

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

TIME: 9:00 a.m. – 10:30 a.m., Friday, March 27, 2020

Due to Governor’s “Stay at Home Order,” this will be a virtual meeting – Teleconference details for the public will provided later today

(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	9:00 a.m.
3	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	9:05 a.m.
4	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	9:10 a.m.
5	Discussion/Action Items:			
	A. RFTA Service Reduction Alternatives Due to Outbreak of Coronavirus (COVID-19)		Discussion/Action	9:25 a.m.
6	Issues to be Considered at Next Meeting:			
	To Be Determined at March 27 Special Meeting	4.3	Meeting Planning	10:20 a.m.
7	Next Meeting: 8:30 a.m. – 11:30 a.m., April 9, 2020 at Carbondale Town Hall	4.3	Meeting Planning	10:25a.m.
8	Adjournment:		Adjourn	10:30 a.m.

RFTA BOARD OF DIRECTORS MEETING
“DISCUSSION/DIRECTION” AGENDA SUMMARY ITEM. # 5. A.

Meeting Date:	March 27, 2020
Subject:	RFTA Service Reduction Alternatives Due to Outbreak of Coronavirus (COVID-19)
Strategic Outcome:	1.0 RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, practices, and policies for managing risks and hazards
Strategic Objective:	1.1 Customers are safe at RFTA facilities and riding RFTA services 1.3 Maintain and promote a healthy and safe workforce 1.4 The general public has a positive perception of the safety of RFTA services 1.5 Staff are well trained and safety focused
Presented By:	Dan Blankenship, CEO Paul Taddune, General Counsel Michael Yang, CFAO Kurt Ravenschlag, COO
Staff Recommends:	Staff defers to the RFTA Board as to whether RFTA should move forward with the implementation of its Phase 3 Service Reduction Plan or curtail all RFTA services, except for services for older persons and persons with disabilities.
Executive Summary:	<ol style="list-style-type: none"> 1 Since the COVID-19 outbreak in RFTA’s service area, RFTA implemented its Phase 1 Service Reduction Plan on March 16, 2020. To support the Phase 1 plan, approximately 122 Bus Operators per day were required, compared with approximately 144 Bus Operators for the full winter high season number per day. Phase 1 service reductions coincided with the closure of Aspen Skiing Company ski areas. 2 For comparison purposes, system-wide ridership on Saturday, March 7, was 19,484. On Saturday, March 14, the last day the ski areas were open, system-wide ridership was 6,963, and on Saturday, March 21, system-wide ridership was 3,356. 3 Due to declining ridership and social distancing and non-essential business shutdown orders from the Governor, RFTA implemented its Phase 2 Service Reduction Plan on March 23, 2020. To support this plan, now in effect, requires approximately 98 Bus Operators per day. System-wide ridership on March 23 was 2,845. Of this total, approximately 697 total rides were provided on City of Aspen services, 1,948 rides were provided on RFTA’s Highway 82 corridor BRT and Local commuter bus services (including Aspen/Snowmass), and approximately 200 rides were provided on the I-70 corridor Hogback commuter bus service.

4 In general, the Phase 2 Service Reduction Plan involved the following:

- Valley Local Bus Service provided at half hour intervals throughout the day. Service reduced to every hour at 4:08 pm going up valley, and to every hour going down valley at 8:15 pm.
- Last Up valley local is at 9:00 pm and last Down valley local is at 11:15 pm
- Carbondale Circulator will continue to operate
- Express service completely discontinued
- All Snowmass Directs to and from the completely discontinued.
- BRT service reduced to 20 minute head ways during peak times
- BRT service ends with the 10:47 pm with BRT Glenwood from Rubey Park headed down valley.
- Woody Creek Shuttle discontinued completely.
- Crosstown Shuttle discontinued completely.
- Galena Street Shuttle discontinued completely.
- Ride Glenwood discontinued completely.
- Newcastle Hogback service had three trips dropped to and from Glenwood Springs in the morning

5. In general, the Phase 3 Service Reduction Plan, slated for implementation on Monday, March 20, would require approximately 48 Bus Operators per day. The plan involves the following:

- Valley service once an hour each direction beginning at 4 am from Glenwood and ending at 11:15 pm from Aspen. Last Up Valley from Glenwood is at 9:00 pm.
- No Express service.
- Only 6:15, 6:30, 6:45 and 7:15 am Up Valley BRTs will operate in the morning
- Only 4:00 pm, 4:30, 4:45, 5:00 pm Down valley BRTs will operate in the afternoon.
- Only 2 trips to and from Rifle in the morning only.
- Only 2 trips to and from Rifle in the evening only.
- Snowmass service once an hour from Brush Creek Park and Ride from 6:30 am until 11:30 pm.
- COA service modified starting at 8:00 am and ending at 8:00 pm.
- Burlingame service reduced to once an hour.

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

7. As reported in the Aspen Times on Tuesday, one RFTA employee was transported to Aspen Valley Hospital on Sunday, March 22, with severe symptoms of COVID-19. As of Wednesday, March 24, RFTA's Attendance Log reflected the following:

RFTA COVID-19 Daily Update

Absenteeism	23-Mar		24-Mar		25-Mar		Prev.	Prev
	#	%	#	%	#	%	Day #	Day %
RFTA Total Staff	365	100%	365	100%	365	100%	-	0%
Absent due to being High Risk	12	3%	17	5%	23	6%	6	2%
Absent due to Possible Exposure	20	5%	16	4%	16	4%	-	0%
Absent due to Symptoms	18	5%	18	5%	21	6%	3	1%
Absent due to other Reasons	13	4%	19	5%	22	6%	3	1%
Total Absent	63	17%	70	19%	82	22%	12	
Ridership (Two day delay in reporting)								
Total Boarding's	2,845		Waiting on Data		Waiting on Data			
% Change since March 4 (Baseline Reporting)	-84%		Waiting on Data		Waiting on Data			
% Change from Prior 7 days	-59%		Waiting on Data		Waiting on Data			
Bus Fogging								
Percent Fogged of Total in Service	100%		100%		100%			
Bus Wipe Downs								
Percent Wiped Down of Total in Service	N/A		N/A		N/A			
Facility Fogging								
Percent Fogged of Total Occupied Facilities	95%		0%		95%			
Facility Disinfecting by wipe down								
Percent Disinfected of Total Occupied Facilit	100%		100%		100%			
Service Reductions								
Percent of Scheduled Hours Reduced	-40%		-40%		-40%			
Percent of Scheduled Shifts Reduced	-34%		-34%		-34%			
Percent of Mileage Reduced	-44%		-44%		-44%			

8. In light of the Governor's Stay at Home Order, Executive Order D-2020-17, it is anticipated that RFTA ridership will continue to decline. However, Public Health Order 2024 defines public transportation as a Critical Government Function and a Critical Service:

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

1. Critical services, including

- Public safety (police stations, fire and rescue stations, correctional institutions, emergency vehicle and equipment storage, and, emergency operation centers)
- Emergency response
- Judicial branch operations, including attorneys if necessary for ongoing trials and required court appearances, unless appearances can be done remotely
- Emergency medical (hospitals, ambulance service centers, urgent care centers having emergency treatment functions, and non-ambulatory surgical structures but excluding clinics, doctors' offices, and non-urgent care medical structures that do not provide these functions)
- Designated emergency shelters

Public Health Order 20-24

	<ul style="list-style-type: none"> ● Communications (main hubs for telephone, broadcasting equipment for cable systems, satellite dish systems, cellular systems, television, radio, and other emergency warning systems, but excluding towers, poles, lines, cables, and conduits) ● Public utility plant facilities for generation and distribution (hubs, treatment plants, substations and pumping stations for water, power and gas, but not including towers, poles, power lines, buried pipelines, transmission lines, distribution lines, and service lines) ● Transportation lifelines (public transportation, transportation infrastructure), airports (municipal and larger), helicopter pads and structures serving emergency functions, and associated infrastructure (aviation control towers, air traffic control centers, and emergency equipment aircraft hangars), critical road construction and maintenance ● Hazardous material safety ● Services to at-risk populations and Vulnerable Individuals ● Any government service required for the public health and safety, government functionality, or vital to restoring normal services <p>9. Staff requests the Board to determine whether RFTA should implement its bare bones Phase 3 Service Reduction Plan, effective Monday, March 30, or curtail all RFTA services, with the exception of paratransit service for older persons and persons with disabilities, effective as soon as practicable.</p> <p>10. Additional information regarding cost and revenue impacts is being developed and will be presented at the meeting.</p> <p>11. For the latest schedule changes, the public should monitor RFTA's website, www.rfta.com</p> <p>12. Additional resources from Public Health agencies can be found at:</p> <ol style="list-style-type: none"> 1 https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html 2 https://pitkincounty.com/1297/COVID-19 3 https://www.garfield-county.com/public-health/novel-coronavirus/ 4 https://www.eaglecounty.us/publichealth/
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. Staff is attempting to estimate the impacts of various revenue and cost scenarios for presentation at the Board meeting.
Attachments:	No.