

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

TIME: 8:30 a.m. – 11:30 a.m., Thursday, December 9, 2021

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

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

(This Agenda may change before the meeting)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	8:30 a.m.
2	Approval of Minutes: RFTA Board Meeting November 11, 2021, page 3		Approve	8:31 a.m.
3	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person).		Public Input	8:33 a.m.
4	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	8:38 a.m.
5	Consent Agenda			8:45 a.m.
	A. Annual Renewal of \$1 million Line of Credit between RFTA and Alpine Bank – Michael Yang, CFAO, page 15	4.2.5	Approve	
6	Presentations/Action Items Agenda:			
	A. LOVA Trail Update – Jeanne Golay, Executive Director, LoVa Trails, page 16	4.2.5	Discussion /Direction	8:50 a.m.
	B. Background Presentation and Discussion Regarding RFTA Governing Policies (Part 2) – Dan Blankenship, CEO, page 18	2.0	Discussion /Direction	9:05 a.m.
	C. RFTA Regional Bikeshare/First-Last Mile Mobility Study Update – Adrian Witte, Toole Design, and David Johnson, Director of Planning, page 19	4.2.5	Discussion /Direction	9:30 a.m.
	D. Resolution 2021-20: Creation of First and Last Mile Mobility (FLMM) Reserve in RFTA’s General Fund and Approval of Basalt Downtowner Proposal – Michael Yang, CFAO, page 22	2.5.5	Discussion /Direction	10:00 a.m.
7	Public Hearing Agenda:			
	A. Resolution 2021-21: Adoption of the 2022 RFTA Budget – Michael Yang, CFAO, and Paul Hamilton, Director of Finance, page 31	4.2.5	Approval	10:30 a.m.
	B. Resolution 2021-22: Appropriation of Sums for the 2022 Budget – Michael Yang, CFAO and Paul Hamilton, Director of Finance, page 31	4.2.5	Approval	10:55 a.m.
	C. Resolution 2021-23: Imposing, Certifying, and Levying a Property Tax of 2.65 Mills for the 2022 Budget Year – Michael Yang, CFAO, page 40	4.2.5	Approval	11:05 a.m.
	(Agenda Continued on the Next Page)			

	Agenda Item	Policy	Purpose	Est. Time
8	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, <i>page 46</i>	2.8.6	FYI	11:15 a.m.
9	Issues to be Considered at Next Meeting:			
	To Be Determined at the December 9, 2021 Board Meeting	4.3	Meeting Planning	11:20 a.m.
10	Next Meeting: 8:30 a.m. – 11:30 a.m., January 13, 2022, In-person at Carbondale Town Hall and via WebEx Teleconference (Details to be provided later.)	4.3	Meeting Planning	11:25 a.m.
11	Adjournment:		Adjourn	11:30 a.m.

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**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
November 11, 2021**

Board Members Present:

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

Voting Alternates Present:

Ward Hauenstein (City of Aspen); Francie Jacober (Pitkin County)

Non-Voting Alternates Present:

Ben Bohmfalk (Town of Carbondale)

Staff Present:

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Mike Hermes, Nick Senn, Abbey Pascoe, and Gustavo Hurtado, Facilities and Trails Department; Paul Hamilton, Director of Finance; David Johnson and Jason White, Planning Department; Jamie Tatsuno, Communications Manager; John Blair and Dawn Dexter, Operations Managers

Visitors Present (in person or via WebEx):

David Pesnichak (EOTC/Pitkin County); John Krueger (City of Aspen); Linda DuPriest (City of Glenwood Springs); Scott Condon, (Aspen Times) Mirte Mallory (WE-cycle); Susan Philip (Town of Basalt)

Agenda

1. Call to Order/Roll Call:

Dan Richardson called the RFTA Board of Directors to order at 8:34 a.m. Richardson declared a quorum to be present (8 member jurisdictions present) and the November 11, 2021 RFTA Board of Directors meeting began at 8:35 a.m.

2. Executive Session:

A. One matter: Paul Taddune, General Counsel: Pursuant to C.R.S. 24-6-602 (e) and (f): CEO Performance Review

Ward Hauenstein moved to adjourn from the Regular Board Meeting into Executive Session and Bill Kane seconded the motion. The motion was unanimously approved. Executive Session began at 8:38 a.m.

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

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

No action was taken during the Executive Session. Executive Session adjourned at 9:12 a.m.

3. Approval of Minutes:

Alyssa Shenk moved to approve the October 14, 2021 Board Meeting Minutes, and Art Riddile seconded the motion. The motion was unanimously approved.

4. Public Comment:

Richardson asked if any member of the public would like to address the Board or make a comment regarding items not on the November 11, 2021 Board Agenda.

No members of the public had any comments.

Richardson closed Public Comments at 9:13 a.m.

5. Items Added to Agenda – Board Member Comments:

Richardson asked if there were any items that needed to be added to the November 11, 2021 Board meeting Agenda.

No items were added to the November 11, 2021 Board meeting Agenda.

Richardson asked if any Board member had comments or questions regarding issues not on the November 11, 2021 Board meeting Agenda.

Richardson thanked all armed forces members for their military service, since it was Veterans Day.

Richardson closed Board comments at 9:14 a.m.

6. Consent Agenda:

A. Resolution 2021-19: Authorization to Submit Grant Application to Federal Transit Administration (FTA) Section 5339(b) Program to Fund Construction of the Glenwood Springs Maintenance Facility (GMF) – David Johnson, Director of Planning

A 5339(b) Bus and Bus Facilities grant proposal, for up to \$12.5 million in 5339(b) funds, with a local match commitment up to \$3.2 million, for the following:

- Bus fuel and wash lane
- 30-bus Indoor Storage
- Pre and Post-Trip Bus Inspection Canopy
- BEB Charging

These components have been removed from the overall Regional Transit Center construction package due to cost escalations. These will be designed, and, as funding becomes available, will be added back into the project.

Kane moved to approve Resolution 2021-19: Authorization to Submit Grant Application to Federal Transit Administration (FTA) Section 5339(b) Program to Fund Construction of the Glenwood Springs Maintenance Facility (GMF), and Shenk seconded the motion. The motion was unanimously approved.

B. Memorandum of Understanding Pertaining to a Feasibility Study to Determine the Capacity of the USFS Parcel for Employee Housing – Mike Hermes, Director of Facilities

In 2021 the USFS made the property it owns on Hallam Street between 7th and 8th street in Aspen available to local governments and other private entities to develop into employee housing. Colorado Mountain College, RFTA, Aspen Valley Hospital, the City of Aspen and the Aspen School District are all collaborating on a feasibility study to determine the capacity of the USFS parcel for employee housing. The proposed MOU will allow RFTA to participate in this study so that staff can determine if this project could potentially be a component of the overall RFTA employee housing plan.

RFTA's portion of the budget for this feasibility study is \$12,500 dollars which was appropriated in the October 15, 2021 Supplemental Budget Resolution 2021-18.

Kane moved to approve the Memorandum of Understanding Pertaining to a Feasibility Study to Determine the Capacity of the USFS Parcel for Employee Housing, and Shenk seconded the motion. The motion was unanimously approved.

C. EOTC / RFTA No-Fare Service Transfer Memorandum of Understanding (MOU) & EOTC Thank You Letter – Dan Blankenship, CEO

At the October 14, 2021 RFTA Board of Directors Meeting, the RFTA Board voted to adopt Alternative Regional Commuter Fare Structure #6 and to assume the No-Fare Aspen-Snowmass-Woody Creek transit service cost from the EOTC.

RFTA can assume the cost of the No-Fare Service from the EOTC and offset it solely through the increased revenues received from the Pitkin County 0.5% Transit Sales Tax.

The purpose of the non-binding MOU is to document the events and justification that led to RFTA's assumption of the No-Fare Service from the EOTC. Since this MOU is non-binding and is to serve documentation purposes, it is to be signed on a staff level and recorded for future reference.

In a "Thank You" letter, the EOTC expressed its gratitude to the RFTA Board for assuming the Aspen/Snowmass No Fare service subsidy.

Kane moved to approve EOTC / RFTA No-Fare Service Transfer Memorandum of Understanding (MOU) & EOTC Thank You Letter, and Shenk seconded the motion. The motion was unanimously approved.

7. Presentations/Action Items Agenda:

A. Background Presentation and Discussion Regarding RFTA Governing Policies (Part 1) – Dan Blankenship, CEO

Policy 4.0 – Governance Commitment

The purpose of the Board of Directors (the "Board"), on behalf of the residents and the business community of the RFTA member jurisdictions (the "ownership"), is to ensure that RFTA (1) achieves appropriate results at an appropriate cost (as specified in Board Ends policies), and (2) avoids unacceptable actions and situations.

Policy 4.1 – Governing Style & Values

The Board will govern lawfully and in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, observing the principles of “Policy Governance,” with an emphasis on (a) outward vision rather than internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership rather than administrative detail, (d) clear distinction of Board and chief executive roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactivity rather than reactivity.

1. The Board will cultivate a sense of group responsibility. The Board, not the staff, will be responsible for excellence in governing. The Board will be the primary initiator of governing policy. The expertise of individual members will not be used to substitute for the judgment of the Board, although such expertise may be used to enhance Board understanding.
2. The Board will direct, control and lead the organization through the careful establishment of written policies reflecting the Board’s values and perspectives. The Board’s major focus will be on RFTA’s intended long-term impacts, with appropriate regard to the administrative or programmatic means of attaining those effects.
3. The Board will utilize the jurisdictional knowledge and perspective of its members in forging decisions with a regional emphasis.

Policy 4.2 – Board Job Products

The Board will ensure appropriate organizational performance by assuming direct responsibility for the following:

1. The Board is the link between the “ownership” and the operational organization.
 - A. **Needs Assessment:** The Board will assess the needs of the ownership as they relate to RFTA’s activities and scope of influence, and will develop Ends policies identifying the results RFTA is to produce to meet those needs.
 - B. **Advocacy:** The Board will inform the ownership of the organization’s expected future results, and its present accomplishments and challenges.
2. The Board will develop and maintain written governing policies that realistically address the broadest levels of all organizational decisions and situations:
 - A. **ENDS:** Organizational products, effects, benefits, outcomes, recipients, and their relative worth (what good, for which recipients, at what cost).
 - B. **MANAGEMENT LIMITATIONS:** Constraints on CEO authority that establish the prudence and ethics boundaries within which all management and operational activity and decisions must take place.
 - C. **GOVERNANCE PROCESS:** Specification of how the Board conceives, carries out and monitors its own tasks.
 - D. **BOARD/MANAGEMENT DELEGATION:** How authority is delegated and its proper use monitored: the CEO’s role, authority and accountability and that of the General Council.
3. The Board will assure successful organizational performance on Ends and on Management Limitations.

4. The Board may take positions on transportation matters, including local, state, or federal issues that affect the organization's regional goals and the organization's ability to achieve its Ends.
5. The Board will approve RFTA's annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).

Policy 4.3 – Agenda Planning

The Board will prepare and follow an agenda plan that includes (1) a complete re-exploration of Ends policies annually and (2) continuous improvement in Board performance through Board education, enriched input and deliberation.

1. The Board's annual planning cycle will conclude each year on the last day of July so that administrative planning and budgeting can be based on accomplishing a one-year segment of long-term Ends.
2. The annual cycle will start with the Board's development of its agenda plan for the next year.
 - A. The Board will identify its priorities for Ends and other issues to be resolved in the coming year, and will identify information gathering necessary to fulfill its role. This may include methods of gaining ownership input, governance education, and other education related to Ends issues, (e.g. presentations by futurists, advocacy groups, demographers, other providers, staff, etc.).
 - B. At the commencement of the Board's annual planning cycle, the Chair will prepare, for the Board's approval, a tentative agenda plan for the following year's meetings.
3. The Chair will determine the agenda for each meeting, although Board members may request or recommend any appropriate matters for Board consideration.

The 2021 Strategic Work Plan has several Strategic Initiatives that require Board involvement. The Strategic Outcome Areas are:

- 1.0 Safe Customers, Workforce, and General Public
- 2.0 Accessibility and Mobility
- 3.0 Sustainable Workforce
- 4.0 Financial Sustainability
- 5.0 Satisfied Customers
- 6.0 Environmental Sustainability
- 7.0 High Performing Organization

Policy 4.4 – Chair's Role

The Chair, serving as the Chief Governance Officer (CGO), assures the integrity of the Board's process and, secondarily, represents the Board to outside parties.

1. The Chair will ensure that:
 - A. The Board behaves consistently with its policies and those legitimately imposed upon it from outside the organization.
 - B. Meeting discussion content includes only those issues that, according to Board policy, clearly belong to the Board to decide or to monitor.
 - C. Deliberation is fair, open, thorough, timely, orderly, and kept to the point.

2. The Chair is authorized to make decisions consistent with the Board's Governance Process and Board/Management Delegation policies, with the exception of (a) employment/termination of the CEO or the General Counsel, or (b) instances where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of these policies.
 - A. The Chair is empowered to preside at and manage Board meetings with all of the commonly accepted power of that position (e.g. ruling, recognizing).
 - B. The Chair has no authority to make decisions within Ends and Management Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the CEO or the General Counsel.
 - C. The Chair may represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations within the area delegated to her or him.
 - D. The Chair may delegate his/her authority but remains accountable for its use.
 - E. The Chair may appoint Board members to serve on Board Committees, unless specified otherwise in Bylaws or Board policies.

Policy 4.5 – Board Member's Code of Conduct

The Board commits itself and its members to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Accordingly:

1. Board members must demonstrate loyalty to the interests of the ownership.
2. Board members must avoid conflict of interest with respect to their fiduciary responsibility.
3. Board members must not attempt to exercise individual authority over the organization.
 - A. Board members' interaction with the CEO or with staff must recognize the lack of authority vested in individuals except when explicitly Board authorized.
 - B. Board members' interaction with public, media or other entities must recognize this limitation and that Board members are not to speak for the CEO, or to speak for the Board except to repeat explicitly stated Board decisions.
 - C. Except for participation in Board deliberation about whether the CEO has achieved a reasonable interpretation of Board policies, Board members must not express individual judgments of performance of employees or the CEO. Board members must not express any such judgments with any third party.
4. Board members must respect the confidentiality appropriate to issues of a sensitive nature.
5. Each member of the Board must support the legitimacy and authority of the final determination of the Board concerning any particular matter, irrespective of the member's personal position concerning such matter.

The RFTA Strategic Plan provides the framework to guide RFTA's decision making, budgeting, and daily operations. Outcomes are the high-level deliverables that RFTA strives to provide the communities it serves. Each task completed or dollar spent by RFTA is linked back to the Strategic Plan and ultimately RFTA's Mission and Vision.

Richardson stated that when polices were adopted there were multiple additional meetings and retreats, and it fundamentally changed his way of thinking about Governance. It was the Board's faith in Blankenship in accomplishing these policies that made this possible. Blankenship has done a tremendous job to hold tight to the policies, and this is his greatest accomplishment.

Riddile stated that this document is very valuable, and suggested Board members review the document and get reacquainted with it. He suggested that the newer Board members schedule time to visit some of the RFTA facilities to familiarize themselves with the organization and to see how RFTA truly operates.

B. RFTA Regional Bikeshare/First-Last Mile Mobility Study Update – David Johnson, Director of Planning

During recent research several recommendations have arisen, such as, identifying key locations for 1) secure bike parking; 2) pick-up and drop-off locations; and 3) community e-bike libraries. The revised bike share system plan includes:

Upper Valley:

- Downtown Aspen system almost built-out
- Difficult to get developer funding
- Coordination of AABC/Buttermilk needs to be in concert with the County
- County recognizes the need to bring funding to the table
- Bikeshare pilot in Snowmass Village
- Connections to Brush Creek and Buttermilk lots dependent on infrastructure

Mid-Valley:

- Emphasis on safety and crossing of HWY 82
- More coordination with Eagle and Pitkin Counties
- Opportunity for developer contributions to help with capital and build-out

Lower Valley:

- Competition with interest in shuttle expansion or circulator in Carbondale
- Smaller opening systems
- Interest in accelerating something in West Glenwood
- Considering other options for low-density areas (e.g., New Castle and West Glenwood)

The capital cost analysis includes cost of equipment, kiosks; map panels; station plates; docks; and bikes, and accounts for 3% annual price inflation, 10% shipping and customs, and 5% replacement costs. Components of operating costs include start-up (in new communities); personnel (overhead and operations); and costs (overhead and operations). Components of personnel costs include overhead (management teams and program support); operations (City or Town demand and 6-, 9-, and 12-month season); and bringing staffing levels and wages up to industry standard.

Implementation Stages:

- Destination 2040
 - Phase 2 in Aspen and Mid-Valley
 - Base service in Carbondale and Glenwood Springs
- EOTC and RFTA
 - Phase 3 and 4 in Aspen

- Phase 2 in Snowmass Village
- RFTA and Local “A”
 - Phase 3 in Mid-Valley
 - Phase 2 in Carbondale
 - Phase 2 in Glenwood Springs
- RFTA and Local “B”
 - Phase 3 in Snowmass Village
 - Phase 3 in Glenwood Springs
 - Base Service in New Castle
- Development and Infrastructure
 - Aspen
 - Mid-Valley
 - Carbondale
 - Glenwood Springs

The next step is to review capital and operations cost analysis results to determine share of system cost that can be covered by Destination 2040 funds, identify gaps, and supplemental funding options. Destination 2040 designated \$1.271 million for bike share expansion, and \$583,000 for bike share operations starting 2020 and increasing 3% per year.

Several funding discussions that will be required will be:

- Destination 2040
 - Eligibility
 - Allocation or competitive
 - Timeline for use
- Local Match Funds
- Additional RFTA Funds
- Role of EOTC and Counties

The remainder of the Regional Bike Share/First and Last Mile Mobility (FLMM) Study includes:

- December 2021
 - Final TAC meeting to Finalize FLMM recommendations
 - Update presented to RFTA Board
 - Distribute Draft FLMM report for comment
 - Final reports
- January 2022
 - Present to RFTA Board for Adoption

Poschman stated that he appreciates that the Bike Share funds are for the direct purchase of items for Bike Share. He feels that new development should have something that promotes the designation of bike spots during construction.

Richardson wants to be excited about WE-cycle, however, is concerned that it is right at the edge of the 1st/last mile solution. When looking at Carbondale’s goals, WE-cycle does not accomplish several of those goals. Moving forward in a different direction would be up to all available options for 1st/last mile solutions.

C. Creation of First and Last Mile Mobility (FLMM) Reserve in RFTA's General Fund – Michael Yang, CFOA

The creation of a FLMM Reserve Fund will enable RFTA to intentionally commit funds to support future investments in FLMM initiatives that are in alignment with RFTA's strategic objective to increase first and last mile options for customers throughout its service area. The creation of a FLMM Grant Program would provide an opportunity for RFTA member jurisdictions and local non-profits to submit grant applications to support FLMM projects. A FLMM Reserve would be designated in RFTA's General Fund by transferring \$3 million from the existing Unassigned Fund Balance (currently \$8.5 million).

RFTA received a formal request from the Town of Basalt to share costs for a one-year pilot project for micro-transit in the Town of Basalt. The total cost is estimated to be \$379,586 and the Town of Basalt is requesting RFTA consider paying 50% or \$189,793.

Proposed amendment to Policy 2.5.5 is:

Current Policy:

At year-end, any available surplus in the General Fund will be allocated in the following manner: **75%** to Committed Capital Reserves and **25%** to Unassigned Fund Balance.

Proposed Change:

At year-end, any available surplus in the General Fund will be allocated in the following manner: **70%** to Committed Capital Reserves, **10% to Committed First and Last Mile Mobility (FLMM) Reserves**, and **20%** to Unassigned Fund Balance. ***Such FLMM Reserves may be drawn upon on program requirements and recommendation of CEO with Board approval.***

Create a FLMM Grant Program that is limited to RFTA's member jurisdictions and local non-profits, aligns with RFTA's strategic objective 2.4, covers either capital or operating requests, and requires an applicant to match at least 50% of the total cost. The Board would need to develop guiding principles in which to administer the use of those funds. Key points to consider while developing the guiding principles are:

- RFTA members should be 1st priority, however, non-profits (i.e. WE-cycle, GCE, etc.) should be eligible.
- Applicants should meet RFTA's Strategic Objective 2.4, *Provide increased first and last mile options for customers throughout service area.*
- It should cover capital and operating requests, on a case-by-case basis, with a 3-year commitment limit.
- A local funds match should be required, 50% is recommended, with variances needing Board approval.
- A sustainable financial plan should be included in the application process.
- Prior grants to the same applicant will be taken into consideration when future grant requests are made.
- RFTA should provide ridership, revenue hours/miles reports, and quarterly and year-end financial reports to the grantee.

The Town of Basalt is requesting RFTA to contribute approximately \$190,000 for its FLMM service in 2022.

Poschman stated that the program needs to be established first, however the goal is for the most emission reductions possible.

Shenk questioned if the program will be open year-round or will it only be open during certain times of the year.

Yang replied that RFTA has employees who are well versed in handling and dealing with grants and the grant process, they will coordinate the schedule and coordinate with the annual budget process.

Richardson stated that he struggles with non-profits being a part of this program, he thinks jurisdictions should be a partner. WE-cycle should also be a part of this grant pool. Data from those applying for funds should have to be supplied during the application process.

Kurt Ravenschlag stated that this fund is the kick-start for 1st/last mile, then those communities would be responsible in finding ways to fund those operations.

D. Presentation of 3rd Draft of RFTA 2022 Budget – Michael Yang, CFAO, and Paul Hamilton, Director of Finance

Yang presented changes made to the 2022 RFTA Budget from the 2nd Draft presentation, which include:

The estimated transit service hours and miles reflect a -0.2% decrease and 1.5% increase from the 2021 projections, respectively.

Sales and use tax revenues have increased by approximately 27% compared to the prior year. Regional transit fares have increased by 44% compared to the prior year. However, current year regional transit fares are lower than pre-COVID-19 fares by approximately 35% or \$1.6 million. Approximately \$1.4 million of property tax revenues are being used to fill the estimated fare revenue gap. \$2.6 million available is being used to fund strategic initiatives with a recommended use of fund balance of \$2.4 million.

Preliminary overall sales tax change is 2.2% less than the updated 2021 forecast. Use tax reflects a decrease of approximately 9.5% compared to the 2021 forecast.

Sales Tax Revenues collected:

- City of Aspen +4.3%
- Town of Basalt +5.0%
- Town of Carbondale +5.0%
- City of Glenwood Springs 0.0%
- Eagle County +3.0%
- Pitkin County (4.2%)
- Town of Snowmass Village +6.01%

Property Tax Revenues collected:

- Pitkin County 8.5%
- Eagle County 12.2%
- Garfield County 7.9%

The majority of RFTA's estimated diesel fuel needs for 2022 have been locked and reflects a price increase of approximately 7%. Staff is currently trying to gather additional information for any potential

price increases on natural gas and determine if further adjustments would be needed for the 2022 budget.

There is a 35% increase in regional fare collections in 2021 compared to 2020 actuals. Fare revenues for 2022 project an 18% decrease, due to the reduced fares adopted at the October Board meeting. The youth fare changes and the reduced fare changes, adopted by the RFTA Board are reflected in the budget.

A capital contribution of \$300,000 from the City of Aspen for the On-Route Battery Electric Bus Charger Project has been included as revenue in the 2022 budget.

Employee housing rental revenue will see a 40% increase. The budget reflects an additional cost of approximately \$874,000 based on the market survey results from the biennial compensation review. The wage adjustments were implemented retroactively to July 2021. The budget assumes a merit increase of up to 4% at each employee's annual performance review date, at an additional cost of approximately \$329,000.

Approximately \$18,183,000 of Capital Outlay has been budgeted. The City of Aspen is requesting the Board approve a contribution of \$300,000 for the Battery Electric Buses (BEB) On-Route Charger Project, which is included in the budget.

Approximately \$576,000 is budgeted to be transferred from the General Fund to the Bus Stops/Park and Ride Special Revenue Fund. Approximately \$170,000 is budgeted to be transferred from the General Fund to the Service Contract Special Revenue Fund for the Traveler Program.

Members of the RFTA Board thanked Yang and Paul Hamilton for their skillful presentation of changes made during the budget process. The entire budget process is detailed and complex, however, Yang and his staff due their best to highlight the important changes from one budget iteration to the next so that Board members are aware of them.

Greg Poschman left the November 11, 2021 Board meeting at 10:21 a.m., Francie Jacober became the voting member for Pitkin County. A quorum was still met with 8 jurisdictions.

8. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

Blankenship highlighted that Pitkin County hosted a series of meetings to discuss workforce resiliency. It indicated that the workforce in the Roaring Fork Valley is under considerable stress. RFTA has taken a number of significant steps to contribute to a more resilient workforce, at RFTA and throughout the valley. These steps include:

RFTA Employees:

- Accelerated wage increases
- Sick leave donation policy
- Absorbing health insurance premium increases
- Providing enhanced dental, vision, and hearing insurance
- Adding key staffing positions to spread the workload more evenly
- Helping employees secure affordable rental housing

Community Workers & Families

- Reduced youth fare to \$1 per ride
- Assumed responsibility for Aspen/Snowmass No-Fare service
- Adopted fare structure changes

COVID-19 Report:

As of November 5, 2021 there were 3 employees absent due to COVID-19 related reasons..

COO Report:

Ravenschlag stated that RFTA has taken the lead in coordinating local law enforcement agencies. These meetings are to coordinate efforts between RFTA and multiple law enforcement jurisdictions, and to help foster better partnerships. Prior to RFTA coordinating these meetings, local law enforcement had no venue for them to communicate on any regional law enforcement topics.

Items discussed were; how to best help RFTA deal with passengers violating the code of conduct, passengers engaging in criminal activity, and how to best for RFTA to coordinate and communicate across jurisdictions with law enforcement. RFTA will facilitate these meetings bi-annually and will open the meeting to topics beyond RFTA, to help facilitate better communication and coordination between the valley's local law enforcement.

9. Issues to be Considered at Next Meeting: No topics identified.

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

11. Adjournment:

Kane moved to adjourn from the November 11, 2021 RFTA Board meeting, and Francie Jacober seconded the motion. The motion was unanimously approved.

The November 11, 2021 RFTA Board Meeting adjourned at 11:13 a.m.

Respectfully Submitted:

Nicole R. Schoon
Secretary to the RFTA Board of Directors

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

Meeting Date:	December 9, 2021
Subject:	Annual Renewal of \$1 million Line of Credit between RFTA and Alpine Bank
Strategic Outcome:	Financial Sustainability
Strategic Objective:	4.4 Pursue financing opportunities to deliver better service and complete future capital projects
Presented By:	Michael Yang, CFAO
Recommendation:	Authorize the CEO to execute the Annual Renewal of \$1 million Line of Credit between RFTA and Alpine Bank
Executive Summary:	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, which is intended only to be used for cash flow purposes.
Policy Implications:	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.”
Fiscal Implications:	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.
Attachments:	Yes, please see “ RFTA Alpine LOC 12-15-2021.pdf ” included in the December 2021 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting RFTA Board Agenda packet.

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

Meeting Date:	December 9, 2021
Subject:	LoVa Trail Update – Jeanne Golay, Executive Director, LoVa Trails
Strategic Outcome:	2.0 – Accessibility and Mobility
Strategic Objective:	2.2 Trail and transit users move safely, quickly and efficiently 2.3 Increase alternative mode splits throughout the region 2.4 Provide increased first and last mile options for customers throughout service area Identify and reduce barriers to riding transit and accessing trails 2.5. Provide convenient connections to key activity centers in service area
Presented By:	Jeanne Golay, Executive Director, LoVa Trails
Recommendation:	Listen to update. Jeanne Golay will alert the Board that there could be a request from LoVa Trails’ partners for supplemental RFTA funding in 2022 for construction previously approved sections of the LOVA Trail. The project is experiencing escalating construction costs due to inflation, labor shortages, and supply chain disruptions.
Executive Summary:	<ol style="list-style-type: none"> 1. After extensive delays, two funded LoVa Trail projects are about to go to bid for the 2022 construction season. The projects are supported by a collaborative made up of RFTA, Glenwood Springs, New Castle, Garfield County and LoVa. Due to the delays and recent cost escalations in the construction industry, we anticipate a funding shortfall. 2. The Canyon Creek to New Castle section has a total project cost of \$655,000 for two components of the trail through the Canyon Creek interchange area, a bridge over the Colorado River and rock scaling & surfacing at Tibbetts Point. The majority of the funding comes from a \$500,000 CPW/ Colorado The Beautiful grant awarded in 2018. Town of New Castle is the grant recipient. The grant has already been extended due to COVID and construction must be completed by June 30, 2022. 3. The "Meet Me In The Middle" project will build an 850 linear-foot section of trail westward from the existing LoVa Trail in west Glenwood Springs to a wide spot on the riverbank in South Canyon, where a picnic shelter will be built. Total project budget is \$1.2 million. Glenwood Springs is the grant recipient. The majority of this funding comes from a \$700,000 grant from the Garfield County Federal Mineral Lease District awarded in 2018. The CPW grant mentioned above makes up much of the required match for the FMLD grant. Thus, if the above project fails to be completed, it jeopardizes this project as well. The grant has already been extended due to COVID and construction must be completed by December 1, 2022. 4. We will have a better idea of the amount of the shortfall once bids are received. Current estimates are approximately 30% of project costs, so potentially \$500,000 - \$600,000 for both projects combined. 5. When a better estimate of the anticipated cost increase is known, the LoVa Trail partners will likely submit a request to the RFTA Board for supplemental funding.
Governance Policy:	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”

Fiscal Implications:	There are no fiscal implications related to this agenda item at this time, although a request for supplemental funding to help fill the funding gap for the project may be made at a later date. RFTA has committed \$175,000 as local match for this project.
Attachments:	Yes, please click on the following link or see " Maps.pdf ," which is included in the December 2021 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the RFTA Board Meeting Agenda packet.

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

Meeting Date:	December 9, 2021
Subject:	Background Presentation and Discussion Regarding RFTA Governing Policies (Part 2)
Strategic Outcome:	7.0 High Performing Organization
Strategic Objective:	7.5 Ensure appropriate transparency of all RFTA Business
Presented By:	Dan Blankenship, CEO
Recommendation:	Receive staff presentation, ask questions, and provide any direction needed.
Executive Summary:	<ol style="list-style-type: none"> 1. This is the fourth in a series of staff presentations to the RFTA Board regarding the genesis and history of the Roaring Fork Transportation Authority (RFTA). 2. Because many members of the current RFTA Board are relatively new, staff believes that this is an opportune time to provide background regarding the RFTA Board Governing Policies, which establish Board Ends (or Outcomes), Management Limitations Policies, Board – Management Delegation Policies, and Governance Process Policies. The RFTA Board’s Governing Policies were adopted originally by RFTA Resolution 2003-17 on July 28, 2003. 3. This presentation (Part 2) will focus on Management Limitations and Board-Management Delegation Policies.
Governance Policy:	RFTA Board General Executive Constraint Policy 2.0 states, “The CEO shall not knowingly cause or allow any practice, activity, decision or organizational circumstance that is unlawful, unethical, imprudent, in violation of the Intergovernmental Agreement, or in violation of commonly accepted business practices.”
Fiscal Implications:	None.
Attachments:	Yes, please click on the following link or see “ Governing Policies Manual-September 2019 Revisions 09-19.pdf ,” which is included in the December 2021 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the RFTA Board Meeting Agenda packet.

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

Meeting Date:	December 9, 2021
Subject:	Regional Bike Share/First and Last Mile Mobility (FLMM) Update
Strategic Outcome:	2.0 ACCESSIBILITY AND MOBILITY
Strategic Objective:	2.4 Provide increased first and last mile options for customers throughout service area
Presented By:	David Johnson, Director of Planning Adrian Witte, Toole Design
Staff Recommends:	Update Only
Executive Summary:	<p>The Destination 2040 Plan designated approximately \$1.2 million in capital funding and approximately \$550,000 per year in operating funds for the expansion of the WE-cycle bike sharing program to Carbondale and Glenwood Springs, where no bike share currently exists, and for bike share expansion in Aspen and Basalt.</p> <p>In March 2021, RFTA enlisted Toole Design to help develop a bike share expansion and implementation plan for each of RFTA’s member jurisdictions. The following is a summary of progress to date and a schedule of future activities.</p> <p>Regional Bikeshare Expansion Update</p> <ul style="list-style-type: none"> • The consultant team has finished revising the local bikeshare system plans that identify the size, scale, and phasing of new or expanded bikeshare service in the Upper Valley, Mid-Valley, and Lower Valley. These plans identify equipment needs and implementation timing for each community and were prepared in consultation with local agency and WE-cycle staff. The team is developing implementation scenarios that identify how expansion would be staged across the region. These will also be informed by the cost analysis (described below). • The consultant team is currently completing capital and operating cost analyses. Once these are complete, the team will be able to determine the funding needs for bikeshare expansion, the level of service that can be funded with Destination 2040 revenue in the areas identified in the ballot project description, as well as the additional amount of funding needed to expand bikeshare on a regional basis. The plan will also discuss the potential for additional RFTA funding and local match contributions. • Preliminary results indicate that Destination 2040 capital funding will not cover the entire cost of regional expansion, and the annual O&M funding will likely be insufficient as well. However, because it was anticipated that Destination 2040 bike share expansion would become operational in 2020, approximately \$1.2 million in unexpended O&M funding could be used to acquire additional capital equipment or supplement annual O&M funding in order to advance the regional expansion more rapidly.

- The consultant team will build different funding scenarios that will be presented to the Technical Advisory Committee (TAC) and RFTA Executive staff and used to develop an implementation plan for bikeshare expansion that will be presented to the RFTA Board at a future meeting.
- The consultant team supports the creation of RFTA's FLMM Fund. However, the team will be developing governance recommendations for the bikeshare expansion plan (such as Destination 2040 revenue allocation by jurisdiction and local matching requirements) that may differ from those created for the FLMM Reserve discretionary grant program. Although there may be differences in terms of how these two RFTA programs are administered, it is intended that both will be compatible and support the development, implementation, and operation of FLMM programs and services throughout the region into the future.

First-and Last-Mile Mobility (FLMM) Update

- The consultant team took the results from the various public and stakeholder outreach initiatives and analyzed them to find common, valley-wide themes and community-specific issues. Using this analysis, they spoke with municipalities in the Valley to present the results of the outreach, and to gather feedback on potential FLMM recommendations. This resulted in a list of valley-wide and community-specific recommendation themes.
- The consultant team analyzed the FLMM recommendation themes in more detail, undertaking desktop research of case studies to identify similar applications of these recommendations within the United States. In addition, the team researched the latest technology specific to the FLMM themes to understand which approaches may be best suited to the RFTA region. Using a typology matrix, they assigned an “applicability rating” for each FLMM recommendation theme to each of the previously identified typology areas (i.e., cities, towns, BRT stops, and rural local stops).
- The key FLMM recommendations that they are exploring include:
 - Microtransit:
 - Enhancing fixed route service
 - Enhancing or creating local circulators
 - Community carpooling
 - Secure bike parking facilities
 - Improved pick-up and drop-off facilities at transit stops and stations
 - Promote e-bike subsidies
 - Materials for Spanish-speakers to engage and inform Spanish-speakers about regional transit service options and programs

Next Steps

- On December 14, the consultant team will meet with the TAC to review details of the bikeshare system plans, cost analyses, funding scenarios, and first- and last-mile mobility recommendations and case studies.
- After the TAC meeting, the consultant team will work with RFTA and WE-cycle staff to finalize a funding and implementation plan for the regional bikeshare program.

	<ul style="list-style-type: none"> • The consultant team will prepare a draft FLMM report that will outline the vision for FLMM in the region, summarize stakeholder and public outreach, and provide regionwide and community-specific FLMM recommendations. The regional bikeshare expansion plan will be a section of this report and will include sections describing: the existing WE-cycle system, a summary of public outreach, opportunities and challenges for regional bikeshare, the recommended expansion and phasing plan, details of the cost analyses, a detailed funding and implementation plan, and recommendations for the future governance of the bikeshare program on a regional scale. • The funding plan and draft report will be presented to the RFTA Board in the first quarter of next year.
Background/Discussion:	See Executive Summary
Governance Policy:	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
Fiscal Implications:	The estimated cost of the RBSS and FLMM Development Plan is approximately \$200,000. An additional \$43,660 has been allocated to WE-cycle to serve as a resource expert for the study.
Attachments:	No attachments. Toole Design will make a presentation during the meeting.

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

Meeting Date:	December 9, 2021
Subject:	Resolution 2021-20: Creation of First and Last Mile Mobility (FLMM) Reserve in RFTA’s General Fund and (Separately) Approval of Basalt Downtowner Proposal
Strategic Outcome:	2.0 ACCESSIBILITY AND MOBILITY
Strategic Objective:	2.4 Provide increased first and last mile options for customers throughout service area
Presented By:	Michael Yang, Chief Financial Administrative Officer
Staff Recommends:	<p>Staff recommends the following:</p> <ol style="list-style-type: none"> 1. Approve the creation of the FLMM Reserve Fund in RFTA’s General Fund by transferring \$3 million from the existing Unassigned Fund Balance to a FLMM Reserve included in the Committed Fund Balance, 2. Adopt Resolution 2021-20 to approve an amendment to Board Governance Policy 2.5 on Financial Planning and Budgeting. Resolution 2021-20 memorializes the amended policy language by a formal Board resolution, 3. Also adopt amendment to Board Policy 4.2.5 Board Job Products, by adding provision “B.” which delegates the responsibility for developing and administering a FLMM Grant Program to the CEO; and as a separate item, 4. Consider Approval of the 2022 Basalt Downtowner Pilot Project Proposal to be funded from the FLMM Grant Program/Reserve.
Executive Summary:	<p>Creation of FLMM Reserve Fund and Amendment to Board Policy 2.5:</p> <ol style="list-style-type: none"> 1) At the November 11, 2021 Board meeting, staff recommended the creation of a FLMM Reserve in the Committed Fund Balance in RFTA’s General Fund by transferring \$3 million from the existing Unassigned Fund Balance (balance at 12/31/20 of \$8.5 million or approximately \$12.88 million at 12/31/21). Committed Fund Balance includes amounts that are constrained for specific purposes that are internally imposed by the Board (the General Fund currently includes Committed amounts for Operating Reserves, Facilities Capital Reserves, Transit Capital Reserves, and Trails Capital Reserves). The purpose of the FLMM Reserve would be to set aside resources to help fund discretionary grant applications for FLMM projects submitted by RFTA member jurisdictions. In addition, staff recommended an amendment to Policy 2.5.5., in order to create a mechanism to replenish or supplement the FLMM Reserve over time. 2) The purpose of the proposed \$3 million initial FLMM Reserve amount would be to help “kick start” new FLMM projects in the region. The development of FLMM services was one of three main RFTA Board priorities for 2022 stemming from the Board’s July 8, 2021 Strategic Retreat. Developing the capability for RFTA to plan, implement, and operate FLMM services throughout the region might require considerable time and effort and be cost-prohibitive. However, if RFTA instead serves as a granting agency that helps fund FLMM services in partnership with its member jurisdictions that are responsible for planning, operating and helping to fund them, there may be an opportunity to implement FLMM services more rapidly and at a lower overall cost to the partners and RFTA.

- 3) At the November 11 meeting, RFTA Board members discussed whether or not the proposed FLMM Reserve should be used not only to help fund discretionary FLMM micro-transit project applications, but also to fund Destination 2040 regional bike share expansion, inasmuch as bike share is also considered a FLMM mode.
- 4) If the RFTA Board decided to consolidate capital and operating expenditures (envisioned as part of the Destination 2040 bike share expansion plan) with the FLMM Reserve, staff would strongly recommend that the \$1.271 million for capital and the \$583,495 in annual O&M (increasing by 3% per year) that was envisioned in the Destination 2040 Plan be added to the FLMM Reserve in addition to the \$3 million amount referenced above. Through 2022, the total Destination 2040 bike share expansion funding included in the Destination 2040 Plan would total approximately \$3.075 million, increasing the FLMM Reserve to approximately \$6.075 million, as reflected in the chart below:

Funding Designated for Regional Bike Share Expansion in the Destination 2040 Plan		
	Line Item	Amount
1	Destination 2040 Bike Share Capital Funding	\$ 1,271,000
2	2020 Destination 2040 Bike Share Operations Funding	\$ 583,495
3	2021 Destination 2040 Bike Share Operations' Funding	\$ 601,000
4	2022 Destination 2040 Bike Share Operations Funding	\$ 619,030
5	Total Destination 2040 Bike Share Capital and Operations' Funding through 2022	\$ 3,074,525
6	Proposed FLMM Reserve	\$ 3,000,000
7	Total Proposed 2022 Beginning Fund Balance in a Consolidated FLMM Reserve	\$ 6,074,525

- 5) For transparency purposes, though, and to keep faith with the region's voters who approved Ballot Measure 7A in 2018, staff would also recommend that the Destination 2040 bike share expansion funds added to the FLMM Reserve be used exclusively for bike share expansion. In addition, each year going forward, staff recommends that the annual operating funding designated for Destination 2040 Plan bike share expansion be added to the FLMM Reserve and kept separate from other FLMM discretionary grants.
- 6) Ultimately, staff's recommendation is that the Destination 2040 bike share expansion funding be kept separate from, and not consolidated with, the FLMM Reserve. Reasons for this are as follows:
 - a. A commitment was made to voters, if Ballot Measure 7A was approved, that RFTA would expand the availability of regional bike share services. RFTA is currently communicating the following project description for Bike Share Expansion on its Destination 2040 Roadmap webpage, and this information was provided to the public prior to the November 2018 election:

[See next page]

E2- Bike Share Expansion, \$

(Hyperlink to ITSP Alternatives & Cost Estimates, click above link)

Project Description:

RFTA intends to increase mobility and better address “first and last mile” connectivity issues surrounding BRT stations by expanding the We-Cycle bike share system to Carbondale and Glenwood Springs, and by increasing the level of bike share service in Aspen and Basalt. The continued expansion of this system will help will help make bike sharing more widespread and frequent.

Project Cost Estimate:

\$1,270,750 plus \$550,000 annual O&M

Special Considerations:

The cost of the We-Cycle expansion project is weighted heavily towards the purchase of capital equipment and to R&M expenses. Construction costs of the facilities are relatively minor. RFTA needs to establish a site for operations and for storage and maintenance of equipment, particularly as the system expands.

- b. RFTA is currently undertaking a regional bike share expansion plan which, as a baseline, has been assuming that the minimum amount of RFTA funding dedicated to regional bike share expansion would be the amount of funding designated for regional bike share expansion in RFTA’s Destination 2040 Plan.
- c. Staff believes that it would be advisable to wait until the regional bike share expansion plan is completed in February or March 2022 before making decisions regarding how best to implement the plan.
- d. Recommendations regarding the amount of RFTA Destination 2040 Plan bike share expansion funding that should be allocated to each community will be a deliverable of the bike share expansion plan.
- e. Preliminary indications are that the amount of funding designated for regional bike share expansion in the Destination 2040 plan can all be utilized specifically for regional bike share expansion.
- f. Recommendations regarding local matching amounts and other requirements associated with planned Destination 2040 regional bike share expansion are likely to be different than the requirements for FLMM discretionary grant requests.
- g. Undesignated fund balance that will be used to create the FLMM Reserve is not being derived from property tax revenues approved in Ballot Question 7A. Rather, the anticipated increase in undesignated fund balance, from which the FLMM Reserve could be created, is largely the result of the receipt by RFTA of significant amounts of COVID-19 relief funding in 2020 and 2021. Creation of a FLMM discretionary grant program was not envisioned in the Destination 2040 plan and, for transparency purposes, staff believes the sources and uses of RFTA’s funding should be accounted for separately.

- 7) Staff requests the Board to approve the creation of the FLMM Reserve by authorizing the transfer of **\$3 million** from the existing Unassigned Fund Balance to a new FLMM Reserve included in the Committed Fund Balance in the General Fund and to adopt Resolution 2021-20 to approve an amendment to Board Policy 2.5 on Financial Planning and Budgeting.

By Resolution 2021-20, RFTA Board Policy 2.5.5 will be amended to read as follows (changes in ***bold italics***):

Financial planning for any fiscal year or the remaining part of any fiscal year may not deviate materially from the Board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year strategic plan.

Accordingly, the CEO shall not allow budgeting that:

Proposed Revision:

1. Fails to allocate at least an average of two (2) months of budgeted General Fund Revenues to Operating Reserves or an average of two (2) months of budgeted General Fund Expenditures, whichever is larger. Revenues include property tax, sales and use tax, service contracts, fares, operating grants and contributions. Expenditures include, operating expenditures, operating expenditures allocated to service contracts, and debt service. Such Operating Reserves may be drawn upon on recommendation of the CEO with Board approval to compensate for expected shortfall. At year-end, any available surplus in the General Fund will be allocated in the following manner: ***70%*** to Committed Capital Reserves, ***10% to Committed First and Last Mile Mobility (FLMM) Reserves***, and ***20%*** to Unassigned Fund Balance. The portion allocated to Committed Capital Reserves will be further allocated in the following manner: 75% Transit Capital Reserves, 20% Facilities Capital Reserves, and 5% Trails Capital Reserves. Such Capital Reserves may be drawn upon on recommendation of CEO with Board approval to fund capital needs and replenished using year-end surpluses. ***Such FLMM Reserves may be drawn upon on program requirements and recommendation of CEO with Board approval.***

Additionally, by Resolution 2021-20, staff recommends that the Board amend Board Job Products Policy to add 4.2.5.B., as follows:

Proposed Addition:

B. Requirements for RFTA contributions to RFTA member jurisdictions for First and Last Mile Mobility (FLMM) solutions, to be known as "FLMM Grants," shall be as follows:

- 1) *The RFTA CEO shall establish and administer a FLMM Grant Program. Guidelines for the program will generally include, but not be limited to:*
 - a. *Eligibility requirements;*
 - b. *Evaluation criteria;*
 - c. *A rating process that takes into consideration the project's:*
 - i. *Justification;*

- ii. *Nexus with (and ability to advance) RFTA’s strategic objective to provide increased first and last mile options for customers throughout service area;*
 - iii. *Local financial commitment;*
 - iv. *Plan for financial sustainability;*
 - v. *Impact on the reduction of greenhouse gases.*
- d. *Performance metrics and periodic reports.*
- 2) *Total RFTA FLMM grant contributions will not exceed available resources in the FLMM Reserve unless additional funding is approved by the Board.*
 - 3) *Requests for RFTA FLMM grant funding from RFTA member jurisdictions will be considered during RFTA’s annual budget process, although the RFTA Board may grant exceptions to this requirement in 2022, the first year of the RFTA FLMM grant program.*
 - 4) *Requests for RFTA FLMM grant funding shall be submitted by deadlines to be established by RFTA each year.*
 - 5) *Requests for RFTA FLMM funding will require a 50% local match by the requesting organization.*
 - 6) *FLMM grant requests by quasi-governmental and non-profit organizations must be made in partnership with and submitted by RFTA jurisdictions, which will be the grantees.*
 - 7) *The RFTA CEO will present recommendations for FLMM grant awards to the RFTA Board during the annual budget process.*

Approval of Basalt Downtowner Pilot Project Proposal from FLMM Grant Program:

On October 28, 2021, RFTA received a formal request from the Town of Basalt to share costs for a one-year pilot project for microtransit in the Town of Basalt. The total cost is estimated to be \$379,586 and the Town of Basalt is requesting RFTA consider paying 50% or \$189,793. At the November 11, 2021 Board Meeting, staff provided an update to the Board regarding Basalt’s request along with a copy of the letter and proposal for microtransit service.

If the Board approves the FLMM Reserve Fund, staff requests the Board approve the Basalt Downtowner Pilot Project Proposal, which would be funded from the FLMM Reserve.

Please note that the final 2022 budget presented for adoption includes a placeholder of \$190,000 for RFTA’s FLMM grant to the Town of Basalt for the Downtowner Pilot Project. If approved, staff will work to develop the terms of the FLMM grant program and communicate the requirements to the Town in a formal Agreement.

**Background/
Discussion:**

See Executive Summary above.

Governance Policy:	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
Fiscal Implications:	If the Board approves the Basalt request for a FLMM Reserve grant for the Downtowner service, the RFTA expense in 2022 would be approximately \$190,000.
Attachments:	<p>Yes, please see Resolution 2020-21 below. Also to review the Basalt Microtransit Proposal and Request for Funding: https://www.rfta.com/wp-content/uploads/2021/11/basalt-micro-transit-proposal.pdf</p> <p>Basalt Microtransit Proposal: https://www.rfta.com/wp-content/uploads/2021/11/basalt-microtransit-proposal.pdf.</p> <p>WE-cycle letter of support for creation of FLMM Reserve, but also encouraging RFTA Board to keep Destination 2040 Bike Share Expansion funding separate from it.</p>

Director _____ moved adoption of the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY RESOLUTION NO. 2021-20
AMENDMENDING RFTA BOARD POLICIES 2.5 FINANCIAL PLANNING AND BUDGETING
AND
4.2 BOARD JOB PRODUCTS**

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, pursuant to Resolution 2003-17, the Board of Directors of RFTA adopted new governance policies, and

WHEREAS, certain of the Board’s Governance Policies have subsequently been amended to enable them to more accurately reflect the evolving policy direction of the RFTA Board of Directors.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Roaring Fork Transportation Authority that RFTA Board Governing Financial Planning/Budgeting Policy 2.5.5 is hereby amended to read as follows (modifications in ***bold italics***):

Financial planning for any fiscal year or the remaining part of any fiscal year may not deviate materially from the Board’s Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year strategic plan.

Accordingly, the CEO shall not allow budgeting that:

5. Fails to allocate at least an average of two (2) months of budgeted General Fund Revenues to Operating Reserves or an average of two (2) months of budgeted General Fund Expenditures, whichever is larger. Revenues include *property tax*, sales and use tax, service contracts, fares, operating grants and contributions. Expenditures include, operating expenditures, operating expenditures allocated to service contracts, and debt service. Such Operating Reserves may be drawn upon on recommendation of the CEO with Board approval to compensate for expected shortfall. At year-end, any available surplus in the General Fund will be allocated in the following manner: **70%** to Committed Capital Reserves, **10% to Committed First and Last Mile Mobility (FLMM) Reserves**, and **20%** to Unassigned Fund Balance. The portion allocated to Committed Capital Reserves will be further allocated in the following manner: 75% Transit Capital Reserves, 20% Facilities Capital Reserves, and 5% Trails Capital Reserves. Such Capital Reserves may be drawn upon on recommendation of CEO with Board approval to fund capital needs and replenished using year-end surpluses. ***Such FLMM Reserves may be drawn upon for projects that meet program requirements and are recommended by the CEO with Board approval.***

In addition, Board Job Products Policy 4.2, will be amended to add a new provision 5. B., as follows:

B. Requirements for RFTA contributions to RFTA member jurisdictions for First and Last Mile Mobility (FLMM) solutions, to be known as “FLMM Grants,” shall be as follows:

- 1) *The RFTA CEO shall establish and administer a FLMM Grant Program. Guidelines for the program will generally include, but not be limited to:*
 - a. *Eligibility requirements;*
 - b. *Evaluation criteria;*
 - c. *A rating process that takes into consideration the project’s:*
 - i. *Justification;*
 - ii. *Nexus with (and ability to advance) RFTA’s strategic objective to provide increased first and last mile options for customers throughout service area;*
 - iii. *Local financial commitment;*
 - iv. *Plan for financial sustainability;*
 - v. *Impact on the reduction of greenhouse gases.*
 - d. *Performance metrics and periodic reports.*
- 2) *Total RFTA FLMM grant contributions will not exceed available resources in the FLMM Reserve unless additional funding is approved by the Board.*
- 3) *Requests for RFTA FLMM grant funding from RFTA member jurisdictions will be considered during RFTA’s annual budget process, although the RFTA Board may grant exceptions to this requirement in 2022, the first year of the RFTA FLMM grant program.*
- 4) *Requests for RFTA FLMM grant funding shall be submitted by deadlines to be established by RFTA each year.*
- 5) *Requests for RFTA FLMM funding will require a 50% local match by the requesting organization.*
- 6) *FLMM grant requests by quasi-governmental and non-profit organizations must be made in partnership with RFTA jurisdictions, which will be the grantees.*
- 7) *The RFTA CEO will present recommendations for FLMM grant awards to the RFTA Board during the annual budget process.*

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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 9th day of December, 2021.

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

By: _____
Dan Richardson, Chair

I, the Secretary of the Board of Directors (the “Board”) of the Roaring Fork Transportation Authority (the “Authority”) do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on December 9, 2021 (b) the meeting was open to the public; (c) the Authority provided at least 48 hours’ written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 9th day of December, 2021.

Nicole R. Schoon, Secretary to the Board of Directors

**RFTA BOARD OF DIRECTORS MEETING
PUBLIC HEARING AGENDA SUMMARY ITEM # 7. A. AND 7. B.**

Meeting Date:	December 9, 2021
Subject:	Resolution 2021-21: Adoption of 2022 RFTA Budget Resolution 2021-22: Appropriating Sums of Money for the 2022 Budget Year
Strategic Outcome:	Financial Sustainability
Strategic Objective:	4.1 Ensure accurate budget and accounting 4.2 Develop a capital planning prioritization process
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance
Recommendation:	Adopt Resolutions 2021-21 & 2021-22
Core Issues:	<p>At the August 2021 Board meeting, staff presented the 2022 budget initiatives, assumptions and issues. Based on these approved budget initiatives and assumptions, staff prepared and presented to the Board three drafts of the 2022 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 2022 Budget will be presented in the following order:</p> <ol style="list-style-type: none"> 1. Highlights 2. Consolidated Financial Overview 3. Revenues 4. Expenditures 5. Fund Balance
Background:	At the August 2021 Board meeting, staff presented the 2022 budget initiatives, assumptions and issues. The 1 st draft of the 2022 budget was presented at the September 2021 board meeting. The 2 nd draft of the 2022 budget was presented at the October 2021 board meeting. The 3 rd draft of the 2022 budget was presented at the November 2021 board meeting.
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:	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.
Attachments:	<p>Yes, please see Resolutions 2021-21 & 2021-22, attached below.</p> <p>Yes, please click on "2022 RFTA Budget Presentation 12-9-2021.pdf" and "2022 Budget Narrative for 12-9-2021 Board Meeting.pdf," or review these documents, which are included in the December 2021 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. 2021-21**

**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, 2022, AND ENDING ON THE LAST
DAY OF DECEMBER, 2022**

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 2022, beginning January 1, 2022 and ending December 31, 2022; 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 9, 2021; and

WHEREAS, public hearings on the proposed 2022 budget for RFTA were held December 9, 2021; and

WHEREAS, pursuant to public notice duly published in accordance with C.R.S. 29-1-106, as amended, the proposed 2022 budget for the Authority has continuously been open for public inspection; public hearings were held on December 9, 2021, before the Board to consider the adoption of the subject 2022 proposed budget; and interested taxpayers were and have continuously been given the opportunity to file or register any objections to the subject proposed 2022 budget; and

WHEREAS, the Board has made appropriations within the 2022 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 2022 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 2022 and ending on the last day of December 2022 as submitted, amended, and summarized by fund below, is hereby approved and adopted as the 2022 Budget of the Roaring Fork Transportation Authority, and be a part of the public records of the Roaring Fork Transportation Authority.

Fund	Revenue Type	Budget
GENERAL FUND		
	Sales tax	\$ 31,881,900
	Property tax	\$ 11,876,000
	Grant	\$ 2,447,530
	Fares	\$ 3,723,500
	Other govt contributions	\$ 935,000
	Other income	\$ 941,380
	Other financing source:	
	Capital lease proceeds	<u>\$ 9,233,281</u>
	Total revenue & other financing sources	\$ 61,038,591
SPECIAL REVENUE FUND - SERVICE CONTRACTS		
	Service contract revenue	\$14,514,375
	Grant revenue	\$ 30,000
	Other financing source:	
	Transfer in from General Fund	<u>\$ 161,045</u>
	Total revenue & other financing sources	\$14,705,420
SPECIAL REVENUE FUND - BUS STOPS AND PNR		
	Other income	\$ 515,000
	Other financing source:	
	Transfer in from General Fund	<u>\$ 576,175</u>
	Total revenue & other financing sources	\$1,091,175
SPECIAL REVENUE FUND - MID VALLEY TRAILS		
	Sales tax	<u>\$100,000</u>
	Total revenue	\$100,000

DEBT SERVICE FUND - SERIES 2012A

Other income	\$114,000
Other financing source:	
Transfer in from General Fund	<u>\$389,832</u>
Total revenue & other financing sources	\$503,832

DEBT SERVICE FUND - SERIES 2013B

Other income	\$29,600
Other financing source:	
Transfer in from General Fund	<u>\$87,808</u>
Total revenue & other financing sources	\$117,408

DEBT SERVICE FUND - SERIES 2019

Other financing source:	
Transfer in from General Fund	<u>\$2,097,900</u>
Total revenue & other financing sources	\$2,097,900

DEBT SERVICE FUND - SERIES 2021

Other financing source:	
Transfer in from General Fund	<u>\$1,680,600</u>
Total revenue & other financing sources	\$1,680,600

TOTAL OF ALL FUNDS

\$81,334,926

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 2022 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 9th day of December, 2021.

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

By: _____
Dan Richardson, 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 9, 2021; (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 9th day of December, 2021.

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. 2021-22**

**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 2022
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 2022, beginning January 1, 2022, and ending December 31, 2022; and

WHEREAS, public hearings on the proposed 2022 budget for the Authority were held December 9, 2021; and

WHEREAS, pursuant to public notice duly published in accordance with C.R.S. 29-1-106, as amended, the proposed 2022 budget for the Authority has continuously been open for public inspection from; public hearings were held on December 9, 2021, before the Board to consider the adoption of the subject 2022 proposed budget; and interested taxpayers were and have continuously been given the opportunity to file or register any objections to the subject proposed 2022 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 9, 2021; 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 2022 in accordance with the adopted 2022 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 2022 Budget as summarized herein:

THAT, the sums stated in the 2022 Budget as submitted are hereby appropriated for the purposes stated herein and summarized below:

Fund	Expenditure Type	Budget
GENERAL FUND		
	Fuel	\$ 1,949,694
	Transit	\$ 34,835,647
	Trails and Corridor Mgmt	\$ 896,000
	Capital	\$ 18,329,800
	Debt Service	\$ 1,649,984
	Other financing use:	
	Transfer to Series 2012A DSF	\$ 389,832
	Transfer to Series 2013B DSF	\$ 87,808
	Transfer to Series 2019 DSF	\$ 2,097,900
	Transfer to Series 2021 DSF	\$ 1,680,600
	Transfer to Bus Stops/PNR SRF	\$ 576,175
	Transfer to Service Contracts SRF-Traveler	\$ 161,045
	Total expenditures & other financing uses	\$ 62,654,485
SPECIAL REVENUE FUND - SERVICE CONTRACTS		
	Fuel	\$ 761,306
	Operating	\$ 12,986,948
	Capital	\$ 957,166
	Total	\$ 14,705,420
SPECIAL REVENUE FUND - BUS STOPS AND PNR		
	Transit	\$ 1,091,175
SPECIAL REVENUE FUND - MID VALLEY TRAILS		
	Trails	\$ 109,000
DEBT SERVICE FUND - SERIES 2012A		
	Debt Service	\$ 503,832
DEBT SERVICE FUND - SERIES 2013B		
	Debt service	\$ 117,408
DEBT SERVICE FUND - SERIES 2019		
	Debt service	\$ 2,097,900
DEBT SERVICE FUND - SERIES 2021		
	Debt service	\$ 1,680,600
TOTAL OF ALL FUNDS		\$ 82,959,820

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 2022 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 9th day of December, 2021.

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

By: _____
Dan Richardson, 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 9, 2021; (b) the meeting was open to the public; (c) the Authority provided at least 48 hours’ written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 9th day of December, 2021.

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

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

Meeting Date:	December 9, 2021
Agenda Item:	Resolution 2021-23: Resolution Certifying and Levying a Property Tax of 2.65 Mills for the 2022 Budget Year
Strategic Outcome:	Financial Sustainability
Strategic Objective:	4.1 Ensure accurate budget and accounting
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance
Recommendation:	Following adoption of the 2022 Budget and Appropriations’ resolutions, the Board should adopt Resolution 2021-23, which will certify RFTA’s 2.65 mill levy for the 2022 budget year (2021 tax year for 2022 collections).
Executive Summary:	<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 2021-23 is intended to certify the RFTA mill levy of 2.65 for the 2022 budget year (2021 tax year for 2022 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 2021-23 to be submitted no later than December 15, 2021.</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>
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:	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.
Attachments:	Yes, please see Resolution 2021-23: Resolution Certifying and Levying a Property Tax of 2.65 Mills for the 2022 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. 2021-23**

**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 2022 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 2022 RFTA budget was open for inspection by the public at a designated place and public hearings were held on December 9, 2021, and interested taxpayers were given an opportunity to file or register any objections to the 2022 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 2022 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 2021.

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 9th day of December, 2021.

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

By: _____
Dan Richardson, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on December 9, 2021; (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provision and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 9th day of December, 2021.

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

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners¹ of Eagle County, Colorado.

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

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 275,829,530
 assessed valuation of: (GROSS^D assessed valuation, Line 2 of the Certification of Valuation Form DLO 57^E)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area^F 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: \$ 275,829,530
(NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLO 57)
 USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10

Submitted: 12/09/2021 for budget/fiscal year 2022
(no later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)

LEVY²

REVENUE²

1. General Operating Expenses ^H	2.65	mills	\$ 730,948
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	<	>	mills \$ < >
SUBTOTAL FOR GENERAL OPERATING:	2.65	mills	\$ 730,948
3. General Obligation Bonds and Interest ^J		mills	\$
4. Contractual Obligations ^K		mills	\$
5. Capital Expenditures ^L		mills	\$
6. Refunds/Abatements ^M		mills	\$
7. Other ^N (specify): _____		mills	\$
		mills	\$
TOTAL: <small>[Sum of General Operating Subtotal and Lines 3 to 7]</small>	2.65	mills	\$ 730,948

Contact person: Michael T. Yang Daytime phone: (970) 384-4884
 (print)
 Signed: _____ Title: Chief Financial and Administrative 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.

¹ 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.

² 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).

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners¹ of Garfield County, Colorado.

On behalf of the Roaring Fork Transportation Authority

the Board of Directors

of the Roaring Fork Transportation Authority

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 499,994,170 assessed valuation of: (GROSS^B assessed valuation, Line 2 of the Certification of Valuation Form DLO 57^A)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area^F 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: \$ 499,115,400 (NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLO 57) USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10

Submitted: 12/09/2021 for budget/fiscal year 2022
(no later than Dec. 15) (mm/dd/yyyy) (mm)

PURPOSE <small>(see end notes for definitions and examples)</small>	LEVY ²	REVENUE ²
1. General Operating Expenses ^H	<u>2.65</u> mills	\$ <u>1,322,656</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	< <u> </u> > mills	\$ < <u> </u> >
SUBTOTAL FOR GENERAL OPERATING:	<u>2.65</u> mills	<u>\$ 1,322,656</u>
3. General Obligation Bonds and Interest ^J	_____ mills	\$ _____
4. Contractual Obligations ^K	_____ mills	\$ _____
5. Capital Expenditures ^L	_____ mills	\$ _____
6. Refunds/Abatements ^M	_____ mills	\$ _____
7. Other ^N (specify): _____	_____ mills	\$ _____
	_____ mills	\$ _____
TOTAL: <small>[Sum of General Operating Subtotal and Lines 3 to 7]</small>	<u>2.65</u> mills	<u>\$ 1,322,656</u>

Contact person: Michael T. Yang Daytime phone: (970) 384-4884

Signed: _____ Title: Chief Financial and Administrative 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) 864-7728.

¹ 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.
² Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLO57 on the County Assessor's FINAL certification of valuation).

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 9, 2021

CEO Succession Plan Update: I recently received the self-reviews from the CFAO and COO and have not completed my reviews for them. When I do, later this month, specific succession planning activities and goals will be developed for each individual. I will also identify specific tasks currently handled by me that I will delegate to each of them. Input for their reviews has also been obtained from their direct reports.

COVID-19 Update:

1. **Emerging Issue:** On November 23, 2021, staff issued a RFP for an on-site rapid COVID testing program for unvaccinated employees and vaccinated employees who are experiencing symptoms or have reason to believe they have been exposed to someone else who was positive for COVID. A pre-proposal meeting for potential bidders was held on Tuesday, November 2, 2021. Approximately 5-6 prospective bidders participated in the meeting. Currently it is estimated that a contract will be awarded by late December and that the program should be implemented on or after January 1, 2022.

2. **Vaccinations:** As of December 2, 2021, the number of RFTA employees that were fully vaccinated was as follows:

Total Vaccinated	284
Total Employees	371
Percent Vaccinated	77%

3. **Attendance:** As of Friday, December 3, 2021, there were 4 RFTA employees absent due to COVID-19 related reasons.

4. **Staffing:** As Tuesday, December 7, 2021, RFTA will have 163 FTEs (6 of which are starting training 12/7 and will be released to drive around 1/8). Also, as of next Tuesday, RFTA will have 23 seasonal Bus Operators on staff and working. This means RFTA will be approximately 15 below the intended goal of 201 Bus Operators for the winter season. However, RFTA has 5 Bus Operators who have been out of work long term and, taking them into consideration, RFTA could be approximately 20 Bus Operators short of the 201 goal. RFTA is still planning a 1/11 training class, which could help to reduce the forecasted Bus Operator shortfall to some extent. In the interim, vacant shifts will be filled by paying overtime.

RFTA Winter Bus Operator Staffing Plan (as of 12/3/21)

A	
Description	Winter Service Plan (12/3/21)
1 Estimated Bus Operator FTE's* on Staff	163
2 Estimated Seasonal and Part-Time Bus Operators on Staff	23
3 Total FTE's, Seasonal and Part-Time Bus Operators on Staff	186
4 Estimated number of Bus Operators Unavailable due to COVID/Other	5
5 Total Estimated Bus Operators Available To Work	181
6 Total Estimated Active Bus Operators Required for Scheduling per Week for 114%	201
7 Estimated Excess/(Shortfall) of Bus Operators Available per Week for 114%**	-20

5. **Fleet Availability:** As of Friday, December 3, RFTA had 109 buses available for service and it required 90 for peak pullout, leaving a surplus of 19 (a spare ratio of 21%, which is about right).

Shop	Buses at Location	Out of Service	Available	Peak Pullout	Deficit/Surplus
AMF	62	6	56	52	4
GMF	60	7	53	38	15
Total	122	13	109	90	19

6. **Ridership:** Through December 1, RFTA's Winter 2020/2021 ridership compared to Winter 2021/2022 was down system-wide by 17%. However, the average ridership for the 2020/2021 season was for the entire season, and the average of the 2021/2022 winter season is for a total of 9 days. RFTA anticipates that the 2021/2022 winter season ridership will pick up markedly as the winter season progresses, especially if it snows often enough.

RFTA Average Daily Ridership Winter 2020/2021 to Winter 2021/2022

	A	B	C	D	E
	Route	Winter 20-21	Winter 21-22	# Vari	% Vari
1	RF Valley/BRT/Local/TOSV	4,438	3,768	(670)	-15%
2	Hogback	175	283	108	62%
3	Carbondale Circulator	207	214	7	3%
4	City of Aspen	2,003	1,783	(220)	-11%
5	Ride Glenwood	329	474	145	44%
6	Aspen Skiing Company	1,822	890	(932)	N/A
7	Total	8,974	7,412	(1,562)	-17%

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

RFTA 2021 Work Plan for Destination 2040 Implementation

E1 - Bus Replacement – Six, 45' Coach Buses

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

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

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

E2 - Bike Share Expansion

Total one time RFTA Capital: \$1,270,750	2020 Capital Budget: \$0	%Complete: 40%
Total Annual RFTA O&M: \$550,000	2021 O&M Budget: \$200,000	Last Updated: November 2021
RFTA Capital Balance: \$1,270,750		
<ul style="list-style-type: none"> 2021 Budget includes \$200,000 for a Bike Share Expansion and First and Last Mile Planning Study. 		<ul style="list-style-type: none"> A project update is planned for the November Board meeting. Developing community bike share plans Organizing community feedback from summer outreach efforts Evaluating Governance models, cost allocations and completing peer city interviews.

E5 - Rio Grande Trail Maintenance

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

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

Total Project: \$2,775,000	2020 Budget: \$2,775,000	% Complete: 100%
RFTA Share: \$2,775,000	RFTA Balance: \$8,581,000	Last Updated: March 2021
<ul style="list-style-type: none"> 2020 Budget includes funding to purchase 5 expansion low floor clean diesel buses. 		<ul style="list-style-type: none"> RFTA took receipt of the five expansion buses in January and they entered revenue service February 27th.

C5 - Grand Avenue Corridor Study (MOVE) (27th Street Parking Expansion, Glenwood In-line Stations, GWS Transit Center, Extension of BRT Downtown GWS, Connections to 1-70 Corridor)

Total Project: \$610,000	2021 Budget: \$50,000	% Complete: 95%
RFTA Share: \$290,228	RFTA Balance: \$0	Last Updated: November 2021
<ul style="list-style-type: none"> MOVE Study to identify preferred alternatives for extending BRT to downtown Glenwood Springs (GWS), expanded park and ride in GWS, location of GWS Downtown Transit Center and one to two BRT stations between 27th Street and downtown GWS. 		<ul style="list-style-type: none"> Both RFTA and Glenwood Springs have included budget requests in their 2022 annual budgets to facilitate the further efforts needed to determine a locally preferred alternative for BRT extension through Glenwood Springs. Further public outreach and agency coordination is needed to identify a Local Preferred Alternative for the alignment of BRT extension from 27th Street to West Glenwood Park and Ride. This work will continue with staff in 2022.

C8 - 27th Street Parking Expansion

Total Project: \$4,445,396	2021 Budget: \$150,000	% Complete: 20%
RFTA Share: \$4,445,396	RFTA Balance: \$4,295,396	Last Updated: December 2021
<ul style="list-style-type: none"> The 2021 budget includes funding for property acquisition, appraisal and environmental services in preparation for a property acquisition for expanded park and ride development near the 27th Street Station. 		<ul style="list-style-type: none"> Closing has occurred and RFTA is in possession of 505, 27th Street, Glenwood Springs. Property will be used for Construction staging, worksite PM offices as well bus layover and break area until converted to Park and Ride.

C13 – Town of Snowmass Village Transit Center

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

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

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

S4 - Buttermilk Underpass

Total Project: \$8,057,358	2021 Budget: \$0	% Complete: 0%
RFTA Share: \$500,000	RFTA Balance: \$500,000	Last Updated: September 2021
<ul style="list-style-type: none"> The RFTA Contribution when budgeted is \$500,000 to be applied towards construction of a grade pedestrian crossing at the Buttermilk intersection in Pitkin County. 		<ul style="list-style-type: none"> Pitkin County is beginning to coordinate partnerships and design efforts.

S7 - Glenwood Maintenance Facility (GMF) Expansion

Total Project: \$55,259,161	2021 Budget: \$9,200,000	% Complete: 15%
RFTA Share: \$26,226,701	RFTA Balance: \$12,321,000	Last Updated: November 2021

- 2021 Budget includes funding for Phase 2 Construction: Grading, Excavation, Fleet Maintenance Build Renovation & Expansion.
- RFTA will be requesting partial funding of Phases 3,4,5,7 for professional services in support of RFQ and RFP process of design/build team. Construction funding for phases 3,4,5,7 will be appropriated after bond issuance.

Phase 2

- Construction is underway



Steel being set at the Westside of the GMF



Concrete pour at the GMF

Phase 3,4,5,7

- RFTA's Design Build proposals have come in much higher than budget. RFTA is currently working with FTA to submit a scope reduction request to our existing 5339 grant. This will ultimately result in scope reductions.
- RFTA is waiting concurrence from FTA on scope reductions before executing contract with Design Build team selected through RFP process.
- RFTA has submitted a new 5339 grant request that would back fill the elements reduced from the scope of the previous 5339 grant.

S10 - Replacement Office/Housing in Carbondale

Total Project: \$10,000,000	2021 Budget: \$980,000	% Complete: 10%
RFTA Share: \$10,000,000	RFTA Balance: \$9,020,000	Last Updated: December 2021
<ul style="list-style-type: none"> Staff will be requesting to roll forward 2020's budget for housing master planning and design to 2021. Staff intends to conduct a site analysis study and housing product definition to provide RFTA a recommendation for where and what should be RFTA's next phase of housing expansion. 		<ul style="list-style-type: none"> Final report provided to RFTA staff. RFTA staff reviewing report and establishing 2022 housing sub-committee to review report and make recommendations for possible 2023 construction activity.

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

Please click on "[12-09-2021 Planning Department Update.pdf](#)" or find this document included in the December 2021 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

2021 Actuals/Budget Comparison (October YTD)

2021 Budget Year	October YTD			
General Fund	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 22,430,095	\$ 21,404,100	4.8%	\$ 29,364,000
Property Tax	\$ 11,280,894	\$ 10,945,000	3.1%	\$ 10,945,000
Grants	\$ 26,530,479	\$ 26,530,478	0.0%	\$ 62,616,872
Fares (2)	\$ 3,402,968	\$ 3,326,367	2.3%	\$ 3,726,756
Other govt contributions	\$ 1,402,534	\$ 1,402,534	0.0%	\$ 2,370,922
Other income	\$ 593,158	\$ 552,788	7.3%	\$ 808,130
Total Revenues	\$ 65,640,129	\$ 64,161,267	2.3%	\$ 109,831,680
Expenditures				
Fuel	\$ 1,054,257	\$ 1,393,264	-24.3%	\$ 1,564,137
Transit	\$ 25,529,433	\$ 26,185,425	-2.5%	\$ 32,193,362
Trails & Corridor Mgmt	\$ 346,956	\$ 345,569	0.4%	\$ 670,770
Capital	\$ 14,016,928	\$ 13,985,858	0.2%	\$ 57,101,778
Debt service	\$ 1,956,766	\$ 1,956,766	0.0%	\$ 2,773,200
Total Expenditures	\$ 42,904,340	\$ 43,866,881	-2.2%	\$ 94,303,247
Other Financing Sources/Uses				
Other financing sources	\$ 4,275,865	\$ 4,248,212	0.7%	\$ 6,821,647
Other financing uses	\$ (2,638,253)	\$ (2,638,253)	0.0%	\$ (3,875,165)
Total Other Financing Sources/Uses	\$ 1,637,612	\$ 1,609,959	1.7%	\$ 2,946,482
Change in Fund Balance (3)	\$ 24,373,401	\$ 21,904,345	11.3%	\$ 18,474,915

- (1) Timing issue, as Sales and Use tax Revenues are received 2 months in arrears (i.e. August sales and use tax revenue is recorded in October). Sales tax revenues continue to exceed initial estimates; however, the continued threat of COVID-19 are anticipated to impact economic activity for the remainder of the year.
- (2) Through October, fare revenue and ridership have increased by 54% and 33%, respectively, compared to the prior year. COVID-19 impacts started in mid-March 2020. The increase in regional fares has been primarily attributable to Seasonal zone pass sales during the spring of 2021 which have exceeded the prior year. The Maroon Bells service started earlier this season on June 7, 2021 compared to last season on June 28, 2020 which contributes to the increase. The capacity change in June 2021 from 50% to 100% of seated capacity on buses has contributed to the increases in regional and Maroon Bells fare revenues over budget. Over the course of the year, timing of bulk pass orders by outlets and businesses can affect the % change. The chart below provides a YTD October 2020/2021 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 10/2020	YTD 10/2021	Increase/ (Decrease)	% Change
Regional Fares	\$ 1,467,852	\$ 2,040,737	\$ 572,885	39%
Maroon Bells	\$ 720,176	\$ 1,332,177	\$ 612,001	85%
Total Fare Revenue	\$ 2,188,028	\$ 3,372,914	\$ 1,184,886	54%
Ridership on RFTA Regional Services*:	YTD 10/2020	YTD 10/2021	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	397,107	480,134	83,027	21%
BRT	389,106	533,259	144,153	37%
SM-DV	32,672	14,277	(18,395)	-56%
Grand Hogback	57,366	60,258	2,892	5%
Maroon Bells	107,419	218,889	111,470	104%
Total Ridership on RFTA Fare Services	983,670	1,306,817	323,147	33%
Avg. Fare/Ride	\$ 1.68	\$ 1.88	\$ 0.20	12%
Avg. Fare/Ride MB	\$ 6.70	\$ 6.09	\$ (0.62)	-9%

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

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

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage October YTD				Hours October YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	3,647,964	3,591,218	56,746	1.6%	171,821	169,199	2,622	1.5%
City of Aspen	454,730	457,145	(2,415)	-0.5%	52,369	52,417	(49)	-0.1%
Aspen Skiing Company	214,455	212,670	1,785	0.8%	15,005	14,696	308	2.1%
Ride Glenwood Springs	94,298	98,507	(4,209)	-4.3%	8,159	8,156	3	0.0%
Grand Hogback	232,142	228,000	4,142	1.8%	9,883	9,539	344	3.6%
Specials/Charters	4,504	4,738	(234)	-4.9%	251	345	(95)	-27.4%
Senior Van	8,610	19,778	(11,168)	-56.5%	1,473	1,572	(99)	-6.3%
MAA Burlingame	13,314	23,904	(10,590)	-44.3%	1,164	1,690	(526)	-31.1%
Maroon Bells	89,447	85,616	3,831	4.5%	6,858	7,062	(204)	-2.9%
Subtotal - Transit Service	4,759,464	4,721,577	37,887	0.8%	266,982	264,677	2,305	0.9%
Training & Other	17,184	13,800	3,384	24.5%	26,630	21,303	5,326	25.0%
Total Transit Service, Training & Other	4,776,648	4,735,377	41,271	0.9%	293,612	285,980	7,632	2.7%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Oct-20 YTD	Oct-21 YTD	# Variance	% Variance
City of Aspen	555,041	561,695	6,654	1.20%
RF Valley Commuter	1,107,067	1,405,732	298,665	26.98%
Grand Hogback	57,366	60,258	2,892	5.04%
Aspen Skiing Company	326,362	212,892	(113,470)	-34.77%
Ride Glenwood Springs	87,616	112,717	25,101	28.65%
X-games/Charter	32,756	-	(32,756)	-100.00%
Senior Van	1,187	1,146	(41)	-3.45%
MAA Burlingame	-	19,943	19,943	#DIV/0!
Maroon Bells	107,419	218,889	111,470	103.77%
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	2,274,814	2,593,272	318,458	14.00%

Subset of Roaring Fork Valley Commuter Service with BRT in 2019

Service	YTD Oct 2020	YTD Oct 2021	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	397,107	480,134	83,027	21%
BRT	389,106	533,259	144,153	37%
Total	786,213	1,013,393	227,180	29%

2022 RFTA Annual Budget – Preliminary Schedule

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

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, 2021. **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.

2021 RFTA Annual Budget Document – Distinguished Budget Presentation Award

RFTA was notified via letter dated November 16, 2021 that it had received the Distinguished Budget Presentation Award for the current budget (2021) from the Government Finance Officers Association (GFOA). This marks the 15th consecutive year (2007-2021) where RFTA has received this recognition. From the award letter:

“This 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.”

A copy of the budget document is accessible at <http://www.rfta.com/public-documents/>.

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

Facilities and Bus Stop Maintenance

Facilities Capital Projects Update

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

The deadline for submitting proposals for the feasibility study to determine the housing potential of the Forest Service Parcel in Aspen are due December 3rd. The target date to award a contract for this study is January 4.

Wingo Bridge Repairs:

The project to make repairs to bridge abutments of the Wingo Bridge is out to bid and proposals are due to RFTA on December 17.

Acquisition of 505 2th Street:

The acquisition of 505 27 Street in Glenwood Springs is complete and staff is currently working to set the existing building up as a break room for drivers that currently have to take their breaks at the 27 street BRT station. The building will also accommodate space for the capital projects team that will be managing the 27th Street underpass project.

RFTA Burlingame LLC housing lease:

There is no new information to present at this time.

Projects currently under construction:

1. Phase 2 GMF expansion. The erection of the steel for the phase two expansion is going well and is currently on schedule. The demolition of the interior of the building has been completed and the reconstruction of the new spaces is underway.
2. Repair's to the Parker House employee housing facility has begun. The soffit and fascia on building number 1 have been completed. The contractor is current waiting on a building permit to replace the stairs at building 2 and the materials to replace the siding on building 2.
3. Data collection for the revisions of the AMF storm water management plan has been completed and staff expects delivery of the first draft of this document the week of December 6.

Facilities projects budgeted for 2021:

1. Repairs to the Wingo Bridge abutments. **Out for bid.**
2. Repair of siding, soffit and fascia at the Parker House apartments. **Underway**
3. Revision of the facilities storm water management plans. **Underway**
4. Revisions and updates to the CNG emergency response plan. **Underway**
5. Development of a RFTA housing construction strategy. **Under way, final deliverable in December**

Facilities projects completed in 2021:

1. Demo of the MOC
2. Development of a consolidated Operations Dispatch Center at 100 Midland.
3. 2021 Rio Grande Trail improvement project.
4. Acquisition of property at 27th Street Glenwood Springs
5. Asphalt repair and maintenance project.

Construction projects currently in the design process:

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

Railroad Corridor & Rio Grande Trail Update

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

- Staff has begun to utilize a new review process for projects proposing to make use of the Railroad Corridor. This process allows staff to have railroad and legal experts review, assess and report on proposed development impacts along the Railroad Corridor along with making recommendations regarding potential mitigation for the impacts that RFTA can provide to permitting jurisdictions. (Ongoing)

Staff is in the process of approaching every adjacent, unlicensed property owner and working with them to get a license in place for access across, or encroachments into the RFTA Railroad Corridor. Identifying each of the property owners has proven a bit challenging. However, staff is in the process of compiling a detailed list of every adjacent property owner, and will begin approaching each property owner on a county-by-county basis. (Ongoing)

Based on comments received from the RFTA Board members at the 02/11/2021 meeting, staff will begin working with Paul Taddune, to bring some longstanding licensees into compliance with the terms of their license agreements, secure license agreements with the unlicensed adjacent property owners,

and work to eliminate all outstanding encroachments. We will also work with Paul on several ditch concerns, and determine a path to finalize agreements involving property boundary disputes. (Ongoing)

- **Recreational Trails Plan (RTP)** – The Planning Department and Facilities departments are working collaboratively with regional stakeholders to update the 2005 Recreational Trails Plan (RTP). Following unanimous RFTA Board adoption of the Access Control Plan (ACP) in early 2018, the RTP is the second component plan of the larger Corridor Comprehensive Plan that guides management of the entire Rio Grande Railroad Corridor from Glenwood Springs to Aspen. (Ongoing)
- **Rail Salvage Project** – Staff has been tasked with developing a statement of work for, and removal of all rail between 7th Street and 27th Street in Glenwood Springs in 2022.
- **Covenant Enforcement Commission (CEC)** – Staff has completed the annual CEC assessment of the Railroad Corridor

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

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

1. Construction of Buildings and/or Other Structures
2. Fences
3. New Crossings, Structures and/or Crossing Improvements
4. Harvesting of Timber
5. Mining
6. Paving and Road and Trail Construction
7. Trash
8. Weeds
9. Other (dumping, ditch maintenance, trespassing, storage, etc.)

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

1. Conservation Area #2 – County Road 109 (Ironbridge) to CMC Intersection MP365.4-366.47
 - a. Category (8) Weeds: Thompson Ditch Company leaving spoils and cut vegetation along the trail within the Corridor
 - b. Category (9) Other: Utility Company trespassing and digging/boring 2019
2. Conservation Area #4 – East of Aspen Glen to Satank Bridge MP370.5 -370.92
 - a. Category (9) Other: Ongoing Storage of materials by neighbor at MP 10.65
(This issue was resolved and has now been replaced with a load of gravel, but Brett is working with this neighbor on removal of the materials)

3. Conservation Area #6 – Catherine Store Bridge to Sopris Creek MP376.14 – 381.82
 - a. Category (1) Other: Trash Structure at Driveway
 - b. Category (1) Other: Berm and Barn on RFTA Property
 - c. Category (9) Other: Yard waste and Tree Limbs
4. Conservation Area #7
 - a. Category (9) Other: Roaring Fork Club Improvements
5. Conservation Area #9
 - a. Category (6): Paving, Roads, Trails – Private connection to a home

Staff was directed to draft letters regarding removal of the violations during the annual CEC meeting on November 15th. Staff has drafted the letters and provided them to Paul Taddune for review and approval prior to mailing them.

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

- **Federal Grant Right of Way (fgrow) project** – Staff continues to identify and approach adjacent property owners located in the fgrow areas in an attempt to negotiate the exchange of Bargain and Sale deeds. Staff has completed the Carbondale section and will be moving to the next section inside Pitkin County. (Ongoing)
- **Mid Valley Trails Committee (MVTC)** – Eagle County and RFTA staff are reviewing all of the original agreements regarding oversight of this committee and developing a white paper outlining each organization’s responsibilities for managing this committee. Staff will finalize this information and bring a presentation to the RFTA Board once we have a recommendation for management of the MVTC.



Rio Grande Trail Update

- Staff is still busy out on the trail!
 - The Trail Staff is working hard to give ALL trail users a great experience.
 - Staff has been out sweeping, debris blowing, cleaning up trailheads, cleaning the restrooms, etc. to make sure the trail is safe and clean.
 - Staff is trying to find time to complete small projects (that we didn't have time to get to during the busy summer season).
- The “wildlife section” closed on November 30 at 5pm.
- Riverview Trail Update – work is on-going. The guard rail/fence has been installed on the RFTA portion. Asphalt was laid down on 08/25/2021 but the trail is NOT open to the public yet...still waiting on the intersection/rapid flashing beacon install. Progress has been made on the intersection traffic control devices, but they are still not complete.
 - This is a “safe routes to school project” that will connect people from CR 109 and the Westbank/Ironbridge neighborhoods up to the Rio Grande Trail and then a trail connects to the Riverview School campus.

- Staff continues working with Carbondale Arts to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
 - Staff has been weeding the parks and keeping the irrigation system fully operable.
 - The next big project is the Youth Art Park, and it will be located just north of Town Hall and the Carbondale Rec Center. The schematic site design is completed, civil/structural design is happening now, and construction is scheduled to begin sometime in 2021.
- Staff worked with Back 40 Stories to create new information kiosk map/panels, survey existing trail amenities, and identify locations that could benefit from additional amenities, signs, etc.
 - The Rosebud, Catherine Bridge, and Hooks Ln Trailhead Kiosk's are completed!
- Some 2021 projects that were completed are listed below:
 - Wingo Bridge Maintenance/Repair.
 - The bridge rehab project bid came in higher than expected. The project was delayed until 2022. It is back out for bid and bids are due on December 16th at 10am. Stay tune for an update in January 2022.
 - Rio Grande Trail Maintenance/Repair – asphalt remove/replace and root barrier install.
 - Re-vegetation efforts.
 - Restoration efforts, including using goats to build soil health.
 - Rio Grande ArtWay improvements.
 - Kiosk Construction.