

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

TIME: 8:30 a.m. – 11:00 a.m., Thursday, February 8, 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: A. RFTA Board Meeting, January 11, 2024, page 3 B. RFTA Special Board Meeting, January 5, 2024, page 12		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. Authorization for RFTA CEO to Enter into Leases for Additional RFTA Seasonal Housing – Mike Hermes, Director of Facilities, page 14	2.3.7	Approve	
	B. Amendment to the Rubey Park Maintenance IGA for the R&M of the New On-Route Charger – Mike Hermes, Director of Facilities, page 15	4.2.5	Approve	
	C. Approval of a Renewed Lease Suite 201, Blake Street – Mike Hermes, Director of Facilities, page 17	2.3.7	Approve	
	D. RAISE Grant Letter of Support and Resolution 2024-03: Authorizing the RAISE Grant Submittal – David Johnson, Director of Planning, page 18	4.2.5	Approve	
	E. General Executive Constraint Policy 2.0 Certification – Dan Blankenship, CEO, page 23	2.0	Approve	
	F. Treatment of the Public Policy 2.1 Certification – Dan Blankenship, CEO, page 25	2.1	Approve	
6	Presentations/Action Items:			
	A. WE-cycle Presentation – 2023 Retrospective and 2024 Plan – Mirte Mallory, Executive Director, WE-cycle, and David Pesnichak, Mobility Coordinator, page 30	1.3	Discussion /Action	8:50 a.m.
	B. Proposed Process and Schedule to Update RFTA’s 2019 Strategic Plan – Kurt Ravenschlag, COO, page 31	1.3	Discussion /Action	9:20 a.m.
	(Agenda Continued on Next Page)			

	Agenda Item	Policy	Purpose	Est. Time
7	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, <i>page 32</i>	2.8.6	FYI	9:45 a.m.
8	Executive Session:			
	A. Paul Taddune, General Counsel: Two Items: Pursuant to C.R.S. 24-6-602 (e) and (f): Personnel Matters: 1) Succession Planning – CEO Employment Agreement; and 2) CEO Performance Review		Executive Session	9:55 a.m.
9	Issues to be Considered at Next Meeting:			
	To Be Determined at the February 8, 2024 Board Meeting	4.3	Meeting Planning	10:50 a.m.
10	Next Meeting: 8:30 a.m. – 11:30 a.m., March 14, 2024, In- person at Carbondale Town Hall or via WebEx Teleconference (Details to be provided later).	4.3	Meeting Planning	10:55 a.m.
11	Adjournment:		Adjourn	11:00 a.m.

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**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
January 11, 2024**

Board Members Present:

Jeanne McQueeney, Chair (Eagle County); Alyssa Shenk (Town of Snowmass Village); Colin Laird, (Town of Carbondale); Torre (City of Aspen); Bill Kane (Town of Basalt); Shelley Kaup (City of Glenwood Springs); Greg Poschman (Pitkin County)

Voting Alternates Present (via WebEx):

Brandy Copeland (Town of New Castle)

Non-Voting Alternates Present (via WebEx):

Francie Jacober (Pitkin County); 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; Angela Henderson, Brett Meredith, Abbey Pascoe, and Sarah Faichney, Facilities and Trails Department; Paul Hamilton, Director of Finance; Tammy Sommerfeld and Melissa Sever, Procurement Department; Ian Adams, Director of Operations; Craig Dubin, Special Projects Manager; Dawn Dexter and Mark Scruton, Operations Manager; Mike Christenson, Director of Vehicle Maintenance; David Johnson and Jason White, Planning Department; Jamie Tatsuno and Joni Christenson, Communications Department; Jason Schelhaas, Director of IT; Erin Kemp, Temp Director of HR; David Pesnichak, Mobility Coordinator; Terri Glenn, Finance Department; Ed Cortez, President ATU Local 1774

Visitors Present (via WebEx):

David Knapp, PhD (Marathon Leadership); Lynn Rumbaugh (City of Aspen); Linda DuPriest (EOTC); Sam Guarino (Town of Snowmass Village); Scott Condon (Aspen Daily News); John Stroud (Glenwood Springs Post Independent)

Agenda

1. Call to Order/Roll Call:

Jeanne McQueeney called the January 11, 2024 RFTA Board of Directors meeting to order at 8:36 a.m. McQueeney declared a quorum to be present (8-member jurisdictions present) and the meeting began at 8:37 a.m.

2. Approval of Minutes:

Greg Poschman moved to approve the December 14, 2023 Meeting Minutes and Bill Kane 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 January 11, 2024 Board Agenda.

No members of the Public had any comments.

McQueeney closed Public Comments at 8:38 a.m.

4. Items Added to Agenda – Board Member Comments:

McQueeney asked if there were any items that needed to be added to the January 11, 2024, Board meeting Agenda.

No items were added to the January 11, 2024 RFTA Board Agenda.

McQueeney asked if any Board member had any comments or questions regarding issues not on the January 11, 2024, Board meeting Agenda.

Poschman stated that he is very impressed by the caliber of bus operators that RFTA has on staff recently. They seem happier and possibly less stressed, which makes the passengers notice and can make their days a little better. He thanked staff and bus operators for taking the extra step to try to be a little happier and patient with passengers.

Kane seconded the sentiment and added that he noticed that passengers with questions had them answered without irritation by the bus operators, they answered them with a smile on their face.

Alyssa Shenk stated that she is concerned with the bus stop in Snowmass Village where construction is happening. When the bus stops the passengers cross the street and then the bus pulls out and it makes it difficult for those crossing the street to see on-coming traffic. This seems like a safety concern and asked RFTA to look at it and see if there is a safe solution to help those crossing the street.

Kurt Ravenschlag stated that they would take a look and see what solutions they can come up with to make it safe for passengers.

Shelley Kaup stated that the West Mountain Regional Housing Coalition is working on getting the buy-down program up and running. The City of Glenwood Springs and other jurisdictions still have many questions about the program that need answers. She will be attending the meeting today at 11:00 a.m. and will work at getting the numerous questions answered and will report back to the Board with any pertinent information.

McQueeney stated that 2024 is going to be a great year!

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

5. Consent Agenda:

- A. Resolution 2024-02: Designating a Location for Posting Public Notices of RFTA Board of Directors Meetings** - Nicole Schoon, Executive Assistant to the CEO, Secretary to the Board, and Compliance Officer

Each year RFTA must designate a location for posting Public Notices for RFTA Board of Directors Meetings. For 2024 RFTA designates 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.

Kaup moved to approve Resolution 2024-02: Designating a Location for Posting Public Notices of RFTA Board of Directors Meetings, and Shenk seconded the motion. The motion was unanimously approved.

B. MOU Between Pitkin County and the Roaring Fork Transportation Authority (RFTA), and Holy Cross Energy – Michael Hermes, Director of Facilities

After the Basalt, Lake Christine fire 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, Pitkin County Airport Terminal, and the Pitkin County, Holy Cross offices with power in the event of a grid-wide power outage. The emergency power will come from a Pitkin County battery backup system charged by a solar array. During a power outage, the 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 approximately 30 to 60 minutes.

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.

The MOU for the project encompasses the scope of the project and its phases, the responsibilities for the design, construction, management, and maintenance of the system, ownership of the infrastructure for the project, and the current and future financial commitments of each member.

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 future phases, ownership or maintenance responsibility. 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.

Kaup moved to approve the MOU Between Pitkin County and the Roaring Fork Transportation Authority (RFTA), and Holy Cross Energy, and Shenk seconded the motion. The motion was unanimously approved.

6. Presentations/Action Items:

A. Review of 2023 Strategic Work Plan – Kurt Ravenschlag, COO

Kurt Ravenschlag presented the Board with a snapshot of RFTA's noteworthy items and accomplishments in 2023.

Operations Snapshot:

- 4.8 Million Riders – 15% increase over 2022
- 5.2 Million Miles Driven
- 166 Bus Stops
- 212 Bus Operators
- 26 Routes
- Reduction of Canceled Hours of Service by 16%

- 207 Vehicles
 - 119 Transit Vehicles
 - 8 Battery Electric Buses
 - 58 Staff Vehicles
 - 22 Cut-Away Vans

Ravenschlag stated that a great deal of time and effort goes into getting each bus ready for the road each day. Before each trip bus operators do a “Pre-Trip,” where they go over every part of the bus they will be driving to ensure that it is safe and ready for passengers. The “Pre-Trip is done on an automated device, which will trigger any issues with the bus, allowing the issue to be fixed prior to the bus being utilized.

Poschman asked him to expand on the inspection.

Ravenschlag responded that the device insures that a complete inspection is being done each time and that nothing is being missed, insuring the safety of passengers and bus operators.

2023 Grants

- 15 Federal & State Grants
- \$63.2 Million Active Grants
- \$118.1 Million Project Costs (Local Matches Included)

2023 Revenue

- 50% Sales & Use Tax
- 21% Service Contracts
- 16% Property Tax
- 6% Operating Revenue
- 2% Grant Revenue
- 2% Local Government Contributions
- 2% Other Income
- 1% Investment Income

2023 Expenses

- 45% Transit
- 22% Administration
- 10% Capital
- 9% Debt Service
- 8% Facilities
- 5% Fuel
- 1% Other

1.0 Safe Customers

- Construction of 27th Street/ SH 82 Grade Separation
 - 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

- Project effort has been tabled by Pitkin County

Safety & Training

- 15,500 Hours – Comprehensive New Driver Training
 - 2,300 Hours – Defensive Driving & Emergency Response Training
 - 4,500 Hours – RFTA Operations & Systems
 - 1,500 Hours – PASS Certification
 - 7,200 Hours – Behind-the-Wheel
- 15 - Class B with Passenger Endorsement CDLs to New Hires

2.0 Accessibility and Mobility

- Design/Build of GMF Phases 3,4,5, and 7- Bus Storage, Circulation and Fueling Lane (Destination 2040)
 - 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)
 - Design firm of SEH selected and design has been initiated
- Bike Share Purchase and Implementation (Destination 2040)
 - 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

3.0 Sustainable Workforce

- Comprehensive Housing Policy
 - 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

Francie Jacober questioned if the Residences on Grand is entirely for RFTA staff and how many would that hold.

Ravenschlag responded that the Residences on Grand is a Master Lease Agreement, and it can house 30 employees. RFTA also has the Roadway Inn and the new Iron Mountain Place, the first building should be completed by June 2024.

4.0 Financial Sustainability

- RFTA 2023 Financial Audit
 - Audit was completed successfully
- RFTA 2023 Budget Development
 - 2024 Budget was successfully developed and adopted in December 2024

6.0 Environmental Sustainability

- Climate Action Plan

- 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
 - 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
 - Charger has been installed at Rubey Park. Commissioning of charger will begin February 5, 2024 and last approximately 4 months

Poschman stated that it would be nice to see how many metric tons of emissions are being displaced by RFTA, and that he would like to share it with his jurisdiction.

7.0 High Performing Organization

- Board Retreat
 - 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.

McQueeney stated that RFTA staff will likely be hearing from staff at the Eagle RTA with questions and direction on dealing with excess funds and how to deal with those funds. Questions have come up regarding distributing those funds back to the towns to help with their on-going projects, or whether something else should be done with those funds.

B. Summary of 2024 Work Plan – Kurt Ravenschlag, COO

Ravenschlag updated the Board on the 13 Work Plan Items in the RFTA 2024 Strategic Work Plan that could involve Board direction and/or policy development. The identified Board Work Plan items are as follows:

1.0 Safe Customers

- Construction of 27th Street/ SH 82 Grade Separation

2.0 Accessibility and Mobility

- 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)

3.0 Sustainable Workforce

- Comprehensive Housing Policy

4.0 Financial Sustainability

- RFTA Financial Audit of 2023 Finances
- RFTA 2024 Budget Development
- Evaluate Large Employer Pass Programs

6.0 Environmental Sustainability

- Climate Action Plan Implementation
- Zero Emission Vehicle Road Map
- BEB On-Route Charger Commissioning Results

Ravenschlag stated that the hope is that with the On-Route Chargers buses will be able to get a full battery charge in approximately 5 to 10 minutes, getting the bus back on the road quickly.

7.0 High Performing Organization

- Board Strategic Planning Work Session

Ravenschlag stated that staff is already in the process of planning the 2024 RFTA Board Retreat, scheduled to take place in June.

Poschman thanked Ravenschlag on the excellent snapshot of the wonderful accomplishments made in 2023 and all that RFTA has to look forward to in 2024.

7. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

Garfield County Transportation Improvement Subcommittee: Shelley Kaup, RFTA Board member representing Glenwood Springs, reports that the City Council has indicated a willingness for the City to support the Garfield County Transportation Improvement Subcommittee (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. Carbondale and Rifle elected officials have also expressed an interest in providing support for the effort and other jurisdictions will be asked to provide additional support. RFTA and CDOT are potential resources that the GCTIS can utilize for grant writing and other assistance.

Kaup is trying to find a neutral facilitator for the Subcommittee, however, she is not having any luck, but will continue to fill the facilitator position as soon as possible. David Johnson wrote a request proposal so see if the subcommittee can get a facilitator, will keep the Board updated on how filling that position is going.

Ridership: RFTA's year-to-date system-wide ridership was up 15.6%.

Operational Readiness: Projected Winter 2023/2024 Operational Readiness is currently at 107%. RFTA is projecting it to be at 116% by end of January. This increase is thanks to the Board's authorization to significantly increase bus operators' starting pay, as well as higher pay for current bus operators.

8. 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.

Kane moved to adjourn from the Regular Board Meeting into the Executive Session, and Poschman seconded the motion. The motion was unanimously approved. Executive Session began at 9:58 a.m.

Staff Present: Paul Taddune, General Counsel; Nicole Schoon, Secretary to the Board of Directors

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

No action was taken during the Executive Session, which adjourned at 10:22 a.m.

Jeanne McQueeney made the following statement regarding the Finalist for the CEO Position:

“As many of you are aware, Dan Blankenship has announced his retirement, scheduled towards the end of 2024. We want to keep you informed about the latest developments regarding this transition.

Following an internal recruitment process, the RFTA Board of Directors is excited to announce the selection of Kurt Ravenschlag as the finalist for the Chief Executive Officer (CEO) position. Kurt has been an integral part of RFTA, serving as the Chief Operating Officer (COO) since January 2018.

Throughout his time here, Kurt's leadership has been pivotal in overseeing Bus Operations, Paratransit, Vehicle Maintenance, Human Resources, Safety and Training, Facilities, Special Projects, and the strategic execution of our substantial \$250 million capital improvement plan.

Before joining RFTA, Kurt served as the General Manager of Transfort, contributing significantly to the development and implementation of critical transit projects, notably the MAX Bus Rapid Transit system, and developing the strategic transit plan for Fort Collins, Colorado.

With over two decades of experience in both public and private sectors of the transit industry and a background serving in the United States Marine Corps, Kurt brings a wealth of expertise in planning, implementing, and managing transit systems. Beyond his professional achievements, Kurt is devoted to raising his three children and enjoys all of what western Colorado has to offer.

Kurt will become the RFTA CEO on September 1, 2024, collaborating closely with Dan to ensure a smooth transition. Dan has endorsed Kurt's selection, expressing full confidence in his ability to lead RFTA into the future. Dan is expected to remain employed by RFTA until the end of 2024, serving in a supporting role. We want to assure you that RFTA remains committed to a transparent and thorough selection process. According to statutory guidelines, the finalist for the CEO position must be made public at least fourteen days prior to any formal appointment or employment offer. While we are excited about our finalist's potential, we will await the expiration of this mandatory notice period.

Please join us in supporting Kurt and Dan as they prepare for this transition. We are confident and excited about the future of RFTA. Thank you for your dedication and contributions as we move through this process. We will keep you updated as we progress through this transition.”

Expressing his gratitude, Kurt stated, **"I am honored by the opportunity to be considered for the CEO position at RFTA. Under Dan Blankenship's leadership, we have achieved remarkable successes, and I look forward to continuing that tradition. This upcoming year presents a valuable opportunity to learn from Dan and collaborate closely, ensuring a seamless transition as we move RFTA into the future. I'm eager to embrace this chance to learn and lead, ensuring RFTA's continued success in serving our communities."**

McQueeney stated, “In accordance with the announcement and direction of internal posting announced at the December 14 meeting, the Board has determined that Kurt Ravenschlag is the finalist for the CEO position and desires to promote him from the position of COO to CEO, effective as of September 1, 2024.”

Poschman moved to Provide Paul Taddune, General Counsel with Direction to Finalize an Employment Agreement with Kurt Ravenschlag, along the same lines as the current CEO

Employment Agreement, for consideration and approval by the Board at the February 8, 2024 Board Meeting, and Shenk seconded the motion. The motion was unanimously approved.

9. Board Governance Process:

A. Resolution 2024-03: Election of RFTA Board Officers for 2024 – Paul Taddune, General Counsel

Poschman moved to elect Shelley Kaup as the Chairperson for 2024, and Shenk seconded the motion. The motion was unanimously approved.

Kane moved to elect Greg Poschman as Vice-Chairperson for 2024, and Shenk seconded the motion. The motion was unanimously approved.

Shenk moved to elect Nicole Schoon as Board Secretary for 2024, and Poschman seconded the motion. The motion was unanimously approved.

Shenk moved to elect Michael Yang as Board Treasurer for 2024, and Poschman seconded the motion. The motion was unanimously approved.

10. Issues to be Considered at Next Meeting:

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

12. Adjournment:

Kane moved to adjourn from the January 11, 2024 RFTA Board meeting, and Poschman seconded the motion. The motion was unanimously approved.

The January 11, 2024 RFTA Board Meeting adjourned at 10:35 a.m.

Respectfully Submitted:

Nicole R. Schoon
Secretary to the RFTA Board of Directors

**ROARING FORK TRANSPORTATION AUTHORITY
SPECIAL BOARD MEETING MINUTES
January 5, 2024**

Board Members Present:

Jeanne McQueeney, Chair (Eagle County); 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):

Francie Jacober (Pitkin County)

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, Director of Facilities; Paul Hamilton, Director of Finance;

Agenda

13. Call to Order/Roll Call:

Jeanne McQueeney called the January 5, 2024 RFTA Board of Directors Special meeting to order at 9:01 a.m., McQueeney declared a quorum to be present (6-member jurisdictions present) and the meeting began at 9:02 a.m.

14. 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 January 5, 2024 Board Agenda.

No member of the Public had any comments.

McQueeney closed Public Comments at 9:05 a.m.

15. Items Added to Agenda – Board Member Comments:

McQueeney asked if any Board member had any comments or questions regarding issues not on the January 5, 2024, Board meeting Agenda.

No members of the Board had any comments.

McQueeney closed Board Comments at 9:06 a.m.

16. Public Hearing:

C. Resolution 2024-01: Resolution Certifying and Levying a Property Tax of 2.65 Mills for the 2024 Budget Year - Michael Yang, CFAO and Paul Hamilton, Director of Finance

As a result of the successful passage of Ballot Issue 7A at the November 6, 2018 general election, RFTA has the authority to impose real property taxes and is required to certify the tax levies in

December of each year. Resolution 2024-01 is intended to certify the RFTA mill levy of 2.65 for the 2024 budget year (2023 tax year for 2024 collections).

RFTA's boundary includes all of Pitkin County and portions of Eagle and Garfield Counties; therefore, the mill levy has to be certified to each county as set forth in the Assessor valuations and the Form DLG-70 attached to Resolution 2024-01 to be submitted no later than January 10, 2024.

For property tax year 2023, SB23B-001 lowers the residential assessment rate for all residential property from 6.765% to 6.7% and the residential property actual value adjustment has been increased from \$15,000 to \$55,000.

McQueeney asked if any member of the public would like to address the Board or make a comment regarding Resolution 2024-01: Resolution Certifying and Levying a Property Tax of 2.65 Mills for the 2024 Budget Year.

No members of the Public had any comments.

McQueeney closed Public Comments at 9:07 a.m.

Bill Kane moved to approve Resolution 2024-01: Resolution Certifying and Levying a Property Tax of 2.65 Mills for the 2024 Budget Year, and Alyssa Shenk seconded the motion.

A Roll Call Vote was Taken:

Jeanne McQueeney	Yes
Torre	Yes
Bill Kane	Yes
Alyssa Shenk	Yes
Colin Laird	Yes
Francie Jacober	Yes

The motion was unanimously approved.

17. Issues to be Considered at Next Meeting:

18. 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.

19. Adjournment:

Francie Jacober moved to adjourn from the January 5, 2024 RFTA Special Board meeting, and Kane seconded the motion. The motion was unanimously approved.

The January 5, 2024 RFTA Special Board Meeting adjourned at 9:08 a.m.

Respectfully Submitted:

Nicole R. Schoon
Secretary to the RFTA Board of Directors

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

Meeting Date:	February 8, 2024
Subject:	Authorization for RFTA CEO to Enter into Leases for Additional RFTA Seasonal Housing
Strategic Outcome:	3.0 Sustainable Workforce.
Strategic Objective:	3.3 Provide comfortable and affordable short-term and long-term housing solutions
Presented By:	Michael Hermes, Director of Facilities
Staff Recommends:	To meet RFTA's housing needs, staff recommends that the Board authorize the CEO to enter into lease agreements that might span multiple fiscal years, subject to annual appropriation and approval as to form by the RFTA General Counsel. This authority will remain in effect until December 31, 2025.
Executive Summary:	Staff seeks authorization from the Board to enable the CEO to enter into lease agreements that might span multiple fiscal years to meet RFTA's housing needs. If the authorization is approved, staff will utilize the existing budget approved for this purpose from the housing budget intended for this purpose. If additional budget is required, staff will transfer potential budget savings from other line items into the housing budget, or return to the Board with a Supplemental Budget Appropriation request.
Background/ Discussion:	RFTA provides an assortment of housing for seasonal and full-time year-round personnel. During the winter, RFTA housing combines RFTA-owned housing in Carbondale (31 Beds) and Burlingame seasonal housing units in Aspen up to 50 additional beds. Twenty-four of these beds are secured through a long-term master agreement that expires in 2033. The other 36 beds are typically leased to RFTA on a first-come, first-served basis. RFTA also supplements winter housing with additional leased units wherever they are available. Staff is currently working to secure the housing needed to relocate employees who are in seasonal housing and will need to transition to permanent housing in April and May. This request is to authorize the CEO to enter into lease agreements up to 12 months in length that may span multiple fiscal years. These leases will be subject to annual appropriation and will not be signed until approval as to form by the RFTA General Counsel.
Governance Policy:	RFTA Board Financial Condition and Activities Policy 2.3.7 states, "The CEO shall not acquire, encumber, or dispose of real property."
Fiscal Implications:	This request will utilize the existing budget identified in RFTA's 2024 Budget for employee housing, utilize budget savings from other line items, or staff will return to the Board with a supplemental budget request.
Attachments:	None.

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

Meeting Date:	February 8, 2024
Subject:	Amendment to the Rubey Park Maintenance IGA for the Repair & Maintenance of the New On-Route Charger
Strategic Outcome:	7.0 High Performing Organization.
Strategic Objective:	7.1 Optimize the use of RFTA assets through capital improvement planning, preventive maintenance, and asset management.
Presented By:	Michael Hermes, Director of Facilities
Staff Recommends:	Staff recommends that the Board authorize the CEO to execute the amendment to the Rubey Park Operations IGA for the repair and maintenance of the Rubey Park Battery Electric Bus (BEB) on-route charger once the IGA has been approved as to form by the RFTA General Counsel.
Executive Summary:	RFTA has purchased and installed an on-route bus charger at Rubey Park and the staffs for the City of Aspen and RFTA wish to memorialize the repair and maintenance responsibilities for the charger by amending the Rubey Park Operations IGA. RFTA will be responsible for the repair and maintenance cost of the charger and will pay for all of the electricity used by buses utilizing the charger. The city will remain responsible for the drainage and stormwater systems that were modified during the installation of the BEB charger.
Background/ Discussion:	The City of Aspen owns the Rubey Park transit station, and RFTA operates Rubey Park under the terms of the Rubey Park operations IGA, which was negotiated after the construction of Rubey Park in 2016. RFTA has completed the installation of an on-route BEB bus charger to extend the range of the BEBs in the RFTA fleet. Staff would like to amend the IGA to memorialize the repair and maintenance responsibilities for the charger. The amendment to the IGA will memorize the repair and maintenance obligations of the RFTA and City for this charger.
Governance Policy:	Governance Policy Outcome 2.4 Asset Protection.
Fiscal Implications:	RFTA will be responsible for the cost of all of the repair and maintenance associated with the charger. The anticipated cost for these repairs is accounted for in the 2024 budget. The charger will be under warranty for the first year and the funds budgeted in 2024 will pay for a Service Level Agreement (SLA) for a qualified technician to perform preventive maintenance on the charger and to purchase a stock of parts in inventory to facilitate the repair of the charger should something fail. RFTA will also be responsible for the electricity the buses use at the station. The cost of the electricity was included in the 2024 budget. However, at the time the budget was created, staff was unaware that the city charged a "demand charge" for industrial electricity users. This demand charge will add approximately \$120,000 per year to the cost of the electricity used by this charger, and staff will be bringing a supplemental budget appropriation to the Board for approval in March to account for this expense.

Attachments:	Yes, please click on " First Amendment to the Rubey Park Operating Agreement for the BEB Charging Station.pdf ," or see "First Amendment to the Rubey Park Operating Agreement for the BEB Charging Station.pdf," included in the February 8, 2024, RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the Board Agenda Packet.
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**RFTA BOARD OF DIRECTORS MEETING
“CONSENT” AGENDA SUMMARY ITEM # 5. C.**

Meeting Date:	February 8, 2024
Subject:	Approval of a Renewed Lease for Suite 201, Blake Street
Strategic Outcome:	3.0 Sustainable Workforce: RFTA will ensure organizational sustainability by enhancing its ability to continue to recruit and retain an engaged, well-trained, resilient professional workforce
Strategic Objective:	3.8 Provide employees with the tools, space, and equipment to maximize efficiency and safety
Presented By:	Michael Hermes, Director of Facilities
Staff Recommends:	Staff recommends that the Board authorize the CEO to sign the new lease for 201 Blake Street once approved as to form by the RFTA general counsel, Paul Taddune.
Executive Summary:	<p>RFTA currently leases suites 201, 202, and 102 at 1517 Blake Street in Glenwood Springs. These three offices provide office space for the staff working for the Traveler, Safety, Procurement, and IT Department.</p> <p>The lease for suite 201 expires May 31, 2024, and staff wishes to re-lease this office suite for three additional years with options to extend these leases for two additional years if necessary.</p> <p>The rent for the first three years of the lease is fixed at \$2,700 per month or \$22.00 per square foot. This amount is at or below the current square footage for similar office space in Glenwood Springs. In the option years, the rent will increase by 3% each year.</p>
Background/ Discussion:	To accommodate its growing administrative staff, RFTA has leased office space in various office buildings in Glenwood Springs. RFTA currently leases suites 201,202, and 102 in the office building located at 1517 Blake Avenue in Glenwood. The lease for suite 201, which presently houses Procurement and Traveler staff, expires on May 31, 2024. RFTA will need to continue to lease this office space until the organization can complete the design and fund the construction of a new office building to house all its administrative staff in one location.
Governance Policy:	2.3.7 - Concerning financial condition and activities, the CEO shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from the Board's end priorities, which includes acquiring, encumbering, or disposing of real property.
Fiscal Implications:	The total estimated rent for this office in 2024 will be \$29,432.00. This amount has been included in the 2024 budget.
Attachments:	Yes, please click on " Draft Office Lease 1517 Blake St Suite 201.pdf ," or see " Draft Office Lease 1517 Blake St Suite 201.pdf," included in the February 8, 2024, RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the Board Agenda Packet.

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

Meeting Date:	February 8, 2024
Agenda Item:	RAISE Grant Letter of Support and Resolution 2024-03: Authorizing the RAISE Grant Submittal
Strategic Outcomes:	2 ACCESSIBILITY & MOBILITY 5 SATISFIED CUSTOMERS 7 HIGH PERFORMING ORGANIZATION
Strategic Objectives:	2.1 Rio Grande Railroad Corridor/Rio Grande Trail is Appropriately Protected and Utilized 2.3 Increase alternative mode splits throughout the region 2.7 Provide convenient connections to key activity centers in service area 5.1 Transit and trail experiences are enjoyable 5.2 Transit services are affordable for all user types 5.4 Provide easy, modern and reliable services 7.4 Actively engage the public about plans, projects and service changes
Presented By:	David Johnson, Director of Planning
Staff Recommends	<ul style="list-style-type: none"> • Authorize Staff to submit a FY24 USDOT RAISE Planning Grant Application to Develop a Locally Preferred Alternative for a new Glenwood Springs BRT Route Extension to the I-70 Corridor • Approve a local match commitment of up to \$250,000, pending a more refined grant cost estimate
Executive Summary	<p>For the FY24 USDOT RAISE planning grant application, RFTA intends to work with regional stakeholders on a regional planning study to extend BRT to downtown Glenwood Springs and through to the West Glenwood Park and Ride, ultimately creating a more reliable connection to the I-70 corridor.</p> <p>In 2021, RFTA contracted with Parsons consulting team to conduct the Glenwood Springs <i>Multimodal Options for a Vibrant Economy (MOVE)</i> planning study. The MOVE study envisioned “a community with safe, multimodal and efficient connection options that makes Glenwood Springs a city of great vitality and quality of life.” The primary purpose of the study was to develop a long-term vision and program for transportation improvements within and through Glenwood Springs, focusing on the I-70 and SH-82 corridors, recognizing the transportation, land use, environmental, economic and social needs of the City and the region.</p> <p>A critical component of the MOVE study was identifying alternatives for a BRT alignment to downtown Glenwood Springs. The study concluded with two alternatives: 1) SH-82 Grande Avenue corridor from roughly 8th St. to 27th St., and the 2) RFTA Rio Grande Railroad Corridor from roughly 8th St. to 27th St. For more details, please reference the June 10, 2021 RFTA Board Meeting agenda packet and the Final GWS MOVE Study (Aug. 2021) on the RFTA website.</p> <p>The study proposed for RAISE funding will determine a Locally Preferred Alternative (LPA) among these two options. RAISE grant awards will be announced in June 2024.</p>

<p>Background/Discussion</p>	<p>As the largest municipality (2021 population of 10,326) and the county seat of Garfield County, the City of Glenwood Springs (COGS) is a regional workforce center, a commercial center, a popular tourist destination and a strategic transit hub for connections between the SH-82 and I-70 corridors.</p> <p>As regional population and employment numbers continue to climb, particularly in western Garfield County, ADT in downtown Glenwood Springs is increasing at a forecasted rate of 1.9% annually. As a result, road congestion is increasing, even outside of peak commute times. Creating a transit corridor with a dedicated guideway and/or transit priority is an essential prerequisite to efficient and reliable BRT service, consistent with the rest of the regional BRT system.</p>
<p>Governance Policy</p>	<p>RFTA Board Governing Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”</p>
<p>Fiscal Implications:</p>	<p>The RFTA RAISE request will be approximately \$1 million, including RFTA local match of up to \$250,000. Local matching funds are not required for rural areas, but are highly encouraged to create competitive applications.</p>
<p>Attachments:</p>	<p>Yes, please see Letter of Support and Resolution 2024-04, attached below.</p>



February 28, 2024

Secretary Pete Buttigieg
US Department of Transportation
1200 New Jersey Avenue SE
Washington, DC 20590

RE: Roaring Fork Transportation Authority (RFTA) FY2024 RAISE Grant Application

Dear Secretary Buttigieg:

The RFTA Board of Directors is in full support of the RFTA FY2024 RAISE planning grant proposal to develop a locally preferred alternative BRT alignment through the City of Glenwood Springs, Colorado, to improve BRT service within the City and throughout RFTA's multi-county service area.

RFTA is the second largest transit agency in Colorado, and the largest rural transit agency in the nation. RFTA provides affordable, convenient year-round public transit services across a 70-mile rural service region between Rifle and Aspen, linking eight-member jurisdictions, which include six municipalities and two counties. The RFTA Board of Directors is an innovative and trusted decision-making body, truly embracing the organization's mission of "Connecting the Region with Transit and Trails."

The 42-mile *VelociRFTA* BRT system, implemented in 2013 with the support of USDOT's *Very Small Starts* grant program, currently terminates at the southern end of the City of Glenwood Springs, leaving the majority of the City and the I-70 corridor with limited transit service. RFTA intends to extend BRT to downtown Glenwood Springs and through to the western part of the City, ultimately creating a more reliable connection to the I-70 corridor, where the majority of the region's population and affordable housing options are located. Creating a transit corridor with a dedicated guideway and/or transit priority is an essential prerequisite to efficient and reliable BRT service, consistent with the rest of the regional BRT system.

The Glenwood Springs BRT Alignment project aligns with the RAISE grant program criteria, and the RFTA Board of Directors encourages the USDOT to approve a full planning grant award.

Sincerely,

Shelley Kaup, RFTA Board Chair

Director _____ moved to adopt the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2024-04**

**AUTHORIZATION TO SUBMIT A FY24 USDOT RAISE PLANNING GRANT APPLICATION TO DEVELOP A
LOCALLY PREFERRED ALTERNATIVE FOR BRT ROUTE EXTENSION TO
DOWNTOWN GLENWOOD SPRINGS**

WHEREAS, Pitkin County, Eagle County, the City of Glenwood Springs, the City of Aspen, the Town of Carbondale, the Town of Basalt, and the Town of Snowmass Village (the “Cooperating Governments”) on September 12, 2000, entered into an Intergovernmental Agreement to form a Rural Transportation Authority, known as the Roaring Fork Transportation Authority (“RFTA” or “Authority”), pursuant to Title 43 Article 4, Part 6, Colorado Revised Statutes; and

WHEREAS, on November 7, 2000, the electors within the boundaries of the Cooperating Governments approved the formation of a Rural Transportation Authority; and

WHEREAS, the Town of New Castle elected to join the Authority on November 2, 2004; and

WHEREAS, the Roaring Fork Transportation Authority (RFTA) is a political subdivision of the State of Colorado, and therefore an eligible applicant for a grant awarded by USDOT’s Rebuilding American Infrastructure with Sustainability and Equity (RAISE) funding; and

WHEREAS, the RFTA Board of Directors supports the completion of the project if a RAISE grant is awarded.

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

1. The above recitals are hereby incorporated as findings by the RFTA Board of Directors.
2. The RFTA Board of Directors strongly supports the RAISE Grant Application and will appropriate up to \$250,000 local match for a grant, if awarded.
3. If the grant is awarded, the RFTA Board of Directors strongly supports the completion of the project.
4. The Board of Directors of RFTA authorizes the expenditure of funds necessary to meet the terms and obligations of any grant awarded pursuant to a Grant Agreement.
5. The Board of Directors authorizes the RFTA CEO to execute the Grant Agreement.

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INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 8th day of February, 2024.

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

By: _____
Shelley Kaup, RFTA Board 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 February 8, 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 8th day of February, 2024.

Nicole R. Schoon, Secretary to the RFTA Board

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

Meeting Date:	February 8, 2024
Subject:	General Executive Constraint – 2.0
Strategic Outcome:	7.0 - With integrity, RFTA will deliver efficient, innovative, transparent, accountable, effective, and collaborative regional transportation services that reflect community values.
Strategic Objective:	7.5 - Ensure appropriate transparency of all RFTA business 7.7 - Continually seek ways to improve business process
Presented By:	Dan Blankenship, CEO
Recommendation:	Accept the report.
Executive Summary:	<ul style="list-style-type: none"> • The RFTA Board adopted a Governance Policy Manual on July 16, 2003 that requires the CEO to periodically certify compliance with Board policies. • The RFTA Board amended policy 2.0 – General Executive Constraint by Resolution No. 2014-15 on September 11, 2014. • The schedule for monitoring CEO performance requires the CEO to submit an annual monitoring report to the Board regarding General Executive Constraint – Policy 2.0 in February each year. • I am reporting Compliance.
Governance Policy:	The activities of the CEO are governed by Management Limitation policies initially adopted by the RFTA Board of Directors on July 16, 2003, and which were updated in September 2014, 2019, and 2022.
Fiscal Implications:	There are no fiscal implications related to this monitoring report.
Attachments:	Yes, please see the monitoring report attached below for General Executive Constraint (2.0) .

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

Annual Monitoring on Policy 2.0: GENERAL EXECUTIVE CONSTRAINT

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

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

I am reporting Compliance.

Signed: Dan Blankenship, CEO Date: February 8, 2024

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

Meeting Date:	February 8, 2024
Subject:	CEO Treatment of the Public Policy 2.1 Certification
Strategic Outcome:	1.0 - RFTA will ensure the safety of its workforce, customers and general public through its safety-first culture, systematic procedures, practices, and policies for managing risks and hazards. RFTA will ensure the safety of its workforce, customers and general public through its safety-first culture, systematic procedures, practices, and policies for managing risks and hazards.
Strategic Objective:	1.1 Customers are safe at RFTA facilities and riding RFTA services 1.2 The Public is safe and comfortable using the Rio Grande trail 1.3 Maintain and promote a healthy and safe workforce 1.4 The general public has a positive perception of the safety of RFTA services 1.5 Staff are well trained and safety focused
Presented By:	Dan Blankenship, CEO
Recommendation:	Accept the report.
Executive Summary:	<ul style="list-style-type: none"> • The RFTA Board adopted a Governance Policy Manual on July 16, 2003 that requires the CEO to certify compliance with Board policies on a periodic basis. • The Board amended policy 2.1 – Treatment of the Public on September 11, 2014. • The schedule for monitoring CEO performance requires the CEO to submit a monitoring report to the Board regarding Treatment of the Public – Policy 2.1, on an annual basis. This report is due in February each year. I am reporting Compliance.
Governance Policy:	The activities of the CEO are governed by Management Limitation policies initially adopted by the RFTA Board of Directors on July 16, 2003, and which were updated in September 2014, 2019, and 2022.
Fiscal Implications:	None
Attachments:	Yes, please see the monitoring report attached below for Treatment of the Public (2.1)

POLICY TYPE: MANAGEMENT LIMITATIONS

POLICY 2.1

POLICY TITLE: TREATMENT OF THE PUBLIC

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

Accordingly, he/she shall not:


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

CEO Report:

- RFTA’s most recent PCI quarterly scan was conducted on February 24, 2023 and RFTA was PCI compliant with that scan (Chart 1, below), which is good until February 24, 2024 (Chart 2, on following page).

Chart 1

ROARING FORK TRANSPORTATION AUTHORITY




OVERALL PCI STATUS	SAQ VERSION	SAQ STATUS	LAST SAQ DATE
Compliant	C	Compliant	2/24/2023
ASV COMPLIANCE STATUS	ASV COMPLIANCE DATE	ASV COMPLIANCE DUE DATE	VALIDATION DATE
Compliant	1/4/2023	4/4/2023	2/24/2023

Based upon the information provided by ROARING FORK TRANSPORTATION AUTHORITY regarding its policies, procedures, and technical systems that store, process and/or transmit cardholder data, ROARING FORK TRANSPORTATION AUTHORITY has performed the required procedures to validate compliance with the PCI DSS, the best practices designed to protect merchants and consumers from data security breaches and fraud.

Disclaimer

Aperia Solutions makes no representation or warranty as to whether ROARING FORK TRANSPORTATION AUTHORITY system(s) are secure from either an internal or external attack or whether cardholder data is at risk of being compromised. Aperia Solutions makes no representations or warranties regarding this company’s business activities or operations.



Chart 2



Certificate of Validation

This certifies that this merchant has completed all sections of the Payment Card Industry's Self Assessment Questionnaire resulting in a compliant rating.

Merchant Name:	ROARING FORK TRANSPORTATION AUTHORITY
SAQ Level:	SAQ C
Validation Number:	PCISmart62812600073245850223
Validation Date:	24th Day of February, 2023
* Expiration Date:	24th Day of February, 2024
ASV Compliance Status:	Compliant
* ASV Compliance Date:	4th Day of January, 2023
Approved Scanning Vendor:	Aperia Solutions, INC.



* All merchants are required to validate their PCI compliance yearly. The overall PCI status could be affected by changes in the merchants card processing environment and/or failure to provide a passing scan as outlined in requirement 11.2 of the PCI Security Standard should one be required.

Reporting Compliance.

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

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

CEO Report: During 2023, RFTA provided the Public with an opportunity to comment on winter season service reductions. A Public Hearing on the proposed winter season service reductions

was conducted at the October 23, 2023 RFTA Board meeting, following extensive Public Outreach as described below:

- **Summary of Public Outreach:** RFTA conducted a public involvement effort to gather community input regarding the proposed winter service reductions starting November 21, 2023. This outreach included three community input sessions, each strategically held at bus stops in Glenwood Springs and Aspen. Bilingual hosts and materials were present to facilitate engagement with community members at all sessions. An online form was available for individuals who could not attend a session. These outreach efforts aimed to foster open dialogue, gather community preferences, and ensure that the proposed winter service reductions align with the needs and priorities of RFTA riders, enhancing the decision-making process for RFTA's winter service planning.

During these sessions, roughly 80 individuals participated in conversations with the table hosts. To further capture opinions, hosts distributed over 250 paper flyers with an online input link, available in both English and Spanish. The in-person feedback was mostly positive and accepting of the proposed service reductions when the changes were explained and the reasonings. A handful of community members were concerned with full BRT buses in the mornings headed up valley and evenings leaving Rubey Park. It was explained that with these service levels, RFTA will have more capability to add in backup buses as needed during busy commuter hours. A few up-valley residents were disappointed with the elimination of the Highlands Flyer service. Approximately 22 online forms were filled out; the majority of the on-line form submissions were questions about the service reductions that will be followed up by RFTA staff via their submitted contact information.

Reporting Compliance.

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

CEO Report:

In the fall of 2022, RFTA underwent a safety and security review conducted by CTAA, that was coordinated locally by Jason Smith, RFTA Safety and Training Manager who, as a prerequisite for, was required to complete CTAA training to become a Certified Safety and Security Officer (CSSO). The training covered nine critical areas of transit safety. Following the review, RFTA received a 3-year CTAA Safety and Security Accreditation effective January 4, 2023 through January 4, 2026. According to CTAA (following page):

This premier status was achieved through completion of a desk review and a rigorous on-site review performed October 3rd to October 5th, 2022 by Joe Seitz, a Master Reviewer for this program. Your CERTIFICATE OF FULL PARTICIPATION is enclosed, and will certify your status for three years, through January 4, 2026.

Mr. Seitz followed our program's guidelines to conduct a detailed examination in nine critical areas: (1) Leadership and Management; (2) Transit Operations; (3) Vehicles and Maintenance; (4) Facilities and Maintenance; (5) Personnel; (6) Training; (7) Organizational Safety; (8) Organizational Security and (9) Community Emergency Response Preparedness. We were impressed that this review satisfied our standards in all nine of these areas, with no remedial or corrective action found to be necessary. Naturally, our reviewer found opportunities to further improve and strengthen your operations, which have been discussed with you and your staff.



Reporting Compliance.

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

CEO Report: RFTA has numerous mechanisms for receiving and resolving complaints as follows: www.rfta.com (contact us at feedback@rfta.com); Twitter (<https://twitter.com/RFTA>), Facebook (<https://www.facebook.com/RIDE.RFTA>), Rubey Park Information (970-925-8484), a Glenwood Springs Customer Service office, word of mouth, and Board Members. In 2023, RFTA added an additional Operations Business Specialist to assist with responses to customer complaints, suggestions, and inquiries. Currently, there are two Specialists responding to customer feedback, and they are doing an outstanding job!

Reporting Compliance.

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

Meeting Date:	February 8, 2024
Subject:	WE-cycle Presentation – 2023 Retrospective and 2024 Plan
Strategic Outcome:	2.0 Accessibility and Mobility
Strategic Objective:	2.4 Provide increased first and last mile options for customers throughout service area
Presented By:	Mirte Mallory, Executive Director, WE-cycle
Staff Recommends:	Update only
Executive Summary:	<p>2023 is the first year that the 2023-2028 Regional Bikeshare Memorandum of Understanding (MOU) has been in its implementation phase. The purpose of this presentation is to provide the Board with an update on bikeshare progress in 2023 as well as to look ahead to what can be expected in 2024.</p> <p>2023 included expansions of the WE-cycle Bikeshare system in Aspen and Eagle County as well as a system launch in Carbondale. 2023 also included system planning for a 2024 Pitkin County expansion.</p> <p>2024 will include a system expansion in Pitkin County as well as system planning for an expansion for the Town of Snowmass in 2025. Planning will also be kicking off for a 2026 system launch for Glenwood Springs.</p>
Background/ Discussion:	<p>In March 2021, RFTA undertook the Roaring Fork Valley Regional Bikeshare Plan (RFVRBP) and the Regional First Last Mile Mobility Plan (RFLMMP). The RFVRBP was completed and adopted by the RFTA Board of Directors by Resolution 2022-11 at the May 12, 2022 meeting. The RFLMMP was completed in June 2022 and was adopted by the Board by Resolution 2022-15 on August 11, 2022.</p> <p>As a result of the RFVRBP, the RFLMMP, and the creation of the First Last Mile Mobility (FLMM) fund in 2021, RFTA, WE-cycle and partner jurisdictions from Aspen to Glenwood Springs signed onto the 2023-2028 Regional Bikeshare Services Memorandum of Understanding (MOU). This MOU, which went into effect on January 1, 2023, has the stated purpose of defining the “terms and conditions by which the Parties will collectively provide, administer and fund Bikeshare Services for calendar years 2023 – 2028”. This MOU is intended to provide a pathway to fulfill RFTA’s commitments for a regional bikeshare system as a first/last mile solution under the 2018 voter approved property tax measure 7A and as outlined in the Destination 2040 Plan.</p>
Governance Policy:	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
Fiscal Implications:	There are no fiscal implications related to this agenda item
Attachments:	Yes, please click on “ 02.08.2024 RFTA Board WE-cycle 23-24 Update.pdf ,” or see “02.08.2024 RFTA Board WE-cycle 23-24 Update.pdf,” included in the February 8, 2024, RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the Board Agenda Packet.

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

Meeting Date:	February 8, 2024
Subject:	Proposed Process and Schedule to Update RFTA's 2019 Strategic Plan
Strategic Outcome:	High Performing Organization
Strategic Objective:	7.4 Actively engage the public about plans, projects and service changes. 7.5 Ensure appropriate transparency of all RFTA business.
Presented By:	Kurt Ravenschlag, COO
Staff Recommends:	Review the proposed process and schedule of updating RFTA's 2019 Strategic Plan, and provide staff with any feedback and direction.
Executive Summary:	In 2019 RFTA developed and approved a new and revised Strategic Plan to guide the organizations next five years in achieving its identified goals. RFTA has reached the end of that five-year period and plans to work with the RFTA Board of Directors to update that plan to provide a strategic road map for the next five years in pursuing its mission of Connecting our Region with Transit and Trails.
Background/ Discussion:	<p>The 2019 RFTA Strategic Plan has served the organization well over the last five years. It has focused staff efforts on initiatives that advanced the plan in accomplishing its objectives and seven outcome areas. While staff believes the existing Strategic Plan still holds significant value, they recognize the need for refinement. This includes incorporating any newly identified objectives and providing clearer definition of some existing objectives.</p> <p>This plan is slated to commence at the March 2024 regularly scheduled RFTA Board meeting, extending through the June 2024 Board Strategic Planning session. Throughout this process, we will undertake a review of the Mission, Vision and Values. Additionally, we will assess challenges and advantages related to plan accomplishment. The focus will also extend to each outcome, ensuring that the identified objectives align with the Board's goals for the organization.</p> <p>The current vision is for RFTA staff to take on this effort, but it could be facilitated with outside assistance if the Board feels that might offer a better result.</p>
Governance Policy:	Policy 2.9. Five-Year Strategic Plan.
Fiscal Implications:	None at this time
Attachments:	Yes, please click on " RFTA 2019 Strategic Plan.pdf ," or see " RFTA 2019 Strategic Plan.pdf," included in the February 8, 2024, RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the Board Agenda Packet.

**RFTA BOARD OF DIRECTORS MEETING
“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 7. A.**

CEO REPORT

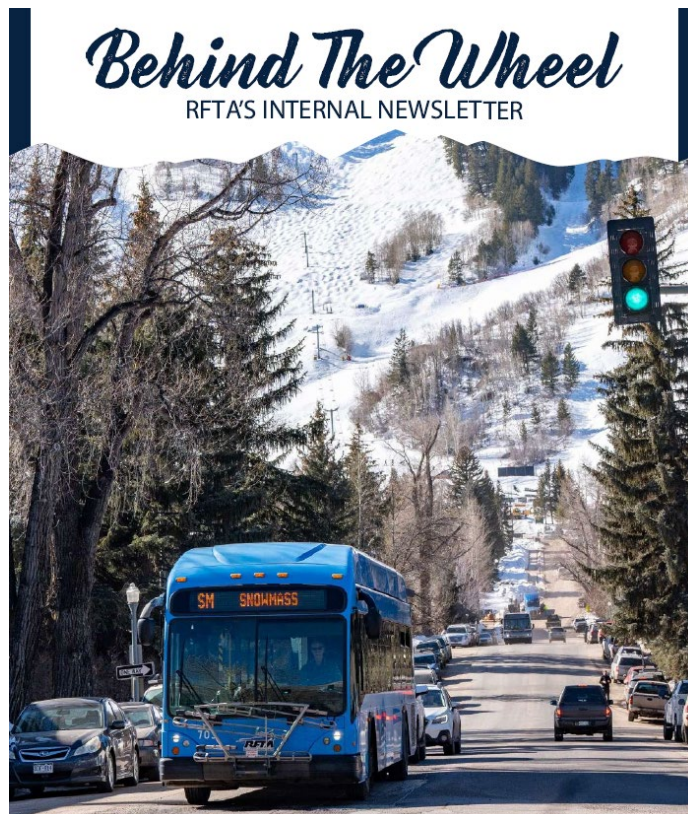
TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: February 8, 2024

RFTA Board and Staff Trip to D.C. to Visit Congressional Delegation: From March 19 – March 22, RFTA Board Members, Francie Jacober and Greg Poschman will accompany RFTA staff, Kurt Ravenschlag, COO, Ben Ludlow, Senior Project Manager, and David Johnson, Director of Planning, on a visit with members of the Colorado Congressional Delegation in D.C., to advocate for their support of grant applications.

Garfield County Transportation Improvement Subcommittee (GCTIS):

The Glenwood Springs City Council has indicated a willingness for the City to support the GCTIS Roundtable Meetings by means of logistics and coordination and to serve as fiscal agent for potential grants that might be used for consulting and planning services. However, the receipt recently of a \$49.6 million Federal grant for the South Bridge project, which has necessitated intensified planning to begin moving the project forward, is consuming considerable City staff time at present, and may temporarily delay the initiation of the GCTIS process. Updates regarding progress on this process will be provided monthly.

Fall Edition of RFTA “Behind the Wheel:” Another information-packed edition of the RFTA “Behind the Wheel” newsletter can be found by following this link: [“Behind the Wheel – Winter 2023/24 Edition.pdf.”](#) Also, you can find the “Behind the Wheel – Winter 2023/24 Edition.pdf” in the February 2024 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the RFTA Board Meeting Agenda. The “Behind the Wheel” newsletter is produced and edited by Terri Rider, HR Business Specialist III, with eye-catching graphic layouts by RFTA’s Creative Communications Associate, Yazmin Carlson.



Ridership: Through **December 2023**, RFTA’s year-to-date system-wide ridership was **4,863,638** up **14.2%** compared to **4,257,667** passengers through **December 2022**.

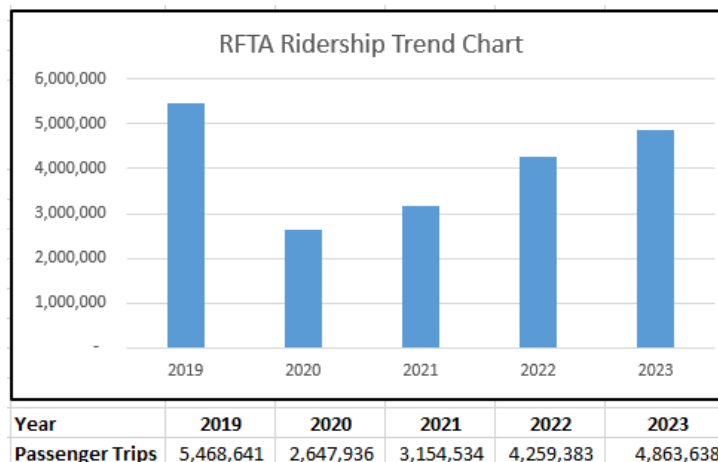
The chart below compares year-to-date **December 2023** ridership with year-to-date **December 2019** pre-pandemic ridership. Overall, year-to-date system-wide ridership through **December 2023** was down **11%** compared to year-to-date system-wide ridership through **December 2019**. City of Aspen ridership was down **33%**, Valley ridership was down **5%**, Hogback ridership was up **75%**, and Other ridership was down **6%** compared with year-to-date **December 2019**.

Total Ridership YTD Comparison: 2019 vs. 2023			
Service	YTD Dec. 2019	YTD Dec. 2023	% Vari YTD 2023 to YTD 2019
Aspen	1,487,240	994,276	-33%
Valley	2,762,942	2,635,461	-5%
Hogback	102,122	179,208	75%
Other	1,116,337	1,054,693	-6%
Total	5,468,641	4,863,638	-11%

When looking only at the month of **December 2023** ridership compared to **December 2019** (pre-pandemic), system-wide ridership was down **9%**. City of Aspen ridership was down **31%**, Valley ridership was **up 5%**, Hogback ridership was up **61%**, and Other ridership, which includes Ride Glenwood, Maroon Bells, and Aspen Skiing Company, was Down **10%** (see chart below).

Ridership Comparison: Dec. 2019 vs. Dec. 2023			
Service	Dec-19	Dec-23	% Vari Dec. 2023 to Dec. 2019
Aspen	181,406	124,465	-31%
Valley	262,633	275,304	5%
Hogback	9,392	15,110	61%
Other	133,877	120,811	-10%
Total	587,308	535,690	-9%

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



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.

Winter 2023/2024: Currently at 107%. Projected to be at 113% by 02/15/2024.

News from the front...

The 2024 RFTA budget included funding to create a Director of the Rio Grande Corridor. I'm pleased to announce that Angela Henderson, formerly Assistant Facilities Director has accepted this position following an internal recruitment. Angela has been with RFTA for 17 years, serving in several roles, and most recently as Assistant Director of Facilities, overseeing Trails, the Rio Grande Rail Corridor and our Facility Operations. This newly formed Department will allow RFTA to bring more prominence and dedicated efforts to managing and protecting one of RFTA's greatest assets in the Rio Grande Trail and Rail Corridor.

RFTA 2024 Work Plan for Destination 2040 Implementation

E1 - Bus Replacement – 10, 40' Electric Buses

2024 Budget: \$15,860,000	Last Updated: February 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 with a 2025 delivery.

E2 - Bike Share 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.

E5 – Rio Grande Trail Maintenance

2024 Capital Budget: \$2,465,320	Last Updated: February 2024
<ul style="list-style-type: none"> 2024 Budget includes \$2,465,320 to: Repave/crack seal 5.7 miles of Rio Grande Trail from Catherine Store to Emma Rd; and Replace all bear proof trash cans along the trail corridor; and. Repair abutment on Roaring Fork Bridge in Carbondale. 	<ul style="list-style-type: none"> Currently developing scope of work to request contractor proposals for repaving and crack sealing. Work to be performed spring- early summer 2024.

C13 – Town of Snowmass Village Transit Center

2024 Budget: \$500,000	Last Updated: February 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: February 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"> The project is continuing on schedule at the 27th street project. The road striping was refreshed week of 1/29.

S7 - Glenwood Maintenance Facility (GMF) Expansion

2024 Budget: \$ 29,953,429	Last Updated: February 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"> Gould construction is doing some slab prep at the canopy area. The generator Pad is being formed and supposed to pour week of 1/29. Insulation is happening on the operations building. The final concrete slab pour in 60 bus storage building occurred Interior fire suppression is happening. Underground conduits are happening in the new fuel and wash bay. Schedule has slipped 2 months and now expected completion and C.O. is anticipated late August 2024. <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: \$7,046,900	Last Updated: February 2024
<ul style="list-style-type: none"> The 2024 RFTA budget includes \$50,000 for a comprehensive housing policy effort to provide a RFTA a roadmap for employee housing. The 2024 RFTA budget includes \$6,996,900 to remodel Iron Mountain Place employee housing. 	<p>RFTA Housing Policy</p> <ul style="list-style-type: none"> EPS housing update to be provided to Board at March Board meeting. EPS is developing housing strategies for RFTA staff to review in February. Study estimated to be complete by June 2024. <p>Iron Mountain Place</p> <ul style="list-style-type: none"> Remodel is moving along as scheduled with Building A being complete August 2024.

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

Please see the click on the links: “[02.08.2024 Planning Department Update.pdf](#),” or see “02.08.2024 Planning Department Update.pdf,” included in the February 2024 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

Finance Department Update, February 2024 – Michael Yang, CFAO

2023 Actuals/Budget Comparison (December YTD)

2023 Budget Year				
General Fund	December YTD			
	Actual	Projection	Amended Budget	% Var.
Revenues				
Sales and Use tax (1)	\$ 36,659,053	\$ 40,870,098	\$ 38,813,900	5.3%
Property Tax Revenue	\$ 12,330,007	\$ 12,330,007	\$ 11,843,939	4.1%
Grants (2)	\$ 28,189,703	\$ 30,914,052	\$ 54,862,431	-43.7%
Fares (3)	\$ 4,989,130	\$ 4,989,130	\$ 4,243,700	17.6%
Other govt contributions	\$ 2,821,573	\$ 2,821,573	\$ 2,833,143	-0.4%
Other income (4)	\$ 5,898,500	\$ 5,898,500	\$ 3,354,600	75.8%
Total Revenues	\$ 90,887,966	\$ 97,823,360	\$ 115,951,713	-15.6%
Expenditures				
Fuel (5)	\$ 1,776,932	\$ 1,695,000	\$ 2,579,765	-34.3%
Transit (6)	\$ 38,095,465	\$ 37,904,000	\$ 40,364,761	-6.1%
Trails & Corridor Mgmt	\$ 928,435	\$ 915,000	\$ 944,890	-3.2%
Capital (7)	\$ 43,338,443	\$ 47,098,000	\$ 104,749,562	-55.0%
Debt service	\$ 1,708,842	\$ 1,708,842	\$ 1,690,849	1.1%
Total Expenditures	\$ 85,848,117	\$ 89,320,842	\$ 150,329,827	-40.6%
Other Financing Sources/Uses				
Other financing sources	\$ 3,493,706	\$ 3,493,706	\$ 3,465,770	0.8%
Other financing uses	\$ (4,889,899)	\$ (4,889,899)	\$ (5,262,554)	-7.1%
Total Other Financing Sources/Uses	\$ (1,396,193)	\$ (1,396,193)	\$ (1,796,784)	-22.3%
Change in Fund Balance	\$ 3,643,657	\$ 7,106,326	\$ (36,174,898)	-119.6%

- (1) Actual sales and use tax revenues exclude December data, which will become available in early February 2024. Through November, revenues are approximately 4% over the prior year and approximately 5% over the amended budget.
- (2) Budgeted grant revenues expected to be carried over to 2024 include: \$17.1 million for the GMF Phase 3,4,5, and 7 Project, \$6.7 million for the 27 Street Underpass project, \$133,000 for the CDOT Faster Operating Grant, and \$60,000 for the ZEV Safety and Training Project.
- (3) Through December, fare revenue and ridership are increased by 10% and 14%, respectively, compared to the prior year. The average sale per transaction was approximately \$10.31 in December 2022 compared to \$6.38 in December 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 December 2022/2023 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 12/2022	YTD 12/2023	Increase/ (Decrease)	% Change
Regional Fares	\$ 3,267,815	\$ 3,646,281	\$ 378,466	12%
Maroon Bells	\$ 1,223,314	\$ 1,287,751	\$ 64,437	5%
Total Fare Revenue	\$ 4,491,129	\$ 4,934,032	\$ 442,903	10%
Ridership on RFTA Regional Services*:	YTD 12/2022	YTD 12/2023	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	803,174	896,654	93,480	12%
BRT	894,229	1,035,227	140,998	16%
SM-DV	52,697	69,112	16,415	31%
Grand Hogback	144,402	179,208	34,806	24%
Maroon Bells	207,101	215,176	8,075	4%
Total Ridership on RFTA Fare Services	2,101,603	2,395,377	293,774	14%
Avg. Fare/Ride	\$ 1.72	\$ 1.67	\$ (0.05)	-3%
Avg. Fare/Ride MB	\$ 5.91	\$ 5.98	\$ 0.08	1%

- (4) Includes higher than expected investment income.
- (5) Includes \$182,000 of Excise Tax Credits received for the CNG usage over the first three quarters of 2023, which offsets the current year's fuel expenditure. An additional \$72,500 for the 4th quarter of 2023 was submitted to the IRS in January 2024.
- (6) The decrease in transit service expenditures is primarily attributable to unfilled positions and reduced service levels.
- (7) Unexpended budget for a variety of Facilities, Vehicle Maintenance, Trail, Planning, and IT-related capital projects will be carried over to 2024 due to timing.

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage December YTD				Hours December YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	3,691,429	4,064,883	(373,454)	-9.2%	170,833	184,488	(13,656)	-7.4%
City of Aspen	569,271	581,776	(12,505)	-2.1%	66,151	66,181	(30)	0.0%
Aspen Skiing Company	282,591	286,362	(3,771)	-1.3%	20,283	21,005	(722)	-3.4%
Ride Glenwood Springs	112,866	117,822	(4,956)	-4.2%	10,000	9,921	79	0.8%
Grand Hogback	414,900	426,816	(11,916)	-2.8%	18,853	20,480	(1,627)	-7.9%
Specials/Charters	4,096	8,727	(4,631)	-53.1%	574	506	68	13.4%
Senior Van	8,470	11,252	(2,782)	-24.7%	1,402	1,565	(163)	-10.4%
MAA Burlingame	12,315	12,672	(357)	-2.8%	1,117	1,138	(21)	-1.8%
Maroon Bells	88,622	90,349	(1,727)	-1.9%	6,811	7,034	(223)	-3.2%
Subtotal - Transit Service	5,184,560	5,600,660	(416,100)	-7.4%	296,023	312,318	(16,295)	-5.2%
Training & Other	19,433	37,950	(18,517)	-48.8%	28,908	31,393	(2,485)	-7.9%
Total Transit Service, Training & Other	5,203,993	5,638,610	(434,617)	-7.7%	324,931	343,711	(18,780)	-5.5%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Dec-22 YTD	Dec-23 YTD	# Variance	% Variance
City of Aspen	896,967	994,276	597,729	150.73%
RF Valley Commuter	2,317,357	2,635,461	318,104	13.73%
Grand Hogback	144,402	179,208	34,806	24.10%
Aspen Skiing Company	451,836	543,642	91,806	20.32%
Ride Glenwood Springs	191,118	250,279	59,161	30.96%
X-games/Charter	17,770	14,022	(3,748)	-21.09%
Senior Van	1,026	1,803	777	75.73%
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	4,257,667	4,863,638	605,971	14.23%

Subset of Roaring Fork Valley Commuter Service with BRT in 2023

Service	YTD Dec 2022	YTD Dec 2023	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	803,174	896,654	93,480	12%
BRT	894,229	1,035,227	140,998	16%
Total	1,697,403	1,931,881	234,478	14%

2024 Budget - Update

At the March 2024 RFTA Board meeting, staff anticipates to present a supplemental budget appropriation resolution to carryforward unexpended project budgets from 2023 to 2024 (due to timing of the various projects).

Trails & Corridor Update, February 2024 – Angela Henderson, Assistant Director, Project Management & Facilities Operations

Rio Grande 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 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:

- “Draft” 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- **Paul submitted updated agreement to Staff to review.**
 - Deane Lease Termination Letter- **Executed agreement 1/11/2024.**
 - Eubank Encroachment Removal- **Mr. Eubank is requesting a license for the well installed in the ROW before removing other encroachments.**
- **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.
 - 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 – TOC had additional comments, sent to Rail Attorney 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- License fully executed for project, waiting on construction.
 - Colorado Extreme - Updating access and relocating Trail - Permit issued, Project Ongoing. Will issue new permit for outstanding work to be done in 2024.
- **Permits:**
 - 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. Received as-built, sent to Farnsworth for Review.
 - Stott's Mill Access- Project Completed, waiting on as-builts and few punch list items to be completed. Revised as-built received and approved.
 - Voskuil Sewer Project in City of Glenwood Springs- Waiting on revised as-builts.
 - 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 is trying to determine which utility company did this work for a remedy for the damage done. Holy Cross damaged the corridor for an emergency repair. They have been working with Staff to remedy the damage.
- **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. (on hold)

- **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 be completed as soon as the underpass project is complete, late 2024/early 2025. (ongoing)
- **Roaring Fork Bridge Rehabilitation Project** – This repair design is complete. The repair project has been handed off to procurement to put out for bid. Staff anticipates that the repair project will begin sometime in the spring/fall of 2024. The first part of the project will focus on rehabbing the infrastructure, the second part of the project adds some anti-graffiti improvements to try and dissuade any further graffiti to this bridge. The infrastructure repairs will address twisting of one of the abutments and repairs to the support structure underneath on each end of the bridge. Removal of the graffiti itself will need to be accomplished as a separate project at a later date.



- The Rio Grande Trail Staff is staying busy.
 - Staff has been plowing, sweeping, debris blowing, clearing limbs and sightlines, pulling and chopping weeds, cleaning up trailheads and vault toilets, reminding dog owners to leash their pets, etc. to make sure the trail is safe and clean.
- Staff is plowing snow (Down-Valley of Carbondale) as necessary, and we were finally able to groom for winter sports (Up-Valley of Carbondale).
- Staff continues working with Carbondale Arts to beautify the corridor through the Town of Carbondale, called the “Rio Grande ArtWay.”
- Staff is participating in the Roaring Fork Outdoor Coalition.
- 2024 Projects that we hope to complete:
 - Asphalt Repair – Emma Rd to Catherine Bridge Trailhead
 - Roaring Fork Bridge repairs
 - Bridge Inspections (scheduled bi-annual)
 - Goats at Work – 2024 will be the 3rd consecutive year in the Emma area
 - 🚧 Vegetation Monitoring Program
 - Procure a hydro-seeder for restoration projects
 - Hire a seasonal Trail Technician
 - Replace bearproof trash/recycling enclosures along our 20 miles
 - Enhance our trail counter program
 - Procure 2 zero-turn mowers for vegetation management
 - Visit a “rail with trail” system