

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

From: 9:00 a.m. – 10:30 a.m., Thursday, April 29, 2020

This will be a virtual meeting – Teleconference details for the public are at bottom of Agenda

(This Agenda may change before the meeting)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	9:00 a.m.
2	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	9:05 a.m.
3	Discussion/Action Items:			
	A. RFTA Service Planning Issues Related to Outbreak of Coronavirus (COVID-19)	1.0.1	Discussion/ Action	9:10 a.m.
4	Executive Session (If Requested):			
	A. Paul Taddune, General Counsel: Pandemic Preparedness: 24-6-402(4)(b) – Conferences with RFTA Attorney; 24-6-402(4)(d) – Specialized Details of Security Arrangements; 24-6-402(4)(e) – Determining Matters that may be Subject to Negotiation; 24-6-402(f)(i) – Personnel Matters	3.5.2.B.	Executive Session	10:00 a.m.
5	Issues to be Considered at Next Meeting:			
	To Be Determined at April 29, 2020 Special Meeting	4.3	Meeting Planning	10:20 a.m.
6	Next Meeting: 8:30 a.m. – 11:30 a.m., May 14, 2020 via Webex Teleconference	4.3	Meeting Planning	10:25a.m.
7	Adjournment:		Adjourn	10:30 a.m.

RFTA Board of Directors Special Meeting Webex Information

Meeting number (access code): 801 993 334

Meeting password: m6TT8pcgaj4

Join by phone

Tap to call in from a mobile device (attendees only)

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

**The Meeting will open for participants at approximately
8:45 a.m.**

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RFTA BOARD OF DIRECTORS MEETING
“DISCUSSION/DIRECTION” AGENDA SUMMARY ITEM. # 3. A.

Meeting Date:	April 29, 2020
Subject:	RFTA Service Planning Issues Related to Outbreak of Coronavirus (COVID-19)
Strategic Outcome:	1.0 RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, practices, and policies for managing risks and hazards
Strategic Objective:	1.1 Customers are safe at RFTA facilities and riding RFTA services 1.3 Maintain and promote a healthy and safe workforce 1.4 The general public has a positive perception of the safety of RFTA services 1.5 Staff are well trained and safety focused
Presented By:	Dan Blankenship, CEO Paul Taddune, General Counsel Michael Yang, CFAO Kurt Ravenschlag, COO
Staff Recommends:	<ol style="list-style-type: none"> 1. The CEO is seeking authorization to implement future incremental increases or decreases in service levels as needed based on ridership demand, without requiring Board permission each time a change is made, so long as the services provided conform to or do not conflict with COVID-19 orders or guidelines in effect at that time that have been established by State and/or local Health Officials, and the costs for such services have been budgeted. 2. To discuss personnel matters related the status of certain RFTA employees whose services may not be immediately required due to service reductions made in response to the outbreak of the COVID-19 virus.
Executive Summary:	<ol style="list-style-type: none"> 1. <u>Current RFTA Service Level Authorization:</u> At the April 9, 2020 regular RFTA Board Meeting, a motion to continue the Phase 3 bare bones service plan, in conjunction with the wearing of face coverings and social distancing seating with 9 passengers maximum per bus, passed by a vote of 8 in favor and none against. RFTA has been operating its Phase 3 service plan since Monday, March 30. 2. <u>Phase 3 Service Plan:</u> This plan requires approximately 56 Bus Operator shifts per day, whereas Phase 2 required 98, Phase 1 required 122, and full winter high-season service levels required 144 Bus Operator shifts per day. The Phase 3 plan involved the following schedule changes: <ul style="list-style-type: none"> • Valley service once an hour each direction beginning at 4 am from Glenwood and ending at 11:15 pm from Aspen. Last Up Valley from Glenwood is at 9:00 pm. • No Express service. • Only 6:15, 6:30, 6:45 and 7:15 am Up Valley BRTs will operate in the morning • Only 4:00 pm, 4:30, 4:45, 5:00 pm Down Valley BRTs will operate in the afternoon. • Only 2 trips to and from Rifle in the morning only. • Only 3 trips to and 2 trips from Rifle in the evening only. • Snowmass service once an hour from Brush Creek Park and Ride from 6:30 am until 11:30 pm. • City of Aspen service modified starting at 8:00 am and ending at 8:00 pm.

3. **Ridership:** Below is a ridership comparison from Monday, March 23, when RFTA was operating its Phase 2 Service Reduction Plan, through Friday, April 17, when RFTA was operating in its Phase 3 Service Reduction Plan (**Note:** Due to an Automated Passenger Counting software upgrade, a number of ridership database anomalies have arisen that have prevented ridership updates since Saturday, April 18. These issues are being investigated by RFTA's software vendor and should be resolved in the not too distant future).

Service	Phase 2 3-23	Phase 3 Mon 3-30	Phase 3 Mon 4-6	Phase 3 Mon 4-13	Phase 3 Fri 4-17	# Variance 3/23 - 4/17	% Variance 3/23 - 4/17
Valley	1,656	703	828	788	878	(778)	-47%
Hogback	743	62	56	18	28	(715)	-96%
Aspen	200	321	348	243	314	114	57%
Total	2,599	1,086	1,232	1,049	1,220	(1,379)	-53%

4. **Compliance with 9-Passenger Maximum per Bus Social Distancing Limit:** RFTA has dedicated a Supervisor/Dispatcher to monitor ridership on every bus trip to ensure that the 9-passenger maximum limit of passengers on the bus at one time is not exceeded. Below is a report that reflects how well RFTA has been complying with the 9-passenger limit since April 10.

Category	10-Apr	11-Apr	12-Apr	13-Apr	14-Apr	15-Apr	16-Apr	17-Apr	18-Apr	19-Apr	20-Apr *	21-Apr	22-Apr	23-Apr	24-Apr	25-Apr	26-Apr	Total
Total daily trips	294	294	294	294	294	294	294	294	294	294	260	260	260	260	260	260	260	4,760
Trips that exceeded 9 passengers	0	1	0	0	2	0	0	0	0	0	0	0	1	0	0	0	0	4
Percent trips that exceeded 9 passengers	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.1%
Number of trips with 9 passengers	14	12	7	3	2	19	2	13	12	2	10	8	8	6	2	8	6	134
Percent trips with 9 Passengers	5%	4%	2%	1%	1%	6%	1%	4%	4%	1%	4%	3%	3%	2%	1%	3%	2%	3%
Number of trips needing backup buses	17	15	7	0	1	19	2	14	14	2	12	14	8	10	2	11	13	161
Percent trips needing backup buses	6%	5%	2%	0%	0%	6%	1%	5%	5%	1%	5%	5%	3%	4%	1%	4%	5%	3%

* TOSV assumed the service between Brush Creek Park and Ride and the Snowmass Village Mall on April 20.

5. **RFTA's COVID-19 Emergency Response Plan and Attendance:** RFTA's plan is relatively consistent with Pandemic plans throughout the transit industry, and has three primary goals: 1) protection of the public; 2) protection of employees; and 3) continuity of operations. The plan is designed to enable RFTA to continue operating even though employees may become ill, because public transportation is considered an essential service for those who rely upon it.

As of Thursday, Monday, April 27, RFTA's Attendance Log reflected the following absences:

Absenteeism	25-Apr		26-Apr		27-Apr		Prev. Day	Prev. Day
	#	%	#	%	#	%	#	%
RFTA Total Staff	365	100%	365	100%	365	100%	-	0%
Absent due to being High Risk	39	11%	39	11%	39	11%	-	0%
Absent due to Possible Exposure	-	0%	-	0%	-	0%	-	0%
Absent due to Symptoms	1	0%	1	0%	1	0%	-	0%
Absent due to other Reasons	15	4%	15	4%	15	4%	-	0%
Total Absent	55	15%	55	15%	55	15%	-	0%

Note: As of 4/27, there was only 1 employee out on sick leave due to experiencing COVID-19 symptoms. This is down from a high of 23 in this category on 3/27. However, there are 39 RFTA personnel out due to being at higher risk for more severe consequence of COVID-19 and 15 out for other reasons or a total of 54 altogether. Of this number, 40 are in the Operations Department.

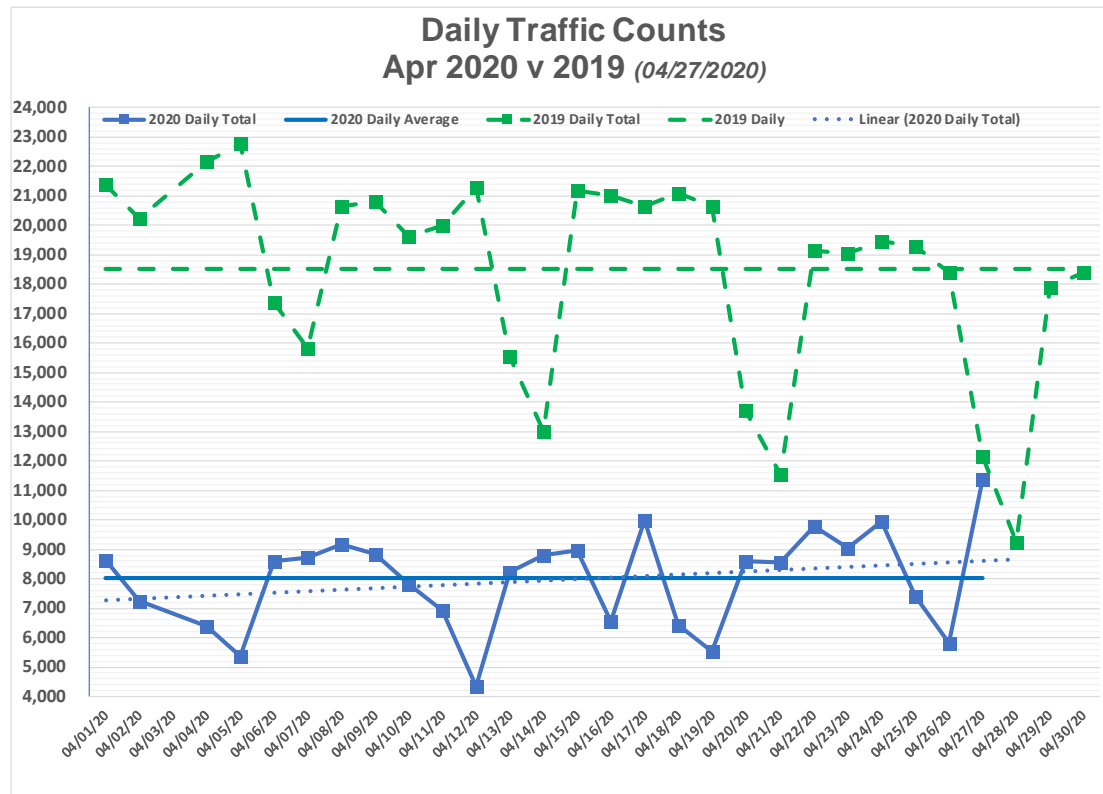
6. **Implications of Governor’s “Safer at Home Guidance:”** Staff anticipates that as “Stay at Home” restrictions begin to ease over time and businesses begin to open up that ridership will begin to increase. Although public transportation will continue to be considered a Critical Government Function and a Critical Service (see Public Health Order 2024 below), it will no longer be feasible to limit transit service to persons traveling for essential purposes only.

B. “ **Critical Government Functions** ” means providing, operating, and supporting:

1. Critical services, including

- Transportation lifelines (public transportation, transportation infrastructure), airports (municipal and larger), helicopter pads and structures serving emergency functions, and associated infrastructure (aviation control towers, air traffic control centers, and emergency equipment aircraft hangars), critical road construction and maintenance

Given that RFTA’s ridership has not been updated since April 18, one indicator of increased economic activity due to the gradual lifting of Stay at Home requirements is traffic counts. Below, traffic counts at the Castle Creek Bridge are beginning trend upwards.



7. **Plan for Increasing RFTA Service:** In Phase 3, RFTA is currently backing up nearly every regional bus trip and, occasionally, City of Aspen bus trips, in order to ensure that the 9-Passenger Social Distancing Maximum Limit per Bus is not exceeded. In Phase 3, there are 56 shifts per day, which requires 90 Bus Operators to be available for scheduling per week. As demand for service increases, RFTA may need to begin backing up the backup buses and, at some point, it will be more efficient to increase the frequency of regional bus services. For that reason, staff is proposing that when that time comes that the CEO be authorized to implement RFTA’s Phase 4 Service Increase Plan, which is described below:

Phase 4 Description:

- BRT service reintroduced at 20 min headways with some at 12-13 min in peak with approximately a 12 hour service day, with **NO** trailer buses assigned.
- Half hour valley service that goes to once in the late afternoon with **NO** trailers assigned, additional Valley service running out of AMF.
- Ride Glenwood service at normal levels (contingent upon authorization by Glenwood Springs' City Council).
- Backup buses spread throughout the valley for entire service day (think zone defense vs man-to-man as we have been doing with the trailer buses in Phase 3). RFTA's capability of providing backup service so as not to exceed the 9-passenger maximum per bus social distancing limit is constrained by how many full-time Bus Operators and Relief Supervisors (who also drive) it has on staff, i.e. approximately 172.
- Currently, 40 Bus Operators can be out at any given time because they are at higher risk for more severe COVID-19 symptoms or for other reasons, including vacations. For Phase 4, according to the Chart below, 114 Bus Operators would be needed to cover 76 driving shifts per day over the period of a week. This doesn't leave a very large cushion to add more service. Moreover, the potential transition at some point into normal seasonal service levels would require RFTA to bring back part-time Bus Operators and, likely, to hire seasonal Bus Operators (please see staffing level chart, below).

Impact of Service Reductions and Increases on Bus Operators Needed Per Day to Operate Service									
Description	Winter High Season	Phase 1 Service Reduction Plan	Phase 2 Service Reduction Plan	Phase 3 Service Reduction Plan	Phase 4 Service Increase Plan	Spring Service Plan	Summer Service Plan	Fall Service Plan	Winter Service Plan
Total Active Bus Operators needed for Scheduling	202	170	140	90	114	158	181	161	202
Bus Operator Shifts per Day	144	122	98	56	76	109	127	119	144
Number Difference in Bus Operator Shifts per Day	0	-22	-24	-42	20	33	18	-8	17
Cumulative Number Difference from Winter High Season	0	-22	-46	-88	-68	-35	-17	-25	0
Percent Difference in Bus Operators by Phase	0	-15%	-20%	-43%	36%	43%	17%	-6%	13%
Cumulative Percent Difference from Winter High Season	0	-15%	-32%	-61%	-47%	-24%	-12%	-17%	0%

- Staff believes that by providing higher frequency service, the demand can be more evenly distributed which, in itself, should help to reduce the number of passengers at one time on any given bus. However, given the limited number of Bus Operators available (because of the high number of drivers that are out for their protection against COVID-19), RFTA will not be in a position to back up every bus. Instead, backup buses will be strategically deployed at locations around the service area and put into service when necessary to help reduce the number of times the 9-passenger limit is exceeded.
- It is foreseen, though, that the number of times the 9-passenger limit would be exceed is likely to increase in the future, whether operating the Phase 3 or Phase 4 service plans. However, the requirement for all passengers to wear face coverings should help to mitigate the potential for exposure to COVID-19.

8. Potential Job Attached Unemployment Insurance Option for Certain RFTA Employees:

Staff believes that transitioning employees currently on sick leave, because they are at higher risk for more severe symptoms of COVID-19, to Job Attached Unemployment Insurance would be a good option for them at some point. Currently, in addition to the potential for 2/3rds of their weekly incomes to be replaced by Colorado Unemployment Insurance, there is a \$600 weekly Federal supplement that will be available until July 31st. Job Attached status preserves benefits, has no requirement for people to seek employment, and it would not require individuals to deplete their sick leave and vacation accruals. Staff is planning to move forward with placing this group of employees on Job Attached Unemployment Insurance. However, until more is known about the level of service RFTA will be providing in the future, staff will

either not transition lower-seniority employees to Job Attached status at this time or, if it does so, will transition a limited number. This course of action might be beneficial for Bus Operators for whom RFTA is unable to provide a full schedule of shifts each week. In addition, it would allow RFTA to call upon these people to work when needed, but would either limit how many hours they could be worked without jeopardizing their unemployment insurance benefits, or RFTA would guarantee them a minimum of 38 hours of pay, if the minimum was exceeded.

9. **Survey Data:** Please see the attached COO Report, which presents limited SMS Text-based survey data that has been received over the last month.
10. **Preliminary 2020 Financial Forecast:** Please see RFTA’s Preliminary 2020 Financial Forecast attached below. This forecast, due to the anticipated award by CDOT to RFTA of approximately \$8.4 million in Federal Transit Administration CARES Act grant funding, reflects surplus 2020 year-end revenue of approximately \$4.9 million compared to a budget of approximately \$5.4, or a reduction of approximately \$450,000.
11. **Authorization to Increase Service Levels and Relax Social Distancing Limit when Necessary:** A precise date when staff believes it would be advisable to increase service levels is not known at this time. However, when it becomes evident that RFTA is struggling to maintain the 9-passenger capacity limit while providing the Phase 3 service plan, staff requests Board authorization to implement the Phase 4 plan.

Depending upon how much demand increases, though, RFTA’s ability to meet it may require the relaxation of the 9-passenger social distancing limit. For example, prior to COVID-19, RFTA could transport up to 54 passengers with one bus and one Bus Operator on a 45-foot bus and 35 on a 40-foot low-floor bus. Currently, RFTA is transporting 9 passengers per bus, which takes 6 buses and 6 Bus Operators to transport 54 passengers. This is a rate that, even if RFTA could afford it, cannot be sustained due to the number of Bus Operators and buses RFTA has available. If the 9-passenger limit cannot be relaxed, RFTA will need to leave people at bus stops, which may cause them to find other ways to travel that could be less safe than using RFTA.

Note: Staff is planning to consult with Garfield and Pitkin County Health officials this week to discuss RFTA plans and constraints and seek guidance from them.

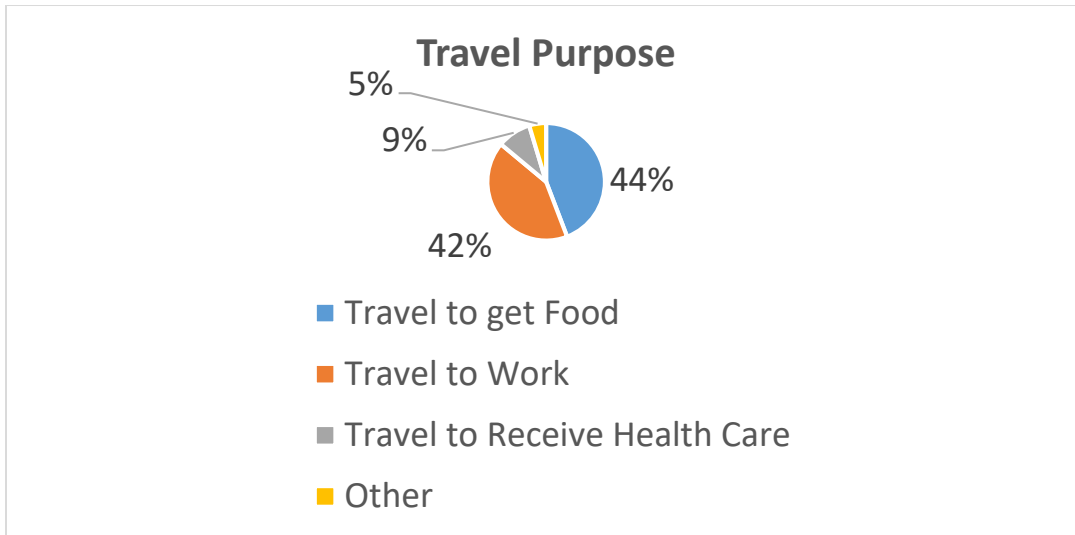
12. For the latest schedule changes, the public should monitor RFTA’s website, www.rfta.com
13. Additional resources from Public Health agencies can be found at:

- 1 <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- 2 <https://pitkincounty.com/1297/COVID-19>
- 3 <https://www.garfield-county.com/public-health/novel-coronavirus/>
- 4 <https://www.eaglecounty.us/publichealth/>

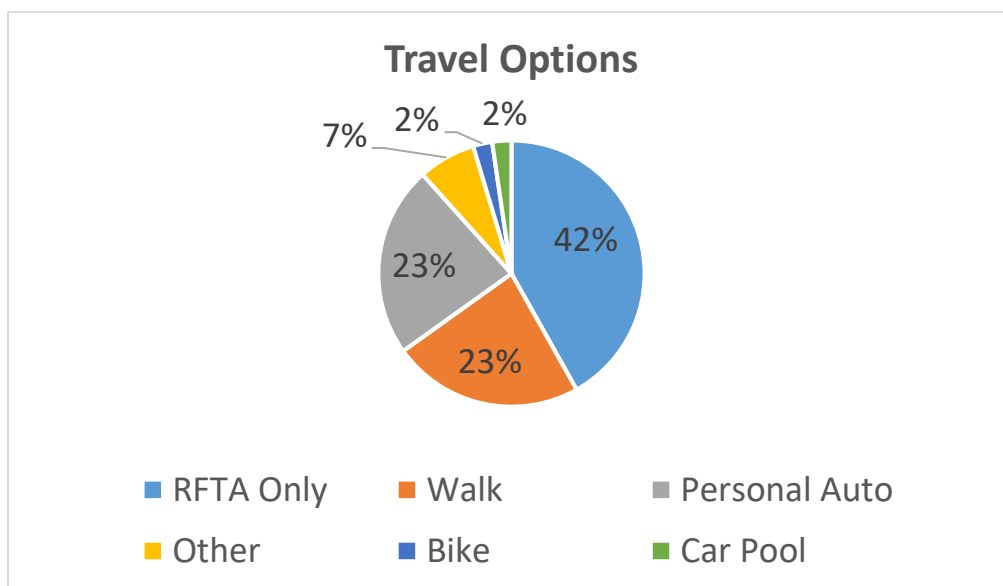
Governance Policy:	1.0.1. Safe Customers, Workforce, and General Public: RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, and practices, and policies for managing risks and hazards.
Fiscal Implications:	See Preliminary 2020 Financial Forecast attached below.
Attachments:	Yes, please see SMS text-based survey data and Preliminary 2020 Financial Forecast attached below.

Passenger Survey 4/1/2020 – 4/27/2020 (43 Responses as of 4/27/2020)

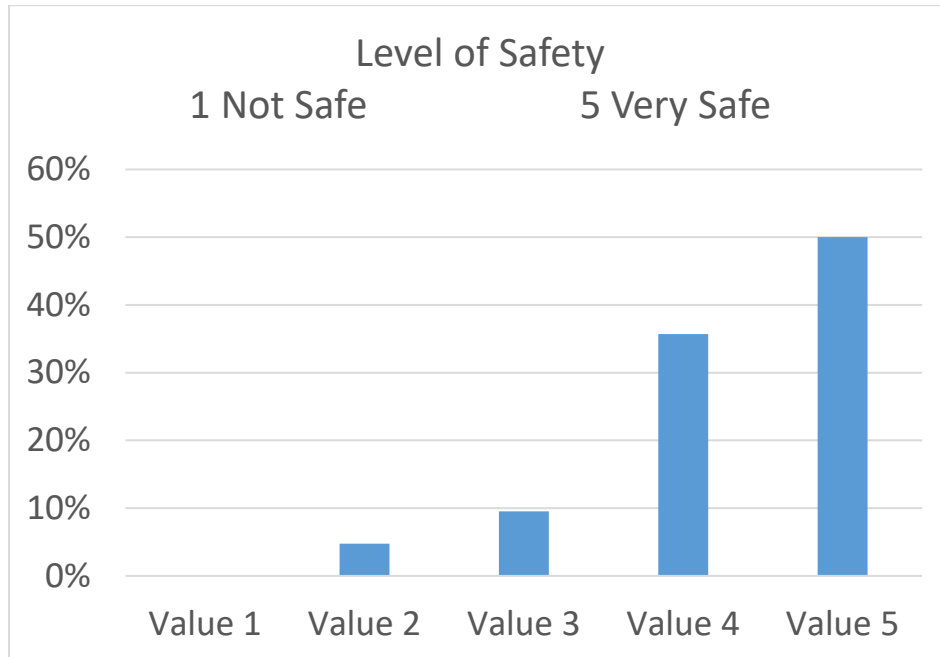
- 1. What is the purpose of your trip?
 - a. Travel to work
 - b. Travel to get food
 - c. Travel to receive health care
 - d. Travel to receive medicine
 - e. Other



- 2. If RFTA were not available what other means of travel do you have available?
 - a. RFTA only
 - b. My personal automobile
 - c. An automobile that I can borrow
 - d. Carpool
 - e. Taxi, Uber
 - f. Walk
 - g. Bike
 - h. Other



3. On a scale of 1 to 5, with 5 being the safest, how safe do you feel while using RFTA services, in terms of contracting COVID-19?



Social Distancing

- RFTA has created a “Seat Closed” sign that has been used already to close seats within a 6 foot distance of the driver. These same signs would be hung from seats that are closed to allow for social distancing.
- Drivers will know their maximum load per bus and should be able to account for the load fairly easily since it will be under 10 passengers.
- Bus operators will not board additional passengers after reaching the limited number of passengers, unless other passengers alight opening up available seats. Staff has been identifying the times per day where loads may exceed the 8-10 passengers per bus to ensure additional buses are in place to accommodate demand. RFTA can communicate the social distancing expectations in the same manner we have been communicating our service level reductions via press release, web, social media, VMS signage at BRT stations, Transit App and printed signage.
- Staff will continually monitor per trip ridership reports and reporting from drivers to dispatch to understand periods of the day that may need additional buses to support demand and adhere to social distancing.



**2020 Budget Year
General Fund**

	4/9/2020	4/28/2020	4/28/2020	4/28/2020	Variance	% Variance
	Annual Budget	Preliminary Adjustment	Preliminary Service Contracts Cost Reallocation	Preliminary Projection		
Revenues						
Sales tax (1)	\$ 25,826,849	\$ (6,743,000)		\$ 18,883,849	\$ (6,743,000)	-26.3%
Property Tax	\$ 10,998,000	\$ -		\$ 10,998,000	\$ -	0.0%
Grants (2)	\$ 7,334,838	\$ 8,401,188		\$ 15,735,806	\$ 8,401,188	114.5%
Fares (3)	\$ 5,470,200	\$ (2,908,000)		\$ 2,562,200	\$ (2,908,000)	-53.2%
Other govt contributions	\$ 1,914,805	\$ -		\$ 1,914,805	\$ -	0.0%
Other income (4)	\$ 906,600	\$ (150,000)		\$ 756,600	\$ (150,000)	-16.5%
Total Revenues	\$ 52,248,692	\$ (1,399,832)	\$ -	\$ 50,848,860	\$ (1,399,832)	-2.7%
Expenditures						
Fuel (5)	\$ 1,092,661	\$ (221,000)	\$ 85,771	\$ 957,432	\$ (135,229)	-12.4%
Transit (8)	\$ 28,398,095	\$ (785,800)	\$ 1,346,578	\$ 28,979,073	\$ 580,978	2.0%
Trails & Corridor Mgmt (7)	\$ 612,133	\$ (25,000)		\$ 587,133	\$ (25,000)	-4.1%
Capital (8)	\$ 20,342,904	\$ (1,375,000)		\$ 18,967,904	\$ (1,375,000)	-6.8%
Debt service	\$ 1,589,123	\$ -		\$ 1,589,123	\$ -	0.0%
Total Expenditures	\$ 52,014,916	\$ (2,386,600)	\$ 1,432,349	\$ 51,060,665	\$ (954,251)	-1.8%
Other Financing Sources/Uses						
Other financing sources	\$ 8,325,000	\$ -		\$ 8,325,000	\$ -	0.0%
Other financing uses	\$ (3,179,524)	\$ -		\$ (3,179,524)	\$ -	0.0%
Total Other Financing Sources/Uses	\$ 5,145,476	\$ -	\$ -	\$ 5,145,476	\$ -	0.0%
Change in Fund Balance	\$ 5,379,252	\$ 986,768	\$ (1,432,349)	\$ 4,933,671	\$ (445,581)	-8.3%

(1) Reduction in sales tax revenues based on preliminary projections from 6 of 8 member jurisdictions. Timing of recovery depends on various factors, such as public health orders (i.e. social distancing) and increase in consumption of services and goods.

(2) Confirmed \$5,334,501 from CARES Act Phase 1 Apportionment to RFTA + an estimate of \$3,066,667 from CARES Act Phase 2 Apportionment to RFTA (July).

(3) Assumes no-fare enforcement through June and -45% for July through December.

(4) Anticipated lower yields on investment income.

(5) Assumes Phase 3 Service Levels through June and full recovery of services from July through December. Preliminary estimated loss of Service Contract Revenues of \$1.4M, where costs are anticipated to be reallocated from Service Contracts to RFTA's General Fund, due to projected service level reductions for City of Aspen through June, Ride Glenwood Springs through May, and Aspen Skiing Company through April. Includes preliminary reductions of \$221K in diesel and gasoline due to assumed service cuts based on initial discussions with fuel supplier.

(6) Same as (5) above and includes preliminary budget reductions of \$766K.

(7) Includes preliminary budget reductions.

(8) Includes preliminary budget reductions and potential projects that may be deferred.

RFTA System-Wide Transit Service Mileage and Hours Report - Preliminary Projection 4/28/2020

Transit Service	Mileage 2020 Projection				Hours February 2020 Projection			
	Budget	Projection	Variance	% Var.	Budget	Projection	Variance	% Var.
RF Valley Commuter (1)	4,191,197	3,470,284	(720,913)	-17.2%	190,807	161,252	(29,555)	-15.5%
City of Aspen (1)	568,587	530,279	(38,308)	-6.7%	64,699	59,562	(5,137)	-7.9%
Aspen Skiing Company (1)	304,781	225,041	(79,740)	-26.2%	20,060	16,127	(3,932)	-19.6%
Ride Glenwood Springs (2)	119,372	86,185	(33,187)	-27.8%	9,851	7,161	(2,690)	-27.3%
Grand Hogback (1)	429,603	357,962	(71,641)	-16.7%	20,896	17,234	(3,662)	-17.5%
Specials/Charters	12,551	14,666	2,115	16.9%	1,021	1,008	(13)	-1.2%
Senior Van	23,250	15,064	(8,185)	-35.2%	2,239	1,566	(673)	-30.1%
MAA Burlingame (3)	23,562	18,424	(5,138)	-21.8%	1,675	1,301	(374)	-22.3%
Maroon Bells (4)	80,359	80,359	-	0.0%	6,673	6,673	-	0.0%
Total	5,753,260	4,798,264	(954,996)	-16.6%	317,920	271,884	(46,036)	-14.5%

(1) Assumes Phase 3 Service Levels through June and full recovery of services from July through December.

(2) Assumes RGS Service resumes in June.

(3) Assumes delay in start of Aspen Music Festival from June to July.

(4) Assumes no change at this time.