

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

TIME: 8:30 a.m. – 11:00 a.m., Thursday, January 11, 2024

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 December 14, 2023, 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	8:35 a.m.
4	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	8:40 a.m.
5	Consent Agenda:			8:45 a.m.
	A. Resolution 2024-02: Designating a Location for Posting Public Notice of Meetings of the RFTA Board of Directors – Nicole Schoon, Executive Assistant to the CEO, page 16	2.3.7	Approve	
	B. MOU Between Pitkin County and the Roaring Fork Transportation Authority (RFTA), and Holy Cross Energy – Mike Hermes, Director of Facilities, page 18	4.2.5	Approve	
6	Presentations/Action Items:			
	A. 2023 Year-End RFTA Review – Kurt Ravenschlag, COO, page 20	1.3	Discussion /Action	8:50 a.m.
	B. Overview of 2024 RFTA Work Plan – Kurt Ravenschlag, COO, page 22	1.3	Discussion /Action	9:20 a.m.
7	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 24	2.8.6	FYI	9:45 a.m.
8	Executive Session:			
	A. Paul Taddune, General Counsel: One Items: 1) Pursuant to C.R.S. 24-6-602 (e) and (f): Personnel Matters: Succession Planning.		Executive Session	9:55 a.m.
9	Board Governance Process;			
	A. Resolution 2024-03: Election of RFTA Board Officers for 2024 – Paul Taddune, General Counsel, page 33	Bylaws	Elect Officers	10:35 a.m.
(Agenda Continued on Next Page)				

	Agenda Item	Policy	Purpose	Est. Time
10	Issues to be Considered at Next Meeting:			
	To Be Determined at the January 11, 2024 Board Meeting	4.3	Meeting Planning	10:50 a.m.
11	Next Meeting: 8:30 a.m. – 11:30 a.m., February 8, 2024, In-person at Carbondale Town Hall or via WebEx Teleconference (Details to be provided later).	4.3	Meeting Planning	10:55 a.m.
12	Adjournment:		Adjourn	11:00 a.m.

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**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
December 14, 2023**

Board Members Present:

Jeanne McQueeney, Chair (Eagle County); Art Riddile, Vice-Chair (Town of New Castle); Alyssa Shenk (Town of Snowmass Village); Colin Laird, (Town of Carbondale); Torre (City of Aspen); Bill Kane (Town of Basalt)

Voting Alternates Present (via WebEx):

Ingrid Wussow (City of Glenwood Springs); Francie Jacober (Pitkin County)

Non-Voting Alternates Present (via WebEx):

Bill Madsen (Town of Snowmass Village); David Knight (Town of Basalt)

Staff Present (via WebEx):

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Mike Hermes, Angela Henderson, Brett Meredith, Abbey Pascoe, and Sarah Faichney, Facilities and Trails Department; Paul Hamilton, Director of Finance; Tammy Sommerfeld, Director of Procurement; Ian Adams, Director of Operations; Craig Dubin, Special Projects Manager; David Johnson and Jason White, Planning Department; Jamie Tatsuno and Joni Christenson, Communications Department; Jason Schelhaas, Director of IT; David Pesnichak, Mobility Coordinator; Ed Cortez, President ATU Local 1774

Visitors Present (via WebEx):

David Knapp, PhD, Marathon Leadership; Lynn Rumbaugh (City of Aspen); Linda DuPriest (EOTC); Lee Barger (City of Glenwood Springs); Scott Condon (Aspen Daily News); Tanya Allen (Eagle County Regional Transportation Authority); Brian Duffany, Rachel Shindman, and Sushma Pramod, Economic & Planning Systems (EPS); Lauren Gister (Manager, Town of Carbondale); Brett Wiebold (Union Pacific Railroad, Littleton, CO); and Alison Richman, (Secretary, Holland Hills Board of Directors)

Agenda

1. Call to Order/Roll Call:

Jeanne McQueeney called the December 14, 2023 RFTA Board of Directors meeting to order at 8:37 a.m., McQueeney declared a quorum to be present (8-member jurisdictions present) and the meeting began at 8:38 a.m.

2. Approval of Minutes:

Alyssa Shenk moved to approve the November 9, 2023 Meeting Minutes, and Francie Jacober seconded the motion. The motion was unanimously approved.

3. Public Comment:

McQueeney asked if any member of the public would like to address the Board or make a comment regarding items not on the December 14, 2023 Board Agenda.

Lauren Gister, Manager, Town of Carbondale, thanked the Board for the RFTA bus passes that were given to the Venezuelan refugees, and stated that they are learning how to use them to get around the

valley. The refugees will be being housed at the Carbondale Town Hall until March 2024, and should not interfere with meetings.

Alison Richman stated that if the Basalt Connect service continues that Holland Hills would like to be a part of that service. She asked what could be done to make it be safer for individuals riding RFTA to cross Highway 82 to access bus stops. Any measures to help in getting Holland Hills' bus riders safely across Highway 82 safely would be appreciated.

Brett Wiebold, BNSF, Littleton, Colorado, requested that the RFTA Board members not remove and salvage the remaining rails that are still in place between 8th and 23rd Street in Glenwood Springs. The rails are scheduled for removal in early 2024 and he expressed interest in possibly having a 3rd party repair and operate the 1-mile section of track as a historical railroad attraction. The 3rd party would handle all restoration, infrastructure, maintenance, insurance, etc. No action would be required of RFTA except for granting permission and access to use the line. He feels it would support RFTA's Strategic Outcome of Financial Stability by creating a revenue source, rather than treating it as an asset to be sold off. It could add character and history to the community.

McQueeney closed Public Comments at 8:41 a.m.

4. Items Added to Agenda – Board Member Comments:

McQueeney asked if there were any items that needed to be added to the December 14, 2023, Board meeting Agenda.

2 items were added to the December 14, 2023 RFTA Board Agenda.

- 1) **2024 Intergovernmental Agreement for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities.**
- 2) **Resolution 2023-18: Adoption of Federally Mandated Amendments to RFTA Drug and Alcohol Policy.**

McQueeney asked if any Board member had any comments or questions regarding issues not on the December 14, 2023, Board meeting Agenda.

Jacobson stated that she recently purchased a new electric car and had a friend, who is a regular RFTA bus rider, take a ride with her. He made the comment that he had not realized how much traffic there was or how much it had increased, because he is so used to riding the bus and not having to pay much attention to the number of vehicles on the road.

Ingrid Wussow informed the Board that the City of Glenwood Springs received a grant in the amount of \$49.6 million for the South Bridge Construction Project.

McQueeney closed Board Comments at 8:43 a.m.

5. Consent Agenda:

A. Intergovernmental Agreement for Garfield County Senior Programs Traveler Services – 2024 – Dan Blankenship, CEO

The total estimated budget for the Traveler in 2024 is \$817,426. RFTA will be reimbursed by Garfield County for its documented expenses connected with providing the Traveler transportation service in 2024, up to \$606,445. The City of Glenwood Springs will also contribute \$30,000 to RFTA to defray costs related to the ADA Complementary Paratransit Service that it receives from the Traveler. In addition to these amounts, RFTA is contributing approximately \$180,981 towards the Traveler's expenses in 2024 to defray the prorated cost allocated to its members (Glenwood Springs, Carbondale, and New Castle) by the County's cost allocation methodology. However, RFTA anticipates receiving a \$40,000 administrative fee payment for providing the service that will reduce its net contribution to the Traveler to approximately \$140,981.

Shenk moved to approve the Intergovernmental Agreement for Garfield County Senior Programs Traveler Services, and Colin Laird seconded the motion. The motion was unanimously approved.

B. 7-Party Memorandum of Understanding Regarding Garfield County Senior Programs for 2024 – Dan Blankenship, CEO

The provision of Garfield County Senior Programs, including congregate meal/nutrition services and Traveler transportation services is a cooperative effort involving 7 governmental entities: Garfield County, City of Rifle, Town of Carbondale, City of Glenwood Springs, Town of New Castle, Town of Silt, and RFTA.

Each year, the actual financial contributions of the 7-Party IGA participants, which help to support the Senior Programs, are established by the terms of the 7-Party MOU. The MOU sets forth the level of services to be provided in each community and the methodology for determining the financial contributions of the 7-Party MOU's participants.

The parties set forth the terms and conditions of their cooperative provision, administration, and funding of the Senior Programs for senior citizens in Garfield County pursuant to a 7-Party MOU. RFTA is designated the provider of the Traveler transportation services.

Shenk moved to approve the 7-Party Memorandum of Understanding Regarding Garfield County Senior Programs for 2024, and Laird seconded the motion. The motion was unanimously approved.

C. 2024 IGA for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities – Dan Blankenship, CEO

In December 2009, the RFTA Board approved the IGA for Transit Services (Grand Hogback). The agreement committed Garfield County to providing up to \$614,000 in operating assistance to RFTA for the Grand Hogback bus service in 2010.

In 2011, Garfield County amended the IGA by adding a paragraph that will allow its \$650,000 contribution to the Grand Hogback bus service (and its contributions in subsequent years) to be approved by means of an Intergovernmental Agreement Renewal or Change Order Letter instead of amending the IGA every year.

In 2019, the County increased its contribution to \$760,240, 4% more than the \$731,000 amount provided in 2018.

Initially in 2020, the County approved \$760,240 for the Hogback bus service, however, due to COVID-19, the Hogback bus service levels were lower than originally planned and the revised estimate of the County's share in 2020 was \$666,921. However, because the County's grant for the Hogback bus service in 2021 was anticipated to be \$500,000 (due to the County's severe budgetary constraints in 2021) and the estimated cost was \$633,706, the BOCC agreed to approve the full \$760,240 grant amount in 2020 and allow RFTA to apply the \$93,319 difference to help offset the 2021 short fall of \$133,706.

Garfield County will contribute \$605,000 to the Grand Hogback bus service in 2024.

Shenk moved to approve the 2024 IGA for Transit Services in Unincorporated Garfield County and to Non-Member Municipalities, and Laird seconded the motion. The motion was unanimously approved.

D. 2023-18: Adoption of Federally Mandated Amendments to RFTA Drug and Alcohol Policy – Ian Adams, Director of Operations

On June 8, 2023, RFTA's Drug and Alcohol Policy was examined as part of a general audit by Colorado Department of Transportation (CDOT) and the Federal Transit Administration (FTA). As a result, it was noted that RFTA should revise its existing RFTA Drug and Alcohol Policy in order to comply with federal mandates. All revisions to the Drug and Alcohol Policy were in accordance with DOT 49 CFR part 40, 655 and FTA.

Shenk moved to approve Resolution 2023-18: Adoption of Federally Mandated Amendments to RFTA Drug and Alcohol Policy, and Laird seconded the motion. The motion was unanimously approved.

6. Presentations/Action Items:

A. EPS Preliminary Housing Program Project Findings Update – Craig Dubin, Special Projects Manager

In May 2023, RFTA, in collaboration with its contractor Economic & Planning Systems (EPS), initiated a comprehensive study of its employee housing program.

Kurt Ravenschlag introduced the members of Economic & Planning Systems (EPS), Brian Duffany, Rachel Shindman, and Sushma Pramod.

Rachel Shindman presented the preliminary data and initial findings. This is a four-phase approach and this phase of the study looked at Employee Housing Needs and Equity Considerations, which flow through the entire process. In the next phase of the process we will look at RFTA Resources and Risk and Control Considerations to understand how to craft the housing process.

After surveying employees and meeting with focus groups and reviewing the data, the primary housing considerations are broken down into three buckets, affordability, availability, and equity. Keeping in mind that the next steps intend to take this data and determine what the key priorities are, how to understand what the key housing targets are, and determine how to broaden that to not just be

RFTA housing targets but other forms of housing assistance. Finally, the study will examine the policy and housing needs that get RFTA to the final goal.

The employee input indicates that the need for affordable housing options pertains not only to the recruitment and hiring of new employees but, also, existing employees. As we think through what these needs mean for policies moving forward, it's both involves not only bringing new staff in but, also, retaining staff once they are here. As we broaden the way we think of employee housing, it will be to achieve both of these goals.

A fair amount of the data came from data analysis as well as a fair amount of employee outreach. A survey was conducted and over 200 responses were received, and heard from a really good diversity of employees. Approximately 21% of responses were from employees who live in employee housing, which is almost exactly the percentage of all employees who live in RFTA housing. Heard from a good number of employees who live far west, a diversity of household types including those living alone, those with a full household, and those with a roommate. Of those respondents nearly 40% moved for their current employment. Many of them are facing financial struggles, no matter which household type.

Were up in Carbondale for focus groups about a month ago and had about 50 people show up, and got really detailed feedback from those individuals. As we focus on the three key considerations, when we talk about affordability it means those individuals who only pay 30% of their income towards their mortgage. Availability is looking at geography and also the types of units that are available and who can live in them. Equity is focused on people's needs are met and how we're able to meet different employees at different life stages.

Rachel Shindman introduced Sushma Pramod who walked the Board through the data received. The assumption was that no one should be spending more than 30% of their income on housing, so each category of employee was reviewed to determine how much each could spend towards housing with their current wages. When compared to median rent in the region, many of the RFTA employees cannot afford rent in the region.

Of those single-earning households, about half cannot afford rent in the region and would need support in order to pay their rent. Another difficulty heard from employees was that many cannot afford to purchase a home in the region. Frontline workers face the most difficulty when trying to purchase a home and it is one reason that they are moving further away from work in order to purchase a more reasonably priced house. Even managers would need to make 1.50% more income than they are currently making in order to purchase a home in New Castle.

Shindman stated that this analysis was consistent with what was heard both in the surveys and in the focus groups. What was heard is that housing affordability is a primary issue across the employee spectrum within RFTA. Another challenge is that people cannot save because they are spending so much on their rent or mortgage. For those who do own, and feel lucky that they bought a house 20 years ago, they cannot move because the price of a new home would be unaffordable. Even if they sold their house, there would few, if any, good new housing options available within the region.

In order to afford a home, employees must move further down-valley, which leads to increased travel and other expenses for employees at nearly all levels of the organization.

In terms of what would help, employees could benefit from more money, possibly in the form of housing stipends, down-payment assistance, help with rental costs (which RFTA currently has), low-interest loans and/or partnering with financial institutes. Saving opportunities would also be beneficial, in which an employee living in RFTA housing might have a portion of their payment set aside in a savings account, which could be used as a down payment when the employee is ready to purchase a home. Offering additional types of housing, such as an area to park RV's, or a mobile home park, might be options as well.

As we start to think about the strategies that we will be evaluating in the next steps of the process, these will be some of the new or enhanced strategies that will be considered, i.e., a monthly housing stipend, a housing savings plan, partnerships with financial institutions and getting preferred interest rates or help with the qualification process, down-payment assistance, housing loan programs, and partnerships with other organizations.

In the next phase, strategies will be evaluated that are the best suited for RFTA, and recommendations will be made about to guide the pursuit of the different options.

With regard to availability, RFTA currently has approximately 75 units with 20 of those being seasonal. Those units are currently filled to capacity and there are employees on a waiting list. Of the RFTA employees not living in RFTA housing, the majority live west of the City of Glenwood Springs due to the lower cost of housing.

What was heard from employees was that the current size and type of housing available is a problem for some. The current housing really does not accommodate families or pets, and the amenities in some are limited and need updating. Another issue is that the number of available units in the region is very limited and not always conveniently located. Many employees are commuting a long way to get to where they report to work.

In thinking about how to address the current challenges, one option could be to offer larger housing units, which could accommodate families and pets. Having maintenance policies in place could help to keep housing units up-to-date and can help to reduce deficiencies in the units.

One option that was unexpected was that some employees appear willing to live in an RV if there was an affordable parking facility available for them to park them in. RFTA might also want consider providing sleeping accommodations at one or several of its facilities, allowing employees to stay at work and get adequate rest when certain situations occur. These and other strategies will be evaluated to determine which are optimal for RFTA to pursue.

Currently 80% of employees are not receiving any type of housing benefit. The employees currently receiving employee housing are front-line staff, with wages ranging from \$44,800 to \$103,500, these employees pay between 10% and 30% of their income on rent.

The main equity challenges are the size and types of housing available. Employee housing rarely accommodates families or pets, and generally only works for one life stage. Increases in rent can force employees to try to find lower priced rentals, which are hard to find, and the housing market prices make it nearly impossible for most to purchase.

Needs also exist for employees who do not live in employee housing, and they also need assistance, with more than just finding units. In some cases, they need assistance paying rents and mortgages. Employees not living in employee housing are often forced to live further from work in order to afford housing, which makes it less convenient to work at some locations, specifically at the Aspen Maintenance Facility (AMF) near Aspen.

Options to consider for those who have to commute to work might be an employee shuttle, a transportation stipend, or the ability to clock in closer to their residences and be paid for the commute their final destinations. Again, having comprehensive policies in place could help. Also, RFTA may want to consider a reasonable transition period between the end of an employee's employment and the end of lease. Based on employee input, it appears that a variety of housing assistance should be considered to address needs of employees not in RFTA housing.

Housing assistance for employees not living in RFTA housing might include financial assistance, both for rentals and for home purchases, a monthly housing stipend, and emergency repair funds.

When looking at RFTA housing policies and evaluating rents, should they be based on income rather than a fixed amount, and should tenants be allowed to remain in RFTA housing for longer than three years? Financial assistance for both rentals and down-payment assistance for purchases are possible strategies for RFTA's consideration. Additional options are housing savings plans, and loans for housing purchases. New RFTA housing developments should consider family and pet-friendly options. Alternative housing could include crash pads at RFTA facilities and identifying parking locations for RV's. Other options for employees who live further from their reporting facilities is to provide a transportation stipend or an employee shuttle. Any options that make it easier for employees to live in the region, yet get to work more easily and affordably should be evaluated.

So far, the study indicates there is really a strong sense of the need for affordable housing options. The next steps will of the study will begin evaluating policies, determining which ones are most applicable/feasible/affordable and, then use those to frame an affordable housing strategy.

Bill Kane stated that most of the jurisdictions have taken an active step in this process, and are going up – and down-valley to find buy-down opportunities where, in exchange for a set price, owners are willing to accept a deed impairment on the property, which establishes a maximum amount on the re-sale price.

Shindman responded that the housing buy-down program is another option that is being looked at, along with several others, in order to give RFTA the best choices for the best outcome.

Torre stated that he is in full support of this process and believes it will help RFTA to get where it needs to go in regards to housing.

7. Public Hearing

A. Resolution 2023-16: Adoption of the 2024 RFTA Budget – Michael Yang, CFAO, and Paul Hamilton, Director of Finance

Major Goals Funded:

- Destination 2040 Plan: Second year of the Regional Bike Share Plan (2023 –2028)
- First-Last Mile Mobility (FLMM) Grant Program
- Rio Grande Trail Improvements
- 10 Bus Replacements with Battery Electric Buses (Lease Purchase with delivery in 2025)
- Roaring Fork Bridge Repairs
- GMF Improvements (Overhead Doors)
- Compensation Market Survey Adjustments
- Employer Matching Retirement Program
- Implementation of 1stphase of ERP System (HRIS)
- Bus IVN Unit Replacements
- Driver Barrier Improvements
- AMF Bus Wash Replacement
- \$3.9M to fund multiple Strategic Initiatives

Items not reflected in the budget at this time:

- True-down of Property Tax Revenues due to SB23B-001
- True-up Janitorial contract
- Housing Policy & Program Study
- Zero Emission Vehicle (ZEV) Roadmap Study

Budget Highlights

- \$99.9 million total budget (-48%)
 - \$67.9 million Operating (+10%)
 - \$25.7 million Capital (-79%)
 - \$6.3 million Debt Service (+3%)

- Revenue Estimates
 - +1.1% sales and use tax
 - 50.1% property tax (reassessment in 2023)
 - 9.6% service contracts
 - 0.0% fare revenue
 - 11.1% operating grant (CDOT FTA 5311 and FASTER funds)
 - 3.1% local government contributions

- \$4.2 million increase to General Fund's fund balance
 - Timing of D2040 projects and capital projects

- Capital Budget
 - \$25.5 million in General Fund
 - \$23.0 million for Transit
 - \$2.5 million for Trails

- At this time, staff plans on the following 2024 supplemental budget appropriations:
 - March 2024 –due to project timing, rollforward unexpended approved project budgets (and capital grants) from 2023 to 2024; true-down of Property Tax Revenues based on SB23B-001; true-up for janitorial contract
 - Priority action items identified from the Housing Policy & Program Study and ZEV Roadmap Study
 - Others, as needed

Estimated Revenue Composition

• Sales & Use Tax	46.21%
• Property Tax	20.76%
• Service Contracts	19.54%
• Operating (Fares)	5.44%
• Investment Income	3.25%
• Other Income	1.79%
• Grants – Operating	1.67%
• Local Government Contributions (Operating)	1.31%
• Local Government Contributions (Capital)	0.03%

Budget Expenditures by Function

• Transit	37.19%
• Capital	25.76%
• Administration	18.45%
• Facilities	7.62%
• Debt Service	6.28%
• Fuel	3.30%
• Trails & Corridor Management	1.41%

Operating Expenditures by Department

- Transit Operations 37.67%
- Transit Maintenance 17.05%
- Facilities 11.22%
- HR & Risk Management 7.81%
- Information Technology 5.82%
- Finance 4.91%
- Fuel 4.85%
- CEO 4.44%
- Trails & Corridor Management 2.07%
- First & Last Mile Mobility 2.05%
- Planning 0.85%
- Procurement 0.82%
- Board of Directors & General Counsel 0.44%

Strategic Initiatives Highlights

- SAFE CUSTOMERS, WORKFORCE AND GENERAL PUBLIC \$549,000
- ACCESSIBILITY AND MOBILITY \$2.54 Million
- SUSTAINABLE WORKFORCE \$1.42 Million
- FINANCIAL SUSTAINABILITY \$0
- SATISFIED CUSTOMERS \$2.53 Million
- ENVIRONMENTAL SUSTAINABILITY \$15.9 Million
- HIGH PERFORMING ORGANIZATION \$4.86 Million

General Fund Balance

- Committed Capital 70.39%
- Committed Operating 20.35%
- Non-Spendable 3.44%
- Restricted 3.37%
- Unassigned 2.44%

McQueeney asked if any member of the public would like to address the Board or make a comment regarding Resolution 2023-16: Adoption of the 2024 RFTA Budget.

No members of the public had any comments.

McQueeney closed Public Comments at 9:56 a.m.

Shenk moved to approve Resolution 2023-16: Adoption of the 2024 RFTA Budget, and Laird seconded the motion.

A Roll Call Vote was taken:

- Jeanne McQueeney Yes**
- Alyssa Shenk Yes**
- Art Riddile Yes**
- Bill Kane Yes**
- Ingrid Wussow Yes**
- Torre Yes**
- Francie Jacober Yes**
- Colin Laird Yes**

The motion was unanimously approved.

B. Resolution 2023-17: Appropriation of Sums for the 2024 Budget – Michael Yang, CFAO and Paul Hamilton, Director of Finance

General Fund

• Fuel	\$2,406,678
• Transit	\$44,905,941
• Trails & Corridor	\$1,263,978
• Capital	\$25,551,953
• Debt Service	\$1,882,484
• Other Financing	
○ Transfer to Series 2012A DSF	\$390,070
○ Transfer to Series 2013B DSF	\$90,536
○ Transfer to Series 2019 DSF	\$2,113,400
○ Transfer to Series 2021 DSF	\$1,681,000
○ Transfer to Bus Stops & PNR SRF	\$1,324,007
○ Transfer to Service Contracts SRF – Traveler	\$180,980
• Total Expenditures	\$81,791,027
• Special Revenue Fund – Bus Stops & PNR	\$1,946,211
• Special Revenue Fund – Mid-Valley Trails	\$141,200
• Debt Service Fund – Series 2012A	\$484,250
• Debt Service Fund – Series 2013B	\$114,968
• Debt Service Fund – Series 2019	\$2,113,400
• Debt Service Fund – Series 2021	\$1,681,000
• Total Funds	\$105,701,970

McQueeney asked if any member of the public would like to address the Board or make a comment regarding Resolution 2023-17: Appropriation of Sums for the 2024 Budget.

No members of the public had any comments.

McQueeney closed Public Comments at 9:57 a.m.

Laird moved to approve Resolution 2023-17: Appropriation of Sums for the 2024 Budget and Shenk seconded the motion.

A Roll Call Vote was taken:

Jeanne McQueeney	Yes
Alyssa Shenk	Yes
Art Riddile	Yes
Bill Kane	Yes
Ingrid Wussow	Yes
Torre	Yes
Francie Jacober	Yes
Colin Laird	Yes

The motion was unanimously approved.

Michael Yang requested that the Board schedule a Special Board meeting between January 1, 2024 to January 10, 2024, to Adopt a Resolution to Certify and Levy RFTA's 2.65 Mills for the 2024 Budget Year (2023 tax year for 2024 collections).

McQueeney suggested to the RFTA Board to have the Special Board meeting on January 5, 2024 at 9:00 a.m.

No Board members indicated conflicts with the date and time presented for the Special Board meeting

A RFTA Special Board meeting was scheduled for January 5, 2024 at 9:00 a.m., the meeting will be open to the public. Dan Blankenship and Nicole Schoon will be available at the Carbondale Town Hall for any members of the public who would like to attend in person.

8. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

Garfield County Transportation Improvement Subcommittee (GCTIS): Nathan Lindquist, CDOT Land Use Planner/Analyst, continues to working to develop a plan and structure for future GCTIS Roundtable meetings. Mr. Lindquist is making progress in securing commitments from Garfield County communities that are willing to support this effort by submitting, receiving, and administering grants, scheduling and Chairing meetings, distributing meeting agendas and preparing Minutes of meetings. Hopefully, Mr. Lindquist will be able to provide an update with more specifics for the January 2024 Board meeting.

Regional Bikeshare Plan: In June, 2023 member jurisdictions from Glenwood Springs to Aspen received a preliminary 2024 Bikeshare budget. Since June, WE-cycle has been working with each jurisdiction to plan 2024 service, which has led up to the development of the 2024 Scope of Work and Budget.

Based on the outcomes of these planning meetings between WE-cycle and each local jurisdiction, WE-cycle and RFTA have developed the final proposed 2024 Regional Bikeshare Services Annual Scope of Work and the final proposed 2024 Regional Bikeshare Cost-Sharing Methodology.

As a reminder, based on experience gained during the first year of implementation of the MOU, WE-cycle and RFTA have incorporated several policies into the Annual Scope of Work to guide future implementation of the MOU in a transparent and consistent fashion. These policies do not change the spirit, intent, or any other provision found in the MOU and are intended to clarify details that were not otherwise thoroughly explained. These recommended policy clarifications have remained unchanged since they were referenced in the Planning Department update and contained in the documents distributed to participating jurisdictions in October.

In accordance with the 2023 – 2028 Regional Bikeshare Services MOU, are required to be accepted annually by each signatory to the MOU after the RFTA Board approves the annual budget in December. Acceptance of these exhibits is expected to be at the staff level and a form for staff signature will be distributed to the appropriate jurisdiction staff following approval of the RFTA 2024 budget on December 14 2023.

Ridership: Through October 2023, RFTA's year-to-date system-wide ridership was up 16.2%.

Response to November 9, 2023 Public Comment: During Public Comment at the November 9, 2023 Board meeting, Sam Gemas requested that RFTA explore the possibility of creating a bicycle transit lane for e-bikes in the railroad corridor with a speed limit of 30 mph. Although not included in

planned Strategic Initiatives for 2024, staff believes that in the future a Corridor Master Plan should be undertaken that could study the feasibility of Mr. Gemas' concept in the context of other potential uses of the corridor, priorities, and available resources.

9. Executive Session:

Two Items: 1) Pursuant to C.R.S. 24-6-402 4(b): Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions (corridor enforcement); and 2) Pursuant to C.R.S. 24-6-602 € and (f): Personnel Matters: Succession Planning.

Shenk moved to adjourn from the Regular Board Meeting into the Executive Session, and Laird seconded the motion. The motion was unanimously approved. Executive Session began at 10:12 a.m.

Staff Present: Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Angela Henderson, Assistant Director of Facilities

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

No action was taken during the Executive Session, which adjourned at 10:59 a.m.

Jeanne McQueeney made the following statement regarding the retirement of Dan Blankenship, CEO.

"I want to take this occasion to announce to RFTA employees and members of the public that after serving 34 years as the CEO of RFTA, Dan Blankenship has informed the Board of Directors that he intends to retire at the end of 2024. An internal communication and a Press Release to this effect will be distributed today following the Board meeting.

Speaking on behalf of the Board, we are immensely grateful for Dan's unwavering commitment and visionary leadership, which have been instrumental in helping to shape RFTA into the successful organization it is today. Thank you very much Dan for your past service and we are confident you can be relied upon to help make the transition to the next CEO as seamless as possible.

In anticipation of Dan's retirement, the RFTA Board has been working diligently for the past year to develop a succession plan. To that end, beginning immediately and over the next month, the Board will search for internal candidates who best align with RFTA's core values and mission, and who possess the requisite skills, experience, and qualifications that the position requires. It is anticipated that the selection of the finalist for the CEO position will be announced at the January 11, 2024 Board meeting."

10. Issues to be Considered at Next Meeting:

11. Next Meeting: 8:30 a.m. – 11:00 a.m.; January 11, 2024, Carbondale Town Hall, Room 1 and via WebEx Teleconference, for those who are unable to attend in person.

12. Adjournment:

Shenk moved to adjourn from the December 14, 2023 RFTA Board meeting, and Laird seconded the motion. The motion was unanimously approved.

The December 14, 2023 RFTA Board Meeting adjourned at 11:10 a.m.

Respectfully Submitted:

Nicole R. Schoon
Secretary to the RFTA Board of Directors

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

Meeting Date:	January 11, 2024
Subject:	Resolution 2024-02: Designating a Location for Posting Public Notices of RFTA Board of Directors Meetings
Strategic Outcome:	High Performing Organization
Strategic Objective:	7.5. Ensure Appropriate Transparency of all RFTA Business
Presented By:	Nicole Schoon, Executive Assistant to the CEO, Secretary to the Board, and Compliance Officer
Staff Recommends:	Adopt Resolution 2024-02 and designate the Blake Street Offices at 1517 Blake Avenue, Glenwood Springs, Colorado 81601, as the official posting location for Public Notices of RFTA Board of Directors Meetings, due to the Glenwood Maintenance Facility being under construction.
Executive Summary:	<ul style="list-style-type: none"> • Officially designate posting location of public notices of RFTA Board of Directors Meetings. • Staff recommends that the Board designate the Blake Street Offices at 1517 Blake Avenue, Glenwood Springs, Colorado 81601, as the official location for posting Board Meeting notices.
Background/ Discussion:	C.R.S. § 24-6-402(2)(c) provides that each local government body shall annually designate a location where its meeting notices will be posted. In addition to the Blake Street Offices, the notices of Board meetings will continue to be posted at the Aspen Maintenance Facility and in each jurisdiction’s Town Hall, in a public place for posting notices. Public Notices will also be posted on the RFTA website, the RFTA HUB, and emailed to the media and interested citizens that have requested notice.
Governance Policy:	This is required by state law. Additionally, Board Awareness & Support policy 2.10.6 states, “The CEO shall supply for the Board’s Consent Agenda, along with applicable monitoring information, all decisions delegated to the CEO yet required by law, regulation or contract to be Board-approved.”
Fiscal Implications:	None.
Attachments:	Yes, please see Resolution 2024-02, attached below.

Director _____ moved to adopt the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY**

**RESOLUTION NO. 2024-02
DESIGNATING A LOCATION FOR POSTING PUBLIC NOTICE OF MEETINGS OF THE ROARING
FORK TRANSPORTATION AUTHORITY (RFTA) BOARD OF DIRECTORS**

WHEREAS, pursuant to C.R.S. § 24-6-402(2)(c), the Board of Directors of the Roaring Fork Transportation Authority hereby designates the Blake Street Offices at 1517 Blake Avenue, Glenwood Springs, Colorado 81601, as the location where Public Notices of the RFTA Board of Directors Meetings will be posted, at least twenty-four (24) hours prior to the meeting.

This status will be in place unless revoked by another resolution stating different locations of posting.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held January 11, 2024.

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

By: _____
Jeanne McQueeney, 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 January 11, 2024; (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 11th day of January, 2024.

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

**RFTA BOARD OF DIRECTORS MEETING
“Consent” AGENDA SUMMARY ITEM # 5. B.**

Meeting Date:	January 11, 2024
Subject:	MOU Between Pitkin County and the Roaring Fork Transportation Authority (RFTA), and Holy Cross Energy
Strategic Outcome:	6.0 Environmentally Sustainable Organization.
Strategic Objective:	6.2 RFTA will strive for 100% renewable energy use.
Presented By:	Michael Hermes, Director of Facilities
Staff Recommends:	Staff recommends the Board authorize the CEO to execute the MOU with Pitkin County for the Microgrid project once it has been approved as to form by the RFTA General Council.
Executive Summary:	Staff is seeking Board authorization for the CEO to execute the MOU memorializing the proposed Aspen Airport Business Center Integrated Microgrid (Microgrid) Project design, construction process agreements, ownership of assets, and the operational relationship between Holy Cross Energy, Pitkin County, and RFTA.
Background/ Discussion:	<p>Since the Lake Christine fire near Basalt in July 2018, RFTA, Holy Cross Energy, and Pitkin County have been working together to design a Microgrid system that would provide the Aspen Maintenance Facility (AMF), Pitkin County Public Works, the Pitkin County airport terminal, and the Holy Cross offices in Pitkin County with power in the event of a grid-wide power outage. The emergency power will come from a battery backup system charged by a solar array owned by Pitkin County. During a power outage, known as a "black sky event," the microgrid management system would automatically create the microgrid system, and the four facilities would begin to run on the power stored in the battery. This first phase of the larger microgrid project will provide power to each facility for somewhere between 30 and 60 minutes.</p> <p>Future phases of the project will add additional battery storage to the system and potentially additional solar arrays to help charge the batteries. After all future phases of the project, the four facilities could run on the battery backup power for somewhere between 4 to 6 hours.</p> <p>For RFTA, this project's first phase should eliminate the need for the AMF's emergency generator to kick on when there are "nuisance" power outages that last 30 minutes or less. If there is a long-term power outage, the emergency generator can take over, powering the facility's essential equipment, except for Battery Electric Bus chargers, once the electricity in the battery has been depleted.</p> <p>The MOU for the project memorializes the scope of the project and its phases, the responsibilities for the design, construction, management, and maintenance of the system, the ownership of the infrastructure for the project, and the current and future financial commitments of each member of the microgrid system.</p> <p>RFTA has previously committed \$213,750 for the first phase of the microgrid project. The MOU does not commit RFTA to any participation in the microgrid's</p>

	<p>future phases, the ownership or maintenance responsibility for any infrastructure built during the project's first phase, or the system's management. RFTA's future participation in the project will be at the discretion of the RFTA Board of Directors, subject to available resources, cost-effectiveness, and future organizational priorities.</p>
<p>Governance Policy:</p>	<p>Governance Policy Outcome 6. Environmental Sustainability: RFTA will research and implement innovative, environmentally sustainable practices in all areas of transit and trail management.</p>
<p>Fiscal Implications:</p>	<p>RFTA has previously committed \$213,750 to this first phase of the microgrid project, and Pitkin County will be invoicing RFTA for this amount in 2024. The MOU does not commit RFTA to any future project phase or any significant additional expenses.</p>
<p>Attachments:</p>	<p>Yes, please click on "MOU Microgrid Operation Ownership and Maintenance Final for signature 01.04.2024.pdf," or see "MOU Microgrid Operation Ownership and Maintenance Final for signature 01.04.2024.pdf," included in the January 2024 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the Board Agenda Packet.</p>

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

Meeting Date:	January 11, 2024
Subject:	Review of 2023 Strategic Work Plan
Strategic Outcome:	High Performing Organization
Strategic Objective:	7.5. Ensure Appropriate Transparency of all RFTA Business 7.7. Continually seek ways to improve business process
Presented By:	Kurt Ravenschlag, COO
Staff Recommends:	Review and discuss RFTA 2023 Strategic Work Plan accomplishments, primarily as they related to Board Work Plan Items.
Background/ Discussion:	<p>RFTA staff had identified approximately 16 Work Plan Items in the RFTA 2023 Strategic Work Plan that would possibly involve Board direction and/or policy development. The following illustrates progress and updates on those items.</p> <p>1.0 Safe Customers</p> <ul style="list-style-type: none"> • Construction of 27th Street/ SH 82 Grade Separation <ul style="list-style-type: none"> ○ 141' feet of underpasses dug so far ○ Average of 23 workers on site daily ○ Two successful lane shifts of State Highway 82 ○ Phase 1 completed with 778 cubic yards of concrete, 82,250lbs of rebar, and 3,171 tons aggregate base course • Review and assist in design of Buttermilk Underpass <ul style="list-style-type: none"> ○ Project effort has been tabled by Pitkin County <p>2.0 Accessibility and Mobility</p> <ul style="list-style-type: none"> • Design/Build of GMF Ph 3,4,5, and 7- Bus Storage, Circulation and Fueling Lane (Destination 2040) <ul style="list-style-type: none"> ○ Over 1,500 cubic yards of structural concrete have been placed so far for the bus storage and operations building ○ 1,781 feet total length of retaining walls constructed ○ 650 feet of new access road constructed ○ Average of 60 workers on site daily ○ 300 tons of structural steel and 124 precast concrete panels have been erected ○ 2,800 feet of drilled piers were installed at the new bus storage and Operations building ○ 32,350 feet of grout columns were drilled beneath building structures • Design of GMF Ph 6 (Destination 2040) <ul style="list-style-type: none"> ○ Design firm of SEH selected and design has been initiated • Bike Share Purchase and Implementation (Destination 2040) <ul style="list-style-type: none"> ○ We-cycle launched the Carbondale bike share system with 80 bikes and 17 stations. The Carbondale bike share system has shown a relatively high demand and provided 29,862 rides from August through November

	<p>3.0 Sustainable Workforce</p> <ul style="list-style-type: none"> • Comprehensive Housing Policy <ul style="list-style-type: none"> ○ Study kicked off in June 2023 with Consultant team from EPS ○ So far, we have collected over 200 survey responses from RFTA staff ○ Conducted focus groups with over 50 participants <p>4.0 Financial Sustainability</p> <ul style="list-style-type: none"> • RFTA 2023 Financial Audit <ul style="list-style-type: none"> ○ Audit was completed successfully • RFTA 2023 Budget Development <ul style="list-style-type: none"> ○ 2024 Budget was successfully developed and adopted in December 2024 <p>6.0 Environmental Sustainability</p> <ul style="list-style-type: none"> • Climate Action Plan <ul style="list-style-type: none"> ○ In 2023, RFTA crafted its inaugural Climate Action Plan, aiming to: ○ Slash GHG emissions by 50% by 2030 and 90% by 2050 ○ Triple emission offsets by 2030 and quintuple by 2050 compared to 2019 ○ Focus on expanding zero-emission vehicles (ZEVs) as the key strategy to drastically reduce emissions and drive toward future goals • Zero Emission Vehicle Road Map <ul style="list-style-type: none"> ○ Study was initiated in summer 2023 ○ ZEV plan will be completed by May 2024 targeting a 100% ZEV fleet by 2050 • BEB On-Route Charger <ul style="list-style-type: none"> ○ Charger has been installed at Rubey Park. Commissioning of charger will begin February 5, 2024 and last approximately 4 months <p>7.0 High Performing Organization</p> <ul style="list-style-type: none"> • Board Retreat <ul style="list-style-type: none"> ○ Board Strategic Work Session was conducted during the regularly scheduled June Board meeting. Strategic planning and direction were provided to staff to assist in developing the 2024 work plan and budget.
<p>Governance Policy:</p>	<p>Board Agenda Planning policy 4.3.2 states, “The annual (planning) cycle will start with Board’s development of its agenda plan for the next year: A.) The Board will identify its priorities for Outcomes 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 Outcomes issues, (e.g. presentations by futurists, advocacy groups, demographers, other providers, staff, etc.); and 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.”</p>
<p>Fiscal Implications:</p>	<p>Fiscal Implications were reflected in the 2023 RFTA Annual Budget.</p>
<p>Attachments:</p>	<p>Presentation to be provided at the January 11, 2024 Board meeting.</p>

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

Meeting Date:	January 11, 2024
Subject:	Summary of 2024 Work Plan
Strategic Outcome:	High Performing Organization
Strategic Objective:	7.5. Ensure Appropriate Transparency of all RFTA Business 7.7. Continually seek ways to improve business process
Presented By:	Kurt Ravenschlag, COO
Staff Recommends:	Review and discuss RFTA 2024 Strategic Work Plan, primarily as it relates to Board Work Plan Items, and provide staff with feedback.
Background/ Discussion:	<p>RFTA staff have identified approximately 13 Work Plan Items in the RFTA 2024 Strategic Work Plan that could involve Board direction and/or policy development. If the Board agrees, these Work Plan Items will be presented to the RFTA Board for updates and direction at subsequent Board meetings throughout 2024. The identified Board Work Plan items are as follows:</p> <p>1.0 Safe Customers</p> <ul style="list-style-type: none"> • Construction of 27th Street/ SH 82 Grade Separation <p>2.0 Accessibility and Mobility</p> <ul style="list-style-type: none"> • Design/Build of GMF Ph 3&7 - Bus Storage and Fueling Lane (Destination 2040) • Design/Build of GMF Ph 4&5 Bus Storage and Circulation (Destination 2040) • Design of GMF Ph 6 (Destination 2040) • Bike Share Expansion Planning (Destination 2040) <p>3.0 Sustainable Workforce</p> <ul style="list-style-type: none"> • Comprehensive Housing Policy <p>4.0 Financial Sustainability</p> <ul style="list-style-type: none"> • RFTA Financial Audit of 2023 Finances • RFTA 2024 Budget Development • Evaluate Large Employer Pass Programs <p>6.0 Environmental Sustainability</p> <ul style="list-style-type: none"> • Climate Action Plan Implementation • Zero Emission Vehicle Road Map • BEB On-Route Charger Commissioning Results <p>7.0 High Performing Organization</p> <ul style="list-style-type: none"> • Board Strategic Planning Work Session
Governance Policy:	Board Agenda Planning policy 4.3.2 states, “The annual (planning) cycle will start with Board’s development of its agenda plan for the next year: A) The Board will identify its priorities for Outcomes 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 Outcomes issues, (e.g. presentations by futurists, advocacy groups, demographers, other providers, staff, etc.); and 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.”
Fiscal Implications:	Fiscal Implications are reflected in the 2024 RFTA Annual Budget.
Attachments:	Presentation to be provided at January 11, 2024 Board Meeting.

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

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: January 11, 2024

Garfield County Transportation Improvement Subcommittee (GCTIS):

Shelley Kaup, RFTA Board member representing Glenwood Springs, reports that the City Council has indicated a willingness for the City to support the GCTIS Roundtable Meetings by means of logistics and coordination. It is also willing to serve as fiscal agent for potential grants that might be used for consulting and planning services. Elected officials from Carbondale and Rifle have also expressed an interest in providing support for the effort and other jurisdictions will be asked to provide support as well. RFTA and CDOT are potential resources that the GCTIS can utilize for grant writing and other assistance. Updates regarding progress on this process will be provided monthly.

Ridership: Through **November 2023**, RFTA’s year-to-date system-wide ridership was **4,327,948** up **15.6%** compared to **3,743,797** passengers through **November 2022**.

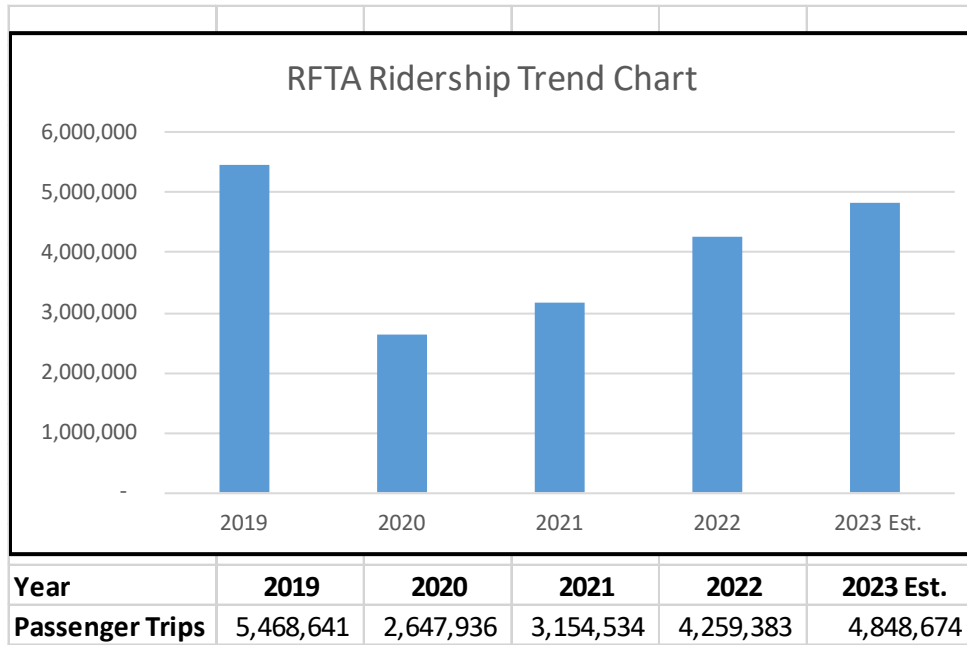
The chart below compares year-to-date **November 2023** ridership with year-to-date **November 2019** pre-pandemic ridership. Overall, year-to-date system-wide ridership through **November 2023** was down **11%** compared to year-to-date system-wide ridership through **November 2019**. City of Aspen ridership was down **33%**, Valley ridership was down **6%**, Hogback ridership was up **77%**, and Other ridership was down **5%** compared with year-to-date **November 2019**.

Total Ridership YTD Comparison: 2019 vs. 2023			
Service	YTD Nov. 2019	YTD Nov. 2023	% Vari YTD 2023 to YTD 2019
Aspen	1,305,834	869,811	-33%
Valley	2,500,309	2,360,157	-6%
Hogback	92,730	164,098	77%
Other	982,460	933,882	-5%
Total	4,881,333	4,327,948	-11%

When looking only at the month of **November 2023** ridership compared to **November 2019** (pre-pandemic), system-wide ridership was down **7%**. City of Aspen ridership was down **33%**, Valley ridership was **down 9%**, Hogback ridership was up **112%**, and Other ridership, which includes Ride Glenwood, Maroon Bells, and Aspen Skiing Company, was up **67%** (see chart below).

Ridership Comparison: Nov. 2019 vs. Nov. 2023			
Service	Nov-19	Nov-23	% Vari Nov. 2023 to Nov. 2019
Aspen	70,878	47,583	-33%
Valley	175,452	159,596	-9%
Hogback	6,919	14,653	112%
Other	17,950	29,972	67%
Total	271,199	251,804	-7%

The RFTA Ridership Trend Chart below reflects how RFTA ridership has been rebuilding since 2019:



Chief Operating Officer Update, January 2024 – Kurt Ravenschlag, COO

Operational Readiness

The Roaring Fork Transportation Authority utilizes an Operational Readiness calculator to determine whether or not we have the appropriate level of staffing to deliver a particular season scheduled service. For example, a 100% readiness means RFTA has the exact number of bus operators to cover the scheduled service. However, 100% readiness does not account for vacations, sick absences, FMLA or other reasons an employee might be away from work. RFTA targets a 120% readiness to account for all the various absences the operations staff would be dealing with on a day-to-day basis and avoid excessive overtime. RFTA has established a threshold of 105% readiness before service reductions would be necessary to reliably deliver scheduled service.

Projected Winter 2023/2024: Currently at 107%. Projected to be at 116% by end of January.

RFTA 2024 Work Plan for Destination 2040 Implementation

E1 - Bus Replacement – 10, 40' Electric Buses

2024 Budget: \$15,860,000	Last Updated: January 2024
<ul style="list-style-type: none"> 2024 Budget includes funding to purchase 10 all electric buses to replace 10 diesel buses. Delivery of buses will not occur until 2025. 	<ul style="list-style-type: none"> Procurement underway to select a bus manufacturer to purchase electric buses from. 10 all electric buses to be ordered in Spring 2024.

E2 - Bikeshare Expansion

2024 Capital Budget: \$1,877,500	Last Updated: January 2024
<ul style="list-style-type: none"> 2024 Budget includes \$1,877,500 O&M, Capital and Planning of Bike Share. 	<ul style="list-style-type: none"> Regional operation, capital expansion of bike share and planning for bike share expansion in Glenwood Springs.

C13 – Town of Snowmass Village Transit Center

2024 Budget: \$500,000	Last Updated: January 2024
<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"> Snowmass is redesigning transit center to address community concerns. RFTA has received and is reviewing preliminary designs for revamped bus station at Snowmass Mall.

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

2024 Budget: \$13,225,512	Last Updated: January 2024
<ul style="list-style-type: none"> In 2024 RFTA plans to complete construction of two separate underpasses of Hwy 82 and 27th Street. 	<ul style="list-style-type: none"> Lane Shift from the West side of HWY 82 over the new box on the east side of HWY 82 occurred 11/4 – 11/5 at night. Video update of Project: RFTA 27th Street Project on Vimeo

S7 - Glenwood Maintenance Facility (GMF) Expansion

2024 Budget: \$ 29,953,429	Last Updated: January 2024
<ul style="list-style-type: none"> Construction funding for phases 3,4,5,7 has been appropriated in 2024 Annual Budget. Design funding for Phase 6 has been appropriated in 2024 Annual Budget. 	<p>Phase 3,4,5,7</p> <ul style="list-style-type: none"> Steel structure is erected. Roof and wall panels installed Indoor concrete slab has been poured Utilities being hooked up Video update of Project: https://vimeo.com/879891975 <p>Phase 6 and 8 (Transit Center and Operations Center and warehouse building)</p> <ul style="list-style-type: none"> Design is underway and currently at 30%

S10 - Replacement Housing

2024 Budget: \$50,000	Last Updated: January 2024
<ul style="list-style-type: none"> Funding for a comprehensive housing policy effort has been included in the 2024 annual budget appropriation to help define the housing type RFTA should build. 	<ul style="list-style-type: none"> EPS housing update to be provided to Board at December Board meeting. EPS background research and stakeholder interviews conducted. Phase 1 of Study to be complete with Board Presentation at December Board meeting.

Planning Department Update, January 2024 – David Johnson, Director of Planning

Please see the click on the links: "[01.11.2024 Planning Department Update.pdf](#)," or see "01.11.2024 Planning Department Update.pdf," included in the January 2024 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

2023 Actuals/Budget Comparison (November YTD)

2023 Budget Year				
General Fund	November YTD			Annual Budget
	Actual	Budget	% Var.	
Revenues				
Sales and Use tax (1)	\$ 31,578,413	\$ 30,118,886	4.8%	\$ 38,813,900
Property Tax	\$ 12,245,857	\$ 11,843,939	3.4%	\$ 11,843,939
Grants	\$ 23,880,687	\$ 23,880,687	0.0%	\$ 54,862,431
Fares (2)	\$ 4,529,610	\$ 3,660,326	23.7%	\$ 4,243,700
Other govt contributions	\$ 2,478,723	\$ 2,477,401	0.1%	\$ 2,833,143
Other income (3)	\$ 5,339,928	\$ 3,298,545	61.9%	\$ 3,354,600
Total Revenues	\$ 80,053,218	\$ 75,279,784	6.3%	\$ 115,951,713
Expenditures				
Fuel (4)	\$ 1,591,122	\$ 2,848,098	-44.1%	\$ 2,579,765
Transit	\$ 33,900,828	\$ 33,843,469	0.2%	\$ 40,364,761
Trails & Corridor Mgmt	\$ 827,134	\$ 839,747	-1.5%	\$ 944,890
Capital	\$ 34,464,505	\$ 34,416,711	0.1%	\$ 104,749,562
Debt service	\$ 1,203,314	\$ 1,185,320	1.5%	\$ 1,690,849
Total Expenditures	\$ 71,986,903	\$ 73,133,344	-1.6%	\$ 150,329,827
Other Financing Sources/Uses				
Other financing sources	\$ 3,492,010	\$ 3,465,770	0.8%	\$ 3,465,770
Other financing uses	\$ (4,455,165)	\$ (4,455,165)	0.0%	\$ (5,262,554)
Total Other Financing Sources/Uses	\$ (963,155)	\$ (989,395)	-2.7%	\$ (1,796,784)
Change in Fund Balance (5)	\$ 7,103,160	\$ 1,157,045	513.9%	\$ (36,174,898)

(1) Sales and Use Tax Revenues are received 2 months in arrears (i.e. September sales and use tax revenue is deposited and recorded in November).

(2) Through November, fare revenue and ridership are increased by 11% and 15%, respectively, compared to the prior year. The average sale per transaction was approximately \$17.38 in November 2022 compared to \$6.92 in November 2023. The primary driver for this decrease is due to Mobile App functionalities (i.e. one-way purchases) as compared to only offering Stored Value Card purchases at the Ticket Vending Machines. The Mobile App was implemented in November 2022. The chart below provides a YTD November 2022/2023 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 11/2022	YTD 11/2023	Increase/ (Decrease)	% Change
Regional Fares	\$ 2,817,652	\$ 3,186,761	\$ 369,109	13%
Maroon Bells	\$ 1,223,314	\$ 1,287,751	\$ 64,437	5%
Total Fare Revenue	\$ 4,040,966	\$ 4,474,512	\$ 433,546	11%
Ridership on RFTA Regional Services*:	YTD 11/2022	YTD 11/2023	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	730,440	813,035	82,595	11%
BRT	781,714	926,448	144,734	19%
SM-DV	40,049	55,864	15,815	39%
Grand Hogback	129,699	164,098	34,399	27%
Maroon Bells	207,101	215,176	8,075	4%
Total Ridership on RFTA Fare Services	1,889,003	2,174,621	285,618	15%
Avg. Fare/Ride	\$ 1.68	\$ 1.63	\$ (0.05)	-3%
Avg. Fare/Ride MB	\$ 5.91	\$ 5.98	\$ 0.08	1%

- (3) Through November, higher interest rates have yielded excess investment income compared to budget.
- (4) Fuel savings are due to lower actual transit mileage compared to budget and lower fixed forward pricing compared to budget.
- (5) 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 November YTD				Hours November YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	3,353,044	3,670,887	(317,843)	-8.7%	154,739	166,324	(11,585)	-7.0%
City of Aspen	517,322	525,696	(8,374)	-1.6%	60,037	59,751	286	0.5%
Aspen Skiing Company	223,728	228,962	(5,234)	-2.3%	16,145	16,823	(679)	-4.0%
Ride Glenwood Springs	103,181	107,721	(4,540)	-4.2%	9,158	9,078	79	0.9%
Grand Hogback	383,628	391,530	(7,902)	-2.0%	17,470	18,703	(1,233)	-6.6%
Specials/Charters	4,096	8,727	(4,631)	-53.1%	574	506	68	13.4%
Senior Van	7,655	9,305	(1,650)	-17.7%	1,287	1,372	(85)	-6.2%
MAA Burlingame	12,315	12,672	(357)	-2.8%	1,120	1,138	(18)	-1.6%
Maroon Bells	88,622	90,349	(1,727)	-1.9%	6,811	7,034	(223)	-3.2%
Subtotal - Transit Service	4,693,591	5,045,850	(352,259)	-7.0%	267,340	280,731	(13,391)	-4.8%
Training & Other	16,735	33,720	(16,985)	-50.4%	25,948	28,296	(2,348)	-8.3%
Total Transit Service, Training & Other	4,710,326	5,079,570	(369,244)	-7.3%	293,288	309,026	(15,739)	-5.1%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Nov-22 YTD	Nov-23 YTD	# Variance	% Variance
City of Aspen	778,564	869,811	473,264	119.35%
RF Valley Commuter	2,058,120	2,360,157	302,037	14.68%
Grand Hogback	129,699	164,098	34,399	26.52%
Aspen Skiing Company	349,080	445,938	96,858	27.75%
Ride Glenwood Springs	172,456	227,336	54,880	31.82%
X-games/Charter	17,770	14,022	(3,748)	-21.09%
Senior Van	917	1,639	722	78.74%
MAA Burlingame	30,090	29,771	(319)	-1.06%
Maroon Bells	207,101	215,176	8,075	3.90%
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	3,743,797	4,327,948	584,151	15.60%

Subset of Roaring Fork Valley Commuter Service with BRT in 2023

Service	YTD Nov 2022	YTD Nov 2023	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	730,440	813,035	82,595	11%
BRT	781,714	926,448	144,734	19%
Total	1,512,154	1,739,483	227,329	15%

RFTA Investments Quarterly Report

In accordance with RFTA’s Investment Policy, staff has prepared the following investment summary that provides an analysis of RFTA’s current investment portfolio and quarterly activity through 12/31/2023.

Investment	9/30/2023	%	Purchases/ (Redemptions)	12/31/2023	%
<i>Local Government Investment Pools:</i>					
Colotrust Plus+	\$ 52,323,770	49%	\$ 737,229	\$ 53,060,999	53%
CSIP	\$ 52,449,086	49%	\$ (4,844,595)	\$ 47,604,491	47%
CSIP - Series 2021A Bond Project Fund	\$ 1,440,368	1%	\$ (1,440,368)	\$ -	0%
Total	\$ 106,213,225	100%	\$ (5,547,734)	\$ 100,665,491	100%
<i>Monthly Distribution Yield:</i>					
Colotrust Plus+	5.17%			5.57%	
CSIP	5.52%			5.55%	
CSIP - Series 2021A Bond Project Fund	5.52%			5.55%	

Notes:

1. The increase in the ColoTrust Plus+ account is due to interest earnings.
2. The decrease in the CSIP account is due to interest earnings and transfers from the CSIP – Series 2021A Bond Project Fund less a one-time transfer to Alpine Bank. If there is an accumulation of excess funds in RFTA’s operating accounts with Alpine Bank, then staff could transfer the excess funds to the Local Government Investment Pools.
3. The decrease in the CSIP – Series 2021A Bond Project Fund account is due to redemptions related to the spend down of bond proceeds, net of interest earnings.

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 2023 and 2024. (New items in **red**, updates in **green**)

With the RFTA Board's direction, staff will begin identifying all current unlicensed uses inside the Railroad Corridor and begin requesting that the adjacent neighbors, utility companies, jurisdictions either license the use (if applicable), or remove the use. Staff has begun this process in Glenwood Springs:

- Survey and utility locate completed for the Corridor in Glenwood Springs – Staff is working on a few updates to the initial exhibit and once staff is comfortable with the exhibit, will mail a letter and a copy of the exhibit pertinent to each parcel, to each of the adjacent property owners. (ongoing)

Other ongoing items:

- Working with Paul on outstanding corridor issues:
 - Zlotnick Quiet Title- Waiting on Abatement Agreement Language.
 - Deane Lease Termination Letter- Waiting on signature from Mr. Deane.
 - Eubank Encroachment Removal- Waiting on response from Mr. Eubank.
- CEC Items:
 - Meeting was held on 10/27/2023, RFTA Board Update is proposed for **March Meeting**.
 - Ditch Issues- Ongoing Violation, Staff mailed letter to Ditch Owner to set up a meeting to discuss concerns and ditch maintenance responsibilities.
 - Barn and Berm Encroachment- Ongoing Violation, Rail Attorneys sent letter stating they have two years to remove encroachment. **Have not received a response from property owner, Rail Attorneys will follow up with property owner.**
 - Trash Enclosure Encroachment- Ongoing Violation, Rail Attorneys sent letter stating they have two years to remove encroachment. **Property owners have been in contact with Rail Attorneys and have started relocation, project may not be completed until Spring 2024 due to weather.**
 - Access Ramp Over Tracks- Ongoing Violation, Letter was sent to Roaring Fork Club to remove, this ramp was placed by Aspen Nordic Track, Staff will reach out to them for removal. **Leaving in place for this year, Staff is working with Nordic Track on agreement for future use.**
 - Livestock Fencing- New Violation, Letter was sent to property owner to remove fence from Right-of-Way. **Staff needs to confirm fence has been removed.**
 - Utility Installation- New Violation, Staff is working with Pitkin County Open Space on License agreement as approved by CEC Board. **Draft license was sent to Pitkin County 11/16/2023.**
- Rail Attorney items:
 - PUC application with Town of Carbondale – Filed with the P.U.C. – Approved, waiting on final signed approval from the C.P.U.C.
 - Town of Carbondale license language – Sent to TOC for review.
 - Rail Car letters: All encroachments have been removed. Still working through utility connection questions.
 - Cedar Networks- Contractor nonresponsive - Sent to Attorneys for resolution.
 - Century Link- Representative is non-responsive. Sent to Attorneys for resolution.

- Current Applications:
 - Holy Cross Fiber Project- Waiting for revised as-builts. **Final as-builts received and approved for five out of seven locations.**
 - Pitkin County Gerbaz Bridge- Working through Bridge Design Comments.
 - Colorado Extreme - Updating access and relocating Trail - Permit issued, Project Ongoing.

- Permits:
 - Xcel- Tree work- **Project ongoing.**
 - City of Glenwood Springs- Revegetation Complete, need final as-built, 6 weeks out for Survey team, Staff will follow up after the New Year if we haven't received before then.
 - Stott's Mill Access- Project Completed, waiting on as-builts and few punch list items to be completed. **Received as-builts and Farnsworth comments, sent back to applicant for revision.**
 - Voskuil Sewer Project in City of Glenwood Springs- Waiting on revised as-builts.
 - Xcel- Maintenance in ROW- Permit Issued, Work scheduled to begin Week of 11/01/2023.
 - Youth Art Park- Updated permit for final Phase 1 items.
 - **Damage to Corridor- A utility company completed unauthorized work in the corridor near Cattle Creek and damaged the new shoulder, as well as leaving mud on the trail. Staff has identified the utility company responsible for the damage. The utility company is working on a remediation plan with staff.**

- **Recreational Trails Plan (RTP)** – The Planning Department is working with regional stakeholders to update the 2005 Recreational Trails Plan (RTP). Following unanimous RFTA Board adoption of the Access Control Plan (ACP) in early 2023, the RTP is the second component plan of the larger Corridor Comprehensive Plan that guides management of the entire Rio Grande Trail from Glenwood Springs to Woody Creek. (ongoing)

- **Rail Salvage Project** – Staff has been tasked with developing a statement of work for, and removal of all rail between 8th Street and 23rd Street in Glenwood Springs in 2023. The 27th Street underpass project will begin spring 2023. Rail salvage will move to 2024/2025. (ongoing)

- **Roaring Fork Bridge Rehabilitation Project** – This repair project is in the design process. Staff anticipates the repair design and engineer's estimate will be complete in December, 2023. There are two parts to this project, the first and most critical is the repair to the abutments and installation of some anti-graffiti improvements, fencing to block access to the abutments, etc. One of the abutments has twisted and dropped and staff has been tasked with posting "no emergency vehicles on the bridge until further notice" on each side of the bridge to ensure that the bridge abutment doesn't fail.
 - The second part of the scope is to clean up and remove all of the graffiti. We will bring the budget for the repairs and the graffiti removal to the RFTA board for review and board direction to fund the repairs and graffiti removal, or just to fund the repairs. Planning did submit the bridge repair portion of the project for a TAP grant. Unfortunately, RFTA was not awarded TAP funds to help cover the cost of the repairs.



- The Rio Grande Trail Staff is staying busy.
 - Staff has been sweeping, debris blowing, clearing limbs and sightlines, pulling and chopping weeds, cleaning up trailheads and vault toilets, asphalt crack repair, reminding dog owners to leash their pets, etc. to make sure the trail is safe and clean.
- Staff is doing the last round of mowing shoulders and pushing vegetation back (again) before winter sets in.
- Staff continues working with Carbondale Arts to beautify the corridor through the Town of Carbondale, called the “Rio Grande ArtWay.”
 - The next big project is underway, called the Youth Art Park, and it is located just north of Town Hall and the Carbondale Rec Center. Phase 1 of this project is under construction and will be completed in 2024.
- Staff installed 2 new “wildlife kiosks” as a part of our ongoing wildlife monitoring program. This will give trail users the opportunity to share what wildlife they saw, and also learn about what wildlife other trail users have recently seen.
- 2023 projects that we hope to complete are listed below:
 - Bridge Maintenance/Repair.
 - Wingo Bridge repair: This project is complete!
 - Roaring Fork Bridge: Repair work is being designed and construction/repairs are planned for 2024.
 - Rio Grande Trail Maintenance – Shoulder Repair Project. Goal is to repair the trail shoulders from the CMC Trailhead up to the edge of Carbondale. The shoulders are important to maintain because they provide a clear space for trail users to safely step off the trail, a soft surface to walk/run on, and they also provide structural stability for the asphalt trail itself.
 - The shoulder repair project has been completed!
 - Continue re-vegetation and corridor restoration efforts. 2024 will be year # 8 utilizing goats to help build soil health, control vegetation, and help to snuff out noxious weeds. The goats primarily worked in the Emma to Rock Bottom Ranch section of the trail in 2023. Additionally, we did not have time/budget so we also worked on a small section of trail near CR 154/Riverview School.
 - In 2023, Goat Green worked approximately 35 acres of the Rio Grande Trail Corridor.
 - Continue and expand our vegetation monitoring program.
 - Kiosk Construction – the last remaining trailhead kiosk to be updated is located at the Satank Bridge. Staff is still waiting for the go-ahead from our superiors.
 - Adopt-a-Trail and RFOV project collaborations.
 - Build guard rail fence, aka fall protection fence, in 2 priority areas.
 - The fence project bids came in and were way over budget...so unfortunately, this project has been cancelled.
 - Complete the annual CEC tour, report, and meeting.
 - Tour completed on Sept. 26 & 27. CEC Board Meeting held on October 27.
 - Completed a Scope of Work for 2024 asphalt repair/replacement project, project included in the Strategic Initiatives. This project has been approved for 2024.

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 9. A.

Meeting Date:	January 11, 2024
Subject:	Resolution 2024-03: Election of RFTA Board Officers for 2024
Strategic Outcome:	High Performing Organization: With integrity, RFTA Will deliver efficient, innovative, transparent, accountable, effective, and collaborative regional transportation services that reflect community values.
Strategic Objective:	7.5 Ensure appropriate transparency of all RFTA business.
Presented By:	Paul Taddune, General Counsel
Staff Recommends:	Elect a Chairperson and Vice-Chairperson; appoint staff members, Nicole Schoon as Secretary and Michael Yang as Treasurer and Budget Officer.
Executive Summary:	<ul style="list-style-type: none"> • RFTA’s By-laws call for the election of Officers at the first regular meeting of the RFTA Board of Directors each year. • A Chair, Vice-Chair, Secretary and Treasurer/Budget Officer must be elected. The Board may appoint staff members to serve as Secretary and Treasurer/Budget Officer. • Section 7.04 of the By-laws, as amended in 2010 state: “Term. With the exception of the CEO, each Officer shall serve a one-year term commencing upon election or appointment by the Board. Each Officer shall serve until the end of his/her term or until his/her is elected or appointed, or he/she is lawfully removed pursuant to State law, these By-laws or the I.G.A. No member may serve as Chair for more than two (2) consecutive one-year terms. No member may serve as Vice-Chair for more than two (2) consecutive one-year terms. The Secretary and Treasurer may serve unlimited terms.” • Jeanne McQueeney has served as RFTA Chairperson for two (2) years, having been elected Chairperson in January 2022. According to the By-laws Jeanne McQueeney is not eligible to be re-elected as Chairperson for another one (1) year term. • Art Riddile has served as RFTA Vice-Chair for one-half year, having been elected Chairperson in June 2023, when Ben Bohmfalk stepped down as the regular Board member representing Carbondale, and relinquished the Vice-Chair position. According to the By-laws Art Riddile is eligible to be re-elected as Vice-Chair for another one (1) year term. • Staff recommends that Nicole Schoon be elected as Secretary and that Michael Yang be elected as Treasurer/Budget Officer.
Governance Policy:	Election of Officers to the RFTA Board is governed by its By-laws. Article VII, Section 7.02 of the By-laws provides that the Board shall elect Officers at the first regular meeting of the Board each year. The Officers are; Chairperson, Vice-Chairperson, Secretary and Treasurer/Budget Officer. The Board may appoint staff members to serve as the Secretary and Treasurer/Budget Officer.

Fiscal Implications:	There are no fiscal implications related to the Election of RFTA Board Officers for 2024.
Attachments:	Yes, please see Resolution 2024-03: Election of RFTA Board Officers for 2024, attached below.

Director _____ moved adoption of the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY**

**RESOLUTION NO. 2024-03
ELECTION OF RFTA BOARD OFFICERS FOR 2024**

WHEREAS, pursuant to Section 7.02 of the Bylaws of the Roaring Fork Transportation Authority (“RFTA”), the Board of Directors are required to elect Officers at the first annual meeting of the year.

Following a motion passed by the RFTA Board of Directors, the following persons were elected by consensus to serve as Officers of the Roaring Fork Transportation Authority Board of Directors for the year 2024:

_____, as Chairperson;

_____, as Vice-Chairperson;

_____, as Secretary; and

_____, as Treasurer and Budget Officer.

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

The above-named persons shall serve as Officers of the Roaring Fork Transportation Authority until a successor is named.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held January 11, 2024.

**ROARING FORK TRANSPORTATION AUTHORITY
By and through its Board of Directors:**

By: _____
Jeanne McQueeney, Chairperson

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