the department anticipates it will be fully staffed.

Shop	Buses at Location	Out of Service	Available	Peak Pullout	Deficit/Surplus
AMF	62	5	57	50	7
GMF	52	6	46	42	4
<b>Total</b>	114	11	103	92	11

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

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

**Governance Policy:** 1.0.1. Safe Customers, Workforce, and General Public: RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, and practices, and policies for managing risks and hazards.

**Fiscal Implications:** None at this time.

**Attachments:** None.

**RFTA BOARD OF DIRECTORS**  
**“CONSENT” AGENDA ITEM SUMMARY # 7. A.**

<b>Meeting Date:</b>	December 10, 2020
<b>Subject:</b>	Election of RFTA Board Officers for 2021
<b>Strategic Outcome:</b>	N/A
<b>Strategic Objective:</b>	N/A
<b>Presented By:</b>	Dan Blankenship, CEO
<b>Recommendation:</b>	FYI. At the January 14, 2021 RFTA Board of Directors Meeting, the Board will need to elect a Chair and Vice Chair. Between the December 2020 and January 2021 meetings, the Board may wish to identify nominees to fill these positions.
<b>Executive Summary:</b>	<ul style="list-style-type: none"> <li>• RFTA’s By-laws call for the election of Officers at the first regular meeting of the Board each year.</li> <li>• A Chair, Vice-Chair, Secretary and Treasurer/Budget Officer must be elected. The Board may appoint staff members to serve as Secretary and Treasurer/Budget Officer.</li> <li>• Section 7.04 of the By-laws, as amended in 2010 state: “Term. With the exception of the CEO, each Officer shall serve a one-year term commencing upon election or appointment by the Board. Each Officer shall serve until the end of his/her term or until his/her successor is elected or appointed, or he/she is lawfully removed pursuant to State law, these By-laws or the I.G.A. No member may serve as Chair for more than two (2) consecutive one-year terms. No member may serve as Vice-Chair for more than two (2) consecutive one-year terms. The Secretary and Treasurer may serve unlimited terms.”</li> <li>• Art Riddle has served as RFTA Chair for two years, having been elected Chairperson in January 2019. According to the By-laws, Art Riddle is not eligible to serve another one (1) year term as Chairperson. Accordingly, a new Chair will need to be elected in January.</li> <li>• Markey Butler served as RFTA Vice-Chair for nearly two years, but her term on the Snowmass Village Council expired. Accordingly, a new Vice Chair will need to be elected in January.</li> <li>• As usual, staff recommends that Nicole Schoon be elected as Secretary and that Michael Yang be elected as Treasurer/Budget Officer.</li> </ul>
<b>Governance Policy:</b>	Election of Officers to the RFTA Board is governed by its By-laws. Article VII, Section 7.02 of the By-laws provides that the Board shall elect Officers at the first regular meeting of the Board each year. The Officers are; Chairperson, Vice-Chairperson, Secretary and Treasurer/Budget Officer. The Board may appoint staff members to serve as the Secretary and Treasurer/Budget Officer.
<b>Fiscal Implications:</b>	There are no fiscal implications related to this monitoring report.
<b>Attachments:</b>	None.

**RFTA BOARD OF DIRECTORS MEETING  
“CONSENT” AGENDA SUMMARY ITEM # 8. A.**

<b>Meeting Date:</b>	December 10, 2020
<b>Agenda Item</b>	License Agreement between RFTA and Cedar Networks to install a new fiber optic communication line at the Carbondale Maintenance Facility (CMF)
<b>Policy #:</b>	<b>2.8.11 Board Awareness &amp; Support</b>
<b>Strategic Goal:</b>	Efficient: RFTA will be efficient and agile in management, operations, and use of resources.
<b>Staff Recommends:</b>	Staff recommends that the Board approve the Cedar Networks Utility License and authorize the CEO to execute it, subject to approval as to form by the RFTA General Counsel.
<b>Presented By:</b>	Mike Hermes, Director of Facilities
<b>Core Issues:</b>	<p>License agreements:</p> <ol style="list-style-type: none"> <li>1. The internet access at the CMF is provided by Cedar Networks over the original copper phone line installed in the facility when it was constructed. This connection is slower than and not as reliable as newer fiber optic connections. Cedar Networks would like to upgrade this line, at no cost to RFTA, to improve the speed and reliability of the internet access at the facility.</li> <li>2. The Roaring Fork School district is partnering with Cedar Networks to develop a free broadband internet service and provide internet service to the underserved families in the district. In order to provide free internet service families in the northern section of Carbondale the School District would like to install a broadband antenna on the old radio tower that RFTA no longer uses at the CMF.</li> </ol>
<b>Background Info:</b>	<p>The internet connection at the CMF is provide by Cedar Networks and comes into the facility over the copper phone line installed in the facility when it was constructed. By today's standards this connection is not very fast or reliable and Cedar Networks has offered to install a new fiber optic line to the facility at no cost to RFTA. This new internet connection will provide faster and more reliable internet service to the facility. The license agreement will allow Cedar Networks to install this new fiber optic communication line.</p> <p>The Roaring Fork School District and Cedar Networks are working together to create a broadband network to provide free internet service to families in the district who do not currently have reliable and affordable access to the internet. At the CMF there is a radio tower that RFTA used for its old radio communications network and abandoned when the radio system moved to a digital platform. This antenna would make an ideal location for one of the school districts broadband antennas that would be a part their network. The license agreement would allow the school district to install their broadband antenna on the RFTA radio antenna and operate their system from the CMF.</p>
<b>Policy Implications:</b>	Board Awareness and Support policy 2.8.11 states, “The CEO may not fail to supply for the Board’s consent agenda, along with applicable monitoring information, all decisions delegated to the CEO yet required by law, regulation or contract to be Board-approved.”

<b>Fiscal Implications:</b>	There are no fiscal implications for RFTA by granting either Cedar Networks utility license or the Roaring Fork School District equipment license.
<b>Attachments:</b>	Please see "CMF Cedar Network Fiber Line-Exhibit A.pdf" and "RFTA CMF Cedar Networks Fiber Line Contract.pdf" included in the December 2020 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting the RFTA Board Agenda packet.

**RFTA BOARD OF DIRECTORS MEETING  
“CONSENT” AGENDA SUMMARY ITEM # 8. B.**

<b>Meeting Date:</b>	December 10, 2020
<b>Agenda Item</b>	License Agreement between RFTA and the Roaring Fork School District to install broadband equipment at the Carbondale Maintenance Facility
<b>Policy #:</b>	<b>2.8.11 Board Awareness &amp; Support</b>
<b>Strategic Goal:</b>	Efficient: RFTA will be efficient and agile in management, operations, and use of resources.
<b>Staff Recommends:</b>	Staff recommends that the Board approve the License Agreement between RFTA and the Roaring Fork School District to install broadband equipment at the CMF and authorize the CEO to execute it subject to the approval as to form by the RFTA General Counsel.
<b>Presented By:</b>	Mike Hermes, Director of Facilities
<b>Core Issues:</b>	<p>License agreements:</p> <ol style="list-style-type: none"> <li>1. The internet access at the CMF is provided by Cedar Networks over the original copper phone line installed in the facility when it was constructed. This connection is slower than and not as reliable as newer fiber optic connections. Cedar Networks would like to upgrade this line, at no cost to RFTA, to improve the speed and reliability of the internet access at the facility.</li> <li>2. The Roaring Fork School district is partnering with Cedar Networks to develop a free broadband internet service and provide internet service to the underserved families in the district. In order to provide free internet service families in the northern section of Carbondale the School District would like to install a broadband antenna on the old radio tower that RFTA no longer uses at the CMF.</li> </ol>
<b>Background Info:</b>	<p>The internet connection at the CMF is provide by Cedar Networks and comes into the facility over the copper phone line installed in the facility when it was constructed. By today’s standards this connection is not very fast or reliable and Cedar Networks has offered to install a new fiber optic line to the facility at no cost to RFTA. This new internet connection will provide faster and more reliable internet service to the facility. The license agreement will allow Cedar Networks to install this new fiber optic communication line</p> <p>The Roaring Fork School District and Cedar Networks are working together to create a broadband network to provide free internet service to families in the district who do not currently have reliable and affordable access to the internet. At the CMF there is a radio tower that RFTA used for its old radio communications network and abandoned when the radio system moved to a digital platform. This antenna would make an ideal location for one of the school districts broadband antennas that would be a part their network. The license agreement would allow the school district to install their broadband antenna on the RFTA radio antenna and operate their system from the CMF.</p>
<b>Policy Implications:</b>	Board Awareness and Support policy 2.8.11 states, “The CEO may not fail to supply for the Board’s consent agenda, along with applicable monitoring information, all decisions delegated to the CEO yet required by law, regulation or contract to be Board-approved.”

<b>Fiscal Implications:</b>	There are no fiscal implications for RFTA by granting either Cedar Networks utility license or the Roaring Fork School District equipment license.
<b>Attachments:</b>	Please see “RFSD IT Equipment License-Exhibit A.pdf” and “RFTA Utility CMF RFSD IT Equipment-DRAFT.pdf” included in the December 2020 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting the RFTA Board Agenda packet.



**RFTA BOARD OF DIRECTORS MEETING  
“CONSENT” AGENDA SUMMARY ITEM # 8. C.**

<b>Meeting Date:</b>	December 10, 2020																																
<b>Agenda Item:</b>	Holy Cross Energy Purchase of RFTA’s Clean Energy Collective (“CEC”) Solar Array																																
<b>Strategic Outcome:</b>	6.0 Environmental Sustainability																																
<b>Strategic Objective:</b>	6.2 RFTA organization will strive for 100% renewable energy use. 6.3 Maximize energy efficiencies within RFTA organization with cost-effective solutions. 6.5 Advance renewable/sustainable projects without sacrificing our existing services and responsible budget.																																
<b>Presented By:</b>	Dan Blankenship, Chief Executive Officer Michael Yang, Chief Financial & Administrative Officer																																
<b>Recommendation:</b>	Accept Holy Cross Energy’s Option 1 where HCE will purchase the solar panels owned directly by RFTA and the solar panels lease/purchased with Alpine Bank, due to the bankruptcy filing by CEC and the acquisition of CEC’s assets by HCE. The estimated purchase price to be paid by HCE for all of the solar panels is \$945,758.																																
<b>Background/ Discussion:</b>	<ol style="list-style-type: none"> <li>In 2015, as part of its renewable energy initiatives, RFTA invested \$1.6 million in the Clean Energy Collective (CEC) Sunnyside Community Solar Array in Carbondale, Colorado. Approximately \$195,205 of the investment involved an outright cash purchase and RFTA acquired the remaining \$1.4 million through a taxable lease/purchase agreement with Alpine Bank.</li> <li>The strategy taken with the acquisition was to size the investment of the solar array so that the estimated solar credits generated would help offset the annual debt service payments on the lease/purchase agreement. RFTA entered into an agreement or program with CEC, which set the rate at which Holy Cross Energy (HCE) credited power produced from its solar panels against RFTA’s electricity bills.</li> <li>Since the start of the program, the solar credits applied each year have been less than the annual lease/purchase payments, due to actual performance of the solar panels coming in under the initial projections. Through 2020, the projected total solar credits applied is \$548,075 compared to the total debt service on the lease/purchase agreement of \$661,134, resulting in a projected 5-year subsidy of \$113,059.</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse; text-align: right;"> <thead> <tr> <th></th> <th>Actuals 2015</th> <th>Actuals 2016</th> <th>Actuals 2017</th> <th>Actuals 2018</th> <th>Actuals 2019</th> <th>Projection 2020</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1 Total Solar Credits Applied</td> <td>\$ (59,618)</td> <td>\$ (98,004)</td> <td>\$ (93,006)</td> <td>\$ (101,396)</td> <td>\$ (92,771)</td> <td>\$ (103,280)</td> <td>\$ (548,075)</td> </tr> <tr> <td>2 Total Lease/Purchase Payments P&amp;I</td> <td>\$ 60,029</td> <td>\$ 120,059</td> <td>\$ 120,059</td> <td>\$ 120,059</td> <td>\$ 120,059</td> <td>\$ 120,869</td> <td>\$ 661,134</td> </tr> <tr> <td>3 Cash Outflow/(Inflow)</td> <td>\$ 412</td> <td>\$ 22,055</td> <td>\$ 27,053</td> <td>\$ 18,663</td> <td>\$ 27,288</td> <td>\$ 17,589</td> <td>\$ 113,059</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>The acquisition of the solar array had two primary goals. One goal was to enable RFTA to transition to renewable energy for the benefit of the environment. The other was to save money on energy over time. Evaluation of the solar array acquisition was based on its anticipated long-term performance over the initial 20 years and, possibly beyond. After 20 years, assuming the array was still operational, the debt service on the lease/purchase agreement would have been retired and any credits applied to RFTA’s</li> </ol>		Actuals 2015	Actuals 2016	Actuals 2017	Actuals 2018	Actuals 2019	Projection 2020	Total	1 Total Solar Credits Applied	\$ (59,618)	\$ (98,004)	\$ (93,006)	\$ (101,396)	\$ (92,771)	\$ (103,280)	\$ (548,075)	2 Total Lease/Purchase Payments P&I	\$ 60,029	\$ 120,059	\$ 120,059	\$ 120,059	\$ 120,059	\$ 120,869	\$ 661,134	3 Cash Outflow/(Inflow)	\$ 412	\$ 22,055	\$ 27,053	\$ 18,663	\$ 27,288	\$ 17,589	\$ 113,059
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electric bills thereafter would have represented an opportunity to break even or generate savings, or payback, on the project.

Also, after the first five years, the plan envisioned refinancing the project using a tax-exempt lease purchase agreement. That could have reduced the annual debt service by approximately \$10,000 per year (from approximately \$120,000 per year now to approximately \$110,000). In addition, the assumption was that increasing energy costs over time would increase the value of the credits generated by the array, reducing the gap between the annual solar array production credits and the annual debt service.

The goal was to break even on the project after 20 years and to save money on energy for as long as the array remained operational after the debt service was retired.

5. In 2020, CEC exited the power supply business and Holy Cross Energy (HCE) purchased the GCasas 2's assets and the Sunnyside Array from CEC. Due to HCE's purchase of the Sunnyside Array, the customer agreement between RFTA and CEC terminated and voided the program upon which the CEC model was based.
6. HCE provided the attached letters (one for the solar panels directly owned by RFTA and one for the solar panels lease/purchased through Alpine Bank) which outlines three options for RFTA to consider and make a final decision about no later than January 1, 2021:
  - a. **Option 1:** HCE purchase of all panels for a total purchase price of \$945,758, based on HCE's net present value calculation of the panels,
  - b. **Option 2:** Sign a new agreement with HCE with a reduction in solar credits from ~\$0.127/kWh to \$0.035/kWh (subject to annual changes), and
  - c. **Option 3:** Terminate participation and RFTA receives panels.
7. Staff considers Option 1 to be the most feasible choice because Option 2 would yield over 70% less in solar credits applied to offset the annual debt service on the lease/purchase agreement, resulting in a higher subsidy each year. Option 3 would leave RFTA in possession of the panels without the ability to generate solar credits.
8. Option 1 would result in an estimated loss of \$427,984 on RFTA's books – this represents 0.26% of RFTA's total assets from its 2019 Audited Financial Statements. In addition, RFTA would use the anticipated sales proceeds of \$945,758 to pay down the total principal payoff amount of \$1,210,653 to Alpine Bank on the lease/purchase agreement. The balance of \$264,895 would need to be paid by RFTA from its General Fund:

Description	Panels Owned By RFTA	Panels Lease/Purchase with Alpine Bank	Total
1 Asset on Balance Sheet	\$ 195,205	\$ 1,453,285	\$ 1,648,491
2 Accumulated Depreciation	\$ (32,534)	\$ (242,214)	\$ (274,748)
3 Net Book Value at 12/31/20	\$ 162,671	\$ 1,211,071	\$ 1,373,742
4 Est. HCE Sales Proceeds (Option 1)	\$ 151,397	\$ 794,361	\$ 945,758
5 Gain / (Loss)	\$ (11,274)	\$ (416,710)	\$ (427,984)
6 Total Payoff Amount per Bank	\$ -	\$ 1,210,653	\$ 1,210,653
<b>Cash flow:</b>			
7 Est. Sale Proceeds	\$ 151,397	\$ 794,361	\$ 945,758
8 Payoff of Lease/Purchase	\$ -	\$ (1,210,653)	\$ (1,210,653)
9 Est. Net Inflow/(Outflow)	\$ 151,397	\$ (416,292)	\$ (264,895)

9. Option 1 would require staff to incorporate the sales proceeds of \$945,758 and the payoff amount on the lease/purchase with Alpine Bank of \$1,210,653 into RFTA's 2021 budget to be presented for adoption to the RFTA Board at the December 10, 2020 Board meeting.
10. It is disappointing that CEC has foreclosed RFTA's renewable energy goals short of their achievement. However, while RFTA appears to have come out on the losing end of its investment in the solar array, HCE's willingness to step in with its purchase offer, assuming RFTA accepts it, could save RFTA from an even greater loss if the matter needed to be resolved in Bankruptcy Court.
11. Looking forward, the lesson learned may be that purchasing renewable energy directly from HCE, rather than investing, itself, in renewable energy infrastructure with a long-term potential breakeven or payback, is likely the least risky path for RFTA to pursue.

**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:**

Option 1 would result in an estimated net change of (\$264,895) to the General Fund balance in the 2021 budget and an estimated book loss of (\$427,984). Option 1 is reflected in the 2021 Budget presented to the Board for adoption.

**Attachments:**

Yes, please see "HCE Letter and Solar Panel Purchase Agreement - RFTA and Alpine Bank.pdf" and "HCE Letter and Solar Panel Purchase Agreement - RFTA Only.pdf," included in the December 2020 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting RFTA Board Agenda packet.

**RFTA BOARD OF DIRECTORS MEETING  
“CONSENT” AGENDA SUMMARY ITEM # 8. D.**

<b>Meeting Date:</b>	December 10, 2020
<b>Subject:</b>	Intergovernmental Agreement for Garfield County Senior Programs Traveler Services – 2021
<b>Presented By:</b>	Dan Blankenship, Chief Executive Officer
<b>Strategic Outcome</b>	2.0 Accessibility & Mobility
<b>Strategic Objective</b>	2.5: Ensure accessibility for youth, low income, seniors and disabled populations
<b>Staff Recommends:</b>	Staff recommends the approval of the Intergovernmental Agreement for Garfield County Senior Programs Traveler Services – 2021 and authorize the RFTA Chairman to execute it.
<b>Background/ Discussion</b>	<ol style="list-style-type: none"> <li>1. In 2008, RFTA was designated the provider of the Traveler Senior Transportation Program services, which it has provided from 2009 through 2020 pursuant to the Intergovernmental Agreement for Garfield County Senior Programs - Traveler Program.</li> <li>2. Garfield County has updated the IGA for 2021.</li> <li>3. Staff is requesting the Board to approve and authorize the Board Chair to execute the IGA.</li> </ol>
<b>Policy Implications:</b>	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
<b>Fiscal Implications:</b>	The total estimated budget for the Traveler in 2021 is \$748,097. RFTA will be reimbursed by Garfield County for its documented expenses connected with providing the Traveler transportation service in 2021, up to \$549,827. The City of Glenwood Springs will also contribute \$30,000 to RFTA to defray costs related to the ADA Complementary Paratransit Service that it receives from the Traveler. In addition to these amounts, RFTA is contributing \$168,270 towards the Traveler’s expenses in 2021 to defray the prorated cost allocated to its members (Glenwood Springs, Carbondale, and New Castle) by the County’s cost allocation methodology. However, RFTA anticipates receiving a \$40,000 administrative fee payment for providing the service that will reduce its net contribution to the Traveler to approximately \$128,270.
<b>Attachments:</b>	Yes, please see “2021 RFTA-Traveler IGA” included in the December 2020 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting the RFTA Board Agenda packet.

**RFTA BOARD OF DIRECTORS MEETING**  
**“CONSENT” AGENDA SUMMARY ITEM # 8. E.**

<b>Meeting Date:</b>	December 10, 2020
<b>Subject:</b>	7-Party Memorandum of Understanding (MOU) Regarding Garfield County Senior Programs for 2021
<b>Strategic Outcome:</b>	Accessibility & Mobility
<b>Strategic Objective:</b>	2.5: Ensure accessibility for youth, low income, seniors, and disabled populations
<b>Presented By:</b>	Dan Blankenship, Chief Executive Officer
<b>Recommendation:</b>	Please approve the 7-Party MOU and authorize the RFTA Chairman to execute it.
<b>Executive Summary:</b>	<ol style="list-style-type: none"> <li>1. The provision of Garfield County Senior Programs, including congregate meal/nutrition services and Traveler transportation services is a cooperative effort involving 7 governmental entities as follows: Garfield County, City of Rifle, Town of Carbondale, City of Glenwood Springs, Town of New Castle, Town of Silt, and RFTA.</li> <li>2. The parties set forth the terms and conditions of their cooperative provision, administration, and funding of the Senior Programs for senior citizens in Garfield County pursuant to an 7-Party MOU, which explains who is responsible for various aspects of Senior Programs. RFTA is designated the provider of the Traveler transportation services, which it provides pursuant to a separate IGA with Garfield County (see Agenda Item 6.A., above).</li> <li>3. Each year, the actual financial contributions of the 7-Party IGA participants, which help to support the Senior Programs, are established by the terms of the 7-Party MOU. The MOU sets forth the level of services to be provided in each community and the methodology for determining the financial contributions of the 7-Party MOU’s participants.</li> <li>4. Staff recommends that the RFTA Board of Directors approve the 7-Party Memorandum of Understanding (MOU) Regarding Garfield County Senior Programs for 2021 and authorize the RFTA Chairman to execute it.</li> </ol>
<b>Policy Implications:</b>	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
<b>Fiscal Implications:</b>	The total estimated budget for the Traveler in 2021 is \$748,097. RFTA will be reimbursed by Garfield County for its documented expenses connected with providing the Traveler transportation service in 2021, up to \$549,827. The City of Glenwood Springs will also contribute \$30,000 to RFTA to defray costs related to the ADA Complementary Paratransit Service that it receives from the Traveler. In addition to these amounts, RFTA is contributing \$168,270 towards the Traveler’s expenses in 2021 to defray the prorated cost allocated to its members (Glenwood Springs, Carbondale, and New Castle) by the County’s cost allocation methodology. However, RFTA anticipates receiving a \$40,000 administrative fee payment for providing the service that will reduce its net contribution to the Traveler to approximately \$128,270.
<b>Attachments:</b>	Yes, please see “2021 Senior Programs 7-Party MOU.pdf” included in the December 2020 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting RFTA Board Agenda packet.

**RFTA BOARD OF DIRECTORS MEETING**  
**“CONSENT” AGENDA SUMMARY ITEM # 8. F.**

<b>Meeting Date:</b>	December 10, 2020
<b>Subject:</b>	Annual Renewal of \$1 million Line of Credit between RFTA and Alpine Bank
<b>Strategic Outcome:</b>	Financial Sustainability
<b>Strategic Objective:</b>	4.4 Pursue financing opportunities to deliver better service and complete future capital projects
<b>Presented By:</b>	Michael Yang, CFAO
<b>Recommendation:</b>	Authorize the CEO to execute the Annual Renewal of \$1 million Line of Credit between RFTA and Alpine Bank
<b>Executive Summary:</b>	The RFTA Board adopted Resolution 2009-07 authorizing the establishment of a \$1 million line of credit with Alpine Bank. Staff interprets this resolution to be perpetual in nature and intends to renew the line of credit each year, unless the Board directs otherwise. To date, RFTA has never drawn down against this line of credit.
<b>Policy Implications:</b>	Board Financial Condition and Activities Policy 2.3.1.B states, “The CEO may not incur debt (other than regular use of a credit card for incidental purposes) in excess of the Board-approved Line of Credit with Alpine Bank.”
<b>Fiscal Implications:</b>	The Line of Credit costs RFTA nothing unless it becomes necessary to use it. If the line of credit is used, the standard industry interest rates will apply. Staff does not anticipate that the expense will be excessive inasmuch as the Line of Credit would typically be used on a very short-term basis.
<b>Attachments:</b>	Yes, please see “RFTA Alpine LOC 12-15-2020.pdf” included in the December 2020 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting RFTA Board Agenda packet.

**RFTA BOARD OF DIRECTORS**  
**“CONSENT” AGENDA ITEM SUMMARY # 8. G.**

<b>Meeting Date:</b>	December 10, 2020
<b>Subject:</b>	Carbondale Federal Grant Right-of-Way (FGROW) Project
<b>Strategic Outcome:</b>	2.0 - RFTA will provide accessible, effective and easy to use mobility options that connect our region for all user types.
<b>Strategic Objective:</b>	2.1 - Rio Grande Railroad Corridor/Rio Grande Trail is appropriately protected and utilized
<b>Presented By:</b>	Angela M. Henderson – Assistant Director, Project Management & Facilities Operations
<b>Recommendation:</b>	Approve the Deeds and Settlement Agreements subject to approval as to form by the RFTA General Counsel
<b>Executive Summary:</b>	<ul style="list-style-type: none"> <li>• There are fourteen Federal Grant Right of Way (FGROW) areas that make up the RFTA Railroad Corridor and in some of those areas there are encroachments that need to be addressed.</li> <li>• In FGROW Area #8, located in Carbondale, there are six adjacent properties with encroachments in the Railroad Corridor. (See the Exhibit)</li> <li>• RFTA Staff has been working with the following property owners: <ul style="list-style-type: none"> <li>○ Town of Carbondale</li> <li>○ Mountain Valley MHC, LLC</li> <li>○ ADW Center Condominium Associates, INC,</li> <li>○ Blue Heron Condominium Associations</li> <li>○ Delores Way Property, LLC and</li> <li>○ Compass for Lifelong Discovery a/k/a Carbondale Community School</li> </ul> </li> <li>• RFTA will deed, by a bargain &amp; sale deed, the outer 30’ of FGROW area, where the various parcels are located to each of the property owners listed and each property owner listed will deed, by bargain &amp; sale deed, all of the remaining FGROW area to RFTA</li> <li>• Land Title Guarantee Company, Glenwood Springs, will secure signatures and record the documents on behalf of RFTA</li> </ul> <p><b><u>Additional Background:</u></b></p> <ul style="list-style-type: none"> <li>• There are roughly 7 miles of FGROW parcels that make up the 33.4 miles of the RFTA Railroad Corridor.</li> <li>• The FGROW areas granted under the General Railroad Right-of-Way Act of 1875, effectively filled in gaps in railroad lines where there was no homesteader, no patent, and no plat from which a railroad could acquire property. In essence, this unmapped, unclaimed parcel still belonged to the federal government and therefore, the federal government had the ability to convey this property to a railroad.</li> <li>• The FGROW parcels conveyed were 200’ wide or 100’ from the centerline on each side of the railroad. This is one of the reasons for the differing widths up and down the Railroad Corridor.</li> <li>• In 2014, the U.S. Supreme Court ruled that the FGROW areas were never intended to be given to the railroads in fee interest and as such, if/when a railroad corridor is abandoned, the FGROW area reverts back to the underlying fee owner.</li> <li>• RFTA’s Rail Corridor is “railbanked” and there is no inherent risk to RFTA FGROW areas.</li> </ul>

	<ul style="list-style-type: none"> <li>• The FGROW areas remain protected as long as RFTA manages and maintains the Railroad Corridor as a railroad corridor,</li> <li>• However, as a precautionary measure, RFTA has worked with RFTA's railroad attorneys to put together a deed exchange process securing fee simple title to the FGROW parcels.</li> </ul>
<b>Governance Policy:</b>	RFTA Board Financial Condition and Activities Policy 2.3.7 states, "the CEO shall not acquire, encumber, or dispose of real property."
<b>Fiscal Implications:</b>	RFTA will pay the Property owner the sum of \$10.00 for the Bargain and Sale Deed and the Property owner will pay RFTA the sum of \$10.00 for the Bargain and Sale Deed. There are legal and surveying costs associated with this project, which may exceed the \$200,000 budgeted in 2020 for corridor-related legal and engineering costs. However, staff is optimistic that the overruns can be covered by other savings in the trail budget or, if not, in the overall 2020 operating budget, which as of October 31, 2020, was nearly \$1.5 million under the year-to-date budget.
<b>Attachments:</b>	<p>Yes, please see:</p> <ol style="list-style-type: none"> <li>1. "RFTA-ADW Settlement Agreement.pdf"</li> <li>2. "RFTA-Blue Heron Settlement Agreement.pdf"</li> <li>3. "RFTA-Compass School Settlement Agreement.pdf"</li> <li>4. "RFTA-DWP Settlement Agreement.pdf"</li> <li>5. "RFTA-MV MHC Settlement Agreement.pdf"</li> <li>6. "RFTA-Town of Carbondale Settlement Agreement.pdf"</li> <li>7. "FGROW Carbondale Conveyance Parcels Map.pdf"</li> </ol> <p>All of these documents are included in the December 2020 Board Meeting Portfolio.pdf attached to the e-mail distributing the RFTA Board Packet.</p>



**RFTA BOARD OF DIRECTORS  
“CONSENT” AGENDA ITEM SUMMARY # 8. H.**

<b>Meeting Date:</b>	December 10, 2020
<b>Subject:</b>	General Executive Constraint – 2.0
<b>Strategic Outcome:</b>	7.0 - With integrity, RFTA will deliver efficient, innovative, transparent, accountable, effective, and collaborative regional transportation services that reflect community values.
<b>Strategic Objective:</b>	7.5 - Ensure appropriate transparency of all RFTA business 7.7 Continually seek ways to improve business process
<b>Presented By:</b>	Dan Blankenship
<b>Recommendation:</b>	Accept the report.
<b>Executive Summary:</b>	<ul style="list-style-type: none"> <li>• The RFTA Board adopted a Governance Policy Manual on July 16, 2003 that requires the CEO to periodically certify compliance with Board policies.</li> <li>• The RFTA Board amended policy 2.0 – General Executive Constraint by Resolution No. 2014-15 on September 11, 2014.</li> <li>• The 2019 schedule for monitoring CEO performance requires the CEO to submit an annual monitoring report to the Board regarding <b>General Executive Constraint – Policy 2.0</b> in February 2020. The report is late, in large part due to the COVID-19 pandemic.</li> <li>• I am reporting compliance.</li> </ul>
<b>Governance Policy:</b>	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.
<b>Fiscal Implications:</b>	There are no fiscal implications related to this monitoring report.
<b>Attachments:</b>	Yes, please see the monitoring report attached below for <b>General Executive Constraint (2.0)</b> .

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: December 10, 2020

**RFTA BOARD OF DIRECTORS  
“CONSENT” AGENDA ITEM SUMMARY # 8. I.**

<b>Meeting Date:</b>	December 10, 2020
<b>Subject:</b>	CEO Treatment of the Public Policy 2.1 Certification
<b>Strategic Outcome:</b>	1.0 - RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, practices, and policies for managing risks and hazards. RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, practices, and policies for managing risks and hazards.
<b>Strategic Objective:</b>	1.1 Customers are safe at RFTA facilities and riding RFTA services 1.2 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
<b>Presented By:</b>	Dan Blankenship, CEO
<b>Recommendation:</b>	Accept the report.
<b>Executive Summary:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The Board amended policy 2.1 – Treatment of the Public on September 11, 2014.</li> <li>• The schedule for monitoring CEO performance requires the CEO to submit a monitoring report to the Board regarding <b><i>Treatment of the Public – Policy 2.1</i></b>, on an annual basis. This report is due in February each year, however, due to the COVID-19 pandemic and other circumstances explained in the attached certification, this report is overdue and I am reporting Non-Compliance.</li> </ul>
<b>Governance Policy:</b>	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.
<b>Fiscal Implications:</b>	There are no fiscal implications related to this monitoring report.
<b>Attachments:</b>	Yes, please see the monitoring report attached below for <b><i>Treatment of the Public (2.1)</i></b>

## **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:**

- In 2020, RFTA switched vendors for credit card processing services.
- The initial scan of RFTA's applicable IP addresses has been completed with the new credit card vendor and has passed a compliance test with an Approved Scanning Vendor.
- The Approved Scanning Vendor is performing a final review of the compliance test and staff anticipated staff anticipates that RFTA will receive the requisite PCI certification within the next week.

#### ***Reporting Non-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:** 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 has been operating under 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 have been kept abreast of planned schedule

changes through updates provided in Board Agenda packets and on RFTA websites and through social media.

***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, or a similarly qualified organization, at least every three years beginning in 2014.

**CEO Report:**

The current CTAA Safety and Security Accreditation is 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 this year for a 2021 accreditation – were unable to be conducted.

Contingent upon progress made in the coming months with respect to pandemic control, vaccine rollout, potential lockdowns, etc., as well as availability of CTAA inspectors, it is anticipated the inspections and accreditation process will resume possibly as early as late-Q1 2021, but more likely sometime in Q2 2021.

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](http://www.rfta.com) (contact us at [feedback@rfta.com](mailto: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 MEETING  
“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 9. A.**

**CEO REPORT**

**TO:** RFTA Board of Directors  
**FROM:** Dan Blankenship, CEO  
**DATE:** December 10, 2020

At the September 10, 2020 RFTA Board meeting, staff advised the RFTA Board that the 3<sup>rd</sup> revision of the Maroon Bells Shuttle service plan cost was significantly higher than previous estimates made with less actual operating data. Column E, Line 9, on the chart below pegged the revised estimated cost of the Maroon Bells shuttle for the season at approximately \$842,963. Column E, Line 10, placed the estimated net revenue to RFTA for the season at approximately \$665,790 and, on Line 11, the estimated subsidy for the service was \$177,174, or 21% of the total cost:

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

Based on final operating data for the season, the latest estimate indicates that the cost of the service increased to \$866,617 (Part B, Column I, Line 2 on the chart below), or approximately \$23,654 over the September 10 estimate of \$842,963 (Column E, Line 9, above). However, due to higher than forecasted actual ticket sales through October 18, the preliminary estimated subsidy compared to the September 10 estimate has decreased from \$177,174 (Column E, Line 11 above) to \$151,354, (Part B, Column I, Line 3, on the chart below), or by approximately \$25,820. A final tally of ticket revenue generated should be available at year end. Post audit adjustments could potentially raise or lower the final 2020 fully allocated cost of the service compared to the estimate provided on Line 2, Column I, in the chart below.

**Part B: Estimated Revenue/Costs/Subsidy for Extended Season (as of 12/4/20)**

	A	B	C	D	E	F	G	H	I
	Average Tickets Sold Per Day Season-to-Date	Number of Days Maroon Bells Season	Estimated Number of Tickets Sold Per Season	Tickets from Xtra Weekend Service	Total Estimated Tickets Sold	Est. Ticket Revenue Ticket Price = \$15.95	Less USFS Fee = \$0.65	Less H20 Ventures Fee = \$3.65	Net RFTA Revenue
1	543	113	61,396		61,396	979,266	(39,907)	(224,095)	\$ 715,263
2	Estimated RFTA Cost	N/A	N/A			N/A	N/A	N/A	\$ (866,617)
3	Estimated Subsidy	N/A	N/A			N/A	N/A	N/A	\$ (151,354)
4	Percent Subsidy/Cost	N/A	N/A			N/A	N/A	N/A	17%

As reported in November, given the uncertainty about COVID-19 and the effectiveness of the new reservation system, staff believes that program was highly successful. A tremendous amount of credit for the success goes to RFTA Operations personnel who managed the program and to H2O Ventures who provided the reservation system, call center, and Welcome Center at Aspen Highlands. Without the expertise dedication, and cooperation of all those involved, including the Aspen Chamber Resort Association, the US Forest Service, Pitkin County, and the City of Aspen, as well as the support of the RFTA Board of Directors, this service would not have been possible this year. Many thanks to all!

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

**COO Update – December 2020**

**Real Time bus arrival information by SMS Text Messaging now available at all RFTA stops**

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



**RFTA 2040 Implementation Update**

**LOVA Trail (On Hold)**

Total Project: \$15,000,000	2020 Budget: \$175,000	% Complete: 6%
RFTA Share: \$2,000,000	RFTA Balance: \$1,825,000	Last Updated: May 2020

<ul style="list-style-type: none"> <li>2020 draft budget includes \$175,000 in local match to go towards an FMLD grant that was awarded to Glenwood Springs</li> </ul>	<ul style="list-style-type: none"> <li>Project on hold as Partners determine if there is budget for 2020</li> </ul>
<ul style="list-style-type: none"> <li>Trail Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Still Outstanding</li> </ul>

### Trail Maintenance

Total Project: \$5,958,000	2020 Budget: \$375,000	% Complete: 100%
RFTA Share: \$5,958,000	RFTA Balance: \$5,283,000	Last Updated: December 2020
<ul style="list-style-type: none"> <li>2020 budget includes \$300,000 to go towards asphalt repair, fencing, rock scaling, shoulder improvements and culvert maintenance</li> </ul>		All 2020 Rio Grande Trail Maintenance has been Completed.
<ul style="list-style-type: none"> <li>2020 budget includes design work to improve Rosebud Trailhead, to include increased parking, vault toilets, lighting and sun shade.</li> </ul>		Design work is Complete

### Mid Valley Stop Improvements Including Windscreens

Total Project: \$1,603,172	2020 Budget: \$1,603,172	% Complete: 100%
RFTA Share: \$1,603,172	RFTA Balance: \$0	Last Updated: December 2020
<ul style="list-style-type: none"> <li>2020 Budget includes funding to construct improvements for the following bus stops to provide ADA accessibility, improved amenities, connectivity and comfort: <ul style="list-style-type: none"> <li>Sage wood</li> <li>Lazy Glen</li> <li>Aspen Village</li> <li>Holland Hills</li> <li>Catherine Store</li> <li>CMC</li> </ul> </li> <li>2020 budget includes funding for installation of windscreens at select BRT Stations.</li> </ul>		SH 82 Bus Stop Improvements – Completed  Wind Screens- Completed

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

Total Project: \$8,559,136	2020 Budget: \$0	% Complete: 12%
RFTA Share: \$4,279,500	RFTA Balance: \$4,229,500	Last Updated: December 2020
<ul style="list-style-type: none"> <li>Public outreach through the MOVE Study to gather feedback on preferred alternative of below grade or above grade solutions.</li> <li>Begin Final Design of preferred grade separation alternative</li> <li>Grant pursuits to fully fund project</li> </ul>		<ul style="list-style-type: none"> <li>Design team conducting geotech</li> <li>RFTA working to develop an IGA with GWS for project implementation</li> <li>RFTA Selected design team</li> <li>City of Glenwood Springs City Council confirmed preference for an underpass</li> </ul>



	<ul style="list-style-type: none"> <li>RFTA has now secured \$4.2 million in CDOT grant funding for the 27<sup>th</sup> Street Grade Separation in addition to the \$4.2 million from RFTA Destination 2040.</li> <li>RFTA will seek remaining funding from City of Glenwood Springs and future grants for remaining balance.</li> </ul>
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**Grand Avenue Corridor Study (MOVE) (27<sup>th</sup> Street Parking Expansion, Glenwood In-line Stations, GWS Transit Center, Extension of BRT Downtown GWS, Connections to 1-70 Corridor)**

Total Project: \$610,000	2020 Budget: \$610,000	% Complete: 60%
RFTA Share: \$290,228	RFTA Balance: \$0	Last Updated: December 2020
<ul style="list-style-type: none"> <li>MOVE Study to identify preferred alternatives for extending BRT to downtown Glenwood Springs (GWS), expanded park and ride in GWS, location of GWS Downtown Transit Center and one to two BRT stations between 27<sup>th</sup> Street and downtown GWS.</li> </ul>	<ul style="list-style-type: none"> <li>Focus Group Meeting conducted on 12/3</li> <li>Alternatives Level 2 Screening in process</li> </ul>	

**Willits Area Parking Expansion**


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

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

Total Project: \$3,115,260	2020 Budget: \$3,115,260	% Complete: 100%
RFTA Share: \$3,115,260	RFTA Balance: \$0	Last Updated: December 2020
<ul style="list-style-type: none"> <li>2020 Budget includes funding for the Aspen Maintenance Facility fuel farm upgrade and replacement of underground fuel tanks and mechanical equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Project Completed</li> </ul>	

**Glenwood Maintenance Facility (GMF) Expansion**

Total Project: \$34,076,514	2020 Budget: \$9,200,000	% Complete: 10%
RFTA Share: \$15,000,000	RFTA Balance: \$12,321,000	Last Updated: December 2020
<ul style="list-style-type: none"> <li>2020 Budget includes funding for Phase 2 Construction: Grading, Excavation, Fleet</li> </ul>	<ul style="list-style-type: none"> <li>Phase 2</li> <li>Survey and locates week of 12/1</li> <li>Phase 3,4,5,7</li> </ul>	

<p>Maintenance Build Renovation &amp; Expansion. Purchase of MOC</p>  <p>Demolition of MOC</p>	<ul style="list-style-type: none"> <li>• Grant Execution coordination with FTA and CDOT</li> <li>• Demolition of MOC continues</li> </ul>
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**Replacement Office/Housing in Carbondale (On Hold)**

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

**Bike Share Expansion**

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

**Buttermilk Underpass**

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

**Bus Replacement – Six, 45’ Coach Buses**

Total Project: \$4,200,000	2020 Budget: \$4,512,000	% Complete: 90%
RFTA Share: \$840,000	RFTA Balance: \$67,673,000	Last Updated: December 2020
<ul style="list-style-type: none"> <li>2020 Budget includes funding to purchase 6 replacement two door over the road coach buses.</li> </ul>		<ul style="list-style-type: none"> <li>Order placed</li> <li>Scheduled for March 2021</li> </ul>

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

Total Project: \$5,550,000	2020 Budget: \$5,550,000	% Complete: 90%
RFTA Share: \$5,550,000	RFTA Balance: \$62,123,000	Last Updated: December 2020
<ul style="list-style-type: none"> <li>2020 Budget includes funding to purchase 10 replacement low floor clean diesel buses.</li> </ul>		<ul style="list-style-type: none"> <li>Ten replacement buses have been ordered for a March 2021 delivery</li> </ul>

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

Total Project: \$2,775,000	2020 Budget: \$2,775,000	% Complete: 90%
RFTA Share: \$2,775,000	RFTA Balance: \$8,581,000	Last Updated: December 2020
<ul style="list-style-type: none"> <li>2020 Budget includes funding to purchase 5 expansion low floor clean diesel buses.</li> </ul>		<ul style="list-style-type: none"> <li>Five expansion buses have been ordered for a January 2021 delivery</li> </ul>

**Planning Department Update – David Johnson, Director of Planning**

Please see the “12-10-20 Planning Department Update.pdf” included in the December 2020 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

2020 Actuals/Budget Comparison (October YTD)

2020 Budget Year				
General Fund	October YTD			
	Actual	Budget	% Var.	Annual Budget
<b>Revenues</b>				
Sales and Use tax (1)	\$ 17,357,328	\$ 16,147,691	7.5%	\$ 24,352,649
Property Tax	\$ 11,067,300	\$ 10,996,000	0.6%	\$ 10,996,000
Grants (2)	\$ 6,678,143	\$ 6,578,143	1.5%	\$ 20,028,974
Fares (3)	\$ 2,203,852	\$ 1,973,583	11.7%	\$ 2,555,200
Other govt contributions	\$ 1,606,651	\$ 1,606,651	0.0%	\$ 1,851,136
Other income	\$ 742,823	\$ 615,508	20.7%	\$ 743,450
<b>Total Revenues</b>	<b>\$ 39,656,099</b>	<b>\$ 37,917,576</b>	<b>4.6%</b>	<b>\$ 60,527,409</b>
<b>Expenditures</b>				
Fuel (4)	\$ 581,560	\$ 992,414	-41.4%	\$ 1,092,661
Transit (4)	\$ 24,017,076	\$ 25,108,715	-4.3%	\$ 29,120,416
Trails & Corridor Mgmt	\$ 484,259	\$ 465,228	4.1%	\$ 612,133
Capital	\$ 4,020,465	\$ 3,937,762	2.1%	\$ 29,439,587
Debt service	\$ 840,951	\$ 840,950	0.0%	\$ 1,527,623
<b>Total Expenditures</b>	<b>\$ 29,944,311</b>	<b>\$ 31,345,070</b>	<b>-4.5%</b>	<b>\$ 61,792,420</b>
<b>Other Financing Sources/Uses</b>				
Other financing sources	\$ -	\$ -	#DIV/0!	\$ 3,302,454
Other financing uses	\$ (2,352,359)	\$ (2,352,359)	0.0%	\$ (3,179,564)
<b>Total Other Financing Sources/Uses</b>	<b>\$ (2,352,359)</b>	<b>\$ (2,352,359)</b>	<b>0.0%</b>	<b>\$ 122,890</b>
<b>Change in Fund Balance (5)</b>	<b>\$ 7,359,428</b>	<b>\$ 4,220,147</b>	<b>74.4%</b>	<b>\$ (1,142,121)</b>

(1) Timing issue, as Sales and Use tax revenue is received 2 months in arrears (i.e. August sales tax is recorded in October). Note that Resolution 2020-22 approved at the October Board meeting reduced the budgeted sales and use tax revenues by \$1.274M based on projections at that time.

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

(3) Note that Resolution 2020-22 approved at the October Board meeting reduced the budgeted fare revenues by \$2.915M based on projections at that time. Through October, fare revenue and ridership are lower by 46% and 53%, respectively, compared to the prior year. Due to the COVID-19 pandemic's impact to the regional economy, ridership has decreased and fare revenues have significantly dropped with the temporary suspension of fare enforcement from the end of March through July. Social distancing measures had reduced the maximum capacity to 15 passengers on a transit bus. Over the course of the year, the timing of bulk pass orders by outlets and businesses can affect the % change. Spring/Summer/Fall seasonal zone pass sales usually occur in April but were delayed until July. Furthermore, the start of the Maroon Bells Bus Tour was delayed from early June to June 28, which marked the first day of operations with the new reservation system which limits the daily ride to approximately 435. The chart below provides a YTD October 2019/2020 comparison of actual fare revenues and ridership on RFTA fare services:

Fare Revenue:	YTD 10/2019	YTD 10/2020	Increase/ (Decrease)	% Change
Regional Fares	\$ 3,387,812	\$ 1,467,852	\$ (1,919,960)	-57%
Maroon Bells	\$ 701,300	\$ 720,176	\$ 18,876	3%
<b>Total Fare Revenue</b>	<b>\$ 4,089,112</b>	<b>\$ 2,188,028</b>	<b>\$ (1,901,084)</b>	<b>-46%</b>
Ridership on RFTA Regional Services*:	YTD 10/2019	YTD 10/2020	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	780,721	397,107	(383,614)	-49%
BRT	861,329	389,106	(472,223)	-55%
Carbondale Shuttle	129,045	45,130	(83,915)	-65%
SM-DV	60,575	32,672	(27,903)	-46%
SM-INT	200,938	78,618	(122,320)	-61%
Grand Hogback	85,811	57,366	(28,445)	-33%
Maroon Bells	233,556	107,419	(126,137)	-54%
<b>Total Ridership on RFTA Fare Services</b>	<b>2,351,975</b>	<b>1,107,418</b>	<b>(1,244,557)</b>	<b>-53%</b>
Avg. Fare/Ride	\$ 1.60	\$ 1.47	\$ (0.13)	-8%
Avg. Fare/Ride MB	\$ 3.00	\$ 6.70	\$ 3.70	123%

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

(4) Includes \$476,495 of Excise Tax Credits received for the CNG usage over the 2018-2019 period which offsets the current year's fuel expenditure. In response to the sharp decline in ridership and demand for services due to COVID-19

impacts, the following service changes were implemented: Phase 1 on March 16, Phase 2 on March 23, Phase 3 on March 30, Phase 4 on May 10, and Phase 5 on June 28. Fall Service began on September 7<sup>th</sup>. Reduced services contribute to lower fuel and transit costs. Through October, transit service mileage and hours are down approximately 16% and 14% from the original budget.

(5) With the unprecedented impacts due to the COVID-19 pandemic affecting our regional economy and service levels, there are many unknowns and staff continues to monitor revenues and expenditures and has developed preliminary projections that will be updated as new information becomes available.

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage October 2020 YTD				Hours October YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	3,028,162	3,472,350	(444,188)	-12.8%	146,457	157,370	(10,913)	-6.9%
City of Aspen	383,143	474,105	(90,962)	-19.2%	41,097	54,120	(13,023)	-24.1%
Aspen Skiing Company	156,125	235,865	(79,740)	-33.8%	11,582	15,514	(3,932)	-25.3%
Ride Glenwood Springs	83,330	99,261	(15,931)	-16.0%	6,902	8,225	(1,323)	-16.1%
Grand Hogback	247,058	355,898	(108,840)	-30.6%	11,476	17,360	(5,884)	-33.9%
Specials/Charters	9,816	12,439	(2,623)	-21.1%	663	1,021	(358)	-35.1%
Senior Van	6,428	19,944	(13,516)	-67.8%	728	1,879	(1,152)	-61.3%
MAA Burlingame	-	23,562	(23,562)	-100.0%	-	1,675	(1,675)	-100.0%
Maroon Bells	95,010	80,358	14,652	18.2%	7,144	6,673	471	7.1%
<b>Total</b>	<b>4,009,072</b>	<b>4,773,783</b>	<b>(764,711)</b>	<b>-16.0%</b>	<b>226,047</b>	<b>263,837</b>	<b>(37,789)</b>	<b>-14.3%</b>

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report				
Service	Oct-19 YTD	Oct-20 YTD	# Variance	% Variance
City of Aspen	1,234,956	555,041	(679,915)	-55.06%
RF Valley Commuter	2,324,857	1,097,259	(1,227,598)	-52.80%
Grand Hogback	85,811	57,366	(28,445)	-33.15%
Aspen Skiing Company	471,717	326,362	(145,355)	-30.81%
Ride Glenwood Springs	137,898	87,616	(50,282)	-36.46%
X-games/Charter	53,012	32,756	(20,256)	-38.21%
Senior Van	3,274	1,187	(2,087)	-63.74%
MAA Burlingame	65,053	-	(65,053)	-100.00%
Maroon Bells	233,556	107,419	(126,137)	-54.01%
<b>Total</b>	<b>4,610,134</b>	<b>2,265,006</b>	<b>(2,345,128)</b>	<b>-50.87%</b>
Subset of Roaring Fork Valley Commuter Service with BRT in 2020				
Service	YTD Oct 2019	YTD Oct 2020	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	428,766	256,464	(172,302)	-40.19%
BRT	501,212	261,530	(239,682)	-47.82%
<b>Total</b>	<b>929,978</b>	<b>517,994</b>	<b>(411,984)</b>	<b>-44.30%</b>

## 2021 RFTA Annual Budget – Preliminary Schedule

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

## Line of Credit

The annual renewal process will be underway this month for the \$1 million line of credit with Alpine Bank, which has a maturity date of December 15, 2020. **Background:** The RFTA Board adopted Resolution 2009-07 authorizing the establishment of a \$1 million line of credit with Alpine Bank. Staff interprets this resolution to be perpetual in nature and intends to renew the line of credit each year, unless the Board directs otherwise. To date, RFTA has never drawn down against this line of credit.

## Future Bond Issuance - Update

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

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

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

Facilities and Bus Stop Maintenance December 10, 2020

### Capital Projects Update

#### Projects currently under construction:

1. The implementation of the "Text Mark" SMS system to replace the post up schedules at each bus station with a SMS system is complete and will be moved to the completed section of this report
2. The demolition of the MOC building is progressing well and the building has been torn down. The contractor is hauling off debris and will begin digging up the foundations once all the building debris has been removed from the site. The site will be cleared by spring of 2021.

#### Facilities construction projects budgeted for 2020

1. Upgrades to the AMF BAS/HVAC system to accommodate CNG buses. On hold.
2. GMF phase 2 expansion of services bays and office space. Under construction
3. The demolition of the GWS MOC. Under demolition
4. Design of an improved Rio Grande trail head adjacent to the Rosebud Cemetery. Design underway
5. Develop a master plan for the CMF property to replace the Carbondale RFTA housing. On hold
6. Repair the siding and soffit at selected sections of the Parker House apartments. On hold

#### Facilities projects completed in 2020:

1. Replacement of the EV car chargers in Carbondale and New Castle
2. Replacement of the carpet in the administration area of the AMF.
3. Asphalt sweeping stripping and crack sealing.
4. Structural inspection of the bridges along the Rio Grande trail
5. AMF phase 9, fuel farm replacement. Complete.
6. Rio Grande trail improvements. Complete.

7. Upgrades to 5-bus station in the highway 82 corridor and the construction of bus shelters at the intersection of JW and El Jebel road in El Jebel. Complete.
8. The construction of windbreaks at the up valley Basalt and Brush Creek shelters. Complete.
9. An asphalt maintenance program for RFTA owned parking facilities. Completed.
10. Perform a structural inspection of the bridges along the Rio Grande trail. Complete.
11. Refinish all the benches at the BRT stations. Complete.
12. Installation of gutters, heat tape and roof repairs at the CMF. Complete

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

1. Rosebud cemetery trail head improvements
2. Rio Grande trail bridge repairs at Wingo bridge in Pitkin county
3. 27<sup>th</sup> street underpass
4. Phases 3-4-5 & 7 at the GMF expansion program.

**Facilities, Rail Corridor & Trail Update  
RFTA Railroad Corridor**

**Right-of-Way Land Management Project:** Along with its legal and engineering consultants, RFTA staff is and will be working on the following tasks in 2020 and 2021:

- Staff has begun to utilize a new review process for projects proposing to make use of the Railroad Corridor. This process allows staff to have railroad and legal experts review, assess and report on proposed development impacts along the Railroad Corridor along with making recommendations - regarding potential mitigation for the impacts that RFTA can provide to permitting jurisdictions. (Ongoing)
  - Staff is in the process of approaching every adjacent, unlicensed property owner and working with them to get a license in place for access across, or encroachments into the RFTA Railroad Corridor. (Ongoing)
  - Staff is also working with Paul Taddune, to bring some longstanding licensees into compliance with the terms of their license agreements. (Ongoing)
- **Recreational Trails Plan (RTP)** – The Planning Department and Facilities departments are working collaboratively with regional stakeholders to update the 2005 Recreational Trails Plan (RTP). Following unanimous RFTA Board adoption of the Access Control Plan (ACP) in early 2018, the RTP is the second component plan of the larger Corridor Comprehensive Plan that guides management of the entire Rio Grande Railroad Corridor from Glenwood Springs to Aspen. (Ongoing)
- **Federal Grant Right of Way (fgrow) project** – Staff continues to identify and approach adjacent property owners located in the fgrow areas in an attempt to negotiate the exchange of Bargain and Sale deeds. Staff is currently working through an fgrow section and will be presenting the Carbondale section at the 12/10/2020 meeting.(Ongoing)



## Rio Grande Trail Update

- Staff is starting to see the trail slow down with the arrival of colder temperatures.
  - ❖ The Trail Staff is still working hard to give trail users a great experience.
  - ❖ We are still working diligently to provide clear shoulders and sightlines.
  - ❖ Staff has been out sweeping, debris blowing, cleaning up trailheads, cleaning the restrooms, etc. to make sure the trail is safe and clean.
- Canyon Excavating, contractor for the 2020 Rio Grande Trail Repair/Maintenance Project, has finished their work. Crews cleared/grubbed the shoulders of the trail from 27<sup>th</sup> St (GWS) up to Buffalo Valley. Crews have also installed root barrier, repaired shoulders, cleaned a few culverts, and have been repairing/patching asphalt along the trail. Furthermore, some rock fall mitigation work was completed just up valley from the Catherine Bridge Trail head.
- A separate crack sealing project started on October 19 and crews sealed hundreds of cracks from GWS up to Emma Rd.
- Garfield County Road and Bridge crews have completed their portion of the Riverview Trail, which included clearing/grubbing, building hundreds of feet of rock wall, and establishing the trail subgrade. However, more work in 2021 will occur, mainly fencing/fall protection and asphalt paving. This is a “safe routes to school project” that will connect people from CR 109 and the Westbank/Ironbridge neighborhoods up to the Rio Grande Trail.
- Staff hired a contractor to perform a vegetation analysis and to put together a revegetation plan for portion 2 of 3 along the lower 20 miles of corridor.
  - ❖ RFTA Staff is working to reseed/reveg the 4 priority areas identified in phase 1.
  - ❖ Staff collected soil samples again this year to keep an eye on the trends.
- Staff continues working with Carbondale Arts to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
  - ❖ The Youth Art Park design is taking shape and construction is scheduled to begin in 2021.
  - ❖ <http://www.carbondalecreativedistrict.com/artway>.
- Staff has completed the annual CEC Report and the annual meeting is scheduled for December 03.
- The “wildlife section” of trail, Catherine Bridge to Rock Bottom Ranch, closed for the winter season on November 30<sup>th</sup> at 5:00pm. This seasonal closure gives wildlife a break during the critical winter and early spring months, and the closure also affords animals’ uninterrupted travel from the Roaring Fork River bottom up to the Crown and beyond.
- Staff is planning and gearing up for 2021 projects and what is sure to be another busy year on the Rio Grande Trail.



