

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

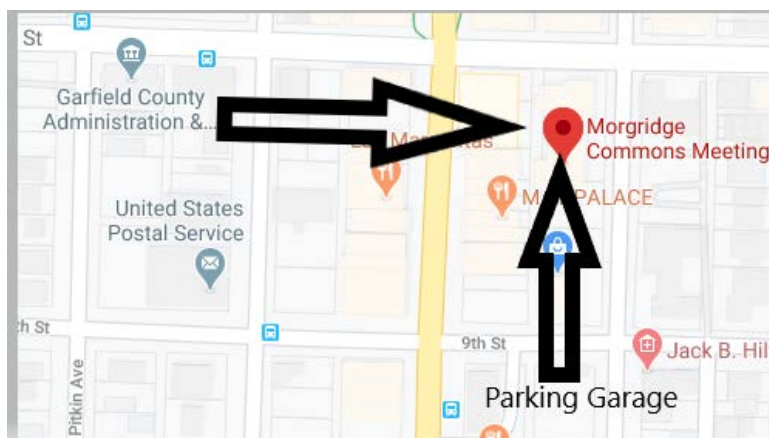
TIME: 8:30 a.m. – 11:00 a.m., Thursday, March 12, 2020

New Location: Garfield County Administration Building, 108 8th Street, Glenwood Springs, CO 81601

(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	Executive Session:			
	A. Paul Taddune, General Counsel: Pandemic Preparedness: 24-6-402(4)(b) – Conferences with RFTA Attorney; 24-6-402(4)(d) – Specialized Details of Security Arrangements; 24-6-402(4)(e) – Determining Matters that may be Subject to Negotiation; 24-6-402(f)(i) – Personnel Matters	3.5.2.B.	Executive Session	8:31 a.m.
3	Approval of Minutes: RFTA Board Meeting February 13, 2020, page 3		Approve	9:00 a.m.
4	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	9:05 a.m.
5	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	9:10 a.m.
6	Consent Agenda:			9:20 a.m.
	A. Letter of Support and Resolution 2020-05 : Resolution Supporting Grant Application for a Grant from the FTA 5339(B) Bus and Facilities Program for Phase 3 of the Glenwood Maintenance Facility Expansion Project – David Johnson, Director of Planning, page 10	4.2.5	Approve	
7	Presentations/Action Items:			
	A. Coronavirus (COVID-19) Preparedness Planning Update: 1. Resolution 2020-06: A Resolution Authorizing and Enabling the RFTA CEO to Respond to the Exigencies of the Corona Virus Disease 2. Resolution 2020-07: A Resolution Amending Section 6.07 of the RFTA Bylaws to Permit Remote Participation in RFTA Board Meetings Paul Taddune, General Counsel, Dan Blankenship, CEO, Michael Yang, CFAO, Kurt Ravenschlag, COO, and Jason Smith, Safety and Training Manager, page 14	2.2.3.	Approve	9:25 a.m.
	B. Pilot Reservation System for Maroon Bells Bus Service Update – Dan Blankenship, CEO, page 26	4.2.5	Update	10:00 a.m.
	C. Regional Bike Share Expansion and Implementation Plan Update – Dan Blankenship, CEO page 28	4.2.5	Update	10:15 a.m.
(Agenda Continued on Next Page)				

	Agenda Item	Policy	Purpose	Est. Time
8	Public Hearing:			10:30 a.m.
	A. Resolution 2020-08 : 2019 Supplemental Budget Appropriation – Michael Yang, CFAO, page 30	4.2.5	Approve	
	B. Resolution 2020-07: 2020 Supplemental Budget Appropriation – Michael Yang, CFAO, page 37	4.2.5	Approve	
9	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 45	2.8.6	FYI	10:45 a.m.
10	Issues to be Considered at Next Meeting:			
	To Be Determined at March 12, 2020 Meeting	4.3	Meeting Planning	10:50 a.m.
11	Next Meeting: 8:30 a.m. – 11:30 a.m., April 9, 2020 at Carbondale Town Hall	4.3	Meeting Planning	10:55 a.m.
12	Adjournment: RFTA Board Meeting directly followed by: A Summit for Elected Officials in the Roaring Fork and Colorado River Valleys: <i>Transportation, Housing and Jobs Forum: Connecting the Dots in a Changing Region</i> March 12, 2020, from 11:45 a.m. – 5:00 p.m. Morgridge Commons 815 Cooper Avenue (2 nd floor above Library) Glenwood Springs, CO 81601 <i>Please see Forum Agenda attached to the e-mail transmitting the RFTA Board meeting Agenda packet.</i>		Adjourn	11:00 a.m.



**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
February 13, 2020**

Board Members Present:

Art Riddile, Chairman (Town of New Castle); Markey Butler, Vice-Chairman (Town of Snowmass Village); Jacque Whitsitt (Town of Basalt); Jonathan Godes (City of Glenwood Springs); George Newman (Pitkin County); Dan Richardson (Town of Carbondale)

Voting Alternates Present:

Ward Hauenstein (City of Aspen); Kathy Chandler-Henry (Eagle County)

Non-Voting Alternates Present:

Ben Bohmfalk (Town of Carbondale); Greg Poschman (Pitkin County); Shelley Kaup (City of Glenwood Springs)

Staff Present:

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Mike Hermes, Angela Henderson, Brett Meredith, Jud Lang, Amy Burdick, and Abbey Pascoe, Facilities & Trails Department; David Johnson and Jason White, Planning Department; Paul Hamilton, Director of Finance; Ed Cortez, Operations and ATU Local 1774 President

Visitors Present:

David Pesnichak (EOTC/Pitkin County); John Kruger (City of Aspen); Tom Newland (Newland Project Resources Inc.); Ben Rasmussen and Brian Pettit (Volpe); Dawn Dexter (citizen)

Agenda

Note: Blue Hyperlinks to the February 13, 2020 Board meeting video have been inserted for each Agenda item below. Please view video for additional information.

1. Roll Call:

Art Riddile called the RFTA Board of Directors to order at 8:30 a.m. Riddile declared a quorum to be present (6 member jurisdictions present) and the meeting began at 8:30 a.m.

2. Executive Session:

One Matter – Paul Taddune, General Counsel

- 1) Pursuant to C.R.S. 24-6-602 (e) and (f): CEO Performance Review

Riddile moved to adjourn from the Regular Board Meeting into the Executive Session and Dan Richardson seconded the motion. The motion was unanimously approved.

Staff Present:

Dan Blankenship, CEO; Paul Taddune, General Counsel; and Nicole Schoon, Secretary to the Board

Markey Butler moved to adjourn from the Executive Session into the Regular Board Meeting and George Newman seconded the motion. The motion was unanimously approved.

No action was taken during the Executive Session. The Executive Session adjourned at 9:19 a.m.

Following the Executive Session, which pertained to the CEO Performance Review, Butler made a motion to award Dan Blankenship, CEO, a 4% merit increase, in addition to the 2.5% annual adjustment he received effective January 1, 2020. Jonathan Godes seconded the motion and the motion was unanimously approved.

3. Approval of Minutes:

Richardson moved to approve the January 9, 2020 Board Meeting Minutes, and Jacque Whitsitt seconded the motion. The motion was unanimously approved.

4. Public Comment:

Riddile asked if any member of the public would like to address the Board or make a comment regarding items not on the February 13, 2020 Board Agenda.

Dawn Dexter a CMC Sustainability Studies Student, requested information from the Board on how RFTA is contributing to the sustainability in our region. She requested that the Board contact her directly either by phone (970) 379-9113 or by email dawnsdrawingboard@gmail.com.

Riddile closed Public Comments at 9:25 a.m.

5. Items Added to Agenda – Board Member Comments:

Riddile next asked if there were any items that needed to be added to the Board meeting Agenda. No items were added to the February 13, 2020 Board Agenda.

Riddile asked if any Board member had comments or questions regarding issues not on the Board meeting Agenda.

George Newman congratulated RFTA on transporting approximately 5.5 million passengers in 2019 and transporting almost 50,000 passengers during X-Games in Aspen.

Newman also congratulated Dan Richardson on receiving the Non-Profit of the Year for Ascendigo Autism Services. He also congratulated Jonathan Godes for the opening of the 8th Street Bridge in Glenwood Springs.

Riddile closed Board comments at 9:25 a.m.

6. Consent Agenda:

A. IGA for Garfield County Senior Programs – Traveler Services 2020 – Dan Blankenship, CEO

The total estimated budget for the Traveler in 2020 is \$746,880. RFTA will be reimbursed by Garfield County for its documented expenses connected with providing the Traveler transportation service in 2020, up to \$559,344. The City of Glenwood Springs will also contribute \$30,000 to RFTA to defray costs related to the ADA Complementary Paratransit Service that it receives from the Traveler. In addition to these amounts, RFTA is contributing \$157,536 towards the Traveler's expenses in 2020 to

defray the prorated cost allocated to its members (Glenwood Springs, Carbondale, and New Castle) by the County's cost allocation methodology. However, RFTA anticipates receiving a \$40,000 administrative fee payment for providing the service that will reduce its net contribution to the Traveler to approximately \$117,536.

Markey Butler questioned why New Castle, Glenwood Springs and Carbondale do not pay fees towards the Garfield County Senior Programs.

Blankenship stated that RFTA covers the cost for those three (3) jurisdictions due to the fact that they are members of RFTA and the founding IGA, which made provisions for RFTA to operate the Pitkin County Senior Van, also provided funding for the Traveler or an equivalent service in down valley communities.

Butler moved to approve the IGA for Garfield County Senior Programs – Traveler Services 2020, and Richardson seconded the motion. The motion was unanimously approved.

B. Seven-Party Memorandum of Understanding (MOU) for Garfield County Senior Programs for 2020 – Dan Blankenship, CEO

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

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

Whitsitt moved to approve the Seven-Party Memorandum of Understanding (MOU) for Garfield County Senior Programs for 2020, and Kathy Chandler-Henry seconded the motion. The motion was unanimously approved.

C. Office Lease Agreement between HNH Blake, LLC and RFTA for 1517 Blake Street, Suite 101, Glenwood Springs, 81601 – Angela Henderson, Assistant Director, Facilities Operations and Project Management

As RFTA continues to grow, staff will need to secure some additional office space and parking outside of the existing RFTA facilities, until such time that the Glenwood Maintenance Facility can be expanded to house additional staff and vehicles. The property owner, High Country Engineering, has offered to lease RFTA another office space in this same building, Suite 102. This space will accommodate four members of the IT Department.

The new lease will take effect February 15, 2020 with an initial three-year lease term and an option to lease for two additional one-year terms. The new lease rate, effective February 15, 2020 will be \$18.00SF + a percentage of the monthly building maintenance costs. The rate remains the same through February 28, 2023

Whitsitt moved to approve the Office Lease Agreement between HNH Blake, LLC and RFTA for 1517 Blake Street, Suite 101, Glenwood Springs, 81601, and Chandler-Henry seconded the motion. The motion was unanimously approved.

D. Intergovernmental Agreement (IGA) between the City of Glenwood Springs and the Roaring Fork Transportation Authority for the Purchase of Property and the Performance of Transportation Projects – Dan Blankenship, CEO

RFTA's purchase offer for the GSMOC property was \$1.2 million and its offer for the access road was \$60,000. In addition, RFTA offered to contribute up to \$100,000 for each of two trail connections using Destination 2040 Plan funding approved by voters in November 2018 designated for this purpose. RFTA offered to contribute an additional \$100,000 to help defray a portion of the City's share of the RFTA/Glenwood Springs corridor study, which is currently underway and has been branded as: Multimodal Options for a Vibrant Economy (MOVE): A plan to improve transit, parking, and local services along Grand Avenue. RFTA also agreed to bear the cost of demolishing the existing GSMOC facility, which estimated to be approximately \$695,000.

The City Council of the City of Glenwood Springs approved RFTA's LOI in concept on September 19, 2019. Subsequently, it was determined that the City's Charter requires an election to approve the sale or conveyance of public property, and the earliest an election could be conducted would be April 2020.

Based on further discussions between RFTA and City staffs, it became apparent that the cost of improving the two trail connections would be significantly less than a total of \$200,000. However, there are several other trail and crossing improvements within the Rio Grande railroad corridor in Glenwood Springs that are needed. For this reason, City staff asked whether unexpended funds remaining after making improvements to the two trail connections referenced in the LOI could be applied to the cost of other crossings and improvements that are needed. RFTA staff believes this request to be reasonable and revised the IGA to reflect that a total of \$200,000 of RFTA's purchase offer can be used by the City for trail improvements within the Rio Grande railroad corridor within Glenwood Springs.

Butler questioned what policies RFTA has in place to approve the IGA, due to the amount of funds being utilized to purchase the property.

Blankenship stated that to close on the purchase of the GSMOC, staff will need to bring a Supplemental Budget Resolution back to the Board at a later date to approve the amounts stated in the IGA.

Butler moved to approve the Intergovernmental Agreement between the City of Glenwood Springs and the Roaring Fork Transportation Authority for the Purchase of Property and the Performance of Transportation Projects, and Richardson seconded the motion. The motion was unanimously approved.

Godes abstained from the vote, due to the potential for an appearance of a conflict of interest, since he represents the City of Glenwood Springs.

7. Presentations/Action Items:

- A. Pilot Reservation System for Maroon Bells Bus Service – Dan Blankenship, CEO, Ben Rasmussen, VOLPE Center, and Brian Pettet, Pitkin County Public Works**

Ben Rasmussen reported to the Board that visitation to the Maroon Bells Scenic Area (MBSA) in the fall of 2019 almost reached an all-time high. During peak leaf peaking season, particularly on weekends, traffic congestion can become significant along Maroon Creek Road as visitors wait to enter the Aspen Highlands parking garage. Increasing visitation in the early morning hours before

8:00 a.m. has created significant traffic congestion at the MBSA, with visitors arriving well before 5:00 a.m. to view the sunrise over Maroon Lake.

A stakeholder group has been meeting regularly since 2017 to develop, implement, and monitor transportation management strategies at the MBSA. The purpose of this presentation is to provide an update on these efforts and to receive feedback on transportation management changes this coming fall to address and mitigate traffic congestion and related challenges for the 2020 peak season.

A stakeholder group consisting of representatives from the City of Aspen, Aspen Skiing Company, Pitkin County, the Roaring Fork Transportation Authority (RFTA), and the U.S. Forest Service have been meeting regularly to discuss and coordinate on transportation management strategies for visitors to the MBSA. The Aspen Chamber Resort Association (ACRA) is a recent addition to the group.

Currently, between 8:00 a.m. and 5:00 p.m. from June to October, visitors to the MBSA are required to use a shuttle bus operated by RFTA to arrive at the MBSA. Visitors can park at the Aspen Highlands parking garage or take the RFTA Castle/Maroon bus route to Aspen Highlands to board the MBSA shuttle. On certain peak visitation days, shuttle buses start operating as early as 7:00 AM to accommodate increased demand. On these days, visitors may wait as long as one hour to board a shuttle to the MBSA.

Over the past few seasons, MBSA visitation during the peak season of September and October has seen notable increases. RFTA experienced record ridership on September 28, 2019, with 3,480 passengers trips provided from Aspen Highlands to the Bells. October saw a significant increase in parking garage usage from 2018 to 2019, with 1,750 more cars utilizing the garage during the peak season in 2019 (an increase of 85 percent from 2018). This increasing demand leads to long waits for shuttle buses, as well as parking queues at the Aspen Highlands garage, creating traffic congestion and delaying RFTA shuttles.

In recent years, U.S. Forest Service staff have observed increasing volumes of MBSA visitors arriving before shuttle operations begin, with visitors arriving well before 5:00 a.m. As a result of the increased demand observed during the 2019 peak season, the U.S. Forest Service stationed staff to manage traffic at the MBSA in the early morning hours. However, available parking at the MBSA is not enough to accommodate the demand during these morning hours. The parking lots can fill up by 5:30 a.m., creating significant traffic congestion as vehicles are turned around and directed back to Aspen Highlands, where lines of people begin to form for the start of RFTA shuttle service an hour and a half or more later.

For the 2019 season, the second and third busiest days at the Aspen Highlands parking garage were Saturday, October 5 (1,115 cars), and Sunday, October 6 (898 cars). In 2018, the shuttle stopped running on October 8 and in 2019, the shuttle stopped running on October 6. The parking lots at MBSA then fill up and congestion builds on Maroon Creek Road as visitors wait for an open spot.

To address this increased visitation and the traffic congestion and transportation challenges associated with it, the stakeholder group is currently identifying and evaluating potential management strategies for the 2020 season and beyond. Specifically, the stakeholder group is exploring the possibility of:

- Starting shuttles at 5:30 AM to serve the “sunrise crowd”
- Running the shuttle later until October 11, Columbus Day weekend
- Implementing a reservation system pilot for the peak visitation period from the beginning of September to mid-October.

In general, the RFTA Board expressed support for the concept of a pilot reservation system, due to their concern that the Maroon Bells may be getting loved to death.

B. Covenant Enforcement Commission (CEC) 2019 Report – Brett Meredith, RFTA Trail Manager and Abby Pascoe, Business Specialist II

Overall, the Railroad Corridor is in excellent condition. The Rio Grande Trail within the Railroad Corridor is well used and maintained.

Regarding the violations still in place: staff is working with me to address the longstanding encroachments in area #6 and will be actively working to remedy the encroachments by the end of summer 2020. Regarding the violation in area #9, staff and I will prepare correspondence requesting the removal of a small vehicle (ATV) and pedestrian access for a private property.

The new violations noted in areas #1, and #2 involve weeds and the lack of weed management by the adjacent ditch companies, and/or two separate utility companies trenching activities. In the case of the ditch companies, staff is investigating the extent to which the landowners and the ditch companies are responsible. In the case of the utility companies, both companies have been notified of the new application process for installation of utilities inside the railroad corridor and both have submitted applications and are in the process of remedying the weed issues. Combatting weeds is always difficult when soils are disturbed. For example, even though one utility company reseeded an entire area at RFTA's direction there is nonetheless an abundance of scotch thistle that staff now has to manage. The violation in #5 involves the area around the Roaring Fork Bridge where there are issues of graffiti and trash. This has been largely remedied with the installation of a bear proof trashcan and more frequent oversight by the trails staff. The violation noted in #7 involves an encroachment by the Roaring Fork Club, which expanded some greenspace next to the railroad tracks and into the Corridor. Staff is working with the Club's property manager to educate the Club's new staff as to the location of the property boundaries and requirements of the covenant areas.

Newman moved to approve the Covenant Enforcement Commission (CEC) 2019 Report, and Whitsitt seconded the motion. The motion was unanimously approved.

Art Riddle, Chair left the meeting at 10:30 a.m. and Markey Butler became the Acting Chair of the February 13, 2020 RFTA Board Meeting.

C. Regional Bike Share Expansion and Implementation Plan and WE-cycle Partnership – Dan Blankenship, CEO and Mirte Mallory, Executive Director, WE-cycle

The Regional Bike Share Expansion and Implementation Plan and WE-cycle Partnership was tabled until the March 12, 2020 RFTA Board meeting.

8. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

RFTA Leadership Academy: In 2020, RFTA will be offering RFTA Leadership Academy 3.0, a continuation of training for graduates of RFTA Leadership Academy 1.0 and 2.0, who are interested in continuing to hone their leadership skills. In addition, a new leadership group of up-and-coming RFTA Leaders will be enrolled in RFTA Leadership 1.0. Several very impressive projects are being implemented this year thanks to the proposals made by last year's Leadership Academy 2.0 graduates.

2700 Block of Blake Street made available for bus staging in Glenwood Springs: City staff and the City Council of Glenwood Springs agreed to allow RFTA to use a portion of Blake Street above the BRT station (behind Alpine Tire). Prior to making the move on short notice from the parking lot

adjacent to the old American Furniture Warehouse building, fliers were placed on the windows of cars that parked in that location to access the BRT station, letting people know they could no longer park there. To make the unpaved stretch of Blake Street suitable for bus traffic, RFTA had to purchase some gravel and do some grading, and the City installed no parking signs. The City issued a new release explaining the necessity of the change. RFTA also used its social media accounts to notify the public that the change would go into effect on Tuesday, January 21.

A tremendous amount of credit goes to Debra Figueroa, City Manager and her staff, including the City Police Department and City Council. The RFTA Operations and Facilities Departments, and Marketing, also pitched in to make the rapid transition as seamless as possible.

13. Issues to be Considered at Next Meeting:

14. Next Meeting: 8:30 a.m. – 11:30 a.m., March 12, 2020, Carbondale Town Hall, Room 1

15. Adjournment:

Godes moved to adjourn from the February 13, 2020 RFTA Board meeting, and Newman seconded the motion. The motion was unanimously approved.

The February 13, 2020 RFTA Board Meeting adjourned at 11:00 a.m.

Respectfully Submitted:
Nicole R. Schoon
Secretary to the RFTA Board of Directors

RFTA BOARD OF DIRECTORS
“CONSENT” AGENDA SUMMARY ITEM # 6. A.

Meeting Date:	March 12, 2020
Agenda Item:	Letter of Support and Resolution 2020-05: Authorization to Submit Application for Federal Transit Administration Section 5339(b) Buses and Bus Facilities Program
Strategic Outcome	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.
Strategic Objective	Pursue financing opportunities to deliver better service and complete future capital projects
Presented By:	David Johnson, Director of Planning
Recommendation:	Authorize RFTA to submit a Section 5339 grant application to construct critical elements of Phase 3 of the Glenwood Springs Maintenance Facility Renovation and Expansion. Sign the Letter of Support
Core Issues:	<p>The Glenwood Springs Maintenance Facility was constructed in 2002, and intended to be a small satellite facility with an operational capacity of 34 buses. Since 2002, RFTA has expanded its scope of ridership and services significantly. The GMF is now the cornerstone of RFTA’s operations and maintenance, and will grow in that role over the next 20 years, and expand its array of services.</p> <p>The GMF must be renovated and expanded to meet today’s realities and to help RFTA grow and adapt to future needs. For the last ten years, RFTA has applied for grant funding from a variety of local, State and Federal sources. RFTA has not found a source that could provide funding to complete the entire renovation and expansion. Consequently, RFTA has chosen to complete the project in phases, commensurate with scope and funding of grants that could be awarded.</p> <p>RFTA intends to request \$13.5 million in 5339 funds (matched by \$13.5 million in Destination 2040 funds) to complete the following Phase 3 improvements:</p> <ul style="list-style-type: none"> • Grading, Excavation, Site Preparation • Operations Center • Bus Storage Building A: 30 indoor storage spaces • Pre- Trip Inspection Zones • Backlog Parking • Maintenance Warehouse A <p>During the Destination 2040 Plan, and Ballot Issue 7A, RFTA’s committed to funding \$15 million of the roughly \$30 million facility expansion’s estimated project cost, and that approximately \$15 million would come from grant sources. Statewide Proposition 110, which was turned down by voters, would have provided the other \$15 million. While RFTA has successfully broken the project into more affordable phases, annual phasing itself will increase costs due to inflation.</p>
Policy Implications:	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).”
Fiscal Implications:	IF this grant is awarded, RFTA will need to commit up to \$13.5 million in Destination 2040 funds.
Attachments:	Yes, please see Resolution 2020-05, below and the letter of support



March 12, 2020

Ms. Jane Williams,
Acting Administrator, Federal Transit Administration
1200 New Jersey Avenue SE
Washington, DC 20590

RE: Roaring Fork Transportation Authority (RFTA) FY2020 5339 grant application

Dear Ms. Williams:

RFTA's Board of Directors, consisting of eight member jurisdictions, expresses support for RFTA's FY2020 Section 5339 grant proposal. The funding will be used to construct a Regional Transit Center (RTC) in Glenwood Springs, Colorado, serving as the foundation for transit operations and mobility management throughout the three-county region, as well as for CDOT's Bustang Statewide transit service.

RFTA is Colorado's second largest transit agency and the largest rural transit agency in the nation by ridership. RFTA provides over five million trips per year throughout a 70-mile corridor in Garfield, Eagle, and Pitkin Counties, roughly 14 times the trips of an average-size rural transit bus agency. RFTA's safe, affordable and convenient transit services are critical for the region's mobility, congestion management, and environmental and economic sustainability.

The success of *Veloc*RFTA service, the country's first rural BRT system, coupled with growing regional demands for transit service and mobility management, require renewed investments in RFTA's core operational facilities. The regional transit center will meet RFTA's current and future transit needs and will support transit needs throughout the State. The RTC project fully aligns with FTA's Section 5339 goals for improving the transit system condition, safety, reliability, access and mobility, and innovation, particularly in rural areas.

RFTA is working with Colorado Department of Labor and Employment – Oil and Public Safety (CDLE-OPS), Colorado Energy Office (CEO), Colorado Department of Public Health and Environment (CDPHE) and CDOT on developing hydrogen production, storage and fueling facilities at the GMF site, for a pilot program of 10 hydrogen-fueled buses. Consistent with the Accelerating Innovative Mobility (AIM) Initiative, this project will provide infrastructure to support the vast array of technology needed to operate today's transit fleets, including integrated fare payment systems and FCEB and BEB propulsion systems. RFTA fleet will be the most innovative and diverse in the State of Colorado. RFTA's strategic location can assist the development of a potential hydrogen fueling network in the State.

We ask FTA to grant 5339 funding for this worthy proposal.

Sincerely,

Art Riddile
Chair, Board of Directors

Director _____ moved to adopt the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2020-05**

**AUTHORIZATION TO SUBMIT APPLICATION FOR FEDERAL TRANSIT ADMINISTRATION
SECTION 5339(B) BUSES AND BUS FACILITIES PROGRAM**

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 the USDOT; and

WHEREAS, RFTA has submitted a Grant Application for **Construction of the RFTA Regional Transit Center (RTC) Phase 3 Elements**, requesting a total award of **\$13,500,000**, with a local match commitment of up to \$13,500,000 (using bonds and/or cash reserves backed by RFTA’s 2.65 mill property tax mill levy), depending upon the final grant award.

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 Grant Application submitted by RFTA and it will appropriate matching funds for a grant with the FTA, 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 with the FTA.
5. The facility improved with these grant funds will be owned by RFTA and will be maintained and operated by RFTA for the next 30 years. The RFTA Board of Directors will continue to maintain the facility in a State of Good Repair and will appropriate funds on an annual basis for routine maintenance.
6. If a grant is awarded, the RFTA Board of Directors hereby authorizes the CEO to execute a Grant Agreement with the FTA.

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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 12th day of March, 2020.

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

By: _____
Arthur Riddile, 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 March 12, 2020; (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 12th day of March, 2020.

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

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA SUMMARY ITEM. # 7. A.

Meeting Date:	March 12, 2020
Subject:	<p>Coronavirus (COVID-19) Preparedness Planning Update:</p> <ol style="list-style-type: none"> 1. Resolution 2020-06: A Resolution Authorizing and Enabling the RFTA CEO to Respond to the Exigencies of the Corona Virus Disease 2. Resolution 2020-07: A Resolution Amending Section 6.07 of the RFTA Bylaws to Permit Remote Participation in RFTA Board Meetings
Strategic Outcome:	1.0 RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, practices, and policies for managing risks and hazards
Strategic Objective:	<ol style="list-style-type: none"> 1.1 Customers are safe at RFTA facilities and riding RFTA services 1.3 Maintain and promote a healthy and safe workforce 1.4 The general public has a positive perception of the safety of RFTA services 1.5 Staff are well trained and safety focused
Presented By:	<p>Dan Blankenship, CEO Paul Taddune, General Counsel Michael Yang, CFAO Kurt Ravenschlag, COO Jason Smith, Safety and Training Manager</p>
Staff Recommends:	Adopt Resolutions 2020-06 and 2020-07.
Executive Summary:	<ol style="list-style-type: none"> 1 Since initial reports emerged in January 2020, RFTA has been actively tracking the spread of the Coronavirus Disease (COVID-19) and coordinating with Public Health officials, transit peers, and local, State and Federal authorities on a regular basis to determine what an appropriate response to a potential outbreak in RFTA’s service area should be. 2 As it became clearer that limited containment of the virus inside the U.S. was unlikely, RFTA began escalating its COVID-19 Preparedness Planning and expanded its Executive Safety Committee to include a COVID-19 Emergency Response Team (C19-ERT). The C19-ERT, consisting of the CEO, COO, CFAO, Directors, Managers, and the Safety and Training Manager, meets weekly and stays in continuous communication throughout each day reporting on progress towards the completion of tasks included in the COVID-19 Preparedness Plan, identifying needs and concerns, and eliminating plan implementation bottlenecks and barriers. 3 As of this writing, it was reported by Colorado Department of Public Health and Environment that eight individuals in Colorado, one of which resides in Eagle County, had tested positive for COVID 19: https://www.colorado.gov/pacific/cdphe/2019-novel-coronavirus .

- 4 To ensure that proper precautions are being taken to keep RFTA employees and passengers safe, RFTA will continue to follow and inform its employees and passengers about Centers for Disease Control (CDC) and Public Health Guidance:
- <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
 - <https://pitkincounty.com/1297/COVID-19>
 - <https://www.garfield-county.com/public-health/novel-coronavirus/>
 - <https://www.eaglecounty.us/publichealth/>
- 5 RFTA staff members are rapidly working to implement reliable processes for disinfecting buses and transit facilities daily. Disinfectant supplies and equipment have been stocked and/or ordered, and have been and will be made available to RFTA personnel.
- 6 At this time, RFTA transit services are continuing to operate as scheduled. In the event RFTA does have to alter scheduled service due to the impact of COVID-19 on employees, passengers, businesses, supplies, or other conditions beyond RFTA's control, we will try to provide as much notification to the public as possible. We encourage our passengers to check RFTA's social media and web page frequently for service updates.
- ✓ RFTA website: www.RFTA.com
 - ✓ Facebook: <https://www.racebook.com/Ride.RFTA/>
 - ✓ Twitter: <https://twitter.com/RFTA>
 - ✓ Instagram: https://www.instagram.com/ride_rfta
- 7 The safety of our employees and customers is RFTA's number one priority, however, without healthy employees RFTA cannot provide service for passengers that rely on them. As a transit agency that provides a scheduled service that thousands of people utilize each day, the attendance of RFTA's employees is of utmost importance. However, due to the looming health crisis and the guidance of health experts, it is recommended that RFTA relax its attendance policies so that employees will not feel penalized when absent due to illness.
- To protect co-workers and passengers, staff believes it is advisable to ensure that employees have sufficient sick leave balances to sustain them through a prolonged illness. Otherwise, in order to pay their bills, they could be tempted to work when ill, potentially infecting others. In the estimation of staff, about half of full-time employees should have ample accrued sick leave balances available. The remaining full-time employees, especially those hired in the past few years, would need to have their sick leave balances supplemented to one degree or another.
- For this reason, RFTA staff believes it would be prudent to bring all full-time employees up to a minimum sick leave balance. In essence, RFTA would advance

varying amounts of sick leave to roughly half of its full-time employees. Then, over time, RFTA would apply the sick leave normally accrued by these employees each pay period against the amount advanced, until the total was fully earned. At that time, employees would begin accruing sick leave again. RFTA management believes there would very little downside connected with this strategy, whereas it could reduce the spread of the virus and provide an enormous sense of relief to employees facing the possibility of contracting COVID-19 without a paycheck. At the Board meeting on March 12, staff will present the specific details of how this plan would work.

- 8 To enable them to miss work if they are ill, management is also recommending that approximately 30 seasonal employees be provided a modest amount of sick leave, since they receive no vacation and sick leave benefits. Although it is uncertain whether we can identify it, we are also exploring affordable health care options for them, since RFTA does not provide health insurance for seasonal employees. Seasonal employees are typically terminated at the end of the winter season. So, the goal is to help keep seasonal employees as healthy as possible and provide them with a reasonable amount of economic security until their departure from RFTA in mid-April. Again the specific details will be provided at the meeting.
- 9 Management believes these preventative measures are consistent with CDC guidance, RFTA's Strategic Plan, End Statements, and Governing Policies. It is in the best interest of its employees and passengers for RFTA, in addition to undertaking extraordinary cleaning and disinfecting activities, to encourage its workforce to remain at home when ill. To enhance its ability to maintain vital transit services during and after the current health crisis, it is in RFTA's best interest to safeguard and preserve its dedicated and skilled workforce.
- 10 Additionally, staff recommends that the Board adopt Resolution 2020-06 and Resolution 2020-07 attached below.
- 11 Resolution 2020-06 authorizes the CEO to take emergency measures during the current health crisis to safeguard RFTA's employees, passengers, and assets. It also authorizes the CEO to expend up to \$100,000 for emergency measures deemed necessary when time is of the essence, with the advice and consent of the RFTA Chair, for an amount in excess of \$50,000 (which RFTA Governing Policies and Bylaws already permit the CEO to expend).
- 12 Resolution 2020-07 amends the RFTA Bylaws to permit meetings to be conducted remotely through the balance of 2020, in case social distancing measures become advisable. However, all such public meetings shall have at least one person physically present at the designated meeting area, or allow similar participation by the public, to ensure that the public meeting is in fact accessible to the public.

Background/ Discussion:	See Executive Summary above.
Governance Policy:	1.0.1. Safe Customers, Workforce, and General Public: RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, and practices, and policies for managing risks and hazards.
Fiscal Implications:	A \$100,000 appropriation has been included in Resolution 2020-09: 2020 Supplemental Budget Appropriation for necessary emergency responses to the health threat posed for RFTA employees and passengers by a potential outbreak of the Coronavirus (COVID-19) in RFTA's service area.
Attachments:	Yes, please see Resolutions 2020-06 and 2020-07 attached below.

**BOARD OF DIRECTORS
OF THE ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2020-06_____**

**A RESOLUTION AUTHORIZING AND ENABLING THE RFTA CEO TO RESPOND TO
THE EXIGENCIES OF THE CORONAVIRUS DISEASE**

WHEREAS, the Roaring Fork Transportation Authority (hereinafter “RFTA”), is a regional transportation authority and political subdivision of the State of Colorado (the “State”), acting pursuant to the provisions of Article 4 of Title 43 of the Colorado Revised Statutes (“C.R.S.”) commonly known as the Regional Transportation Law; and

WHEREAS, the Board of Directors (the “Board”) of RFTA is aware from international and national reporting that there is the possibility of contagion and pandemic circumstances surrounding the Coronavirus Disease (COVID-19) which may present exigent circumstances that require an immediate response by RFTA, acting through the Chief Executive Officer (“CEO”) and RFTA management staff; and

WHEREAS, the spread of the COVID-19 in the RFTA service area and environs, as of the date of this Resolution, is not prevalent in that portion of the Roaring Fork Valley comprising the RFTA service area but may become so, and requires a level of special preparedness and immediate response; and

WHEREAS, due to the possible contagion and pandemic that might arise from the spread of the COVID-19, the Board deems it to be in the best interest of RFTA, its constituents and the public at large for the RFTA CEO to act on behalf of RFTA and the Board as needed, and in connection therewith to authorize the expenditure of up to One Hundred Thousand (\$100,000.00) Dollars to implement a COVID-19 preparedness plan and appropriate response; and

WHEREAS, the following definitions from the Colorado Disaster Emergency Act (24-33.5-701, C.R.S., may be pertinent):

24-33.5-703 (3) “Disaster” means the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from, among other things listed, an “epidemic.”

24-33.5-703 (3.5) “Emergency” means an unexpected event that places life or property in danger and requires an immediate response through the use of state and community resources and procedures.

24-33.5-703 (4) “Emergency epidemic” means cases of an illness or condition, communicable or noncommunicable, caused by bioterrorism, pandemic influenza, or novel and highly fatal infectious agents or biological toxins.

24-33.5-703 (4.3) “Emergency management” means the actions taken to prepare for, respond to, and recover from emergencies and disasters and mitigate against current and future risk.

24-33.5-703 (4.5) “Mitigation” means the sustained action to reduce or eliminate risk to people and property from hazards and their effects.

24-33.5-703 (5) “Pandemic influenza” means a widespread epidemic of influenza caused by a highly virulent strain of the influenza virus.

24-33.5-703 (6) “Political subdivision” means any county, city and county, city, or town and may include any other agency designated by law as a political subdivision of the state.

WHEREAS, the RFTA Governing Policies Manual revised as of 2019 sets forth the following policies that may be pertinent:

POLICY 1.0: OUTCOMES

- RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, and practices, and policies for managing risks and hazards.

POLICY 2.1:

- The CEO shall not knowingly cause or allow conditions or procedures that are unfair, unsafe, untimely, unresponsive, disrespectful or unnecessarily intrusive.

POLICY 2.2:

- With respect to the treatment of staff, the CEO shall not cause or allow conditions that are unsafe, undignified, or disrespectful.

POLICY 2.4:

- The CEO shall not allow RFTA’s assets to be unprotected, inadequately maintained or unnecessarily risked.

POLICY 2.7:

- The CEO will not cause or allow jeopardy to RFTA’s fiscal integrity or public image when dealing with employment, compensation and benefits, consultants or contractors.

POLICY 3.0:

- The Board’s sole connection to the operation or organization, its achievements and conduct will be through a Chief Executive Officer (CEO).

POLICY 3.1:

- Only officially passed actions of the Board are binding upon the CEO.

POLICY 3.2:

- The CEO is the only staff person accountable to the Board of Directors for operational achievement and conduct.

POLICY 3.3:

- The Board will instruct the CEO through written policies that describe the organizational ends to be achieved, and described organization situations and actions to be avoided, allowing the CEO to use any reasonable interpretation of these policies.

POLICY 4.0:

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

POLICY 4.8:

- The Board will consciously invest in its ability to govern competently and wisely.

WHEREAS, the following provisions of the RFTA Bylaws may be pertinent:

Section 5.08. Specific Powers. The Board shall:

- (a) Establish governing policies for the operation of the Authority.
- (f) Supervise all activities designed to acquaint constituents of the Members of the Authority with the aims, needs and functions of the Authority.
- (p) Have and exercise all rights and powers granted or incidental to or implied from the specified powers granted by the Colorado statutes, as amended, or provided in the I.G.A. Such specific powers shall not be considered as a limitation upon any power necessary or appropriate to carry out the purpose and intent of the Bylaws.

Section 7.07 (e) regarding the Chief Executive Officer (CEO). The chief executive officer of the Authority shall supervise the activities of the Authority, shall see that all policies, directions and orders of the Board are carried out and shall, under the supervision of the Board, have such other authority, powers or duties as may be prescribed by the Board and its governing policies (this language tracks Section 5.06 of the RFTA Formation Intergovernmental Agreement).

In addition to the powers, the authority and duties of the CEO shall be:

- (1) Sign contracts or agreements with Vendors or service providers that are necessary to carry out the purposes of the Authority, provided, however, that they involve less than \$50,000.00, unless they are specifically included in a duly approved budget.
- (2) Dispose of assets of the Authority, provided, however, that the assets are no longer useful to the Authority and have a nominal market value.
- (3) Sign contracts or agreements specifically approved by the Board.

WHEREAS, Section 3.3.6 of the RFTA Procurement Manual provides as follows regarding emergency procurements.

“3.3.6 Emergency Procurements: Notwithstanding any other provision of this Manual, the Procurement Manager may make emergency procurements when there exists a threat to public health, welfare, or safety under emergency conditions provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract

file. A cost/price analysis must also be completed to ensure that the contract costs/prices are fair and reasonable and the documentation of such shall be retained in the procurement file.”

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ROARING FORK TRANSPORTATION AUTHORITY, AS FOLLOWS:

1. The Board hereby determines that the potential spread and contagion of the Coronavirus Disease (COVID-19) presents a potential emergency and exigent circumstance that may require an immediate response by RFTA, acting through the RFTA CEO; and

2. The RFTA CEO is hereby authorized and empowered to utilize emergency prevention procedures and take such action as he deems necessary and appropriate to avoid the spread of the COVID-19 if and when he believes, in his reasonable discretion, that it would be difficult for him to report to and receive direction from the Board in specific situations before a Board meeting can be noticed and held; and

3. For such purposes of providing appropriate responses to the COVID-19 epidemic, the \$50,000.00 limitation set forth in Section 7.07 of the Bylaws is hereby suspended and shall be increased to \$100,000.00 for such emergency response and, in so doing, the RFTA CEO shall report his activities to the Board as promptly and often as practicable and seek the advice and consent of the Board Chair for the expenditure of funds for any one specific purpose in any amounts over \$50,000.00.

4. The officers and employees of RTA and attorneys for RFTA are hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Resolution, including the providing of notices as hereinabove recited, which recitals are incorporated herein by this reference.

5. All prior acts, orders or resolutions, or parts thereof, by RFTA in conflict with this Resolution are hereby repealed, except that this repealer shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

6. If any section, paragraph, clause or provision of this Resolution shall be adjudged to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining sections, paragraphs, clauses or provisions of this Resolution, it being the intention that the various parts hereof are severable.

7. This Resolution shall take effect immediately upon its passage.

8. This Resolution and Amendment shall be deemed provisional based on the exigencies of the COVID-19 epidemic and sunset and terminate effective as of December 31, 2020 unless extended by a vote of two thirds of the Directors in office.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 12th day of March, 2020.

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

By: _____
Art Riddile, Chair

I, 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 March 12, 2020; (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 ____ day of March, 2020.

Nicole R. Schoon, Secretary

STATE OF COLORADO)
ROARING FORK TRANSPORTATION AUTHORITY) ss.
GARFIELD COUNTY)

As the Secretary of the Board of Directors of the Roaring Fork Transportation Authority (“RFTA”), I do hereby certify that:

1. Attached is a true and correct copy of a resolution (the “Resolution”) adopted by the Board of Directors (the “Board”) at a regular meeting held on March 12, 2020.
2. Notice of the meeting was posted not less than twenty-four hours prior to the meeting in accordance with the open meetings provisions of the Colorado Sunshine Act of 1972 (Section 24-6-402, C.R.S.).
3. The Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of a majority of the members of the Board as follows:

<u>Board Member</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstaining</u>
PITKIN COUNTY				
George Newman Alternate: Greg Poschman	_____	_____	_____	_____
TOWN OF BASALT				
Jacque R. Whitsitt Alternate: Jennifer Riffle	_____	_____	_____	_____
CITY OF ASPEN				
Ann Mullins Alternate: Ward Hauenstein	_____	_____	_____	_____

TOWN OF CARBONDALE				
Dan Richardson Alternate: Ben Bohmfalk				
EAGLE COUNTY				
Jeanne McQueeney Alternate: Kathy Chandler-Henry	_____	_____	_____	_____
GLENWOOD SPRINGS				
Jonathan Godes Alternate: Shelley Kaup				
TOWN OF NEW CASTLE				
Art Riddile - Chair Alternate: Scott Owens	_____	_____	_____	_____
SNOWMASS VILLAGE				
Markey Butler – Vice Chair Alternate: Alyssa Shenk	_____	_____	_____	_____

4. The Resolution was duly approved by the Board, signed by the Chair of the Board, sealed with RFTA’s, attested by the Secretary of the Board and recorded in the minutes of the Board.

5. The meeting at which the Resolution was adopted was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with all applicable bylaws, rules, regulations and resolutions of RFTA, in accordance with the normal procedures of RFTA relating to such matters, and in accordance with applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand and the seal of RFTA as of the 12th day of March, 2020.

Nicole R. Schoon, Secretary

[SEAL]

**BOARD OF DIRECTORS
OF THE ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2020-07**

**A RESOLUTION AMENDING SECTION 6.07 OF THE RFTA BYLAWS TO PERMIT
REMOTE PARTICIPATION IN RFTA BOARD MEETINGS**

WHEREAS, the Roaring Fork Transportation Authority (hereinafter “RFTA”), is a regional transportation authority and political subdivision of the State of Colorado (the “State”), acting pursuant to the provisions of Article 4 of Title 43 of the Colorado Revised Statutes (“C.R.S.”) commonly known as the Regional Transportation Law; and

WHEREAS, the Board of Directors (the “Board”) of RFTA has determined that it is in the interest of RFTA and its constituents, particularly in the event of a pandemic event such as may occur in connection with the coronavirus, to permit remote participation by Board Members at RFTA Board meetings; and

WHEREAS, section 6.07 of the RFTA Bylaws currently reads as follows:

“Section 6.07. **Quorum.** At meetings of the Board of Directors at least two thirds of the Directors then in office who are eligible to vote therein shall be necessary to constitute a quorum for the transaction of business. If a quorum is present, action by 2/3 majority of Directors present and eligible to vote shall be the act of the Board of Directors, unless the act of a greater number is required by the I.G.A. or applicable law.”

WHEREAS, section 10.03 of the RFTA Bylaws provides as follows with regard to amendments to the Bylaws:

“Section 10.03. **Review, Approval and Amendments.** These Bylaws shall be reviewed from time to time, with any amendments approved by an affirmative vote of not less than two thirds of the Directors in office.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ROARING FORK TRANSPORTATION AUTHORITY, AS FOLLOWS:

1. The Board hereby amends Section 6.07 of the RFTA Bylaws to permit remote participation by the Directors at RFTA Board meetings, such amended Section 6.07 to read as follows:

“Section 6.07. **Quorum/Remote Participation.** At meetings of the Board of Directors at least two thirds of the Directors then in office who are eligible to vote therein shall be necessary to constitute a quorum for the transaction of business. If a quorum is present, action by 2/3 majority of Directors present and eligible to vote shall be the act of the Board of Directors, unless the act of a greater number is required by the I.G.A. or applicable law. **Board Members may participate in any meeting of the Board or Committee by means of a telephone or similar communication equipment, including video conferencing, by which all persons participating in the meeting can hear each other at the same time. Such remote participation shall constitute presence in person at the meeting. However, all such public meetings shall have at least one person physically present at the designated meeting area, or allow similar participation by the public, to ensure that the public meeting is in fact accessible to the public.**

2. This Resolution and the amendment to the RFTA Bylaws shall be deemed provisional based on the exigencies of the COVID-19 epidemic and shall sunset and terminate effective as of December 31, 2020,

unless prior to such time the amendment is extended or made permanent by a of vote two thirds of the Directors in office.

3. The officers and employees of RTA and attorneys for RFTA are hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Resolution.

4. All actions not inconsistent with the provisions of this Resolution heretofore taken by the members of the Board and the officers and employees of RFTA and directed toward holding the election for the purposes stated herein are hereby ratified, approved and confirmed.

5. All prior acts, orders or resolutions, or parts thereof, by RFTA in conflict with this Resolution are hereby repealed, except that this repealer shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

6. If any section, paragraph, clause or provision of this Resolution shall be adjudged to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining sections, paragraphs, clauses or provisions of this Resolution, it being the intention that the various parts hereof are severable.

7. This Resolution shall take effect immediately upon its passage.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 12th day of March, 2020.

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

By: _____
Art Riddile, Chair

I, 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 March 12, 2020; (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 ____ day of March, 2020.

Nicole R. Schoon, Secretary

**RFTA BOARD OF DIRECTORS MEETING
 “PRESENTATION/ACTION” AGENDA SUMMARY ITEM. # 7. B.**

Meeting Date:	March 12, 2020
Subject:	Pilot Reservation System for the Maroon Bells Bus Service Update
Strategic Outcome:	6.0 Environmental Sustainability
Strategic Objective:	6.4 Provide alternative and innovative travel solutions to help slow the growth of vehicle miles traveled in the region
Presented By:	Dan Blankenship, CEO
Staff Recommends:	FYI
Executive Summary:	<p>RFTA staff continues to work with stakeholders that have been developing a pilot reservation system for the Maroon Bells peak leaf peaking season, when RFTA bus passenger demand, parking constraints, and traffic congestion are typically the greatest.</p> <p>At the February 13, 2020 RFTA Board meeting, the recommendation for a pilot reservation system that would be put into effect from September 1 through October 11 of the coming fall season was discussed.</p> <p>In general, the RFTA Board and Elected Officials from Aspen and Pitkin County appeared to be in favor of instituting a pilot reservation system due to the recognition that ridership demand cannot be infinitely accommodated. In addition, many shared the sentiment that current demand is likely greater than it should be from the perspective of transit and parking capacity, and the potential detrimental impacts on the environment.</p> <p>Given this direction, the working group has continued to plan for implementing the pilot reservation system next fall. Currently, the group is evaluating a proposal submitted by H20 Ventures to provide and operate the reservation system and call center for a transaction fee amounting to a percentage of each transaction. A relatively modest increase in the current \$8 fee, spread over the entire season should not cause to great of a hardship for people wanting to visit the Bells.</p> <p>H20 Ventures currently operates the highly successful Hanging Lake Shuttle system and has developed its own reservation system and call center. Contracting with H20 Ventures, in the view of the working group, would greatly enhance the potential that implementation of the reservation system would go smoothly, while reducing the work and stress of trying to develop an entirely different system.</p> <p>At this point, it is envisioned that the links to the reservation system would be hosted on the Aspen Chamber Resort Association (ACRA) website. Aspen Skiing Company (ASC) personnel at Four Mountain Sports would check people in to provide them with a boarding pass, similar to how the process works now. The system would open for reservations approximately two months prior to requiring reservations in September. Following implementation, H20 Ventures would solicit feedback on the service and reservation system from all passengers in order to measure their overall satisfaction.</p> <p>Decisions will need to be made fairly rapidly with respect to an agreement with H20 Ventures, the price of tickets, and the various roles and responsibilities of ACRA, ASC, and RFTA. In terms of a potential fare increase to cover the added cost of the reservation system, a public hearing may be necessary at the April or May Board meeting, so that informational brochures for the coming summer Bells' season can be published and disseminated.</p>

Background/ Discussion:	See Executive Summary above.
Governance Policy:	2 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:	None at this time although it is likely that a modest fare increase may be required in order to defray the expense of the reservation system and call center provided by H20 Ventures.
Attachments:	None.

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 7. C.

Meeting Date:	March 12, 2020
Subject:	Regional Bike Share Expansion and Implementation Plan
Strategic Outcome:	Accessibility and Mobility
Strategic Objective:	2.4 Provide increased first and last mile options for customers throughout service area
Presented By:	Dan Blankenship, CEO
Staff Recommends:	FYI.
Executive Summary:	<p>In the coming months, RFTA will be beginning its Regional Bike Share Expansion and Implementation Planning process to create a guiding document for the valley-wide bike share implementation and expansions as envisioned in RFTA’s Destination 2040 Plan and funded by the Ballot Issue 7A. RFTA, in conjunction with a consulting team, will lead this process.</p> <p>Throughout this planning effort, RFTA will engage WE-cycle, the Roaring Fork Valley’s not for profit bike share system, as a stakeholder and resource expert. RFTA is a Founding Partner of WE-cycle and provides annual funding to support its bike transit services. The two organizations are collectively committed to expanding mobility options throughout the Roaring Fork Valley with the goal of enhancing first-last mile connectivity to RFTA’s regional services to help reduce auto-dependency, traffic congestion, and emissions. Concurrent with the Regional Bike Share Expansion and Implementation Planning process WE-cycle and RFTA will continue exploring the appropriate structure for a long-term partnership.</p> <p>It was originally thought that the comprehensive Regional Bike Share Expansion and Implementation Plan could be undertaken in unison with planning for a Spring 2021 launch of a bike share system in Carbondale. Staff now believes that it would be preferable to put the horse in front of the cart by completing the regional plan, which will address policy questions, regulatory issues, technologies, operating and capital costs, long-range financial forecasting, and funding partnerships, among other things, prior to moving forward with implementation of bike share in new service areas.</p> <p>WE-cycle currently operates 215 bikes and 50 stations in Aspen and Basalt. In May of 2020, WE-cycle will launch in Snowmass Village with 15 bikes and 2 stations between Town Park and Club Commons. The same WE-cycle pass will give riders access to fare-free 30-minute rides in all three WE-cycle systems, underwritten by the City of Aspen, Town of Basalt, and Eagle County. WE-cycle’s system-wide sponsors are Title Sponsor, Aspen Snowmass Sotheby’s, and Impact Sponsor, Aspen Valley Hospital. Concurrent to RFTA’s regional planning efforts, WE-cycle will continue to optimize its offerings in the upper valley while working with Aspen, Basalt, and Snowmass Village to deliver fun, fast, free, safe and reliable bike transportation.</p> <p>Planning funds have been already been dedicated in the 2020 budget towards regional bike share planning.</p>

Background/ Discussion:	See Executive Summary, above.
Governance Policy:	Board Job Products Policy 4.2.5 states, "The Board will approve RFTA's annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy)."
Fiscal Implications:	Approximately \$200,000 was budgeted in 2020 for WE-cycle support and possible integration and an additional \$150,000 was budgeted for the Regional First/Last Mile Plan. A portion of this funding can be used to fund the Regional Bike Share Expansion and Implementation Plan.
Attachments:	No.

RFTA BOARD OF DIRECTORS MEETING
“PUBLIC HEARING” AGENDA SUMMARY ITEM # 8. A.

Meeting Date:	March 12, 2020
Agenda Item:	Resolution 2020-08: 2019 Supplemental Budget Appropriation
Strategic Outcome:	Financial Sustainability
Strategic Objective:	4.1 Ensure accurate budget and accounting
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Finance Director
Recommendation:	Adopt Supplemental Budget Appropriation Resolution 2020-08
Executive Summary:	<p>At the January Board meeting, it was communicated to the Board that staff would be coming back at the March Board meeting to carry-forward unexpended capital budget from 2019 to 2020 for various capital projects after the December bills have been received and paid. Based on the continuation of our year-end review, staff has identified the following project budgets and related revenues that will need to be carry-forward from 2019 and re-appropriated in 2020 primarily due to timing issues:</p> <p><u>General Fund:</u></p> <ol style="list-style-type: none"> 1. Bus Replacements: <ol style="list-style-type: none"> a. (\$3,351,500) decrease in Grant Revenues b. (\$4,184,058) decrease in Capital Outlay 2. Senior Van Replacement: <ol style="list-style-type: none"> a. (\$93,535) decrease in Capital Outlay 3. GMF Vehicle Maintenance Expansion Project: <ol style="list-style-type: none"> a. (\$1,581,460) decrease in Grant Revenues b. (\$1,148,035) decrease in Capital Outlay 4. AMF Recommissioning Phase 9 Project: <ol style="list-style-type: none"> a. (\$1,000,000) decrease in Grant Revenues b. (\$946,999) decrease in Capital Outlay 5. Glenwood Springs MOVE (Multimodal Options for a Vibrant Economy) Study: <ol style="list-style-type: none"> a. (\$341,000) decrease in Other Government Contributions b. (\$603,204) decrease in Capital Outlay 6. Glenwood Springs Municipal Operations Center (MOC) Study: <ol style="list-style-type: none"> a. (\$70,495) decrease in Capital Outlay 7. 27th Street Feasibility Study: <ol style="list-style-type: none"> a. (\$26,472) decrease in Capital Outlay 8. IT Projects and Equipment: <ol style="list-style-type: none"> a. (\$425,076) decrease in Capital Outlay 9. Contributions (LoVa Trail and WE-Cycle): <ol style="list-style-type: none"> a. (\$13,987) decrease in Transit (LoVa Trail) b. (\$46,850) decrease in Transit (WE-Cycle) 10. Facilities Projects: <ol style="list-style-type: none"> a. (\$457,987) decrease in Capital Outlay 11. Trail Projects and Equipment: <ol style="list-style-type: none"> a. (\$63,290) decrease in Other Government Contributions b. (\$70,108) decrease in Other Financing Sources c. (\$201,556) decrease in Capital Outlay

	<p><u>Series 2019 Capital Projects Fund:</u></p> <ol style="list-style-type: none"> 1. Debt Service: <ol style="list-style-type: none"> a. (\$2,937) decrease in Debt Service Costs 2. GMF Vehicle Maintenance Expansion Project: <ol style="list-style-type: none"> a. (\$2,679,000) decrease in Capital Outlay 3. AMF Recommissioning Phase 9 Project: <ol style="list-style-type: none"> a. (\$2,115,000) decrease in Capital Outlay 4. SH82 Mid Valley Bus Stop Improvement Project: <ol style="list-style-type: none"> a. (\$1,556,035) decrease in Capital Outlay 						
Policy Implications:	Board Job Products Policy 4.2.5 states, "The Board will approve RFTA's annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy)."						
Fiscal Implications:	<p>Net increase (decrease) to 2019 fund balance by fund:</p> <table border="1" data-bbox="618 667 1338 768"> <tr> <td>General Fund</td> <td style="text-align: right;">\$ 1,810,896</td> </tr> <tr> <td>Series 2019 CPF</td> <td style="text-align: right;">6,352,972</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$ 8,163,868</td> </tr> </table>	General Fund	\$ 1,810,896	Series 2019 CPF	6,352,972	Total	\$ 8,163,868
General Fund	\$ 1,810,896						
Series 2019 CPF	6,352,972						
Total	\$ 8,163,868						
Attachments:	Yes, please see Resolution 2020-08 attached below.						

Director _____ moved adoption of the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2020-08
2019 SUPPLEMENTAL BUDGET RESOLUTION**

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, certain revenues will become available and additional expenditures have become necessary that were not anticipated during the preparation of the 2019 budget; and

WHEREAS, upon due and proper notice, published in accordance with the state budget law, said supplemental budget was open for inspection by the public at a designated place, a public hearing was held on March 12, 2020 and interested taxpayers were given an opportunity to file or register any objections to said supplemental budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Roaring Fork Transportation Authority that the following adjustments will be made to the 2019 budget as summarized herein:

General Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Grants	(\$2,231,500)	FTA 5339 Capital Grant - 4 diesel bus replacements - c/f to 2020
Grants	(1,000,000)	CDOT SB267 - AMF Recommissioning Phase 9 - c/f to 2020
Grants	(1,581,460)	CDOT FASTER - GMF Vehicle Maintenance Expansion - c/f to 2020
Grants	(1,120,000)	FTA 5339 Capital Grant - 2 diesel bus replacements - c/f to 2020
Other govt contributions	(33,290)	Pitkin County Contribution for Emma Bridge Project - c/f to 2020
Other govt contributions	(30,000)	Pitkin County Contribution for Wingo Bridge Project - c/f to 2020
Other govt contributions	(341,000)	Glenwood Springs Contribution for MOVE Study - c/f to 2020
Other financing sources	(70,108)	Remove Lease Purchase proceeds; changed from lease to cash purchase of trails equipment
Total Revenue & OFS	(\$6,407,358)	

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$25,176,000	-	\$25,176,000
Property tax	8,662,000	-	8,662,000
Grants	14,393,741	\$(5,932,960)	8,460,781
Fares	5,151,000	-	5,151,000
Other govt contributions	4,895,906	(404,290)	4,491,616
Other income	804,300	-	804,300
Other financing sources	305,978	(70,108)	235,870
Total	\$59,388,925	\$(6,407,358)	\$52,981,567

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Capital	(\$4,184,058)	6 Diesel Bus Replacements - c/f to 2020
Capital	(93,535)	Senior Van Replacement - c/f to 2020
Capital	(1,148,035)	GMF Vehicle Maintenance Expansion Project - c/f to 2020
Capital	(842,921)	AMF Recommissioning Phase 9 Project - c/f to 2020
Capital	(104,078)	AMF Phase 9 - Design and Construction Management - c/f to 2020
Capital	(603,204)	Glenwood Springs MOVE Study - c/f to 2020
Capital	(70,495)	Glenwood Springs MOC Site Study - c/f to 2020
Capital	(26,472)	27th St. Grade Feasibility Study - c/f to 2020
Capital	(74,000)	BEB EAM Integration - c/f to 2020
Capital	(92,337)	Clever Works - c/f to 2020
Capital	(3,002)	Computers - Laptop - c/f to 2020
Capital	(88,727)	Clever Server Software Upgrade & Training - c/f to 2020
Capital	(8,099)	IT Equipment and Upgrades - c/f to 2020
Capital	(10,611)	Server - c/f to 2020
Capital	(46,875)	Ride Check Data Collection Tool - c/f to 2020
Capital	(101,425)	TVM Pinpads - c/f to 2020
Transit	(13,987)	LoVa Trail Contribution for Local Match for State Trails Grant - c/f to 2020
Transit	(46,850)	WE-Cycle Bike Share Expansion Planning Contribution - c/f to 2020
Capital	(10,473)	Design for Wind Breaks at BRT Stations - c/f to 2020

Capital	(41,761)	BAS Design - c/f to 2020
Capital	(27,250)	ABB Warranty - c/f to 2020
Capital	(20,000)	1340 Main Street HVAC - c/f to 2020
Capital	(55,000)	CMF Roof & Gutter - c/f to 2020
Capital	(20,000)	AMF Floor Drain - c/f to 2020
Capital	(37,500)	AMF Ground Lift - c/f to 2020
Capital	(246,003)	Facilities Improvements - c/f to 2020
Capital	(75,000)	Trails Equipment - c/f to 2020
Capital	(30,000)	Wingo Bridge Deck Replacement - c/f to 2020
Capital	(25,000)	River Connection to Satank - c/f to 2020
Capital	(66,580)	Emma Bridge Rehabilitation - c/f to 2020
Capital	(4,976)	RGT Bridge Inspection and Design - c/f to 2020
Total Expenditures & OFU	(\$8,218,254)	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$1,833,277	-	\$1,833,277
Transit	24,153,005	(60,837)	24,092,168
Trails & Corridor Mgmt	589,025	-	589,025
Capital	23,236,905	(8,157,417)	15,079,488
Debt service	1,551,321	-	1,551,321
Other financing uses	2,506,742	-	2,506,742
Total	\$53,870,275	\$(8,218,254)	\$45,652,021

The net change to Fund balance for this amendment is as follows:

Revenues and other financing sources	(\$6,407,358)
Less Expenditures and other financing uses	8,218,254
Net increase (decrease) in fund balance	\$1,810,896

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			\$22,305,268*
2018-22 & 2018-23	\$22,305,268	\$453,899	22,759,167
2018-26 & 2018-27	22,759,167	7,652,913	30,412,080
2019-02	30,412,080	(5,922,520)	24,489,560
2019-04	24,489,560	(914,287)	23,575,273
2019-06	23,575,273	(2,760,199)	20,815,074
2019-08	20,815,074	3,364,800	24,179,874
2019-20	24,179,874	(331,461)	23,848,413
2019-24	23,848,413	1,890,505	25,738,918
2019-26	25,738,918	2,085,000	27,823,918
2020-08	27,823,918	1,810,896	29,634,814
Total Change		\$ 7,329,546	

* Budgeted

Series 2019 Capital Projects Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
No Change		

Revenue & OFS Summary	Previous	Change	Current
Other Financing Source	\$8,596,559	-	\$8,596,559
Total	\$8,596,559	-	\$8,596,559

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Debt Service	\$(2,937)	Costs of Issuance - c/f to 2020
Capital	(13,893)	BEB Pilot Project - c/f to 2020
Capital	(2,679,000)	GMF Vehicle Maintenance Expansion Project - c/f to 2020
Capital	(2,115,000)	AMF Recommissioning Phase 9 Project - c/f to 2020
Capital	(1,542,142)	SH82 Mid Valley Bus Stop Improvements - c/f to 2020
Total Expenditures & OFU	\$(6,352,972)	

Expenditures & OFU Summary	Previous	Change	Current
Capital	\$8,488,811	\$(6,350,035)	\$2,138,776
Debt service	107,748	(2,937)	104,811
Total	\$8,596,559	\$(6,352,972)	\$2,243,587

The net change to Fund balance for this amendment is as follows:

Revenues and other financing sources	\$ -
Less Expenditures and other financing uses	6,352,972
Net increase (decrease) in fund balance	\$6,352,972

Resolution	Beginning Balance	Change	Ending Balance
			- *
2019-24	-	-	-
2020-08	-	\$6,352,972	\$6,352,972
Total Net Change		\$6,352,972	

*Budgeted

That the amended budget as submitted and herein above summarized be, and the same hereby is approved and adopted as the amended 2019 budget of the Roaring Fork Transportation Authority, and be a part of the public records of the Roaring Fork Transportation Authority.

That the amended budget as hereby approved and adopted shall be signed by the Chair of the Roaring Fork Transportation Authority.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 12th day of March, 2020.

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

By: _____
Art Riddile, 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 March 12, 2020 (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 ____ day of _____, 2020.

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

RFTA BOARD OF DIRECTORS MEETING
“PUBLIC HEARING” AGENDA SUMMARY ITEM # 8. B.

Meeting Date:	March 12, 2020
Agenda Item:	Resolution 2020-09: 2020 Supplemental Budget Appropriation
Strategic Outcome:	Financial Sustainability
Strategic Objective:	4.1 Ensure accurate budget and accounting
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance
Recommendation:	Adopt Supplemental Budget Appropriation Resolution 2020-09
Core Issues:	<p>At the January Board meeting, it was communicated to the Board that staff would be coming back at the March Board meeting to carry-forward additional unexpended budget from 2019 to 2020 for various capital projects after the December bills have been received and paid. Based on the continuation of our year-end review, staff has identified project budgets and related revenues that will need to be carry-forward from 2019 and re-appropriated in 2020 primarily due to timing issues. In addition, there are budget amendments related to existing budgeted projects and some new budget items described below.</p> <p><u>General Fund:</u></p> <p>12. Re-appropriations: The following budgets are carry-forwards from 2019 and re-appropriated in 2020:</p> <ul style="list-style-type: none"> a. Bus Replacements: <ul style="list-style-type: none"> i. \$3,351,500 increase in Grant Revenues ii. \$4,184,058 increase in Capital Outlay b. Senior Van Replacements: <ul style="list-style-type: none"> i. \$93,535 increase in Capital Outlay c. GMF Vehicle Maintenance Expansion Project: <ul style="list-style-type: none"> i. \$1,581,460 increase in Grant Revenues ii. \$1,148,035 increase in Capital Outlay d. AMF Recommissioning Phase 9 Project: <ul style="list-style-type: none"> i. \$1,000,000 increase in Grant Revenues ii. \$946,999 increase in Capital Outlay e. Glenwood Springs MOVE (Multimodal Options for a Vibrant Economy) Study: <ul style="list-style-type: none"> i. \$341,000 increase in Other Government Contributions ii. \$603,204 increase in Capital Outlay f. Glenwood Springs Municipal Operations Center (MOC) Study: <ul style="list-style-type: none"> i. \$70,495 increase in Capital Outlay g. 27th Street Feasibility Study: <ul style="list-style-type: none"> i. \$26,472 increase in Capital Outlay h. IT Projects and Equipment <ul style="list-style-type: none"> i. \$425,076 increase in Capital Outlay <ul style="list-style-type: none"> 1. Relates to project timing issues related to BEB EAM Integration, Ridecheck Data Collection Tool, computer hardware and software, and Ticket Vending Machine (TVM) pin pad upgrades i. Contributions (LoVa Trail and WE-Cycle): <ul style="list-style-type: none"> i. \$13,987 increase in Transit (LoVa Trail) ii. \$46,850 increase in Transit (WE-Cycle)

j. Facilities Projects

- i. \$351,984 increase in Capital Outlay
 - 1. \$211,984 relate to project timing issues
 - 2. \$140,000 relate to unexpended budget repurposed for new facilities projects (**BRT Bench Refinishing and planning/design contingency**)
- ii. \$106,003 increase in Transit
 - 1. Relates to unexpended budget repurposed to true-up existing operating budgets (**repair & maintenance, office furniture, and increase to overtime estimates**).

k. Trail Projects

- i. \$63,290 increase in Other Government Contributions
- ii. \$201,556 increase in Capital Outlay
 - 1. Relates to project timing issues (Trails equipment, Rio Grande Trail bridge replacements and inspections, and the River Connection to Satank).

13. New budget items:

- a. COVID-19 Preparedness Plan:** In order to achieve Strategic Outcome 1.0 Safe Customers, Workforce and General Public, staff is requesting the board to appropriate funds for an emergency basis to prepare for the emerging threat of COVID-19 in our service area. Staff anticipates using the funds for increased efforts to disinfect buses and transit facilities and other appropriate measures.
 - i. \$100,000 increase in Transit
- b. Additional Staffing – Safety & Training Coordinator:** In order to achieve Strategic Outcome 1.0 Safe Customers, Workforce and General Public, RFTA is requesting an additional Safety and Training Coordinator to support our Safety and Training group with ongoing and new hire driver safety training and general safety planning and preparedness.
 - i. \$91,500 increase to Transit
- c. Realignment of regional winter service:** Staff is requesting to realign the start of the winter season for regional service from the beginning of December to Thanksgiving week. Through RFTA's driver scheduling committee, this strategic initiative was developed to eliminate the Fall Shoulder to reduce the number seasonal changes providing more consistency and predictability of schedule for our drivers and customers. This proposal would allow the winter season to start the week of Thanksgiving, eliminating the need for the 16-18 day Fall Shoulder that RFTA has traditionally provided.
 - i. \$61,000 increase in Transit
 - ii. \$8,000 increase in Fuel

14. Existing items:

- a. Transfer to Service Contracts Special Revenue Fund:** Staff identified a correction to reduce the transfer from the General Fund to the Service Contracts Special Revenue Fund. Staff inadvertently excluded this item from Supplemental Budget Appropriation Resolution 2020-03, approved at the January Board meeting.
 - i. \$6,661 decrease to Other Financing Uses

	<p>Series 2019 Capital Projects Fund:</p> <p>1. Re-appropriations: The following budgets are carry-forwards from 2019 and re-appropriated in 2020:</p> <p style="padding-left: 20px;">a. \$6,352,972 increase in Capital Outlay:</p> <p style="padding-left: 40px;">i. Relates to the timing of the GMF Vehicle Maintenance Expansion Project, AMF Recommissioning Phase 9 Project, and SH82 Mid-Valley Bus Stop Improvement Project.</p>						
Policy Implications:	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”						
Fiscal Implications:	<p>Net increase (decrease) to 2020 fund balance by fund:</p> <table border="1" data-bbox="787 604 1234 701" style="margin-left: auto; margin-right: auto;"> <tr> <td>General Fund</td> <td style="text-align: right;">\$ (2,134,843)</td> </tr> <tr> <td>Series 2019 CPF</td> <td style="text-align: right;">(6,352,972)</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$ (8,487,815)</td> </tr> </table>	General Fund	\$ (2,134,843)	Series 2019 CPF	(6,352,972)	Total	\$ (8,487,815)
General Fund	\$ (2,134,843)						
Series 2019 CPF	(6,352,972)						
Total	\$ (8,487,815)						
Attachments:	Yes, please see Resolution 2020-09 attached.						

Director _____ moved adoption of the following Resolution:

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2020-09

2020 SUPPLEMENTAL BUDGET RESOLUTION

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, certain revenues will become available and additional expenditures have become necessary that were not anticipated during the preparation of the 2020 budget; and

WHEREAS, upon due and proper notice, published in accordance with the state budget law, said supplemental budget was open for inspection by the public at a designated place, a public hearing was held on March 12, 2020 and interested taxpayers were given an opportunity to file or register any objections to said supplemental budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Roaring Fork Transportation Authority that the following adjustments will be made to the 2020 budget as summarized herein:

General Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Grants	\$2,231,500	FTA 5339 Capital Grant – 4 diesel bus replacements - c/o from 2019
Grants	1,000,000	CDOT SB267 - AMF Recommissioning Phase 9 - c/o from 2019
Grants	1,581,460	CDOT FASTER - GMF Vehicle Maintenance Expansion - c/o from 2019
Grants	1,120,000	FTA 5339 Capital Grant – 2 diesel bus replacements - c/o from 2019
Other govt contributions	33,290	Pitkin County Contribution for Emma Bridge Project - c/o from 2019
Other govt contributions	30,000	Pitkin County Contribution for Wingo Bridge Project - c/o from 2019
Other govt contributions	341,000	Glenwood Springs Contribution for MOVE Study - c/o from 2019
Total Revenue & OFS	\$6,337,250	

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$25,626,649	-	\$25,626,649
Property tax	10,996,000	-	10,996,000
Grants	1,401,678	\$ 5,932,960	7,334,638
Fares	5,470,200	-	5,470,200
Other govt contributions	1,510,315	404,290	1,914,605
Other income	906,600	-	906,600
Other financing sources	8,325,000	-	8,325,000
Total	\$54,236,442	\$6,337,250	\$60,573,692

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Capital	\$4,184,058	6 Diesel Bus Replacements - c/o from 2019
Capital	93,535	Senior Van Replacement - c/o from 2019
Capital	1,148,035	GMF Vehicle Maintenance Expansion Project - c/o from 2019
Capital	842,921	AMF Recommissioning Phase 9 Project - c/o from 2019
Capital	104,078	AMF Phase 9 Design and Construction Management - c/o from 2019
Capital	603,204	Glenwood Springs MOVE Study - c/o from 2019
Capital	70,495	Glenwood Springs MOC Site Study - c/o from 2019
Capital	26,472	27th St. Grade Feasibility Study - c/o from 2019
Capital	74,000	BEB EAM Integration - c/o from 2019
Capital	92,337	Clever Works - c/o from 2019
Capital	3,002	Computers - Laptop - c/o from 2019
Capital	88,727	Clever Server Software Upgrade & Training - c/o from 2019
Capital	8,099	IT Equipment and Upgrades - c/o from 2019
Capital	10,611	Server - c/o from 2019
Capital	46,875	Ride Check Data Collection Tool - c/o from 2019
Capital	101,425	TVM Pinpads - c/o from 2019
Transit	13,987	LoVa Trail Contribution for Local Match for State Trails Grant - c/o from 2019
Transit	46,850	WE-Cycle Bike Share Expansion Planning Contribution - c/o from 2019
Capital	10,473	Design for Wind Breaks at the BRT Stations - c/o from 2019

Capital	41,761	BAS Design - c/o from 2019
Capital	27,250	ABB Warranty - c/o from 2019
Capital	20,000	1340 Main Street HVAC - c/o from 2019
Capital	55,000	CMF Roof & Gutter - c/o from 2019
Capital	20,000	AMF Floor Drain - c/o from 2019
Capital	37,500	AMF Ground Lift - c/o from 2019
Capital	50,000	Facilities Improvements – Planning/Design Contingency - c/o from 2019
Capital	90,000	Facilities Improvements - BRT Bench Refinishing Project - c/o from 2019
Transit	30,000	Facilities Improvements repurposed for BEB Charger R&M - c/o from 2019
Transit	70,000	Facilities Improvements repurposed to true up Vehicle Maintenance OT estimate - c/o from 2019
Transit	6,003	Facilities Improvements repurposed for office furniture – c/o from 2019
Capital	75,000	Trails Equipment - c/o from 2019
Capital	30,000	Wingo Bridge Deck Replacement - c/o from 2019
Capital	25,000	River Connection to Satank - c/o from 2019
Capital	66,580	Emma Bridge Rehabilitation - c/o from 2019
Capital	4,976	RGT Bridge Inspection and Design - c/f from 2019
Transit	100,000	COVID-19 Preparedness Plan
Transit	91,500	Additional Safety and Training Coordinator Position
Transit	61,000	Additional cost for realignment of regional transit service
Fuel	8,000	Additional cost for realignment of regional transit service
Other Financing uses	(6,661)	True up transfer to Service Contracts Special Revenue Fund
Total Expenditures & OFU	\$8,472,093	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$ 1,084,661	\$ 8,000	\$ 1,092,661
Transit	27,698,755	419,340	28,118,095
Trails & Corridor Mgmt	612,133	-	612,133
Capital	12,291,490	8,051,414	20,342,904
Debt service	1,569,123	-	1,569,123
Other financing uses	3,186,185	(6,661)	3,179,524
Total	\$ 46,442,347	\$ 8,472,093	\$ 54,914,440

The net change to Fund balance for this amendment is as follows:

Revenues and other financing sources	\$6,337,250
Less Expenditures and other financing uses	(8,472,093)
Net increase (decrease) in fund balance	\$(2,134,843)

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			\$ 29,634,814*
2019-28 & 2019-29	\$ 29,634,814	\$ 6,639,095	36,273,909
2020-03	36,273,909	1,155,000	37,428,909
2020-07	37,428,909	(2,134,843)	35,294,066
Total Net Change		\$ 5,659,252	

* Budgeted

Series 2019 Capital Projects Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
No Change		

Revenue & OFS Summary	Previous	Change	Current
Other Financing Source		-	-
Total	-	-	-

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Capital	\$2,937	Savings from Costs of Issuance repurposed for capital projects
Capital	13,893	Savings from BEB Pilot Project repurposed for capital projects
Capital	2,679,000	GMF Vehicle Maintenance Expansion Project - c/o from 2019
Capital	2,115,000	AMF Recommissioning Phase 9 Project - c/o from 2019
Capital	1,542,142	SH82 Mid Valley Bus Stop Improvements - c/o from 2019
Total Expenditures & OFU	\$6,352,972	

Expenditures & OFU Summary	Previous	Change	Current
Capital	-	6,352,972	6,352,972
Total	-	\$6,352,972	\$6,352,972

The net change to Fund balance for this amendment is as follows:

Revenues and other financing sources	-
Less Expenditures and other financing uses	(6,352,972)
Net increase (decrease) in fund balance	(\$6,352,972)

Resolution	Beginning Balance	Change	Ending Balance
			\$6,352,972*
2020-07	\$6,352,972	(\$6,352,972)	-
Total Net Change		(\$6,352,972)	

*Budgeted

That the amended budget as submitted and herein above summarized be, and the same hereby is approved and adopted as the amended 2020 budget of the Roaring Fork Transportation Authority, and be a part of the public records of the Roaring Fork Transportation Authority.

That the amended budget as hereby approved and adopted shall be signed by the Chair of the Roaring Fork Transportation Authority.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 12th day of March 2020.

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

By: _____
Art Riddile, 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 March 12, 2020 (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 ____ day of _____, 2020.

RFTA BOARD OF DIRECTORS MEETING
“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 9. A.

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: March 12, 2020

Chief Operating Officer October Update: Kurt Ravenschlag, COO

COO Update – March 2020

RFTA 2040 Implementation Update

LOVA Trail

Total Project: \$15,000,000	2020 Budget: \$175,000	% Complete: 6%
RFTA Share: \$2,000,000	RFTA Balance: \$1,825,000	Last Updated: Feb. 2020
<ul style="list-style-type: none"> • Glenwood Springs has spearheaded efforts along with LOVA to pursue a series of grants to construct the LOVA trail from New Castle to Glenwood Springs • 2020 draft budget includes \$175,000 in local match to go towards an FMLD grant that was awarded to Glenwood Springs • Maintenance of trail is an outstanding question 		

Trail Maintenance

Total Project: \$5,958,000	2020 Budget: \$375,000	% Complete: 10%
RFTA Share: \$5,958,000	RFTA Balance: \$5,283,000	Last Updated: Feb. 2020
<ul style="list-style-type: none"> • 2020 draft budget includes \$300,000 to go towards asphalt repair, fencing, rock scaling, shoulder improvements and culvert maintenance • 2020 draft budget includes design work to improve Rosebud Trailhead, to include increased parking, vault toilets, lighting and sun shade. 		

Mid Valley Stop Improvements (No change from last report)

Total Project: \$1,603,172	2020 Budget: \$1,603,172	% Complete: 10%
RFTA Share: \$1,603,172	RFTA Balance: \$0	Last Updated: Mar. 2020
<ul style="list-style-type: none"> • CDOT rejected RFTA design recommendations for Holland Hills Bus Stop. Holland Hills has been removed from the scope of work until another solution for that stop can be identified. • Currently in design and engineering to create improvements for the following Bus Stops to provide ADA accessibility, improved amenities, connectivity and comfort: <ul style="list-style-type: none"> ○ Sage wood ○ Lazy Glen ○ Aspen Village ○ Holland Hills ○ Catherine Store • Engineering and design to be complete in early 2020 with construction in spring of 2020. • 2020 draft budget includes \$1.6 million for construction mid-valley stop improvements. 		

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

Total Project: \$8,559,136	2020 Budget: \$0	% Complete: 5%
RFTA Share: \$4,279,500	RFTA Balance: \$4,229,500	Last Updated: Mar. 2020
<ul style="list-style-type: none"> • With the recent grant awards of \$2.1 million, RFTA may be requesting a supplemental appropriation in May or June to advance design of this project. • RFTA received notice of award from the TAP grant submitted in late 2019 for \$1.0 million. This is in addition to the MMOF grant award from 2019 for \$1.1 million • Feasibility study to analyze options for above grade and below grade bike/pedestrian crossings of HWY 82 and 27th street – Project Completed • Findings from this study will help identify a preferred alternative to inform the Glenwood Springs Alternatives Analysis study. 		

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

Total Project: \$610,000	2020 Budget: \$610,000	% Complete: 1%
RFTA Share: \$290,228	RFTA Balance: \$0	Last Updated: Mar. 2020
<ul style="list-style-type: none"> • First Public Open House, March 16, 4:30-7:00 at Glenwood Community Center • Study has kicked off with several staff meetings • Scheduling first public meeting for mid-March 		

Willits Area Parking Expansion

Total Project: \$2,000,000	2020 Budget: \$0	% Complete: 1%
RFTA Share: \$2,000,000	RFTA Balance: \$2,000,000	Last Updated: Feb. 2020
<ul style="list-style-type: none"> • Signage and wayfinding plan in development to guide public and RFTA customers to public parking beneath Whole Foods • RFTA staff is currently working with Basalt town staff to coordinate sign installation • Communications plan in development to help guide customers to this newly identified parking 		

Aspen Maintenance Facility Expansion Phase 9 (Replace Fuel Farm)

Total Project: \$3,115,260	2020 Budget: \$3,115,260	% Complete: 10%
RFTA Share: \$3,115,260	RFTA Balance: \$0	Last Updated: Feb. 2020
<ul style="list-style-type: none"> • Land Use and Permitting expected to be complete by January 2020 • Construction Procurement completed by March 2020 • Construction of Fuel Farm April 2020 – November 2020 		

Glenwood Maintenance Facility (GMF) Expansion

Total Project: \$34,076,514	2020 Budget: \$4,260,000	% Complete: 10%
RFTA Share: \$15,000,000	RFTA Balance: \$12,321,000	Last Updated: Mar. 2020
<ul style="list-style-type: none"> • The City of Glenwood Springs is placing the question of whether the City can sell this property to RFTA on a special election in April 2020 • If special election passes and GWS is able to sell the property, RFTA will request of the board a supplemental appropriation in April for purchase and demolition of the MOC • RFTA has been asked to partner with the State Division of Oil and Public Safety and Transit and Rail Department of CDOT, to pilot a Hydrogen Fueling Station at 		

the GMF. CDOT and the State Division of Oil and Public Safety have submitted a concept paper to the Federal Department of Energy to support this endeavor.

- RFTA is finalizing design on Phase 2 of the Glenwood Maintenance Facility expansion of the vehicle maintenance area.
- Phase 2 construction anticipated to begin Spring 2020
- RFTA received \$1,581,460 of State/Federal grant funding to go towards vehicle maintenance expansion at the GMF
- RFTA made an offer to the City of Glenwood Springs to purchase the Glenwood Municipal Operations Center

Replacement Office/Housing in Carbondale

Total Project: \$10,000,000	2020 Budget: \$1,000,000	% Complete: 1%
RFTA Share: \$10,000,000	RFTA Balance: \$9,000,000	Last Updated: Feb. 2020
<ul style="list-style-type: none"> • Programming for employee housing continues • 2020 draft budget includes \$1 million for site master planning 		

Bike Share Expansion

Total RFTA Capital: \$1,270,750	2020 Capital Budget: \$0	%Complete: 1%
Total Annual RFTA O&M: \$550,000	2020 O&M Budget: \$350,000	Last Updated: Mar. 2020
RFTA Capital Balance: \$1,270,750		
<ul style="list-style-type: none"> • RFTA is continuing to provide operational assistance to WE-cycle to support existing bike share services. • RFTA and WE-cycle continue to explore the appropriate structure for a long-term partnership. • RFTA is undertaking a Regional Bike Share Expansion and Implementation Plan • WE-cycle will be a key stakeholder and resource expert in the regional bike share planning effort. • The 2020 budget includes \$200,000 to Support We-Cycle Operations and \$150,000 for a Bike Share Expansion Plan 		

Buttermilk Underpass

Total Project: \$8,057,358	2020 Budget: \$0	% Complete: 0%
RFTA Share: \$500,000	RFTA Balance: \$500,000	Last Updated: Feb. 2020
<ul style="list-style-type: none"> • RFTA is trying to initiate a partnership of interested stakeholders to move Buttermilk Underpass into design phase and establish a partnership for construction. 		

Service Enhancements

All RFTA Destination 2040 Service Enhancements have been Implemented
<ul style="list-style-type: none"> • 30 Minute Peak Hogback Service – Completed December 14, 2019 • Service Increase, 30-minute Valley Service w/ Enhanced Snowmass Service – Completed as of April 22, 2019 • Service Increase, Weekend BRT (Spring/Fall) w/ Enhanced Carbondale Circulator – Completed as of April 22, 2019 • Better transit service connections to Snowmass Village on Brush Creek Road – Completed in 2018

Bus Replacement – Ten, 40’ diesel, low floor buses (Project Completed)

Total Project: \$5,550,000	2020 Budget: \$0	% Complete: 100%
RFTA Share: \$2,442,000	RFTA Balance: \$68,513,000	Last Updated: Feb. 2020
<ul style="list-style-type: none">• Ten replacement buses arrived November 2019 and in service December 2019		

Bus Replacement – Six, 45’ Coach Buses

Total Project: \$4,200,000	2020 Budget: \$4,200,000	% Complete: 5%
RFTA Share: \$840,000	RFTA Balance: \$67,673,000	Last Updated: Mar. 2020
<ul style="list-style-type: none">• RFTA has gained concurrence from CDOT to purchase six, 45’ coach buses off of Alameda Contra-Costa Transit Systems contract with Motor Coach Industries.• Waiting on updated pricing, production and delivery schedule dates from MCI• Most likely a 2021 Delivery		

Bus Replacement – Ten, 40’ diesel, low floor buses

Total Project: \$5,550,000	2020 Budget: \$5,550,000	% Complete: 20%
RFTA Share: \$5,550,000	RFTA Balance: \$62,123,000	Last Updated: Feb. 2020
<ul style="list-style-type: none">• Ten replacement buses have been ordered for a January 2021 delivery		

Bus Expansion – Five, 40’ diesel, low floor buses

Total Project: \$2,775,000	2020 Budget: \$2,775,000	% Complete: 20%
RFTA Share: \$2,775,000	RFTA Balance: \$8,581,000	Last Updated: Feb. 2020
<ul style="list-style-type: none">• Five expansion buses have been ordered for a December 2020 delivery		

Planning Department Update – David Johnson, Director of Planning



RFTA Planning Department Monthly Update March 12, 2020

RFTA Vision

RFTA pursues excellence and innovation in providing preferred transportation choices that connect and support vibrant communities.

RFTA Mission

Connecting our region with transit and trails.

RFTA Values

Safe, Accountable, Affordable, Convenient, Dependable, Efficient, Sustainable

RFTA Strategic Outcomes

Safe Customers, Workforce and General Public; Accessibility and Mobility; Sustainable Workforce; Financial Sustainability; Satisfied Customers; Environmental Sustainability; High Performing Organization

Current Planning Projects

Glenwood Springs Corridor Study

Creating a balanced, safe, and affordable multimodal transportation system is a common goal to both the City of Glenwood Springs and RFTA. The two partners have hired a consultant team led by Parsons Transportation Group to identify, evaluate and implement transportation strategies and opportunities that will optimize the efficiency and utility of the transportation system through Glenwood Springs and that will align with the City's goals for mobility, land use, economic vitality, economic sustainability and quality of life.

A key part of the study scope is to understand parking supply and demand and determine how best to manage parking. Subconsultant Fehr and Peers conducted a two-day parking utilization count on February 27-28, with bicycle utilization data collected at the park and rides. Locations included:

- On-street downtown (6th St to 14th St, Cooper Ave to Blake Ave)
- Off-street downtown (public parking and shared parking lot locations)
- 27th Street Park & Ride and the surrounding area
- West Glenwood Park & Ride

Times of day included:

- Baseline resident overnight parking: 5 AM
- Downtown Glenwood Springs: 8 AM, 4 PM, 7 PM
- RFTA Park & Rides: 7 AM, 5 PM

On March 16, RFTA and the City will host an open house to inform the public of the goals and parameters of the project and describe the need for the project.

How can we reimagine a multimodal transportation system to improve quality of life and the vitality of Glenwood Springs?

Community Open House
Monday March 16th @ 4:30-7pm
at the Glenwood Springs Community Center

Join us for this free event! Refreshments provided.
Biking, busing and walking encouraged.

Glenwood Springs move
MULTIMODAL OPTIONS FOR A VIBRANT ECONOMY

On-Board Passenger Survey – Wednesday, March 11

On each even year since about 2004, RFTA has conducted an on-board passenger survey to solicit passenger feedback on RFTA services and facilities. New for the 2020 survey, RFTA has hired Marc Warner and Ben Heckscher of Warner Transportation Consulting (WTC) to conduct the survey process. WTC has extensive experience in administering transit-specific surveys. RFTA believes that WTC will administer the survey professionally and efficiently, and will provide a superior product.

There are two major changes this year: 1) RFTA drivers will not distribute/collect surveys, and 2) the survey will be conducted for two days; BRT, Valley, and Ride Glenwood buses on **Wednesday March 11th**, and Aspen City and Snowmass Village routes on **Thursday March 12th**.

WTC will use up to 20 local survey employees to ride buses and distribute bilingual surveys that include unique survey numbers for route tracking. The survey takers will be trained, insured, wearing ID badges and they will have all equipment necessary for passengers to complete surveys on the spot. There will once again be an online survey option, and once riders accept onboard Wi-Fi terms they will have the option to complete the survey using their handheld devices.

Riders on the lower ridership routes Hogback, Carbondale Circulator and Woody Creek will find a display rack by the fare box with surveys, a cup of pencils, and a prominent “RFTA survey today” sign. WTC expects to collect over 2,000 completed surveys.

27th Street Pedestrian Crossing, Glenwood Springs Closer to Reality

Construction of this crossing is a high priority for RFTA, the City of Glenwood Springs and for the region. The need for this crossing has been well-documented since 2011 or earlier, when Fehr and Peers conducted a study, commissioned by CDOT, to investigate and prioritize safety, geometric, and operational characteristics of 47 intersections within Region 3. The 27th Street intersection ranked as the 3rd highest priority intersection in the 4-county Intermountain Region.

In 2011, Fehr and Peers noted that ADT on SH82 was 26,000. Since the completion of its study, SH82 ADT has increased, and the intersection now serves the RFTA BRT station, constructed in 2013. The 27th Street station is RFTA 7th-8th highest ridership stop, serving an estimated 1200 boardings and alightings per day in peak seasons. In 2017-2018 three crashes between motorists and bicycle and pedestrians occurred at the intersection, and one resulted in a fatality.

Design and construction of the grade –separated crossing was programmed in the Destination 2040 plan, for up to \$4.3 million. RFTA committed to funding the remainder of the project through grants and partnerships. Current cost estimate is roughly \$8 million to \$10 million, and will be refined as the design advances. Previous crossings of SH82 (Aspen Airport and Basalt Avenue) cost about \$6 million to \$9 million to construct. This project includes both a crossing of SH82 and of 27th Street, as the entire intersection has proven hazardous for the increasing numbers of bicyclists and pedestrians. Upon completion, all vehicle and bike/ped traffic will be separated, and the pedestrian phases of the traffic signals will no longer be needed, improving safety, function, and efficiency of the entire intersection for all modes.

RFTA and the City of Glenwood Springs have submitted grants to design and construct the project. Thanks to recent award from the CDOT Multimodal Options Fund (MMOF), and from the Federal Transportation Alternative’s Program (TAP), **approximately \$6.4 million of the estimated \$9.0 million project cost has been secured, the project is increasingly likely to be constructed starting Year 2021.** RFTA has completed some preliminary design to assess various crossing options and potential costs. Final Design of the crossing is slated to begin July 2020. As this design process progresses, most information we be available on crossing configurations and costs.

The following is progress on funding and grant submittals:

Funding Source	Progress
CDOT MMOF	\$1.1 million secured
Transportation Alternatives Program (TAP)	\$1 .0 million secured
Destination 2040	\$4.3 million secured
CDOT Regional Priority Program	\$1.0 million proposed
Garfield County Federal Mineral Lease District	\$1.0 million proposed (RFTA/City of Glenwood Springs joint application in Fall 2020)
City of Glenwood Springs	Estimated \$600,000 - \$1,600,000 requested for FY2021-FY2022 (contingent upon funding from RPP and FMLD, and on cost estimate as design progresses)

RFTA Exploring Hydrogen Electric Bus (HEB) Feasibility

Consistent with RFTA’s Strategic Goals for innovation, financial sustainability and environmental sustainability, RFTA intends to replace older diesel buses with zero-emission vehicles. On the heels of the launch of eight battery electric buses (BEBs), staff continues to explore the operational and financial feasibility of hydrogen fuel cell electric bus (FCEB) technology. FCEBs are essentially electric buses that are fueled with hydrogen, rather than being plugged in each night.

RFTA staff visited the National Renewable Energy Laboratory (NREL) in Golden on March 3rd to learn more about the technology and the status of FCEBs in the U.S. There are two primary benefits of hydrogen technology for transit buses: FCEBs can operate about 300 miles on a full charge, which is comparable to diesel buses; and FCEBs are classified as zero-emission buses if the hydrogen is produced with renewable energy sources. RFTA’s location in rural Colorado preclude reliable and cost-effective delivery of liquefied hydrogen fuel. It make more sense to produce the hydrogen onsite. Currently, RFTA is most interested in steam methane reforming (SMR), which is a mature technology that utilizes natural gas to produce hydrogen. This process could be adopted at the Glenwood Springs Maintenance Facility (GMF).

Hydrogen technology for buses is more expensive than traditional technology (such as diesel). An onsite SMR system costs about \$5 million and a new bus costs about \$1.2 million. Staff continues to explore clean energy grant opportunities and funding partnerships. A State hydrogen coalition submitted a concept paper to the Department of Energy (DOE) on February 28th to support hydrogen production and fueling of FCEBs at the GMF. Staff is also including the hydrogen production/fueling concept in a FTA FY20 5339b grant to further renovate/expand the GMF and create a regional transit center (RTC). The 5339 proposal includes an additional fuel lane and bus wash, advanced from a later phase in the GMF Master Plan, which would be used for FCEBs. If RFTA chooses not to move forward with hydrogen technology at this time, for funding constraints or other reasons, the fuel lane and bus wash would be used in the interim for current fleets. Grant awards will be announced in September/October 2020.

Section 5339 Grant Program – Glenwood Maintenance Facility

On January 30, 2020, Federal Transit Administration issues a Notice of Funding Opportunity for the Section 5339(b) Program: Grants for Buses and Bus Facilities. Approximately \$455 million is FY2020 funds will be awarded competitively to assist in the financing of capital projects to replace, rehabilitate, purchase or lease buses and related equipment, and to rehabilitate, purchase, construct or lease bus-related facilities.



RFTA intends to apply for \$13.5 million in funding, to be matched by roughly \$13.5 million from RFTA, primarily Ballot Measure 7A funds, at \$2.5 million CDOT funds, to renovate and expand the GMF.

Rural applicants much apply through the State DOT, which will create consolidated applications on behalf of all rural transit agencies. Draft applications are due to CDOT on March 12.

Housing Innovation Project

Like many other regional employers, RFTA struggles to attract and retain qualified staff. Prospective employees quickly observe the resort-region affordable/attainable housing issues and cost of living. RFTA has found that owning and maintaining employee housing is one solution. Staff is also learning that RFTA may have more power in partnerships to face this regional issue.

MANAUS, the organization that developed Carbondale's Third Street Center, launched Valley Settlement, LaMedichi, and Mountain Voices Project, seeks to understand and improve housing opportunities for people who live and work from Parachute to Aspen. MANAUS has partnered up with GRID Impact, an international social-impact organization, to conduct a human-centered design (HCD) approach to foster housing innovations in our region. The housing innovation project was launched in the fall of 2019 with a far-reaching community survey and focused stakeholder group meetings.

In contrast to the more traditional development process, "HCD is a creative problem solving approach whereby we take into consideration the human perspective throughout all steps of the problem-solving process. Solutions should not just work for developers and builders and governments - they should work for the very people they are intended to be for."

RFTA staff participated in a full-day workshop at the Basalt Library on Friday February 14th. The group is synthesizing the results from the workshops and will share these ideas back with the community. They will then convene additional design sessions with participants from the workshops and other community leaders to turn the ideas into prototype solutions. For more information, please visit: <https://sites.google.com/mana.us/org/hip>

2019 Preliminary Actuals/Budget Comparison (December YTD)

2019 Budget Year			
General Fund	December YTD (as of 3/5/2020)		
	Preliminary Actuals (1)	Amended Budget (2)	% Var.
Revenues			
Sales and Use tax	\$ 27,300,431	\$ 25,176,000	8.4%
Property Tax	\$ 8,794,028	\$ 8,662,000	1.5%
Grants	\$ 8,461,178	\$ 8,460,781	0.0%
Fares	\$ 5,280,260	\$ 5,151,000	2.5%
Other govt contributions	\$ 4,494,381	\$ 4,491,616	0.1%
Other income (3)	\$ 1,313,458	\$ 804,300	63.3%
Total Revenues	\$ 55,643,736	\$ 52,745,697	5.5%
Expenditures			
Fuel	\$ 1,691,841	\$ 1,833,277	-7.7%
Transit (4)	\$ 22,703,045	\$ 24,153,005	-6.0%
Trails & Corridor Mgmt	\$ 458,752	\$ 589,025	-22.1%
Capital	\$ 14,974,134	\$ 15,079,488	-0.7%
Debt service	\$ 1,522,177	\$ 1,551,321	-1.9%
Total Expenditures	\$ 41,349,948	\$ 43,206,116	-4.3%
Other Financing Sources/Uses			
Other financing sources	\$ 235,870	\$ 235,870	0.0%
Other financing uses	\$ (2,379,753)	\$ (2,506,742)	-5.1%
Total Other Financing Sources/Uses	\$ (2,143,883)	\$ (2,270,872)	-5.6%
Change in Fund Balance (5)	\$ 12,149,905	\$ 7,268,709	67.2%

- (1) These amounts are unaudited and may change as a result from any year-end adjustments during the audit preparations.
- (2) Reflects supplemental budget appropriation resolution 2020-08
- (3) Includes one-time refund of legal fees, in the amount of \$300,000 related to the RFTA v. Michael Baker International, Inc. et al. settlement, that were not budgeted
- (4) Savings in the following areas: Administration, Operations, and Vehicle Maintenance.
- (5) The unaudited surplus exceeds budget.

2020 Actuals/Budget Comparison (January YTD)

2020 Budget Year				
General Fund	January YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ -	\$ -	#DIV/0!	\$ 25,626,649
Property Tax	\$ -	\$ -	#DIV/0!	\$ 10,996,000
Grants	\$ -	\$ -	#DIV/0!	\$ 1,401,678
Fares (2)	\$ 397,250	\$ 438,798	-9.5%	\$ 5,470,200
Other govt contributions	\$ 3,333	\$ 3,333	0.0%	\$ 1,510,315
Other income	\$ 149,428	\$ 136,956	9.1%	\$ 906,600
Total Revenues	\$ 550,011	\$ 579,088	-5.0%	\$ 45,911,442
Expenditures				
Fuel	\$ 157,497	\$ 158,518	-0.6%	\$ 1,084,661
Transit	\$ 2,170,013	\$ 2,383,543	-9.0%	\$ 27,698,755
Trails & Corridor Mgmt	\$ 11,888	\$ 19,363	-38.6%	\$ 612,133
Capital	\$ 86,119	\$ 55,812	54.3%	\$ 12,291,490
Debt service	\$ 65,232	\$ 65,232	0.0%	\$ 1,569,123
Total Expenditures	\$ 2,490,750	\$ 2,682,468	-7.1%	\$ 43,256,162
Other Financing Sources/Uses				
Other financing sources	\$ -	\$ -	#DIV/0!	\$ 8,325,000
Other financing uses	\$ (368,648)	\$ (368,648)	0.0%	\$ (3,186,185)
Total Other Financing Sources/Uses	\$ (368,648)	\$ (368,648)	0.0%	\$ 5,138,815
Change in Fund Balance (3)	\$ (2,309,387)	\$ (2,472,029)	6.6%	\$ 7,794,095

(1) Timing issue, as January sales and use tax revenue will be deposited in March.

(2) Through January, fare revenue is down 7% and ridership is down at 6% compared to the prior year. Over the course of the year, the timing of bulk pass orders by outlets and businesses can affect the % change. The chart below provides a YTD January 2019/2020 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 1/2019	YTD 1/2020	Increase/ (Decrease)	% Change
Regional Fares	\$ 425,002	\$ 397,250	\$ (27,752)	-7%
Total Fare Revenue	\$ 425,002	\$ 397,250	\$ (27,752)	-7%
Ridership on RFTA Regional Services*:				
Highway 82 (Local & Express)	80,891	74,201	(6,690)	-8%
BRT	108,456	101,459	(6,997)	-6%
Carbondale Shuttle	13,786	12,721	(1,065)	-8%
SM-DV	13,979	13,504	(475)	-3%
SM-INT	7,580	7,018	(562)	-7%
Grand Hogback	8,668	10,613	1,945	22%
Total Ridership on RFTA Fare Services	233,360	219,516	(13,844)	-6%
Avg. Fare/Ride	\$ 1.82	\$ 1.81	\$ (0.01)	-1%

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

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

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage January 2020 YTD				Hours January 2020 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	400,301	398,109	2,192	0.6%	18,807	18,291	516	2.8%
City of Aspen	55,530	55,431	99	0.2%	6,287	6,338	(52)	-0.8%
Aspen Skiing Company	65,348	67,576	(2,228)	-3.3%	4,767	4,505	262	5.8%
Ride Glenwood Springs	9,984	10,195	(211)	-2.1%	832	831	1	0.2%
Grand Hogback	36,672	36,472	200	0.5%	1,787	1,771	16	0.9%
Specials/Charters	9,816	7,701	2,116	27.5%	663	675	(13)	-1.9%
Senior Van	1,946	1,808	138	7.7%	184	187	(3)	-1.8%
Total	579,597	577,291	2,306	0.4%	33,327	32,600	727	2.2%

Ride Check Data Collection Tool Project – Update

In 2018, RFTA requested funds to replace statistical software used to report ridership information gathered from in-vehicle automatic passenger counters (APC). The reason for the change was due to a number of factors including lack of transparency to the system's reporting methodology, dependence on the vendor to process reporting data, unexplained anomalies and the lack of a database to store report data. In 2019, RFTA began implementation of a new reporting system provided by its passenger information system vendor, Clever Devices. This new software uses the same hardware (APC) on the buses that was used by the previous ridership software company. While the source data is the same, the newer software is transparent and allows staff to see exactly how the reports are calculated. It also allows staff to run and process the data on-demand with little to no intervention by the vendor. As a result of this newfound transparency, the software highlighted a number of problems related to the source data that is used for the ridership calculations. Staff is actively addressing the contributing factors with the goal of improving overall data consistency and reliability. However, the changes required in some places are systemic and in others are related to hardware replacements. This is a high priority for staff who is also engaged with the vendor to expedite improvements required for more reliable reporting. Unfortunately, we do not have a target date to fully address the issues at this time. It should be noted that the **January 2020 ridership statistics** provided below serve as a **preliminary submittal** and will be corrected once all contributing factors have been addressed.

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report				
Service	Jan-19 YTD	Jan-20 YTD	# Variance	% Variance
City of Aspen	193,583	162,216	(31,367)	-16.20%
RF Valley Commuter	299,233	272,502	(26,731)	-8.93%
Grand Hogback	8,668	10,613	1,945	22.44%
Aspen Skiing Company	139,623	145,172	5,549	3.97%
Ride Glenwood Springs	13,521	11,994	(1,527)	-11.29%
X-games/Charter	36,163	32,756	(3,407)	-9.42%
Senior Van	317	440	123	38.80%
MAA Burlingame	-	-	-	#DIV/0!
Maroon Bells	-	-	-	#DIV/0!
Total	691,108	635,693	(55,415)	-8.02%
Subset of Roaring Fork Valley Commuter Service with BRT in 2020				
Service	YTD Jan 2019	YTD Jan 2020	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	80,891	74,201	(6,690)	-8.27%
BRT	108,456	101,459	(6,997)	-6.45%
Total	189,347	175,660	(13,687)	-7.23%

2019 Financial Statement Audit – Schedule

Date	Activity	Status
5/4/2020 – 5/8/2020	Start of Audit – auditors conducting onsite fieldwork	<i>On schedule</i>
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.	<i>Email will be sent to Audit Subcommittee to establish date & location of meeting.</i>
7/3/2020	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/9/2020	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

McMahan & Associates, LLC will conduct the 2019 financial statement audit.

At this time, staff requests that the RFTA Board confirm the Board members who will serve on the Audit Subcommittee (see below for list of members). Staff will correspond via email with the Subcommittee to establish the date and location of the meeting which is expected to be held during the second half of June before the July Board meeting where the final audit report will be presented to the RFTA Board.

Prior Year's Audit Subcommittee Members:

1. **Markey Butler**, RFTA board member,
2. **Ann Mullins**, RFTA board member, and
3. **Jill Klosterman**, independent financial expert and Eagle County Director of Finance
4. **Ann Driggers**, independent financial expert and Pitkin County Director of Finance

Anticipated guests include:

1. **Paul Backes**, CPA and Partner at McMahan & Associates, LLC (external auditor)
2. **Dan Blankenship**, RFTA CEO
3. **Kurt Ravenschlag**, RFTA COO
4. **Michael Yang**, RFTA CFAO
5. **Paul Hamilton**, RFTA Director of Finance

Background: The Audit Subcommittee was created in 2011 and has been comprised of at least two members of the RFTA Board and at least one independent financial expert. Since then, the subcommittee has met annually to review and discuss the prior year's audit report with the external auditor and RFTA staff to gain a better understanding RFTA's financial condition. Afterwards, the subcommittee would provide a summary report of the meeting to the RFTA Board as part of the presentation of the audit at the July Board meeting.

Audit Subcommittee Meeting Expectations: An agenda will be set forth by the subcommittee. The draft version of the audit report will be made available to the subcommittee prior to the meeting. The external auditor will present the audit report to the subcommittee and answer questions related to the report and audit process. RFTA staff will also be available answer questions. In addition, the meeting will allow time for the subcommittee to discuss the audit report without RFTA staff present.

Facilities and Bus Stop Maintenance March 12, 2020

Capital Projects Update

Projects currently under construction:

- There are no projects currently under construction at an RFTA property. However, it is going to be a very busy summer for the facilities department and every major property at RFTA will see a significant construction project this summer. Staff will be doing everything possible to mitigate the impact of this construction on operations.

Facilities construction projects budgeted for 2020

1. AMF phase 9, fuel farm replacement.
2. Upgrades to the AMF BAS/HVAC system to accommodate CNG buses
3. Replacement of the carpet in the administration area.
4. GMF phase 2 expansion of services bays and office space.
5. Rio Grande trail improvements.
6. Design of an improved Rio Grande trail head adjacent to the Rosebud Cemetery in Glenwood Springs
7. Upgrades to 5-bus station in the Highway 82 corridor and the construction of bus shelters at the intersection of JW and El Jebel road in El Jebel.
8. The construction of windbreaks at the up valley Basalt and Brush Creek shelters.
9. Develop a master plan for the CMF property to replace the RFTA housing and office space currently in Carbondale.
10. An asphalt maintenance program that includes sweeping, striping and repairs to RFTA owned parking facilities.
11. Repair the siding and soffit at selected sections of the Parker House apartments.
12. Perform a structural inspection of the bridges along the Rio Grande trail.
13. Refinish the outside benches at the BRT stations
14. Replace the BEB car chargers at the Carbondale and New Castle Park and rides.

Facilities projects to complete in 2020:

Staff has completed the following construction projects in 2020.

Construction projects Summary:

- The Bus stop bench-refinishing project is currently out to bid for the second time. Bid are due March 11.
- The AMF phase 2 project is going out to bid and bids are due March 18.
- Staff has received a \$2.7M bid on the AMF tank farm replacement project which is within budget and work will begin on April 20.
- The Highway 82 bus stop improvement project will be going out to bid the end of March.
- The Rio Grande Trail improvement project will be going out to bid March 17.

Construction projects currently in the design process:

- Design of the HVAC upgrades necessary to allow CNG buses to be serviced at the AMF and upgrades to both the AMF and GMF building automation systems (BAS). The plan set is currently at 60% design.
- Staff has added additional scope to the Destination 2040, 5 Mid-Valley Bus Station Improvement project to add the design of two bus stops at JW drive and El Jebel road in El Jebel. Staff also had to add scope to re-design the Sagewood bus stops based on the comments staff received from CDOT regarding the project. CDOT has plans to remove and

replace the signals at this intersection and that plan influenced the working design for these stops.

- 27th street pedestrian crossing conceptual study has been completed. This study studies several options for a grade separated crossing at 27th street in Glenwood spring for both the Rio Grande trail crossing of 27 and a pedestrian crossing of Highway 82. The study looks at the feasibility of both overpasses and under passes for each crossing.

Facilities, Rail Corridor & Trail Update RFTA Railroad Corridor

Right-of-Way Land Management Project: Along with its legal and engineering consultants, RFTA staff is and will be working on the following tasks in 2020:

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

Staff is in the process of approaching every adjacent, unlicensed property owner and working with them to get a license in place for access across, or encroachments into the RFTA Railroad Corridor. (Ongoing)

Staff is also working on several ditch issues by completing some research on the rights of the ditch owners vs. the rights of the Railroad Corridor owner, as it relates to ditch spoils and weed management of the ditches. (Ongoing)

- **Recreational Trails Plan (RTP)** – The Planning Department and Facilities departments are working collaboratively with regional stakeholders to update the 2005 Recreational Trails Plan (RTP). Following unanimous RFTA Board adoption of the Access Control Plan (ACP) in early 2018, the RTP is the second component plan of the larger Corridor Comprehensive Plan that guides management of the entire Rio Grande Railroad Corridor from Glenwood Springs to Aspen. (Ongoing)
- **Federal Grant Right of Way (fgrow) project** – Staff continues to identify and approach adjacent property owners located in the fgrow areas in an attempt to negotiate the exchange of Bargain and Sale deeds. (Ongoing)



Rio Grande Trail Update

- Staff is busy with winter maintenance but already preparing for 2020 projects.
- Mueller Construction is still working to finish the Sopris Creek/Emma Bridge Repair Project.
 - ♦ A “spring clean” will need to be performed on site.
- Staff hired DHM to perform a vegetation analysis and to put together a revegetation plan for a portion of the corridor and we are hoping to repeat this exercise for portion 2 of 3 in 2020.
- Staff has been researching and trying equipment to find the best mower for keeping the shoulders and intersection sight lines clear.
 - ♦ We are upgrading our skidsteer and procuring a couple of implements.
- The wildlife section has closed for the winter and will re-open on April 30, 2020 at 5:00pm.
- Staff continues working with Carbondale Arts to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
 - ♦ RFTA is being honored as a “Business for the Arts!” Carbondale Arts nominated RFTA and we are being recognized by the Colorado Business Committee for the Arts. “Honorees will be celebrated for their innovative partnerships, generous philanthropy, creative businesses and stellar leadership across the state.” Judging by some previous honorees, we are in some good company!
 - ♦ Staff is grateful for the opportunity to be involved in such meaningful work like the ArtWay, and we are getting lots of positive feedback from the community.
 - ♦ Please go to <https://cbca.org/> to learn more.
 - ♦ CBCA has a celebration/luncheon on March 10 in Denver. Seats are \$198 each. Please let Brett know if you would like to go ASAP, as this event usually sells out.
- Staff is hopeful to have our seasonal employee start on April 01, 2020.