

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

TIME: 8:30 a.m. – 11:00 a.m., Thursday, May 9, 2024

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

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:		Approve	8:31 a.m.
	A. RFTA Board Meeting April 11, 2024, page 3			
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:			
	A. Amendment to Memorandum of Understanding (MOU) Regarding RFTA Regional Bikeshare Services and 2024 Service Operating Agreement (SOA) Annual Renewal Between WE-cycle and RFTA – David Pesnichak, Mobility Coordinator, page 15	4.2.5	Approve	8:50
6	Presentations/Action Items:			
	A. EPS Housing Study Presentation – Craig Dubin, Special Projects Manager, page 19	1.3	Discussion /Action	8:55 a.m.
	B. Strategic Plan Discussion – Kurt Ravenschlag, COO, page 20	2.9	Discussion /Action	9:25 a.m.
	C. 2023 Covenant Enforcement Commission (CEC) Report – Abbey Pascoe, EAM Administrator and Railroad Manager, and Brett Meredith, RFTA Trail Manager, page 23	2.8.5	Approve	10:15 a.m.
7	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 24	2.8.6	FYI	10:45 a.m.
8	Issues to be Considered at Next Meeting:			
	To Be Determined at the May 9, 2024 Board Meeting	4.3	Meeting Planning	10:50 a.m.
	(Agenda Continued on Next Page)			

	Agenda Item	Policy	Purpose	Est. Time
9	Next Meeting: 8:30 a.m. – 11:30 a.m., June 13, 2024, In- person at Carbondale Town Hall or via WebEx Teleconference (Details to be provided later). There will be an abbreviated Board meeting followed directly by the RFTA Board Strategic Planning Summit.	4.3	Meeting Planning	10:55 a.m.
10	Adjournment:		Adjourn	11:00 a.m.

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**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES**

April 11, 2024

Board Members Present:

Greg Poschman, Vice-Chair (Pitkin County); Colin Laird, (Town of Carbondale); David Knight (Town of Basalt); Alyssa Shenk (Town of Snowmass Village)

Voting Alternates Present (via WebEx):

Ingrid Wussow (City of Glenwood Springs); Ward Hauenstein (City of Aspen)

Non-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; Ben Ludlow and Sarah Faichney, Facilities Department; Angela Henderson and Abbey Pascoe, Department of Trails and Rail Corridor; Paul Hamilton and Terri Glenn, Finance Department; Craig Dubin, Special Projects Manager; David Johnson and Jason White, Planning; Mike Christenson, Director of Vehicle Maintenance; Jamie Tatsuno and Joni Christenson, Communications Department; David Pesnichak, Mobility Coordinator; Jason Smith, Director of Safety and Training; Jason Schelhaas and Blake Williams, Department of Technology; Erin Kemp and Bisi Constanzo, HR Department; Dawn Dexter, Operations Manager; Ed Cortez, President ATU Local 1774

Visitors Present (via WebEx):

Pete Rice (City of Aspen); Lee Barger (City of Glenwood Springs); Linda DuPriest (EOTC); Sam Guarino (Town of Snowmass Village); Lynn Rumbaugh (City of Aspen); Analy Castillo and Mariya Carey (Stantec); Rachel Ackermann (Felsburg, Holt, and Ullevig); Sam Gimás (Citizen)

Agenda

1. Call to Order/Roll Call:

Greg Poschman called the April 11, 2024 RFTA Board of Directors meeting to order at 8:32 a.m. Poschman declared a quorum to be present (7-member jurisdictions present) and the meeting began at 8:33 a.m.

2. Approval of Minutes:

Alyssa Shenk moved to approve the March 14, 2024 Meeting Minutes and Colin Laird seconded the motion. The motion was unanimously approved.

3. Public Comment:

Poschman asked if any member of the public would like to address the Board or make a comment regarding items not on the April 11, 2024 Board Agenda.

Sam Gimás stated that he has done additional research since the last time he spoke at the November RFTA Board meeting. He realized that RFTA is really good with numbers, and so he took it upon himself to determine what the economic benefit of having a dedicated bike lane would be to RFTA. In 2018 the

Southwest Energy Project did a study that he feels will be appealing to the Board. In 2018 the total economic benefit of RFTA was \$90 million, which means per day the economic benefit is \$250,000. RFTA offers an incredible service to the community, with 5.5 million rides per year or 15,000 rides per day, that is one person moving one direction.

The economic benefit would be \$17 per person, on a one-way trip. However, all of the real economic benefit comes from a person not driving; gas savings, vehicle maintenance savings, reduced traffic congestion savings, reduced parking infrastructure, and income accessed by employment. If 250 people utilized the bike transit lane the economic benefit per year would be \$2.5 million. Per the study, if there were no RFTA and how would people get to work, 4.5% responded they would travel by bicycle.

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

4. Items Added to Agenda – Board Member Comments:

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

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

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

Poschman stated that this will be the last RFTA Board meeting for Bill Kane, Mayor of Basalt.

Bill Kane stated that he is handing the reins over to David Knight, newly elected Mayor, who will be the new RFTA Board member for the Town of Basalt. He thanked everyone for the opportunity to work with the Board and RFTA staff. The Town of Basalt is very stable and those in office are 100% in support of RFTA and its future.

Poschman stated that he has known or known about Kane for several decades and he has been involved in important decisions for approximately 40 years.

Kane stated that the Basalt Connect is one of the things that he along with many others was able to accomplish during his time, and it's a joy to watch it continue to grow. The BRT system is a great value to the community. When COVID-19 hit, it was uncertain whether there would even be a bus system in the valley, but RFTA came up with spit shields and several other wild innovations, like the rider spacing plan, to ensure that RFTA was able to get through the pandemic. The incredible RFTA Bus Barn is another project that he had the privilege to be a part of. He said "Thank you, farewell, and he wishes Board members, RFTA staff, and RFTA itself the best of luck."

Kane introduced David Knight, Mayor, Town of Basalt, and stated that he is grateful to hand over the reins to such a personable, intelligent, and competent individual. He knows that Knight will be a great resource and benefit to the RFTA Board of Directors.

Dan Blankenship stated that he first met Kane when he was working for the Ski Company. During that time there were several ski area expansion projects going on and there was interaction with RFTA. Then the next thing he knew Kane was the Town Manager and then on the Town Council. Blankenship said every interaction with him was a pleasure. Kane was always the one who made sure to focus on the issue and how to make things better. Blankenship stated that Kurt Ravenschlag told him that Kane first started out in Fort Collins.

Kane responded yes, at age 25 he was the City Planning Director for a City of 65,000 people, and was growing 15% per year.

The Board all thanked Kane for his efforts and time spent on the RFTA Board, he will be missed on the Board.

Poschman closed Board Comments at 8:52 a.m.

5. Consent Agenda:

A. Resolution 2024-09: Resolution Authorizing FY2024 FTA 5339b Bus & Bus Facilities, 5339c Low or No Emissions (Low-No) and Letter of Support – David Johnson, Director of Planning

The Glenwood Springs Maintenance Facility (GMF)/Regional Transit Center (RTC), is an 8-phase, \$120 million project, RFTA's highest priority capital project. Phase 6 of the RTC consists of two components. Phase 6A is the Transit Center Multi-modal Hub. Phase 6B is the Operations, Training, and Administration Facility. Phase 8 is a storage building for ZEV and facility equipment and maintenance parts. The RTC will be an integral component in RFTA's ability to achieve a 100% ZEV fleet by 2050, in alignment with State of CO goals, RFTA Climate Action Goals, and the Draft Zero Emission Vehicle (ZEV) Transition Plan.

The vehicle project is for the purchase of ten (10) battery electric buses (BEBs) and five (5) dual-plug depot chargers. The BEBs will replace ten (10) diesel buses, that are past their useful life.

Competitive RFP soliciting proposals have been issued for the delivery of up to forty-four (44) transit buses with various propulsion systems to be delivered over a five (5) year period. RFTA is finalizing a contract with Gillig, LLC to order 10 BEBs, with a projected delivery date in late 2025. RFTA will purchase BEB chargers from the Colorado (CO) State Bid.

Laird moved to approve Resolution 2024-09: Resolution Authorizing FY2024 FTA 5339b Bus & Bus Facilities, 5339c Low or No Emissions (Low-No) and Letter of Support, and Ingrid Wussow seconded the motion. The motion was unanimously approved.

B. Resolution 2024-10: Resolution Authorizing FY2024 Department Transit & Rail (DTR) Consolidated Call for Capital Projects, or Super Call and Letter of Support – David Johnson, Director of Planning

RFTA will submit essentially the same grant applications for the CDOT Super Call that were submitted to the FY24 FTA Joint 5339b and Low-No grant programs.

Pending final FTA grant awards, RFTA Staff will adjust project scopes and budgets accordingly. CDOT Division of Transit and Rail (DTR) staff makes decisions on which projects to fund, and from which available funding sources.

Poschman stated that the trip to D.C. was great, and the things said about RFTA by the Administer of the FTA were remarkable, such as “RFTA spends its money wisely when awarded Federal grant funds.”

Francie Jacober said that the Administer of the FTA also stated, “Things don’t go unnoticed when RFTA does them.”

Laird moved to approve Resolution 2024-10: Resolution Authorizing FY2024 Department Transit & Rail (DTR) Consolidated Call for Capital Projects, or Super Call and Letter of Support, and Wussow seconded the motion. The motion was unanimously approved.

6. Presentations/Action Items:

A. Draft Zero Emission Vehicle (ZEV) Transition Plan - Analy Castillo, Stantec

Jason White, Assistant Planner stated that this is the Draft Zero Emission Vehicle (ZEV) Transition Plan, and the last time the Board has seen it was in June at last year's Board Summit. When this was kicked off it started as the Climate Action Plan (CAP) and transitioned into the ZEV Plan. RFTA was one of the leaders in purchasing alternative fuel buses, such as Battery Electric Buses (BEB). The BEB buses are working great in the City of Aspen, and have logged approximately 800,000 miles in four (4) years.

The ZEV plan will set RFTA up to follow the CAP and achieve the goals, as well as align with the State of Colorado, to attempt to be 100% ZEVs by 2050. The consulting team is not looking to the Board for a formal adoption of the plan today, just looking for feedback and input on the ZEV Plan.

White introduced Analy Castillo and Mariya Carey from Stantec, and Rachel Ackermann from Felsburg, Holt, and Ullevig, who are heading the ZEV project.

Castillo thanked White for the introduction and stated this is an informative update that will lay the foundation for recommendations and a path that RFTA can take to reach zero emissions with the RFTA fleet. A lot of background work was done to understand what RFTA's needs are in order to find the best solution for RFTA. A great deal of modeling was done to identify the best solutions in terms of technology and finances. Also, there has been an extensive evaluation assessment, working closely with RFTA staff, to understand which of the solutions would be the best fit for RFTA and the communities it serves.

Doing this, the Team developed the recommended alternative solution, which will come to the Board for approval at the May Board meeting. Castillo introduced Carey, who explained the process of getting to a recommended alternative solution.

Carey stated that there are significant State Policies around ZEV/EV Plans. There is legislation that talks about greenhouse gas emissions' reduction goals, the Colorado EV Plan, and the Colorado Transit ZEV Roadmap. The Clean Transit Enterprise has funds available to help with the ZEV transition. One key takeaway is, right now, these are goals, not mandates, but we should keep in mind that the 2023 EV Plan and the Clean Truck Strategy both make note of investigating the adoption of a clean transit goal that could bring requirements for a zero emissions' transition.

Castillo stated that the first objective was to define the technology mix and year-to-year composition of the RFTA fleet that would get RFTA to zero emissions. To do this it was necessary to determine what infrastructure upgrades would be needed and the timeline required to get there. We were required to assess operational changes and cost of ownership to understand the implications of these changes.

We took a step-by-step approach, which included; the project management and initiation, evaluation criteria for ZEV transition alternatives, a service assessment, modeling and route simulations, fleet and facilities replacement expansion plans, a total cost and resources of ownership assessment,

evaluation of alternatives, prioritization and selection, and the final plan. This was a collaboration with RFTA staff to get the best selections.

The total number of vehicles RFTA currently has is 145, with 117 of those vehicles being active. For the modeling the 117 active vehicles were what was used. We reviewed plans and upgrades to the Glenwood Maintenance Facility (GMF). A few opportunities opened up that would allow for changes to enable RFTA to allow for additional ZEVs during the construction.

The team also reviewed the Aspen Maintenance Facility (AMF), which is an older building and has some constraints. The lack of ventilation to store CNG vehicles is also a constraint for future hydrogen-based vehicles.

Some key observations made are that RFTA operates both fixed-route and demand-response services. The fixed-routes can run between 16 and 496 miles a day, and demand-response vehicles run about 64 miles a day. There is limited capacity for growth at the AMF, and the GMF is currently under construction, which will help to accommodate the transition to ZEVs.

Modeling inputs determined the success of ZEB technology at the block and the vehicle levels. FCEBs have a longer range, therefore they have more successful outcomes compared to BEBs. However, neither technology provides 100% success with current vehicle sizes and blocking. 69% of modeled Dial-a-Ride services were successfully completed by BEBs. And 96% of modeled Dial-A-Ride services were successfully completed by FCEBs. Fleet and/or blocking changes are required with either technology in order to successfully transition to ZEBs.

The timeline analysis, if the transition was achieved by 2040, would have a higher GHG reduction and higher costs, as compared to the transition by 2050, which would have a lower GHG reduction and lower costs. RFTA has the option to go with BEBs only, FCEBs only, or a mix of both, which would maximize the operational strength of the available technology to fit RFTA's operations.

There will be meetings with utility companies to determine what is needed to complete the ZEB transition. Topics with those utility companies will include electric rate structures, utility upgrades, RFTA upgrades, make-ready incentives, funding strategies, ZEB strategies, on-route charging, charging strategies, and exploration of hydrogen fuel options.

Costs of Ownership are cumulative from 2023-2050. This follows the Destination 2040 Plan with 29% BEBs by 2032. RFTA staff selected seven (7) base criteria which were selected by online surveys and in-person workshops. During those, two (2) additional criteria were added and those were environmental considerations and rider experience.

The preferred results were a mixed fleet by 2050. The benefits of having a mixed fleet allowed for diversifications. The FCEB had higher risks associated with hydrogen availability and distribution.

The recommended alternative is a mixed case, with full adoption by 2050. By 2050 RFTA is scheduled to have 52 BEBs and 65 FCEBs with 40, 30, and 35 ft buses. The 45ft coach buses will transition later as more options for BEB coaches with on-route charging, and FCEB coaches are expected in the future. Cutaways will transition last due to the current technology having limited ranges.

Strengths of the mixed case are that it utilizes current investments of the already planned BEB fleet and charging equipment, leans on FCEB technology to cover longer ranges, which reduce operational changes, and provides the highest operational flexibility to RFTA. This allows for diversified energy

and fuel sources, allows a smooth transition if one technology outpaces the other, and allows for both technologies to mature until they can satisfy operational needs.

The downside of the mixed fleet alternative is the complexity of operating and maintaining two (2) ZEB technologies and maintenance and fueling for FCEBs exclusively at the GMF. There are higher costs in investing in two (2) ZEB technologies and the hydrogen supply chain can take longer to mature in the valley.

The 2050 mixed case will allow for savings for fleet maintenance and fleet refurbishments. However, costs will be higher for fleet acquisition, fuel and electricity, and infrastructure.

The next steps are:

- On-going strategic planning for ZEV Transition
- Exploring opportunities for collaborative investment and planning
- Mutually beneficial opportunities to align strategies to meet RFTA service needs and optimize utility resource planning and grid management
- Pilot/test and develop ZEV rates
- Facilitate strategic coordination between utilities to identify strategies to meet RFTA needs

Laird questioned how much increased ridership demand or service territory changes have been part of the discussion. When will RFTA need to look into ordering additional BEBs.

Ravenschlag responded that RFTA is ordering 10 additional buses this year, with delivery in 2025.

Blankenship stated that the study does not assume fleet/service expansion beyond what was envisioned in the Destination 2040 Plan.

B. Strategic Plan Discussion – Kurt Ravenschlag, COO

Kurt Ravenschlag introduced Jamie Tatsuno, Communications Manager, who will be helping him track the information received from the Board. Last month we discussed what the challenges may be that we will be facing over the next five (5) years. We may have just identified another challenge with the funding gap between what we have planned for our bus fleet replacement and where we are headed.

Today we would like to move into our three (3) Outcome areas within our Strategic Plan and review the existing Objectives we had identified and see if there are any edits, revisions, or additions we would like to make to those Outcome areas. This is just a brainstorming session, there is no need to get hung-up on wording, we just want to capture the ideas and bring them back to the Board to refine at a later date.

The first Outcome area we would like to work through is 1.0 Safe Customers, Workforce, and General Public. The statement for this Outcome is:

- 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.

We identified five (5) Objectives back in 2019:

- 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

We have been working with staff on these Objectives as well and they have identified that 1.1 and 1.2 were very similar, so it was proposed to combine those two (2).

Poschman stated RFTA is doing a great job in this regard. There is a question about the connection to Bustang and the lower-valley, and the need for better and safer bus shelters. He questioned if that is on RFTA's radar.

Ravenschlag responded that he would view this Objective that would guide our Initiatives to address that. It would fall under 1.1 Customers are safe at RFTA facilities and riding RFTA services.

We want to be more intentional with 1.3, and revise to read Ensure safe work environment for all RFTA employees. Proposing the healthier aspect such as employee wellness be moved to Sustainable Workforce.

There is a question as to whether 1.4 is still a valid Objective that we would like to keep in the Strategic Plan. Over the last five (5) years we have struggled to see what initiative we can bring forward to ensure that Objective.

Poschman questioned that over the years the late-night buses on weekends have unruly and drunken passengers on buses and there were safety concerns. Questioned if that issue has been resolved.

Ravenschlag stated that because this is an Objective based on the Public's perception of safety, are the other Objectives sufficient to address that concern or do we need to call out a specific Objective around managing the perception of the Public.

Poschman stated he has daughters that are 18 years old and their mother is protective of them, so she still has concerns about them riding a night bus up and down the valley. There is just always that fear.

Ravenschlag stated that might be a reason to continue to carry that Objective into the next Strategic Plan.

Wussow stated that there was a significant car accident last week near the high school. The City of Glenwood Springs received feedback over speed in that area, and even though there were no RFTA buses involved, it spiraled into a discussion of bus operator's safety and bus service. Believes this should remain and perhaps be more robust. Suggested editing 1.4 to read "Improve the Positive Perception of the safety of RFTA services in the community."

One new Objective was identified which would read:
Ensure RFTA is knowledgeable, prepared, and coordinated with Regional Emergency response plans.

No additional edits, revision, or additions were made at this time.

2.0 Accessibility and Mobility

The statement for this Outcome is:

- RFTA will provide accessible, effective, and easy to use mobility options that connect our region for all user types.

2019 Objectives are:

- 2.1 Rio Grande Railroad Corridor/Rio Grande Trail is appropriately protected and utilized
- 2.2 Trail and Transit users move safely, quickly, and efficiently
- 2.3 Increase alternative mode splits throughout the region
- 2.4 Provide increased first and last mile options for customers throughout the service area
- 2.5 Ensure accessibility for youth, low-income, seniors, and disabled populations
- 2.6 Identify and reduce barriers to riding transit and accessing trails
- 2.7 Provide convenient connections to key activity centers in service area

There is a slight revision to 2.1, Rio Grande Railroad Corridor/Rio Grande Trail is appropriately protected, utilized, and **accessible to all users**. Suggested that 2.3 be turned into a Performance Metric. It was determined that 2.6 may already address 2.5, so 2.5 can be removed. Possibly revise or remove 2.7 because a lot of the key activity centers are within the individual jurisdictions, this may be addressed through local services or contractual relationships with RFTA.

One new objective, Develop trail connections from the City of Glenwood Springs to the Town of New Castle. There are current efforts to connect a trail from New Castle to Glenwood Springs, through the LoVa Trail Committee. Based on the RFTA Mission Statement is this something that RFTA should be taking more of a lead on, and identify as an Objective in the Strategic Plan.

Jacober questioned if the trail would be from New Castle to Glenwood Springs or the New Castle bus stop. She asked what is their idea of where the trail will go.

Ravenschlag responded that currently they are planning from New Castle to South Canyon, however, the final plan is to have a trail from New Castle all the way to Glenwood Springs.

Jacober stated it would allow bikes and e-bikes access from New Castle to Glenwood Springs.

Ravenschlag stated that yes, the trail would have the same accessibility as the Rio Grande Trail. The question is that because Trails is part of the RFTA Mission Statement in connecting the region, is this something that RFTA should pursue.

Poschman stated this worries him a bit, that it may cloud RFTA's main responsibility, which is transit. There is a great value in the trail, however, it cannot be utilized year-round and so the main focus for RFTA should be moving buses through the region. He questioned if 2.1 might pigeon-hole RFTA, could a trail user say no you cannot put in a bus lane on the corridor because I utilize it for recreation purposes, might be a conflict. Is RFTA trying to do too much. In 2.1 the word appropriately can be miss construed, should that be clarified.

Jacobson when talking about objections to using the Rio Grande Trail for buses to get to West Glenwood, it seemed that the corridor would be preserved, and possibly enhanced by such use. She wondered if that would be true for any portion of the Rio Grande Trail.

Ravenschlag responded that RFTA has no intentions of removing the trail for transit purposes. There could be a reason further down the road where that would be an option, however, at this time there is no likelihood of that. The trail could possibly be moved to a new location, but it would not just be removed.

Ward Hauenstein stated that with regard to 2.1 the speeds between e-bikes and pedestrians is pretty significant. He is aware there are speed limits on the trail, however, many people are exceeding those speeds. It might be something in the future that might require having a designated e-bike lane so that pedestrians do not get injured.

Ravenschlag stated that this issue would likely fall under 1.1, and if at some time we feel that the speeds on the Rio Grande Trail are not encompassed by this Objective, we can revisit it and specifically call out this in some way.

A new Objective in this section: Develop Trail connections from the City of Glenwood Springs to the Town of New Castle. Revisions to 2.7: Encourage or cooperate with municipalities or Collaborate with municipalities.

Wussow stated that she sees 2.5 and 2.6 as very different. 2.6 is more what riders need to utilize the service, whereas, 2.5 is more specific to individual demographic populations. Supportive of keeping them separate.

What specific tasks or goals do we want to achieve in the next five (5) years. One at a staff level is the need for planning for the future in regards to the I-70 Corridor and the Railroad Corridor, and more opportunities for mobility solutions.

A New Objective was identified: Planning for the future, with accessibility and mobility needs of RFTA.

Laird agreed with Wussow that 2.5 and 2.6 are subtly different and should remain independent. Likes the “in collaboration with municipalities” portion, especially when it comes to the trail connection between New Castle and Glenwood Springs. He feels it is in RFTA’s best interest to work in support of that goal. LoVa has been working on the trail connection for some time on their own, and it would be nice to support LoVa and the trail completion. May want to check with the Town of New Castle and see what their goals are and see how RFTA can help support those goals. He questioned if there will be measuring sticks to see how we are doing on those goals.

Ravenschlag stated that the Strategic Plan has the Performance Metrics to measure how RFTA is doing in regard to achieve those goals. Where RFTA has struggled is building the foundation of that data set and the ability to consistently and reliably report that data. That is our intention over the next five (5) years, to bring those metrics to life and report on those to the Board and the public on a regular basis.

Laird stated that 2.3 should remain, unless it is covered in the metrics.

Michael Yang stated, as it relates to the proposed Objective for the Trail, it would be good to understand what was the impetus was for the trail being part of RFTA’s Mission and whether it

was historically tied to the Corridor, and so that is how we got to where we are. Was the Corridor the scope of the Trail concept, but now that we are discussing the member jurisdictions is there an expectation from the jurisdictions that we connect them to the trails.

Dan Blankenship responded that the Connecting our Region with Transit and Trails statement originated before New Castle became a voting jurisdiction. At the time the statement was created, just the HWY82 Corridor was being looked at when the Rio Grande Trail was assigned by RFRHA to the Transportation Authority.

Ravenschlag stated that the Corridor is more than just a recreational facility, it is a commuter facility, especially down-valley where there are more moderate climates where people could commute year-round, and help keep vehicles off the roads.

Poschman stated that when he thinks of where RFTA is headed, his ambition would be for RFTA to offer free service, at least part of the year or in select portions of the valley. He hears from community members that the buses do not come often enough. One key thing that he took away from conversations with the FTA and FAA is that they have no idea how they are going to reach their climate goals. When they see RFTA doing something innovative, they get excited, and RFTA can be a role model in many aspects.

Alyssa Shenk commented she took the bus and she used the website, but it is very confusing. Would like for it to be more user-friendly.

A new Objective might be to make the website/online information and services for trip planning more intuitive and user-friendly. The app/online information with real-time information versus scheduled information and what is accurate. How to identify scheduled information versus projected information.

The last Outcome area we would like to work through today is 3.0 Sustainable Workforce. The statement for this Outcome is:

- RFTA will ensure organizational sustainability by enhancing its ability to continue to recruit and retain an engaged, well-trained, resilient, professional workforce.

Current Objectives:

- 3.1 Prioritize the hiring of local employees
- 3.2 Provide competitive compensation and benefit packages
- 3.3 Provide comfortable and affordable short-term and long-term housing solutions
- 3.4 Find ways to reduce the strain of commuting long distances on the workforce
- 3.5 Recognize and reward top-performers
- 3.6 Ensure organizational resilience through thoughtful succession planning and workforce development
- 3.7 Find ways to increase employee engagement
- 3.8 Provide employees with the tools, space, and equipment to maximize efficiency and safety

After discussions with staff on these Objectives the following revisions were identified.

Revision to 3.1, Continue to attract top talent to the organization

Poschman stated to perhaps revise it to, Prioritize the hiring and training of local employees.

David Knight stated, include “attract and retain.”

Ravenschlag stated that the Housing Study is in progress and so 3.3 includes the information in that study. Revision to 3.3, Provide comfortable and affordable short-term (3-5 years) housing solutions.

Revision to 3.4, Find ways to reduce the **hardship** of commuting long distances on the workforce.

Revision to 3.7, Delete, “find ways to,” it will read, Increase employee engagement.

Revision to 3.8, Provide employees with the tools, **technology**, space, and equipment to maximize efficiency and safety. Technology is key to making employees productive.

As RFTA has been adding staff over the last five (5) years, we have struggled to find an objective to link that is explicit around ensuring proper staffing so the following is the Objective to speak to that.

New Objective: Provide appropriate staffing to meet business needs of RFTA.

Laird stated that an Objective should be: Collaborate with jurisdictions to meet employee housing needs.

Poschman shared that the quality of drivers seems to have increased. He has met very personable, friendly, smart, and very competent drivers lately. During a winter storm, when he has the choice to drive or to hop on a RFTA bus, it is not a hard decision, he will ride a bus every time.

7. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

Art Riddile, RFTA Board Member and Mayor of New Castle is Recovering from Surgery:

Sunday, March 10, 2024, Art Riddile underwent quadruple bypass surgery at Valley View Hospital, and I'm happy to say it was very successful. He was released from the hospital a week later and has been convalescing at home. He wants to let everyone on the RFTA Board know he is getting stronger every day, and his wife Mari and he hope to make a brief appearance at the RFTA End of Season Party at the Hotel Colorado on Saturday, April 13th. He'll be looking forward to seeing everyone there, but is up for calls from well-wishers at just about any time at (970) 948-4186.

RFTA End of Season Party: RFTA will once again have its End of Season Party. RFTA Board members are encouraged to attend, if you haven't already RSVP's, it isn't too late! Just let Nicole Schoon (nschoon@rfta.com) know, and she'll get you on the list! This will be a great evening to honor employees for their hard work and accomplishments over the past year. Board members are also invited to work the check-in desk, in order to get to know some of the RFTA staff a little better.

New RFTA Video: There is a spectacular video on the RFTA website “RFTA 2024; Successes, Challenges, and the Future.” Credit for this remarkable RFTA video goes to Jamie Tatsuno, Communications Manager and her Team. Jason Smith, Safety and Training Manager, narrated the video and may have missed his calling! **Link to video:** <https://youtu.be/0NgyQX3dA9Y>

Ridership Update: RFTA's February 2024 year-to-date system-wide ridership was 1,192,889, up 3.2% compared to 1,155,821 year-to-date system-wide passengers for February 2023. February 2024 year-to-date system-wide ridership was down 5% compared to system-wide year-to-date ridership for February 2019. City of Aspen ridership was down 25%, Valley ridership was up 7%, Hogback ridership was up 82%, and Other ridership was down 8% compared with February 2019 year-to-date ridership.

Compared to 2019 Aspen ridership was down 25%, Valley ridership was up 12%, Hogback ridership was up 86%, and Other ridership was up 1%. Systemwide February 2024 ridership was down 0.25% compared with February 2019.

Winter 2023/2024: Currently at 110% or 174 Full-time CDL bus operators, 15 Part-time CDL Bus Operators and 13 Non-CDL Bus Operators.

8. Issues to be Considered at Next Meeting:

9. Next Meeting: 8:30 a.m. – 11:00 a.m.; May 9, 2024, Carbondale Town Hall, Room 1 and via WebEx Teleconference, for those who are unable to attend in person.

10. Adjournment:

Shenk moved to adjourn from the April 11, 2024 RFTA Board meeting, and Laird seconded the motion. The motion was unanimously approved.

The April 11, 2024 RFTA Board Meeting adjourned at 10:59 a.m.

Respectfully Submitted:

Nicole R. Schoon
Secretary to the RFTA Board of Directors

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

Meeting Date:	May 9 2024
Agenda Item:	Amendment to Memorandum of Understanding (MOU) Regarding RFTA Regional Bikeshare Services and 2024 Service Operating Agreement (SOA) Annual Renewal Between WE-cycle and RFTA.
Strategic Outcomes:	2 ACCESSIBILITY & MOBILITY 6 ENVIRONMENTAL SUSTAINABILITY
Strategic Objectives:	2.3 Increase alternative mode splits throughout the region 5.7 Provide clean and well-maintained facilities, trails and equipment 6.4 Provide alternative and innovative travel solutions to help slow the growth of vehicle miles traveled in the region
Presented By:	David Pesnichak, Mobility Coordinator
Staff Recommends:	Following approval as to form by the RFTA General Counsel, authorize the CEO to amend the adopted budgets in the Regional Bikeshare Memorandum of Understanding (MOU) and the 2024 WE-cycle Service Operating Agreement (SOA) Annual Renewal. An unexpected increase in insurance premiums and associated legal/technical costs, is necessitating an increase in RFTA’s 2024 contribution for Indirect Operation Costs for RFTA’s Regional Bikeshare service. The impact of these amendments will primarily affect the SOA Indirect Operating Cost budget and the monthly installment schedule in Section III.A. The amendment will also revise the SOA monthly installment schedule to a quarterly installment schedule to reduce the administrative burden on RFTA and WE-cycle.
Executive Summary:	During the annual insurance renewal starting April 1, 2024, WE-cycle was informed that due to insurance industry consolidation and changes to how rates are calculated, there will be a substantial increase in liability, property, and umbrella insurance costs for regional bikeshare services. The 2024 budget for these items included \$22,484, which was based on 2023 insurance and legal fee rates. However, the 2024 Insurance renewal rate estimate is \$96,000, a \$73,516 increase. In addition, new requirements relating to the registration process of users under eighteen years old is adding additional legal and technical costs of \$30,000, bringing the total cost of insurance and legal fees to \$126,000. Consequently, the total 2024 increase for insurance costs and legal fees is \$103,516. Of this amount, WE-cycle is directly contributing \$9,481 from its portion of unspent 2023 Indirect Operations Costs. RFTA’s share of this increase is \$94,035, of which, \$37,300 will be funded from RFTA’s portion of unspent 2023 Indirect Operations Costs, which are being retained by WE-cycle per the SOA. RFTA will provide an additional contribution of \$56,735 using repurposed budget from the 2024 Facilities Department (see summary table on following page). Staff is requesting an increase in RFTA’s Indirect Operating Cost budget in the adopted Bikeshare MOU and SOA of \$94,035 (\$56,735 + \$37,300) to cover the increase in insurance costs and legal fees. This amendment will not impact the contributions for any of the other parties to the MOU.

Additional 2024 WE-cycle Insurance Cost Breakdown		
Additional Expenses		Amount
A.	Total Estimated 2024 Cost of Insurance and Legal Fees	\$ 126,000
B.	Original 2024 Insurance and Legal Fee Budget	\$ (22,484)
C.	Increase in 2024 Insurance and Legal Fees	\$ 103,516
Additional Revenue		
D.	WE-cycle contribution	\$ 9,481
E.	2023 RFTA Indirect Operating Cost Funds Retained by WE-cycle per MOU	\$ 37,300 *
F.	Balance of 2024 Indirect Operating Cost Funding Repurposed by RFTA	\$ 56,735 *
G.	Total 2024 RFTA Indirect Operating Cost Increase	\$ 103,516 *
H.	* Total additional 2024 RFTA Indirect Cost Contribution in 2024	\$ 94,035 *

Background:

In March of this year, WE-cycle was informed that their insurance premiums were going to increase significantly on their renewal date of April 1, 2024, from their premiums in 2023. In addition, in order to maintain insurance, WE-cycle is now required to comply with new liability standards for youth under 18 years old, prompting various legal and technical changes to their registration process. These premium increases along with the anticipated legal and technical costs for compliance with new insurance regulations are identified in the chart below, provided by WE-cycle.

WE-cycle 2024 Unexpected Insurance and Associated Costs	Budgeted	Expected Cost	Difference with Budget	Notes
General Liability Policy (\$2M/\$1M per)	\$5,808	\$60,000	\$54,192	Assumes changes to youth sign up process
Umbrella Liability Policy (\$1M)	\$2,676	\$16,000	\$13,324	\$2M umbrella would be \$23,000
Property Insurance	\$14,000	\$20,000	\$6,000	Reflects increase in rates and amount of equipment owned/operated
Sign up process revisions for youth with verified parent/guardian consent	\$0	\$20,000	\$20,000	Parent/legal guardian verified consent required for insurance
Transit App changes to meet revised youth sign up process revisions	\$0	\$5,000	\$5,000	Required for insurance
Legal for changes to User Agreement to meet insurance/youth provisions	\$0	\$5,000	\$5,000	Required for insurance
	\$22,484	\$126,000	\$103,516	

Staff understands that WE-cycle has worked with their insurance broker to identify all possible insurer options and WE-cycle was able to negotiate some concessions with their insurance provider to lower the higher initially quoted premiums to the above premiums.

The causes of these increases and new requirements stem from a combination of industry consolidation and changes in how the premiums are calculated. Notably, it is

	<p>understood that the liability premiums were previously determined based on the operator’s revenue, whereas premiums are now based on the number of rides. And, as WE-cycle’s rides continue to increase after successful system launches and expansions, and as the regional bikeshare system is fully implemented, those rates may continue to rise.</p> <p>RFTA staff has reached out to other bikeshare providers around the country and found that this insurance rate increase is common and is causing widespread hardship within the bikeshare industry. The North American Bikeshare and Scootershare Association (NABSA) is aware of this issue and is working at the national level to try to find a resolution.</p> <p>Looking ahead, while it is impossible to know where insurance rates will go in the future, RFTA staff is optimistic that the largest of the rate hikes is now behind us and that any premium increases over the next couple years will be more manageable. This said, WE-cycle and RFTA will continue to work together and monitor the situation as we prepare for 2025.</p> <p>In order to facilitate cash flow at WE-cycle with these rapidly increasing costs, and as allowed by the SOA, WE-cycle is retaining 3% (\$37,300) of unspent 2023 Indirect Operation Costs savings as a part of the 2023 True Up and Reconciliation process, to apply toward the increase in insurance costs and associated legal fees. These savings were realized by WE-cycle through lower personnel and facilities’ costs than expected. In addition, WE-cycle will be applying \$9,481 of their 2023 unspent sponsorship revenue to help offset these costs as well.</p> <p>In total, RFTA’s 2024 RFTA bikeshare funding due to this request will increase by \$94,035 from \$1,216,537 to \$1,310,572.</p> <p>With an overall estimated cost increase of \$103,516 for 2024 insurance and legal fees, WE-cycle will be offsetting \$46,781 from 2023 unspent RFTA and WE-cycle Indirect Operation funds savings. This leaves a balance of \$56,735 to be covered by additional repurposed Facilities Department funds contributed by RFTA in 2024. As noted in the previous section, the total additional contribution of RFTA funds from 2023 and 2024 equates to \$94,035, and represents the total fiscal impact to RFTA.</p> <p>In addition, in order to help reduce the overall administrative burden on WE-cycle and RFTA, staff recommends amending the SOA payment installment schedule in Section III.A. of the SOA from monthly to quarterly.</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:	\$94,035. This amount includes \$56,735 (reallocated from Facilities) in a cash contribution to WE-cycle as well as \$37,300 funded from RFTA’s portion of savings from 2023 Indirect Operation Cost, which will be retained by WE-cycle per the SOA.
Attachments:	None

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

Meeting Date:	May 9, 2024
Subject:	EPS Housing Program Strategy Recommendations
Strategic Outcome:	3.0 Sustainable Workforce
Strategic Objective:	3.3 Provide comfortable and affordable short-term and long-term housing solutions
Presented By:	Brian Duffany, President, Economic & Planning Systems (EPS) Rachel Shindman, Vice President, Economic & Planning Systems (EPS) Sushma Pramod, Associate, Economic & Planning Systems (EPS) Kurt Ravenschlag, COO
Staff Recommends:	Update on final strategy recommendations from housing study
Executive Summary:	In May 2023, RFTA, in collaboration with its contractor Economic & Planning Systems (EPS), initiated a comprehensive study of its employee housing program. EPS has analyzed housing data, employee survey results, feedback from employee focus groups and has worked with RFTA staff. The purpose of this report is to present the final housing strategy recommendations developed by EPS.
Background/ Discussion:	Informational update and Board feedback
Governance Policy:	1.3 – Sustainable Workforce: RFTA will ensure organizational sustainability by enhancing its ability to continue to recruit and retain an engaged, well-trained, resilient professional workforce.
Fiscal Implications:	Not at this time
Attachments:	Yes, please click on link: “ RFTA EPS Board Update 05.09.2024.pdf ,” or see, “RFTA EPS Board Update 05.09.2024.pdf,” included in the May 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:	May 9, 2024
Subject:	Strategic Plan Update
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 Jamie Tatsuno, Communications Manager
Staff Recommends:	That the RFTA Board of Directors engage in conversation with staff to update the RFTA Strategic Plan.
Executive Summary	<p>The latest version of the RFTA Five-year Strategic Plan was last updated in 2019. RFTA staff will be facilitating conversations with the RFTA Board of Directors (BOD) from March through June of 2024 to update this planning document, which guides RFTA's five-year strategic planning, annual budgeting, annual work plans and day to day operations. This strategic planning document provides the RFTA organization with the BOD's desired Outcomes from the organization as well as more specific Objectives. The Strategic Plan is developed not only from the specific Outcomes and Objectives the BOD desires to accomplish, but also addressing the various challenges and opportunities the organization may face in the five-year planning term. RFTA staff will be continuing to facilitate a discussion at the May BOD meeting to identify the challenges and opportunities RFTA may face in the next five-years to help inform future conversations about desired Outcomes and Objectives in the updated Strategic Plan.</p>
Background/ Discussion:	<p>Policy 2.9 of the RFTA Governing Policies requires RFTA to maintain a five-year strategic plan. The current plan was created in 2019 and is due for its five-year update. The RFTA Strategic Plan provides the framework to guide RFTA's decision making, budgeting, and daily operations. Outcomes represent the high-level deliverables that RFTA strives to provide the communities it serves. Each Outcome Area includes several more specific Objectives that define different areas of focus in achieving the Outcome. Staff then develops Strategic Initiatives that are designed to move the needle in achieving the identified performance targets associated with the Objectives. The Strategic Initiatives become a part of the annual budget requests, and if funded, directly influence daily operations. Each task completed or dollar spent by RFTA should be linked back to the Strategic Plan and ultimately the Mission and Vision of this organization.</p> <p>Following the March Board meeting discussion surrounding challenges that RFTA may face over the next five-years, staff has been reviewing each Outcome area and corresponding Objectives from the 2019 RFTA Strategic Plan. The review and discussion at the May Board meeting is intended to affirm, edit or add to our Strategic Plan Objectives associated with Outcomes 4.0 Financial Sustainability, 5.0 Satisfied Customers, 6.0 Environmental Sustainability and 7.0 High Performing Organization.</p>

4.0 Financial Sustainability

RFTA will ensure cost effective and responsible use of funding, maintain and monitor its short-term and long-term financial forecasts, seek funding partnerships and diversification of revenues.

- 4.1 Ensure accurate budgeting and accounting
- 4.2 Develop a capital planning prioritization process
- 4.3 Preserve financial sustainability and maintain a structurally balanced long-range budget
- 4.4 Pursue financing opportunities to deliver better service and complete future capital projects
- 4.5 Optimize RFTA services and expenditures for more efficiency and/or costs savings
- 4.6 Promote fair and open competition in contracting opportunities to ensure fair and reasonable pricing.
- 4.7 Monitor, evaluate and present new revenue sources

5.0 Satisfied Customers

RFTA will strive to exceed customer expectations by providing modern, courteous, safe, convenient, highly reliable, dependable, comfortable, sustainable, cost efficient, and affordable transportation choices to our residents and visitors.

- 5.1 Transit and trail experiences are enjoyable
- 5.2 Transit services are affordable for all user types
- 5.3 Leverage technology to enhance customer experience
- 5.4 Provide easy, modern and reliable services
- 5.5 Conduct triennial on-board passenger surveys
- 5.6 Provide a centralized, user-friendly customer relationship management system
- 5.7 Provide clean and well-maintained facilities, trails and equipment
- 5.8 Staff are well trained and customer focused

6.0 Environmental Sustainability

RFTA will research and implement innovative, environmentally sustainable practices in all areas of transit and trails management.

- 6.1 Trail and transit users enjoy environmentally friendly equipment and facilities
- 6.2 RFTA organization will strive for 100% renewable energy use
- 6.3 Maximize energy efficiencies within RFTA organization with cost-effective solutions
- 6.4 Provide alternative and innovative travel solutions to help slow the growth of vehicle miles traveled in region
- 6.5 Advance renewable/sustainable projects without sacrificing our existing services and responsible budget
- 6.6 Promote and support transit-oriented land use patterns

7.0 High Performing Organization

With integrity, RFTA will deliver efficient, innovative, transparent, accountable, effective, and collaborative regional transportation services that reflect community values.

	<p>7.1 Optimize the use of RFTA assets through capital improvement planning, preventative maintenance and asset management</p> <p>7.2 Innovative technology will be leveraged to improve service and efficiency in all outcome areas</p> <p>7.3 Proactively influence policy and legislative development at all levels of government regulation</p> <p>7.4 Actively engage the public about plans, projects and service changes</p> <p>7.5 Ensure appropriate transparency of all RFTA business</p> <p>7.6 Actively plan for business continuity and resilience in the event of crisis</p> <p>7.7 Continually seek ways to improve business process</p> <p>7.8 Conduct triennial community survey</p>
Governance Policy:	Policy 2.9 Five-Year Strategic Plan
Fiscal Implications:	None at this time.
Attachments:	Yes, please click on link: " 2024 RFTA Strategic Plan Update - Challenges.pdf ," and " RFTA 2019 Strategic Plan.pdf ," or see, "2024 RFTA Strategic Plan Update - Challenges.pdf," and "RFTA 2019 Strategic Plan.pdf," included in the May 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. C.

Meeting Date:	May 9, 2024
Subject:	Covenant Enforcement Commission (CEC) 2023 Report
Strategic Outcome:	2.0 RFTA will provide accessible, effective and easy to use mobility options that connect our region for all user types
Strategic Objective:	2.1 Rio Grande Railroad Corridor/Rio Grande Trail is appropriately protected and utilized
Presented By:	Abbey Pascoe, EAM Administrator and Railroad Manager, Brett Meredith, Trails and Corridor Manager, & Tom Newland, Consultant
Staff Recommends:	FYI with Question & Answer Session following Presentation. Approval to send letter to Great Outdoors Colorado (GOCO)
Executive Summary:	Measurement of RFTA Staff’s performance related to GOCO’s requirement to manage and maintain the nine conservation areas along the Rio Grande trail.
Background/ Discussion:	<ul style="list-style-type: none"> • One of the requirements of the GOCO grant was the formation of the Covenant Enforcement Commission (CEC). The CEC monitors management by RFTA of the conservation areas called out in the Comprehensive plan. • Annually, RFTA hires an independent consultant to survey the entire length of the Corridor and report potential violations of the nine designated conservation areas. • RFTA staff also develops a report on the state of the Railroad Corridor. • The CEC committee meets annually to review both the independent consultant and staff reports to prepare recommendations for the RFTA BOD. • The CEC has directed staff to discuss the following items with the RFTA Board: <ol style="list-style-type: none"> 1. A consistent approach to managing ditch companies. To date it has been a hit and miss process. Staff would like to discuss a potential process with the board and see if this process aligns with board thinking. Once the process is defined, future staff will be able to understand and utilize the same process. 2. Support for Roaring Fork Bridge Repairs Project. 3. Support to move forward with a license for the utility installation with Pitkin County Open Space and Trails.
Governance Policy:	2.8.5 Make an annual report to the Covenant Enforcement Commission and the RFTA Board regarding compliance with Great Outdoors Colorado covenants.
Fiscal Implications:	TBD. There may be expenses associated with RFTA removing the encroachments and/or enforcing removal of the encroachments
Attachments:	Yes, please click on links: “2023 CEC Letter to BOD.pdf,” “2023 CEC Letter to GOCO.pdf,” “2024 CEC Member Information Update.pdf,” “CEC Background to RFTA Board.pdf,” and “2023 CEC Final Report.pdf,” or see, “2023 CEC letter to BOD.pdf,” “2023 CEC letter to GOCO.pdf,” “2024 CEC Member Information Update.pdf,” “CEC Background to RFTA Board.pdf,” and “2023 CEC Final Report.pdf,” included in the May 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 # 8. A.**

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: May 9, 2024

Happy Earth Day! RFTA was recently recognized by the Federal Transit Administration for its Climate Action Plan, which it adopted in May of 2023. Nearly 240 transit agencies from Maine to Hawaii have been participating in FTA’s Climate Challenge and, on April 22, 2024, FTA Acting Administrator, Veronica Vanterpool, recognized RFTA and two other transit agencies as Champions of the Challenge, due to their innovative efforts to reduce GHGs and increase resilience through forward-thinking policies, proactive planning, and stakeholder engagement. Jason White, Assistant Planner, entered RFTA in the Challenge, so thank you very much Jason and FTA!



Federal Transit Administration (FTA)

April 24 at 2:08 PM · 🌐



As part of our #EarthDay recognition, we tip our hat to [RFTA Roaring Fork Transportation Authority](#) on being named a Champion of the Challenge for creating a climate action plan to help them reach a goal of a 100% electric fleet by 2050. FTA’s Healthy Transit for Sustainable Planet climate challenge encourages transit agencies to develop innovative plans to maximize climate resilience and help achieve the Biden-Harris Administration’s goal to halve greenhouse gas emissions by 2050. tinyurl.com/mu54h2bx



Spring 2024 Behind the Wheel: Be sure to peruse the latest edition of the quarterly RFTA “Behind the Wheel” Employee Newsletter, which can be found by following this link: [“Behind the Wheel – Spring 2024 Edition.pdf.”](#) Lots of people and things in motion can be found in the jam-packed eye-catching Spring rendition of the newsletter, produced by Terri Rider, HR Generalist, with a huge assist from RFTA’s awesome Communications Team!

Thank you for coming to the 2024 End of Season Party! There is a great article in the Behind the Wheel Employee Newsletter, which can be found in the link above or in the Board Portfolio. A big thanks is due Nicole Schoon for planning and coordinating the event, with assistance from RFTA’s Communications Team!

Congratulations to this year's award winners:

- Driver of the Year: Nigel Brett
- New Driver of the Year: Joseph St. Vincent
- Vehicle Maintenance Employee of the Year: Trent Smith
- Vehicle Maintenance Employee of the Season: William Englemann
- Team of the Year: Vehicle Maintenance; Thomas Auestad, Danny Knight, Andrew Husfloen, Jose Salguero Jr, Trent Smith, Joe Paradise, Seth
- Administration Employee of the Year: Robin Glenn
- CEO Outstanding Performer: David Carle
- RFTA Award of Excellence: Dan Blankenship

Director of Human Resources and Risk Management Selected: We are thrilled to announce that Erin Kemp has been selected as the Director of Human Resources and Risk Management. Erin has been serving as Interim Director for the past year, and her dedication and expertise have made a significant impact on our organization.



Erin Kemp

With over eighteen (18) years of experience in HR across various industries, including manufacturing, healthcare, commercial construction, and electronics, Erin brings a wealth of knowledge to her new role. She has a proven track record in workforce planning, recruitment and retention, coaching leaders, conflict resolution, compensation, and leave management. Erin is also a Certified Senior Human Resource Professional (SPHR) and holds a Bachelor’s Degree in Business Administration.

During her time as Interim Director of Human Resources and Risk Management, Erin has collaborated closely with the HR team and leaders across the organization to enhance our HR services for all RFTA staff. Her achievements over the past year, coupled with her professionalism, have made her an invaluable member of our team.

Ridership: For the month of **March 2024**, RFTA’s year-to-date system-wide ridership was **1,782,089**, up **3.9%** compared to **1,715,361** year-to-date system-wide passengers for **March 2023**. Please see chart on page 26, below, for detailed comparison of March 23/24 year-to-date ridership by route.

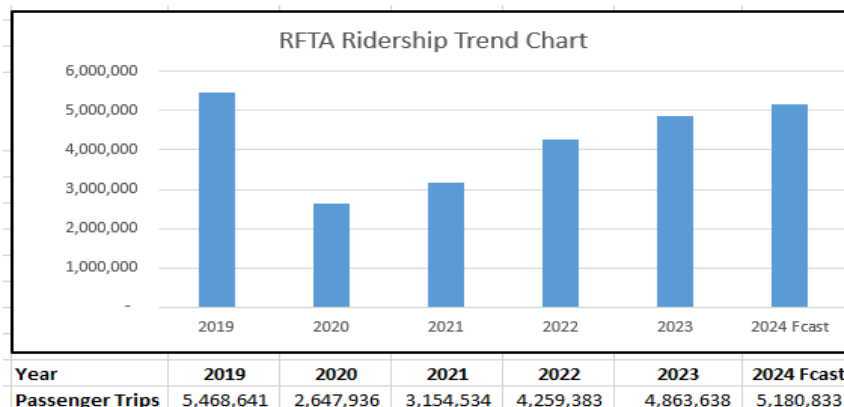
The chart below compares **March 2024** year-to-date ridership with **March 2019** pre-pandemic year-to-date ridership. Overall, **March 2024** year-to-date system-wide ridership was down **5%** compared to system-wide year-to-date ridership for **March 2019**. City of Aspen ridership was down **25%**, Valley ridership was up **7%**, Hogback ridership was up **81%**, and Other ridership was down **7%** compared with **March 2019** year-to-date ridership.

Total Ridership YTD Comparison: 2019 vs. 2024			
Service	YTD Mar. 2019	YTD Mar. 2024	% Vari YTD 2024 to YTD 2019
Aspen	543,109	404,920	-25%
Valley	813,244	867,649	7%
Hogback	25,094	45,346	81%
Other	497,007	464,174	-7%
Total	1,878,454	1,782,089	-5%

The chart below compares ridership for the month of **March 2024** with ridership for the month of **March 2019**. Systemwide ridership in **March 2024** was down 5% compared to systemwide ridership in **March 2019**. Compared to 2019, Aspen ridership was down 25%, Valley ridership was up 6%, Hogback ridership was up 78%, and Other ridership was down 5%.

Ridership Comparison: Mar. 2019 vs. Mar. 2024			
Service	Mar-19	Mar-24	% Vari Mar. 2024 to Mar. 2019
Aspen	180,664	134,729	-25%
Valley	268,417	284,963	6%
Hogback	8,645	15,415	78%
Other	161,571	154,093	-5%
Total	619,297	589,200	-5%

The RFTA Ridership Trend Chart (below) reflects how RFTA ridership has been rebuilding since 2019 and is forecasted to reach in 2024:



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

Please see the click on the links: "[05.09.2024 Planning Department Update.pdf](#)," or see "05.09.2024 Planning Department Update.pdf," included in the May 2024 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

Finance Department Update, May 2024 – Michael Yang, CFAO

2024 Actuals/Budget Comparison (March YTD)

2024 Budget Year	March YTD			
General Fund	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 4,468,703	\$ 4,246,092	5.2%	\$ 40,598,000
Property Tax	\$ 6,309,399	\$ 6,309,399	0.0%	\$ 17,963,000
Grants	\$ 4,098,793	\$ 4,098,793	0.0%	\$ 25,403,044
Fares (2)	\$ 732,519	\$ 663,443	10.4%	\$ 4,794,360
Other govt contributions	\$ 1,124,675	\$ 1,124,675	0.0%	\$ 1,181,970
Other income	\$ 1,647,609	\$ 1,631,230	1.0%	\$ 3,802,860
Total Revenues	\$ 18,381,698	\$ 18,073,633	1.7%	\$ 93,743,234
Expenditures				
Fuel	\$ 544,483	\$ 832,331	-34.6%	\$ 2,593,606
Transit	\$ 10,474,871	\$ 11,449,941	-8.5%	\$ 45,264,326
Trails & Corridor Mgmt	\$ 177,256	\$ 192,066	-7.7%	\$ 1,263,978
Capital	\$ 9,413,999	\$ 9,405,728	0.1%	\$ 81,857,491
Debt service	\$ 512,068	\$ 512,068	0.0%	\$ 1,882,484
Total Expenditures	\$ 21,122,677	\$ 22,392,134	-5.7%	\$ 132,861,885
Other Financing Sources/Uses				
Other financing sources	\$ -	\$ -	#DIV/0!	\$ 15,859,890
Other financing uses	\$ (1,466,629)	\$ (1,466,629)	0.0%	\$ (5,779,993)
Total Other Financing Sources/Uses	\$ (1,466,629)	\$ (1,466,629)	0.0%	\$ 10,079,897
Change in Fund Balance (3)	\$ (4,207,607)	\$ (5,785,130)	-27.3%	\$ (29,038,754)

- (1) Sales and Use Tax Revenues are received 2 months in arrears (i.e. March sales and use tax revenue will be deposited in May).
- (2) Through March, fare revenue increased by 5% and ridership increased by 9%, respectively, compared to the prior year. The average sale per transaction was approximately \$7.15 in March 2023 compared to \$5.71 in March 2024. 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. Through March 2024, Stored Value Pass Sales and Seasonal Zone Pass sales have decreased approximately \$23,500 and \$15,000 respectively, while Mobile App Single Ride Fares have increased by approximately \$77,000, as compared to the prior year. The chart below provides a YTD March 2023/2024 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 3/2023	YTD 3/2024	Increase/ (Decrease)	% Change
Regional Fares	\$ 695,077	\$ 730,344	\$ 35,267	5%
Total Fare Revenue	\$ 695,077	\$ 730,344	\$ 35,267	5%
Ridership on RFTA Regional Services*:	YTD 3/2023	YTD 3/2024	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	216,726	249,844	33,118	15%
BRT	313,341	332,349	19,008	6%
SM-DV	42,874	45,080	2,206	5%
Grand Hogback	42,725	45,346	2,621	6%
Total Ridership on RFTA Fare Services	615,666	672,619	56,953	9%
Avg. Fare/Ride	\$ 1.13	\$ 1.09	\$ (0.04)	-4%

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

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage March YTD				Hours March YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	995,163	998,600	(3,437)	-0.3%	47,919	47,239	680	1.4%
City of Aspen	152,078	155,060	(2,982)	-1.9%	17,783	17,942	(159)	-0.9%
Aspen Skiing Company	197,811	195,625	2,186	1.1%	14,169	14,204	(36)	-0.3%
Ride Glenwood Springs	28,298	28,649	(351)	-1.2%	2,478	2,472	5	0.2%
Grand Hogback	91,853	92,019	(166)	-0.2%	4,062	4,075	(13)	-0.3%
Specials/Charters	2,898	1,950	948	48.6%	430	330	100	30.3%
Senior Van	2,690	3,160	(470)	-14.9%	349	381	(32)	-8.4%
Subtotal - Transit Service	1,470,791	1,475,063	(4,272)	-0.3%	87,190	86,643	546	0.6%
Training & Other	7,410	7,120	290	4.1%	7,148	6,832	316	4.6%
Total Transit Service, Training & Other	1,478,201	1,482,183	(3,982)	-0.3%	94,338	93,475	863	0.9%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Mar-23 YTD	Mar-24 YTD	# Variance	% Variance
City of Aspen	391,952	404,920	12,968	3.31%
RF Valley Commuter	806,627	867,649	61,022	7.57%
Grand Hogback	42,725	45,346	2,621	6.13%
Aspen Skiing Company	403,130	388,721	(14,409)	-3.57%
Ride Glenwood Springs	63,114	65,925	2,811	4.45%
X-games/Charter	7,304	8,953	1,649	22.58%
Senior Van	509	575	66	12.97%
MAA Burlingame	-	-	-	#DIV/0!
Maroon Bells	-	-	-	#DIV/0!
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	1,715,361	1,782,089	66,728	3.89%

Subset of Roaring Fork Valley Commuter Service with BRT in 2024

Service	YTD MAR 2023	YTD MAR 2024	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	216,726	249,844	33,118	15%
BRT	313,341	332,349	19,008	6%
Total	530,067	582,193	52,126	10%

2023 Financial Statement Audit – Schedule

Date	Activity	Status
4/29/2024 – 5/3/2024	Start of Audit – auditors conducting onsite fieldwork	Completed
Mid-June	During this period, staff anticipates that the Audit Report will be reviewed by the RFTA Board Audit Subcommittee . A meeting will be held at a RFTA office in Carbondale between the Audit Subcommittee, the auditor and staff to discuss the audit in detail.	Email will be sent to Audit Subcommittee to establish date & location of meeting.
7/5/2024	Final Audit Report to be distributed to RFTA Board with July Board Packet	On schedule
7/11/2024	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	On schedule

1. **Alyssa Shenk**, RFTA Board member (Town of Snowmass Village)
2. **Torre**, RFTA Board member (City of Aspen)
3. **Greg Poschman**, RFTA Board member (Pitkin County)
4. **Ann Driggers**, Independent Financial Expert (Pitkin County Chief Financial and Administrative Officer, Treasurer and Public Trustee)
5. **Jill Klosterman**, Independent Financial Expert (Eagle County Chief Financial Officer) or **Anna Earl**, Independent Financial Expert (Eagle County Deputy Director of Finance)

2024 Budget – General Fund Update

As part of staff's ongoing budget monitoring, two items are forecasted to exceed budget: WE-Cycle Bikeshare operating costs, and bus shelters replacement project. However, staff has identified forecasted transit and capital savings to fund the budget shortfalls. There is a net-zero impact to the 2024 budget. Following include additional explanation of the two items:

1. **Bikeshare (WE-cycle) Insurance:** During the annual insurance renewal starting April 1, 2024, WE-cycle was informed that due to insurance industry consolidation and changes to how rates are calculated, there is a substantial increase in liability, property, and umbrella insurance costs. The 2024 budget included \$22,484, which was based on 2023 rates. However, the renewal rate estimate is \$96,000, a \$73,516 increase. In addition, new requirements relating to the registration process of users under eighteen years old is adding additional legal and technical costs of \$30,000. The total insurance costs increase for 2024 is \$103,516, of which, WE-cycle is directly contributing \$9,481 from its portion of unspent 2023 Indirect Operations Costs. RFTA's portion of this increase is \$94,035, of which, \$37,300 will be funded from RFTA's portion of unspent 2023 Indirect Operations Costs, which will be retained by WE-cycle, and an additional RFTA cash contribution of \$56,735. However, staff has identified 2024 housing budget savings to fund the increase.
2. **Bus Shelters Replacement Project:** As part of the 2024 budget, two bus shelters were budgeted to be replaced: 1) West Glenwood Mall, and 2) Aspen Service Center Road. Following the procurement process, staff discovered the following budget shortfalls. West Glenwood Mall 2024 budget included \$58,600, with a revised budget of \$75,630, an increase of \$17,030. Aspen Service Center Road budget included \$57,600, with a revised budget of \$103,130, an increase of \$45,530. The primary cost increase drivers are: higher inflation in cost of materials, mobilization costs, removal and concrete costs, costs associated with adhering to RFTA's new Bus Stop Guideline criteria, and increasing the project contingency budget. Staff is estimating a total budget increase of \$62,560 to complete both bus shelters. However, staff has identified 2024 capital budget savings the existing capital budget to fund the increase.

Rio Grande Corridor and Trail Update, May 2024 – Angela Henderson, Director, Trails & Rail Corridor

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 is in the process of identifying all current unlicensed uses inside the Railroad Corridor and 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- **Sent final abatement agreement to Paul Taddune. Working on an update to the legal description.**
 - Eubank Encroachment Removal- **Mr. Eubank is requesting a license for the well installed in the ROW before removing other encroachments. Staff is working to schedule Farnsworth Group to stake the property line to inventory encroachments and draft license for well.**

- **Covenant Enforcement Commission (CEC) Items:**
 - CEC Member 3-year terms expired on 12/31/23. Each member jurisdiction needs to reappoint their current CEC member to another 3-year term, or choose a new CEC member to represent their jurisdiction, and provide this information to rqt@rfta.com by Friday, April 5, 2024. Staff has received responses for a primary member from each member jurisdiction. Staff still needs an alternate member for each member jurisdiction. Staff will make a verbal request for a list of alternate members during the May 9, 2024 RFTA Board of director's meeting. THANK YOU to Nicole Schoon for helping the Corridor team to secure new CEC Members.
 - Meeting was held on 10/27/2023, **RFTA Board Update will be provided at the May 9, 2024 meeting.**
 - Ditch Issues- Ongoing Violation, Ditch company doing work to Culvert, no updates on project.
 - Barn and Berm Encroachment- Ongoing Violation, Staff will follow up with property owner in July for 1 year check in on removal plan.
 - Trash Enclosure Encroachment- Staff will follow up with property owner in October for 1 year check in on removal plan.
 - Ongoing Violation, Access Ramp Over Tracks- Ongoing Violation – Staff is working with Pitkin County Open Space and Trails to put a maintenance agreement in place to address this and other projects involving the RFTA Corridor between Emma and Woody Creek.
 - 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. PCOST preparing as-built to attach to license and take to BOCC for approval/execution.

- **Rail Attorney items: Delayed pending outcome to litigation process**
 - Cedar Networks- Contractor nonresponsive. On hold.
 - Century Link- Representative is non-responsive. Sent to Attorneys for resolution. On hold.
 - Xcel- Provide missing documentation. On hold

- **Litigation:**
 - Letter and draft complaint mailed certified to property owner 4/12/2024. Follow up letter going out this week.

- **Current Applications:**
 - Holy Cross Pole Removal - Submitting permit application to remove meter pole from RFTA ROW.
 - Pitkin County Gerbaz Bridge- Permit issued to begin construction. Project currently under construction.
 - Colorado Extreme - Updating access and relocating Trail - Permit issued, Project Ongoing. Will issue new permit for 2024 work.
 - Holy Cross- 88 Clover Lane: Underground Utility Installation- Application has been received and reviewed by RFTA and Farnsworth Group. Letter sent to Holy Cross for revisions. Waiting for property owner to decide to move forward with this project.

- **Permits:**
 - Voskuil Sewer Project in City of Glenwood Springs- As-builts reviewed, response sent to applicant. Applicant working on revisions.
 - Damage to Corridor- Holy Cross damaged the corridor for an emergency repair. They have been working with Staff to remedy the damage. Seeding will happen once the soil warms up.

- **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. Staff will be working with Planning to complete this update in 2025. (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 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. Procurement received to bids for this project. Staff is reviewing the bids received. 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.
- **South Bridge Project** – RFTA staff met with the City of Glenwood Springs staff, to look at the updated design for South Bridge and to discuss use of the RFTA Railroad Corridor for this project. It was a good and productive meeting. ***The City staff plans to provide an update to the RFTA Board on this project at the July 11, 2024 RFTA Board meeting.***



Rio Grande Trail Update

- The Rio Grande Trail Staff is staying busy.
 - Staff has been out 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 working to update our RGT Map/Brochure and we hope to offer a new spanish version in 2024.
- Staff is coordinating with the City of Glenwood Springs on some wayfinding signs for the RGT within the City of GWS.
- Staff continues working with Carbondale Arts to beautify the corridor through the Town of Carbondale, called the “Rio Grande ArtWay.”
 - The Youth Art Park (phase 1) is really close to being wrapped up and open for play! See photos attached below.
- We welcomed 2 new seasonal Trail Technicians to the team, welcome Jesse and Amber!
- The “wildlife section” (Catherine Store Bridge to Rock Bottom Ranch) opened for the season on April 30th at 5:00 p.m.
- 2024 Projects that we hope to complete:
 - Asphalt Repair – Emma Rd to Catherine Bridge Trailhead
 - Work should begin mid-May
 - Roaring Fork Bridge repairs
 - Received 2 bids
 - Bridge Inspections (scheduled bi-annual)
 - Goats at Work – 2024 will be the 3rd consecutive year in the Emma area
 - Vegetation Monitoring Program

- Procure a hydroseeder for restoration projects
 - Contract signed...just waiting for Finn to build our trailer
- Replace bearproof trash/recycling enclosures along our 20 miles
 - Our new enclosures have been received, we will start placing them shortly and recycle/re-use/re-purpose the old enclosures
- Enhance our trail counter program
- Procure 2 zero-turn mowers for vegetation management
 - We should receive our new mowers in May
- Visit a “rail with trail” system



Slide at the Youth Art Park



Climbing wall and stump amphitheater