

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

TIME: 8:30 a.m. – 11:30 a.m., Thursday, May 12, 2022

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

Or instructions regarding how to participate in the meeting remotely via WebEx are attached to the e-mail transmitting the Board Agenda Packet, on the third page of this agenda, or at www.rfta.com on the Board Meeting page.

(This Agenda may change before the meeting)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	8:30 a.m.
2	Public Hearing:	2.1	Public Input	8:32 a.m.
	A. <u>Public Comment</u> Regarding Pending Summer Season Service Reductions Due to Inadequate Staffing Levels – Kurt Ravenschlag, COO, page 4			
3	Executive Session:			8:50 a.m.
	A. Paul Taddune, General Counsel: Pursuant to C.R.S. 24-6-402(4)(a) The purchase, acquisition, lease, transfer, or sale of any real, personal or other property interests (Possible acquisition and lease for RFTA employee affordable housing)	3.5.2.B.	Executive Session	
4	Approval of <u>Minutes</u>: RFTA Board Meeting April 14, 2022, pg. 7		Approve	9:10 a.m.
5	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	9:15 a.m.
6	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	9:20 a.m.
7	Consent Agenda:	2.10.6	Approve	9:25 a.m.
	A. <u>Resolution</u> 2022-09: A Resolution of the Roaring Fork Transportation Authority (RFTA) Declaring its Official Intent to Reimburse itself with the Proceeds of Future Taxable or Tax-Exempt Bonds for Certain Capital Expenditures to be Undertaken by RFTA; Identifying Said Capital Expenditures and the Funds to be Used for Such Payment; and Providing Certain Other Matters in Connection Therewith – Michael Yang, CFAO and Paul Hamilton, Director of Finance, page 14	4.2.5	Approve	
	B. <u>Resolution</u> 2022-10: Authorization to Submit Grant Application to Federal Transit Administration (FTA) Section 5339(b) Bus and Facilities Grant Programs to Purchase Fifteen (15) Diesel Buses – David Johnson, Director of Planning, page 21	4.2.5	Approve	
	(Agenda Continued on Next Page)			

	Agenda Item	Policy	Purpose	Est. Time
7	Consent Agenda (Continued):	2.10.6	Approve	9:25 a.m.
	C. Approval of City of Glenwood Springs Transit Service Agreement – Dan Blankenship, CEO, page 24	4.2.5	Approve	
	D. Approval of 2022 Glenwood Springs Americans with Disabilities Act Complementary Paratransit Service Agreement with the Roaring Fork Transportation Authority – Dan Blankenship, CEO, page 26	4.2.5	Approve	
8	Presentations/Action Items:			
	A. Resolution 2022-11: Adopting the Roaring Fork Valley Regional Bikeshare Plan – David Johnson, Director of Planning, and Dan Blankenship, CEO, page 28	4.2.5	Adopt	9:35 a.m.
	B. Passenger Survey Results – Marc Warner, Warner Transportation, page 33	4.2.3	Discussion /Direction	10:05 a.m.
9	Public Hearing:			
	A. Resolution 2022-12: Supplemental Budget Appropriation – Michael Yang, CFAO and Paul Hamilton, Director of Finance, page 34	4.2.5	Approve	10:25 a.m.
10	Board Governance Process:			
	A. Discussion About Amending Section 6.07 the RFTA Bylaws to Extend the Ability of Board Members and Alternates to Participate Remotely in Board Meetings, as well as Determine Whether Any Additional Guidelines and/or Limitations Regarding Remote Participation Are Needed – Paul Taddune, General Counsel, page 43	Bylaws	Possibly Amend	10:45 a.m.
	B. RFTA Board Strategic Planning Summit Update – David Johnson, Director of Planning, page 44	3.2.3	Discussion /Direction	11:05 a.m.
11	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 47	2.8.6	FYI	11:15 a.m.
12	Issues to be Considered at Next Meeting:			
	To Be Determined at May 12, 2022 Board Meeting	4.3	Meeting Planning	11:20 a.m.
13	Next Meeting: 9:00 a.m. – 11:30 a.m., June 9, 2022, Abbreviated In-person Board Meeting at Carbondale Town Hall, followed directly by the RFTA Board Strategic Summit or via Webex Teleconference (details to be provided later)	4.3	Meeting Planning	11:25 a.m.
14	Adjournment:		Adjourn	11:30 a.m.

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**RFTA BOARD OF DIRECTORS MEETING
 “PUBLIC HEARING” AGENDA ITEM SUMMARY # 2. A.**

Meeting Date:	May 12, 2022
Subject:	Public Comment Regarding Pending Summer Season Service Reductions Due to Inadequate Staffing Levels
Strategic Outcome:	5.0 Satisfied Customers 3.0 Sustainable Workforce
Strategic Objective:	5.4 Provide easy, modern and reliable services 3.2 Provide competitive compensation and benefit packages 3.3 Provide comfortable and affordable short-term and long-term housing solutions
Presented By:	Kurt Ravenschlag, COO Ian Adams, Operations Director
Staff Recommends:	Staff is seeking RFTA Board support of the recommended 2022 summer service reductions. Given the short time frame until the summer season begins, and all of the behind-the-scenes work required to develop schedules and shifts for Bus Operators and communicate the changes to the Public, there is insufficient time to explore other alternatives or to provide a 30-day Public Comment period. Given the urgency, the Board can waive the Public Notice requirement (see Governance Policy cited below).
Executive Summary:	<p>Due to staffing constraints RFTA it is necessary to reduce RFTA's summer service levels for the 2022 season. Changes are proposed to the following services.</p> <p>BRT Service</p> <ul style="list-style-type: none"> • Reduction from 149 to 116 trips daily • 15 Minute headways between 4:35am-10:50am & 1:50pm-7:20pm • 30 Minute headways at all other times • Up Valley service hours 4:35am-11:20pm • Down Valley service hours 5:50am-12:20am <p>HGB Service</p> <ul style="list-style-type: none"> • Reduction from 48 to 41 trips daily from spring 2022 to summer 2022. • 7 less trips to/from New Castle and Glenwood Springs compared to Spring 2022 season <p>Valley Express</p> <ul style="list-style-type: none"> • Elimination of all 12 express trips for Summer 2022 season <p>Snowmass Valley Direct</p> <ul style="list-style-type: none"> • No Snowmass Valley Direct Trips for the Summer 2022 season <p>Maroon Bells</p> <ul style="list-style-type: none"> • Reduction in headways from 15 minutes to 20 minutes beginning at 1:00pm <p>BG-MAA</p> <ul style="list-style-type: none"> • Reduction in headways during morning peak, service will operate at 30 minutes headways during entire service day.

Background Discussion:

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

Without any service reductions for the 2022 summer season, RFTA is projecting a 90% operational readiness. This is 10% below even being able to cover scheduled service without any absences. RFTA has identified service cuts for the 2022 summer season that would put RFTA at a 105% operational readiness and be able to accommodate the expected absences this summer season and reliably deliver the published schedule to the public. At this level of readiness, we will still need a healthy contingent of overtime from our workforce to ensure service is delivered reliably to our customers. These modifications represent 108 service hours reduced per day or 13% of normally scheduled summer service hours, but only reflects a 7% reduction of scheduled trips to the public.

Figure 1. Summer 2022 Proposed Service Reductions

Services Provided by RFTA	Planned Summer 2022 Daily # One-Way Trips	Reduced Summer 2022 Daily # One-Way Trips	# Variance Summer 2021 to Summer 2022	% Variance Summer 2021 to Summer 2022
Valley Local Commuter	84	84	0	0%
Valley Express	12	0	-12	-100%
BRT	149	116	-33	-22%
Carbondale Circulator	65	65	0	0%
Hogback I-70 Corridor	48	41	-7	-15%
Brush Creek to Snowmass	70	70	0	0%
Rubey Park to Snowmass	1	1	0	0%
Snowmass Valley Direct	3	0	-3	-100%
Music School (MAA)	62	62	0	0%
BG-MAA	74	62	-12	-16%
Maroon Bells	64	59	-5	-8%
Woody Creek	25	25	0	0%
Ride Glenwood	25	25	0	0%
City of Aspen	289	289	0	0%
Total Daily Trips	971	899	-72	-7%

How did we get here...

RFTA has been struggling with staffing shortages over the last 18 months as have many of the employers across the nation and within our region. RFTA has accommodated these staffing shortages through reduced service levels during the heart of the global pandemic or by asking more of our workforce. This past 2021/2022 winter, RFTA made the decision to deliver our pre-pandemic service levels to the public. As this strategy helped rebuild our ridership base and bolster the winter economy, it proved to not be a sustainable strategy as our staffing levels had not returned to pre-pandemic levels. RFTA has been in a non-stop hiring process since the winter of 2020/2021, but has made little progress to adding to our ranks and hitting or maintaining our target of 185 fulltime CDL Bus Operators as seen in Figure 2.

Figure 2. Turnover of Bus Operators

Target # of Bus Operators	185
Average # of Bus Operators over last 18 months	151
# of New Bus Operators hired and trained over last 18 months	139
# Bus Operators lost over last 18 months	136
Turnover Rate	90%

In trying to determine the cause for these challenges of attracting and retaining the needed CDL workforce, it appears to be a multitude of factors.

- Lack of affordable housing or RFTA provided housing
- Region’s high cost of living
- Increased demand for freight CDL drivers with higher wages
- Generous unemployment benefits
- Shift work with varying schedules
- Daily enforcement of mask usage
- People’s overall patience and grace with one another
- Inflation

All of these factors have played some role in RFTA’s inability to attract and retain the needed CDL workforce to reliably deliver its summer 2022 schedule as planned. RFTA is actively working to mitigate the barriers listed above to the best of our ability in order to prepare for the 2022/2023 winter season and hit our CDL staffing target and avoid further service reductions.

Governance Policy:

RFTA Board Treatment of the Public Policy 2.1 states, “The CEO shall not fail to clearly communicate to the public what may be expected from the services offered. The public shall be provided an opportunity to comment on proposed “major” service reductions and to any changes in fares at least 30 days prior to implementation of them. Major Service changes are defined as:

- A. Reductions in service hours for an upcoming season that are greater than 10% when compared to the same season in the previous year;
- B. Elimination of a route or a portion of a route (except for seasonal services such as the Bike Express);
- C. Reduction in regular headways of 20% or greater; and
- D. Other changes that RFTA staff may deem significant.

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

Fiscal Implications:

There will be reduced operating costs this 2022 summer season.

Attachments:

None

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
April 14, 2021**

Board Members Present:

Jeanne McQueeney, Chair (Eagle County); Art Riddile (Town of New Castle); Greg Poschman (Pitkin County); Dan Richardson (Town of Carbondale); Alyssa Shenk (Town of Snowmass Village); Jonathan Godes (City of Glenwood Springs)

Voting Alternates Present:

Ward Hauenstein (City of Aspen); David Knight (Town of Basalt)

Non-Voting Alternates Present:

Bill Madsen (Town of Snowmass Village); Ben Bohmfalk (Town of Carbondale); Francie Jacober (Pitkin County)

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 and Abbey Pascoe, Facilities and Trails Department; Paul Hamilton, Director of Finance; David Johnson, Director of Planning, Jason White, Assistant Planner; Jamie Tatsuno and Jennifer Balmes, Communications Department; Mike Christenson, Director of Vehicle Maintenance

Visitors Present (in person or via WebEx):

Lynn Rumbaugh (City of Aspen); Linda DuPriest (City of Glenwood Springs); David Pesnichak (EOTC/Pitkin County); Mirte Mallory (WE-cycle); Adrian Witte (Toole Design); Anna Philips, Steve Smith, and Brad Plants (citizens)

Agenda

1. Call to Order/Roll Call:

Jeanne McQueeney called the RFTA Board of Directors to order at 8:30 a.m. McQueeney declared a quorum to be present (8 member jurisdictions present) and the April 14, 2022 RFTA Board of Directors meeting began at 8:31 a.m.

2. Approval of Minutes:

Art Riddile moved to approve the March 10, 2022, Board Meeting Minutes, and Dan Richardson seconded the motion. The motion was unanimously approved.

3. Public Comment:

McQueeney asked if any member of the public would like to address the Board or make a comment regarding items not on the April 14, 2022 Board Agenda.

Brad Plants stated that there is an issue with bus lights shining into his house windows from the Glenwood Maintenance Facility (GMF) in the early morning hours. He has discussed the issue with several RFTA staff supervisors and managers, however, it has not been resolved. RFTA suggested that Mr. Plants put up blinds, however, he does not feel it is fair for him to lose his view because of this issue. Mr. Plants

suggested that RFTA put up a fence to resolve the issue, however, there is a cost to the fence and it would also impede construction at the GMF. Mr. Plants requested that RFTA look into further solutions and get this resolved.

Kurt Ravenschlag stated that he thought this issue had been resolved. There were a few days when, due to mistake, a hostler left all lights on buses while they were warming up. He will work with staff to ensure this issue is corrected.

McQueeney closed Public Comments at 8:37 a.m.

4. Items Added to Agenda – Board Member Comments:

McQueeney asked if there were any items that needed to be added to the April 14, 2022, Board meeting Agenda.

Dan Blankenship requested that an Amendment be added to the Board Agenda to Extend the Date of Resolution 2021-17: A Resolution to Amend Section 6.07 of the RFTA Bylaws to Authorize Remote Participation in RFTA Board Meetings and Provide the CEO with Authority to Expend up to One Hundred Thousand (\$100,000.00) Dollars with the Advice and Consent of the Board Chair to Address Emergencies Presented in Connection with the COVID-19 Pandemic.

McQueeney asked if any Board member had comments or questions regarding issues not on the April 14, 2022 Board meeting Agenda.

Richardson thanked RFTA Board members for the opportunity to be a part of this amazing Board. He thanked Dan Blankenship for his dedication to RFTA and stated that RTA is extremely lucky to have such a dedicated and effective CEO, who truly cares about RFTA, RFTA staff, Board members, and each community and its members. He expressed his gratitude to RFTA staff for their dedication and resiliency in keeping RFTA running smoothly in such hectic and uncertain times. He stated that of all of the Boards that he sits on, this is his favorite because it truly challenges him and each member is respectful of each other, even if they do not always agree.

Greg Poschman stated that he is going to miss having Richardson on this Board, and wished him good luck in his future endeavors.

Other members of the Board expressed their gratitude to Richardson and wished him luck in the future.

Riddile expressed his gratitude to Richardson. He asked Blankenship if the Town of Silt had contacted him with interest in joining RFTA, and if not then Riddile will contact the Town of Silt and have them reach out to RFTA.

Blankenship stated that the Town of Silt had not reached out to anyone at RFTA, but will look into their inquiry.

McQueeney closed Board comments at 9:00 a.m.

5. Consent Agenda:

A. 1517 Blake Avenue, Suite 202, Glenwood Springs; Potential Office Space Lease – Angela Henderson, Assistant Director, Project Management and Facilities Operations

RFTA currently leases two separate office spaces at the 1517 Blake Street office, Suite 201 and Suite 102. The Blake Street property owner, High Country Engineering, has offered to lease RFTA another vacant office space in this same building, Suite 202. The new space will accommodate a temporary Customer Service Center, the Customer Service Operations Manager and three Safety and Training staff members who do not currently have a desk in a RFTA facility.

Richardson moved to approve 1517 Blake Avenue, Suite 202, Glenwood Springs; Potential Office Space Lease, and Riddile seconded the motion. The motion was unanimously approved.

B. Conversion of the 4th Street Railroad Crossing in Carbondale From a Private Crossing to a Public Crossing; Ongoing Railroad Corridor Cleanup – Angela Henderson, Assistant Director, Project Manager and Facilities Operations

Staff has been working together with RFTA's member jurisdictions to clean up any discrepancies in uses identified up and down the railroad corridor. The 4th Street crossing has been on staff's radar for a few years and we are finally able to address the need for a change in use from private to public on behalf of the Town of Carbondale.

Staff is requesting approval from the RFTA Board to apply to the C.P.U.C. to request a change in designation from private use to a public street crossing. This will clean-up a longstanding issue and allow the Town of Carbondale staff to better prepare for an eventual Industry Way connection to Merrill Avenue/4th Street.

Richardson moved to approve Conversion of the 4th Street Railroad Crossing in Carbondale from a Private Crossing to a Public Crossing; Ongoing Railroad Corridor Cleanup, and Riddile seconded the motion. The motion was unanimously approved.

C. Amendment to Extend the Date of Resolution 2021-17: A Resolution to Amend Section 6.07 of the RFTA Bylaws to Authorize Remote Participation in RFTA Board Meetings and Provide the CEO with Authority to Expend up to One Hundred Thousand (\$100,000.00) Dollars with the Advice and Consent of the Board Chair to Address Emergencies Presented in Connection with the COVID-19 Pandemic – Dan Blankenship, CEO and Paul Taddune, General Counsel

Poschman stated that having the option to participate remotely is something that needs to be allowed at any time. There could be Board members or staff who are out of town who need to participate remotely in order to have a quorum.

Jonathan Godes feels that much is lost when members are not in-person, there is a loss on what is being said and going on, the mood is different when members are remote. This item requires additional discussion, and feels that it should be extended for two (2) months until that discussion can be had.

Greg Poschman moved to approve Amendment to Extend the Date of Resolution 2021-17: A Resolution to Amend Section 6.07 of the RFTA Bylaws to Authorize Remote Participation in RFTA Board Meetings and Provide the CEO with Authority to Expend up to One Hundred Thousand (\$100,000.00) Dollars with the Advice and Consent of the Board Chair to Address Emergencies Presented in Connection with the COVID-19 Pandemic through December 31, 2014, and Richardson seconded the motion.

A Roll Call Vote was Taken:

Jeanne McQueeney	No
Dan Richardson	Yes
Art Riddile	Yes
Greg Poschman	Yes
Alyssa Shenk	No
Jonathan Godes	No
Ward Hauenstein	Yes

The motion failed to receive the required 2/3rds majority vote.

Godes moved to approve Amendment to Extend the Date of Resolution 2021-17: A Resolution to Amend Section 6.07 of the RFTA Bylaws to Authorize Remote Participation in RFTA Board Meetings and Provide the CEO with Authority to Expend up to One Hundred Thousand (\$100,000.00) Dollars with the Advice and Consent of the Board Chair to Address Emergencies Presented in Connection with the COVID-19 Pandemic through June 31, 2022, and Poschman seconded the motion.

A Roll Call Vote was Taken:

Jeanne McQueeney	Yes
Dan Richardson	Yes
Art Riddile	Yes
Greg Poschman	Yes
Alyssa Shenk	Yes
Jonathan Godes	Yes
Ward Hauenstein	Yes
David Knight	Yes

The motion was unanimously approved.

6. Presentations/Action Items Agenda:

A. RFTA Regional Bike Share/First-Last Mile Mobility Study Update – David Johnson, Director of Planning

The consultant team met with the Technical Advisory Committee to review draft bikeshare system plans, governance structure, estimated capital and operating costs, and proposed funding by RFTA, Destination 2040, the EOTC, and the local jurisdictions. Per the plan, the largest share of capital and operating costs would be defrayed by bikeshare expansion funding included in the Destination 2040 Plan and additional RFTA funding.

Next Steps

- May 2022: Draft Regional Bikeshare Plan presented to the RFTA Board for adoption and Draft MOU presented to RFTA Board
- June 2022: Finalize MOU for RFTA Board adoption
- June 2022 and beyond: Briefing sessions with local jurisdictions to seek adoption of MOU

The estimated cost of the RBSS and FLMM Development Plan is approximately \$200,000. An additional \$43,660 has been allocated to WE-cycle to serve as a resource expert for the study. For 2022, no additional local commitments are required for 2022 administration, operations, or planning,

beyond jurisdictions' already budgeted funds. RFTA's commitment will be about \$794,480, from available Destination 2040 funds and, in addition, RFTA's 2022 budget commitment for WE-cycle operations in the amount of \$190,000.

In future years, the following funding is estimated to be needed to implement the "D2040 Implementation + Enhanced Upper Valley Service" scenario:

- Capital: \$3,689,000 (\$3,045,000 RFTA / \$644,000 local match)
- Years 2023-2029 Total Operating: \$15.24 million (\$7.65 million RFTA / \$1.47 million WE-cycle / \$0.79 million EOTC / \$5.33 million local match)

B. RFTA Capital Projects Outlook and Funding Needs – Kurt Ravenschlag, COO and Mike Yang, CFAO

RFTA staff is in the process of advancing several capital projects associated with RFTA's Destination 2040 Plan.

Projects RFTA is looking to advance over the next two years are the following:

- Glenwood Maintenance Facility Phases 3, 4, 5, and 7
 - The GMF Phase 3, 4, 5 and 7 Project will add needed vehicle capacity for maintenance, storage, and fueling, as well as an operations center. When RFTA received the design/build bids we were over budget and needed to remove project items in order to advance the contract and work with the funding available. It is estimated that the items removed total approximately \$17.8 million. RFTA has currently been notified of receiving an additional \$9.35 million from FTA 5339 funding, which will reduce the funding gap to approximately \$8.1 million. There are two additional grants pending that could reduce the funding gap even further. The items removed include one of the two 30-bus indoor storage buildings, secondary fueling and wash lanes, Battery Electric Bus charging infrastructure, and a bus canopy for outdoor pre- and post- trip inspections. These project elements are critical for RFTA to accomplish its mission over the next 20 years.
- 27th Street/HWY 82 Underpass
 - This project has a number of funding sources, primarily from RFTA, at about \$6.55 million, \$4.05 million in grants and \$750k from Glenwood Springs. After receiving bids, the project was approximately \$6.07 million over budget. RFTA is working with CDOT to submit a Federal USDOT RAISE grant application to fill the funding gap, however, it is estimated that delaying the project until next year could increase the gap to approximately \$7.8 million, which is the amount being requested in the application. The plan is to use the existing local and grant funding committed to the project to match the grant request. RAISE grant announcements are anticipated in September of 2022 and, if full funding amounts are not provided, decisions will need to be made on how to fill any potential remaining funding gap. The City of Glenwood Springs is a partner in this project and has entered into an IGA with RFTA to share project overruns. However, if the gap is too large for the City and RFTA, staff may recommend that the project be put on hold until additional grant revenue becomes available and/or the economic climate becomes more favorable for construction projects.
- Glenwood Maintenance Facility Phase 6/Transit Center
 - This project is currently unfunded except for \$1.8 million in Destination 2040 funding for the Transit Center portion. RFTA is currently coordinating with CDOT to submit a

USDOT RAISE grant for \$6 million to go towards the Transit Center portion of this project. If that grant is received, RFTA will need to determine how to secure the remaining funding of \$8.2 million.

- Bike Share Expansion
 - As part of Destination 2040 (“D2040”), RFTA made a commitment to the public to fund bikeshare through a one-time \$1.271 million capital investment and \$583,000 per year towards the operations and maintenance of expanded service. Over the next 5 years, pending Board approval of the plan and annual appropriations, RFTA plans to implement a phased expansion of bikeshare throughout the RFTA service area that will require \$1.9 million in capital expenses above and beyond what was identified in Destination 2040. These funds could potentially be drawn from the RFTA FLMM Reserve.

- RFTA Housing
 - RFTA Destination 2040 Plan includes \$10 million for housing expansion, but the two options in Carbondale and Glenwood Springs range in cost between \$16.3 million and \$25.6 million. The potential funding gaps of \$6.3 million and \$15.6 million will need to be addressed by RFTA funding, grants or combination of both, before a new housing project could advance.

- Bus Replacement
 - RFTA has 29 heavy-duty replacement buses currently on order for 2023 delivery. Nineteen of these buses do not currently have any grant funding. RFTA has 10 more buses scheduled for replacement next year, which could be Battery Electric Buses or CNG buses. RFTA continually pursues grants for bus purchases and buses without grant funding currently, may ultimately receive grant funding and reduce RFTA’s contribution. These purchases may also be lease-purchase arrangements rather than cash. Depending on whether grants are received and/or buses are lease-purchased, costs to RFTA for these purchases could range from \$5.34 million - \$26.7 million.

RFTA is in the process of advancing several RFTA Destination 2040 projects through design/bid, design/build, or the competitive purchase of capital equipment. Parallel to this process, staff is working to secure full funding to advance these projects to contract or purchase; many of which still have estimated ranges of potential funding gaps, depending on how various grant pursuits play out.

Tax-exempt bonds require a reasonable expectation at the time of issuance that 85% of the bond proceeds will be spent within 3 years. Rather than issuing multiple series of bonds and/or issuing bonds too far in advance of their expenditures, RFTA has options to provide interim financing. One option would be to cash fund capital expenditures under a Reimbursement Resolution where RFTA subsequently issue bonds to reimburse expenditures and replenish fund balance.

Transportation Infrastructure Finance and Innovation Act (TIFIA) Program: TIFIA is a federal loan program for eligible transportation projects and can fund up to 33% of eligible project costs and repaid over a period of up to 35 years. TIFIA can take 18+ months to complete the entire process without any guarantees of acceptance. TIFIA Lite is an alternative for smaller projects which can be 3-6 months faster with little to no negotiation of terms.

C. SB22-180 – Regarding Possible Free Regional Commuter Service During One Month this Summer – Dan Blankenship, CEO

SB22-180, “Concerning Programs to Reduce Ground Level Ozone Through Increased Use of Transit” is working its way through the State Legislature. The Bill is expected to pass.

Three of the primary components of this Bill are:

1. To provide up to \$11 million to offset RTD fares during the summer.
2. To provide up to \$3 million to the Colorado Association of Transit Agencies, in order to make grants to other State transit agencies so that they can offset their fares for 2 – 3 months during the summer over the next two years.
3. To create a \$30 million three-year pilot program to increase Bustang service in the I-70 corridor.

RFTA would need to determine whether it would refund a portion of the price of season passes for riders who had purchased them, since the Spring/Summer/Fall season passes are on sale this month and the Bill most likely will be signed into law by the Governor in May. It may be possible, although it is not certain at this time, that the refunds could be reimbursed by this Bill as well.

Next year, if the Bill passes, RFTA could plan for the free service in advance of pass sales and discount them accordingly.

7. Board Governance Process:

A. RFTA Board Strategic Planning Retreat – David Johnson, Director of Planning

At the March 2022 Board meeting, the Board agreed to conduct the 2022 Retreat during the June 9, 2022 regular board meeting and appointed Greg Poschman, Jeanne McQueeney and Alyssa Schenk as the Retreat Subcommittee.

The Retreat Subcommittee will provide a report on its decisions regarding goals and Agenda, location and facilitator at the April 14 Board meeting.

8. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

9. Issues to be Considered at Next Meeting: No topics identified.

10. Next Meeting: 8:30 a.m. – 11:30 a.m.; May 12, 2022, Carbondale Town Hall, Room 1 and via WebEx Teleconference, for those who are unable to attend in person.

11. Adjournment:

Godes moved to adjourn from the April 14, 2022 RFTA Board meeting, and Richardson seconded the motion. The motion was unanimously approved.

The April 14, 2022 RFTA Board Meeting adjourned at 11:01 a.m.

Respectfully Submitted:

Nicole R. Schoon
Secretary to the RFTA Board of Directors

**RFTA BOARD OF DIRECTORS MEETING
“CONSENT” AGENDA ITEM SUMMARY # 7 A.**

Meeting Date:	May 12, 2022
Subject:	Resolution 2022-09: A Resolution of the Roaring Fork Transportation Authority (In the State of Colorado) Declaring its Official Intent to Reimburse Itself with the Proceeds of Future Taxable or Tax-Exempt Bond Financing for Certain Capital Expenditures Incurred or to be Incurred by or on Behalf of RFTA; Generally Identifying Said Capital Expenditures and the Funds to be Used for Such Payment; and Providing Certain Other Matters in Connection Therewith.
Strategic Outcome:	4.0 Financial Sustainability
Strategic Objective:	4.4 Pursue financing opportunities to deliver better service and complete future capital projects
Presented By	Michael Yang, Chief Financial & Administrative Officer
Staff Recommends	Adopt Resolution 2022-09
Executive Summary	<ol style="list-style-type: none"> 1. Bond Counsel, Kutak Rock, has recommended that RFTA adopt Resolution 2022-09 to preserve RFTA's ability to reimburse itself using Bond Proceeds for additional moneys spent on the listed projects incurred not earlier than 60 days prior to the date of the Resolution and through the date of issuance of such financing, which shall occur within 18 months of the date of the first capital expenditure or the placing in service of the listed project, whichever is later (but in no event more than 3 years after the date of the first expenditure). 2. Staff recommends that the RFTA Board adopt Resolution 2022-09.
Background Info:	<ol style="list-style-type: none"> 1. On November 6, 2019, RFTA's Ballot measure 7A was approved by eligible voters and it included funding for RFTA's Destination 2040 Plan with a new property tax revenue through a 2.65 uniform mill levy and debt increase of up to \$74.675 million. 2. On June 8, 2021, RFTA issued \$28,780,000 of Property Tax Revenue Bonds, Series 2021A to fund various public improvements, including the Glenwood Maintenance Facility (GMF) multi-phased expansion project (phase 2 – vehicle maintenance and phases 3, 4, 5, and 7 – bus storage, fuel lane and site work) and 27th Street Underpass Project, and 27th Street BRT Park and Ride expansion (property acquisition). 3. RFTA's remaining bond authorization is \$45,895,000. 4. At the April 14, 2022 RFTA Board meeting, staff gave a presentation to the Board about RFTA Capital Projects Outlook and Funding Needs in order to receive input regarding the identified capital funding needed to advance projects over the next two-year horizon, as well as its preferences for securing it. With rising inflation and increase in costs due to the impacts of the COVID-19 global pandemic, projects are experiencing cost increases

	<p>resulting in funding shortfalls. With RFTA’s General Fund’s fund balance significantly increasing over the past two years primarily due to RFTA’s reimbursement of approximately \$28 million that was received through federal disaster relief funding from one-time operating grant programs from CARES Act and CRRSAA. RFTA’s higher fund balance has positioned RFTA to better accommodate cash funding in the short term. A threshold for cash funding could be aligned with the \$28 million of RFTA’s local funds that were freed up due to the one-time federal disaster relief funding. This could potentially reduce projected fund balance from approximately \$78 million to approximately \$50 million, which exceeds RFTA’s fund balance prior to the COVID-19 pandemic, which was approximately \$34.4 million. Cash funding the cost increases would likely use portions of unassigned and committed capital reserves while keeping operating reserves intact. Staff continues to actively pursue capital grant opportunities to offset project costs.</p> <p>5. The Reimbursement Resolution presented to the RFTA Board at the May 12th Board meeting preserves RFTA’s ability to reimburse itself using future bonds proceeds for allowable project costs incurred. Projects included in this reimbursement resolution are the GMF Expansion Project and the 27th Street Underpass Project.</p> <p>6. Given the current uncertainties and based on staff’s consultation with Bond Counsel (Kutak Rock) and Financial Advisor (PFM), staff recommends that the RFTA Board adopt Resolution 2022-09. Staff will continue to monitor the economic conditions to determine the timing of a future bond issuance, if needed.</p>
Policy Implications:	RFTA Board Job Products’ Policy 4.2.6 states, “The Board will make determinations regarding all RFTA sales tax/bonding initiatives for transit or trails.”
Fiscal Implications:	See background information above for fiscal implications.
Attachments:	Yes. See Resolution 2022-09 attached below.

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

I, the Secretary of the Board of Directors of the Roaring Fork Transportation Authority in the State of Colorado, hereby certify that:

1. Attached is a true and correct copy of a resolution (the "Resolution") adopted by the Board of Directors (the "Board") of RFTA at a meeting held on May 12, 2022.
2. Notice of such meeting was made available to the public in writing and pursuant to electronic notice no less than seven business days prior to the holding of the meeting, which notice included the time and agenda of such meeting.
3. The Resolution was duly moved, seconded and adopted by the affirmative vote of a majority of the members of the Board at such meeting as follows:

<u>Board Member</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstaining</u>
PITKIN COUNTY				
Greg Poschman	—	—	—	—
TOWN OF BASALT				
Bill Kane	—	—	—	—
CITY OF ASPEN				
Torre	—	—	—	—
TOWN OF CARBONDALE				
Dan Richardson, Chair	—	—	—	—
EAGLE COUNTY				
Jeanne McQueeney	—	—	—	—
GLENWOOD SPRINGS				
Jonathan Godes	—	—	—	—
TOWN OF NEW CASTLE				
Art Riddle	—	—	—	—
SNOWMASS VILLAGE				
Alyssa Shenk	—	—	—	—

4. The meeting at which the Resolution was adopted was noticed, and all proceedings relating to the Resolution were conducted, in accordance with the organizational instruments of RFTA, all applicable rules, regulations, resolutions and procedures of RFTA, and all applicable laws.

WITNESS my hand as of this 12th day of May, 2022.

Nicole R. Schoon, Secretary to the RFTA Board

RESOLUTION NO. 2022-09

A RESOLUTION OF THE ROARING FORK TRANSPORTATION AUTHORITY (IN THE STATE OF COLORADO) DECLARING ITS OFFICIAL INTENT TO REIMBURSE ITSELF WITH THE PROCEEDS OF FUTURE TAXABLE OR TAX-EXEMPT BONDS FOR CERTAIN CAPITAL EXPENDITURES TO BE UNDERTAKEN BY RFTA; IDENTIFYING SAID CAPITAL EXPENDITURES AND THE FUNDS TO BE USED FOR SUCH PAYMENT; AND PROVIDING CERTAIN OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, the Roaring Fork Transportation Authority (“RFTA”), located in the State of Colorado (the “State”), is a body corporate and political subdivision of the State created pursuant to the provisions of Section 43-4-601, et seq., C.R.S., as amended (the “Rural Transportation Authority Law”); and

WHEREAS, under the Regional Transportation Authority Law, RFTA is possessed of all powers which are necessary, requisite or proper to finance, construct, operate and maintain a rural transportation system; and

WHEREAS, pursuant to Section 43-4-609 of the Regional Transportation Authority Law, RFTA is authorized to issue bonds for any of its corporate purposes; and

WHEREAS, at an election held on November 6, 2018, a majority of the registered voters of RFTA approved a ballot issue (the “Ballot Issue”) authorizing the issuance of up to \$74,675,000 in aggregate principal amount of revenue bonds payable from revenues of an ad valorem property tax mill levy for the projects authorized by the Ballot Issue (the “Projects”); and

WHEREAS, RFTA has, following the approval of the Ballot Issue, previously issued revenue bonds pursuant to the authority of the Ballot Issue aggregating \$28,780,000 in principal amount for the Projects; and

WHEREAS, the Board of Directors of RFTA (the “Board”) is the governing body of RFTA; and

WHEREAS, the Board has determined that it is in the best interest of RFTA to make certain capital expenditures on certain Projects (as defined herein, the “2022 Bonds Projects”); and

WHEREAS, RFTA currently intends and reasonably expects to issue taxable or tax-exempt bonds to finance such capital expenditures, including an amount not to exceed \$45,895,000 for reimbursing RFTA for those capital expenditures for the 2022 Bonds Projects that are incurred during the period from the date that is 60 days prior to the date hereof through the date of such financing; provided that such financing shall occur within 18 months of the date of the first such capital expenditure, or the placing in service of the 2022 Bonds Projects, whichever is later (but in no event more than 3 years after the date of the first such expenditure of such moneys); and

WHEREAS, the Board hereby desires to declare its official intent, pursuant to 26 C.F.R. §1.150-2, to reimburse RFTA for such capital expenditures with the proceeds of RFTA’s future taxable or tax-exempt bonds.

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NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ROARING FORK TRANSPORTATION AUTHORITY (IN THE STATE OF COLORADO) THAT:

Declaration of Official Intent. RFTA shall, presently intends and reasonably expects to expend moneys currently contained in RFTA's General Fund on certain of the Projects, including (a) expanding the Glenwood Springs Maintenance Facility, and (b) grade separated pedestrian crossings of Colorado State Highway 82 and 27th Street in Glenwood Springs (collectively, the "2022 Bonds Projects").

Dates of Capital Expenditures. All of the capital expenditures made with respect to the 2022 Bonds Projects that are covered by this Resolution were made not earlier than 60 days prior to the date of this Resolution.

Bonds. RFTA presently intends and reasonably expects to: (a) issue taxable or tax-exempt bonds within 18 months of (i) the date of the first expenditure of moneys on the 2022 Bonds Projects that is covered by this Resolution or (ii) the date upon which the 2022 Bonds Projects are placed in service or abandoned, whichever is later (but in no event more than 3 years after the date of the first such expenditure of such moneys); and (b) allocate an amount of not to exceed \$45,895,000 of the proceeds of such bonds to reimburse RFTA for such expenditures on the 2022 Bonds Projects.

Confirmation of Prior Acts. All prior acts and doings of the officials, agents and employees of RFTA which are in conformity with the purpose and intent of this Resolution, and in furtherance of the Projects, shall be and the same hereby are in all respects ratified, approved and confirmed.

Repeal of Inconsistent Resolutions. All orders, bylaws or resolutions of the Board, or parts thereof, inconsistent with this Resolution are hereby repealed to the extent of such inconsistency.

Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption.

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PASSED AND ADOPTED at a regular meeting held this 12th day of May, 2022.

**ROARING FORK TRANSPORTATION AUTHORITY
BY AND THROUGH ITS BOARD OF DIRECTORS:**

Jeanne McQueeney, Chair

[SEAL]

Attest:

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

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

Meeting Date:	May 12, 2022
Subject:	Resolution 2022-10: Authorization to Submit Grant Application for FTA FY2022 5339(b) Bus & Bus Facilities Program
Strategic Outcome:	4.0 FINANCIAL SUSTAINABILITY
Strategic Objective:	4.4 Pursue financing opportunities to deliver better service and complete future capital projects
Presented By:	David Johnson, Director of Planning
Staff Recommends:	Approve Resolution 2022-10
Executive Summary:	<p>The Federal Transit Administration (FTA) announced the availability of approximately \$1.47 billion in competitive grant funds to help modernize bus fleets and facilities across the country, which will support good-paying jobs and help reduce carbon emissions, leading to cleaner air, healthier communities, and better transportation.</p> <p>FTA's 5339(b) Grants for Buses and Bus Facilities Program makes funding available to help transit agencies purchase and rehabilitate buses, vans, and related equipment, and build bus facilities. The Bipartisan Infrastructure Law provides nearly \$2 billion over five years for the Bus and Bus Facilities Program. For Fiscal Year 2022, approximately \$372 million for grants will be available under this program.</p> <p>RFTA will submit a grant application for twelve (12) bus replacements, requesting a minimum total award of \$5,721,277, requiring a 20% local match of \$1,430,319.</p>
Background/ Discussion:	See Executive Summary above.
Governance Policy:	RFTA Board Governing Policy 2.8.11 states, “The CEO may not fail to supply for the Board’s consent agenda, along with applicable monitoring information, all decisions delegated to the CEO yet required by law, regulation or contract to be Board-approved.”
Fiscal Implications:	Pending a full grant award of \$5,721,277 (80%), RFTA would contribute a local cash match of \$1,430,319 (20%).
Attachments:	Please see Authorizing Resolution 2022-10, below.

Director _____ moved to adopt the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2022-10**

**RESOLUTION SUPPORTING THE GRANT APPLICATION FROM THE
FEDERAL TRANSIT ADMINISTRATION (FTA) FY2022 5339(b) BUS & BUS FACILITIES PROGRAM
FOR THE REPLACEMENT OF TWELVE (12) DIESEL BUSES**

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 through the FTA 5339(b) program

WHEREAS, RFTA will submit a grant application for twelve (12) bus replacements, requesting a minimum total award of **\$5,721,277** requiring a twenty percent local match in the amount of \$1,430,319.

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 will appropriate the required matching funds for a grant with the FTA or CDOT.
3. If the grant is awarded, the RFTA Board of Directors strongly supports the completion of the projects.
4. The Board of Directors of RFTA will authorize the expenditure of funds necessary to meet the terms and obligations of any grant awarded pursuant to a Grant Agreement with the FTA or CDOT.
5. The buses will be owned by RFTA and will be registered to and operated by RFTA for the next 12-15 years. The RFTA Board of Directors will continue to maintain the buses in a high quality condition and will appropriate funds for maintenance annually.
6. If a grant is awarded, the RFTA Board of Directors hereby authorizes the CEO to execute a Grant Agreement with the FTA or CDOT.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 12th day of May 2022.

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

By: _____
Jeanne McQueeney, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on May 12, 2022; (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 May 2022

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

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

Meeting Date:	May 12, 2022
Subject:	Approval of the City of Glenwood Springs Transit Service Agreement
Strategic Outcome:	7.0 High Performing Organization
Strategic Objective:	7.7 Continually seek ways to improve business process
Presented By:	Dan Blankenship, CEO
Staff Recommends:	Authorize the RFTA Board Chair to execute the final Agreement subject to approval as to form by the RFTA General Counsel.
Executive Summary:	<p>The City of Glenwood Springs is a recipient of Federal Transit Administration Section 5311 Operating and Capital grant assistance funding passed through CDOT.</p> <p>In 2021, CDOT conducted a review of the Ride Glenwood service and recommended a number of improvements to the City of Glenwood Springs Transit Service Agreement that sets forth the terms and financial considerations by which the City contracts with RFTA to provide its Ride Glenwood Springs fixed-route bus service.</p> <p>The Agreement was originally approved by the City and RFTA in 2004 and it annually renewed each year when the budget was updated and funding for the Ride Glenwood Springs service was approved by the City Council.</p> <p>CDOT recommended that additional provisions be incorporated in the Agreement that would enable the City to more closely monitor RFTA’s performance throughout the year. In addition, given the age of the original Agreement, there were a number of provisions that needed to be updated.</p> <p>RFTA Staff and the Glenwood Springs City Engineer have been working together to revise and update the Agreement, and the latest draft is currently being reviewed by City Staff. It is possible that additional revisions may result from this review, however, it is not anticipated that they will be substantive.</p> <p>The Agreement, when finalized and approved by the Parties, will take effect on January 1, 2022 and terminate on December 31, 2022, unless renewed in writing by the Parties.</p>
Background/ Discussion:	See Executive Summary above.
Governance Policy:	RFTA 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:	The budgeted value of the Agreement in 2022 is \$1,376,583.

Attachments:	Yes, please click on this link: " Glenwood Springs Transit Service Agreement Draft 05-04-22.pdf ," or see "Glenwood Springs Transit Service Agreement Draft 05-04-22.pdf," included in the May 2022 RFTA Board Meeting Portfolio attached to the e-mail transmitting the RFTA Board Agenda Packet.
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RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 7. D.

Meeting Date:	May 12, 2022
Subject:	Approval of 2022 Glenwood Springs Americans with Disabilities Act Complementary Paratransit Service Agreement with the Roaring Fork Transportation Authority
Strategic Outcome:	7.0 High Performing Organization
Strategic Objective:	7.7 Continually seek ways to improve business process
Presented By:	Dan Blankenship, CEO
Staff Recommends:	Authorize the RFTA Board Chair to execute this Agreement subject to approval as to form by the RFTA General Counsel.
Executive Summary:	<p>Since mid-2008, when Garfield County assumed the Garfield County Traveler Transportation Program from Colorado Mountain College, RFTA has been providing paratransit services for Senior Citizens and persons with disabilities.</p> <p>The Traveler service is provided to Glenwood Springs by means of a 7-Party Memorandum of Understanding (MOU). Costs are shared by the parties of the MOU, with Garfield County, grants, and rider contributions generally covering 60% of the total costs, with the balance allocated to the other parties based on the number of passengers transported and the hours and miles of service consumed within their jurisdictions.</p> <p>RFTA is covering the allocated cost of the Traveler service for its member jurisdictions, Carbondale, Glenwood Springs, and New Castle. For 2022, RFTA is contributing \$94,049 to pay for the Traveler service provided to Glenwood Springs pursuant to the MOU. This amount is intended to defray the cost of the Traveler service during its regular days and hours of operation, i.e. 8 – 5 Monday – Friday, Holidays excepted.</p> <p>However, because the City operates the Ride Glenwood Springs fixed-route service it is required to make available ADA Complementary Paratransit Services to persons with disabilities on a “next day” basis during the entire span of the fixed-route service which operates from approximately 6 – 8 p.m. seven days per week.</p> <p>Consequently, the City and RFTA have entered into a companion Agreement, which for \$30,000 annually, commits RFTA to providing ADA Complementary Paratransit services to person with disabilities during the days and hours of the Ride Glenwood Springs fixed route service. Although demand for this service outside of the Traveler’s normal days and hours of operation continues to be relatively light, the City must ensure that the service is available on a “next-day” basis for qualified clients that have disabilities that preclude their accessing and navigating the fixed-route bus service.</p> <p>The previous 2009 ADA Agreement between the City and RFTA was outdated, which necessitated an update in conjunction with the update of the Glenwood Springs Municipal Transit Service Agreement. In addition, as part of the 2021 review conducted by CDOT, it was recommended that the Agreement incorporate a number of provisions that are intended to enable the City to monitor RFTA’s performance.</p>

	<p>RFTA Staff and the Glenwood Springs City Engineer have been working together to revise and update the Agreement, and the latest draft is currently being reviewed by City Staff. It is possible that additional revisions may result from this review, however, it is not anticipated that they will be substantive.</p> <p>The Agreement, when finalized and approved by the Parties, will take effect on January 1, 2022 and terminate on December 31, 2022, unless renewed in writing by the Parties.</p>
Background/ Discussion:	See Executive Summary above.
Governance Policy:	RFTA 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:	RFTA is contributing \$94,049 to provide ADA Complementary Paratransit Service to the City of Glenwood Springs during the Travelers normal hours and days of operation, i.e., 8 – 5 Monday – Friday, holidays excepted. Glenwood Springs is contributing \$30,000 to RFTA to defray RFTA’s expense during 2022 for providing ADA Complementary Paratransit Service during all of the days and hours of Ride Glenwood Springs operation, i.e., 6 – 8 seven days per week.
Attachments:	Yes, please see click on link “ 2022 Glenwood Springs – RFTA ADA Service Agreement 05-07-22.pdf ,” or see, “2022 Glenwood Springs – RFTA ADA Service Agreement 05-07-22.pdf,” included in the May 2022 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 8. A.

Meeting Date:	May 12, 2022
Subject:	Resolution 2022-11: Adopting the Roaring Fork Valley Regional Bikeshare Plan
Strategic Outcome:	2.0 ACCESSIBILITY AND MOBILITY
Strategic Objective:	2.4 Provide increased first and last mile options for customers throughout service area
Presented By:	David Johnson, Director of Planning Dan Blankenship, CEO Adrian Witte, Toole Design
Staff Recommends:	Adopt Resolution 2022-11
Executive Summary:	<p>In March 2021, RFTA enlisted Toole Design to help develop a bike share implementation and/or expansion plan for each of RFTA’s member jurisdictions. RFTA, Toole Design, We-cycle, staffs from participating jurisdictions and the RFTA Board, have invested over a year in this project, developing and reviewing plans to expand existing systems in the upper valley and expand to new areas in Carbondale and Glenwood Springs and New Castle.</p> <p>Toole Design was tasked with developing a 10-year phasing and financial plan for a regional bikeshare system and with helping to evaluate different governance and cost allocation models.</p> <p>The product of this effort has yielded the Roaring Fork Valley Regional Bikeshare Plan (Bikeshare Plan), which is tailored to meet the mobility needs of the public, RFTA, and the participating jurisdictions, as well as the financial capabilities of the partners.</p> <p>The Bikeshare Plan provides a flexible roadmap for a strategic expansion of bikeshare throughout the region over an unspecified length of time as resources allow. While the fully implemented Bikeshare Plan would be quite robust, it would also exceed the revenue currently anticipated to be available to support a regional system of that scale.</p> <p>Although ambitious, the good news is that we now have a Bikeshare Plan to work from, whereas previously we were somewhat shooting in the dark. Benjamin Franklin is attributed as having aptly said, “If you fail to plan, you plan to fail.”</p> <p>RFTA, its regional partners, and WE-cycle now have a plan, and even though there may be deviations from it from time-to-time, staff is confident that by working together, the partners will not only not fail, but succeed beyond their expectations!</p> <p>Adrian Witte, Toole Design presented a draft of the Bikeshare Plan at the April 2022 Board meeting. The final Roaring Fork Valley Regional Bikeshare Plan will be presented by Mr. Witte at the May 12 Board meeting. The CEO will present a “draft” of the 2003 Multi-Party Memorandum of Understanding (MOU), which sets forth the preliminary Scope of Work and financial commitments of the Parties that will be required to begin implementing the Bikeshare Plan.</p>

	<p>Following these presentations, staff recommends that the RFTA Board adopt Resolution 2022-11: Adopting the Roaring Fork Valley Regional Bikeshare Plan.</p> <p>Adoption of the Plan will set the stage for RFTA and We-Cycle to begin briefing sessions with the local jurisdictions as a prelude to finalizing the 2023 Multi-Party MOU.</p> <p>Execution of the MOU will naturally be contingent upon the Parties appropriating the agreed upon amounts of funding. Finalization of the 2023 MOU, therefore, is planned to coincide with the annual funding cycles of all of the participating jurisdictions and RFTA.</p>
Background/ Discussion:	<p>Destination 2040 committed approximately \$1.271 million in capital funding and about \$583,000 per year in operating funds (increasing by an estimated 3% per year) for the expansion of the WE-cycle bike sharing system to Carbondale and Glenwood Springs, where no bike share currently exists, and for bike share expansion in Aspen and Basalt.</p> <p>In March 2021, RFTA enlisted Toole Design to help develop a bike share implementation and/or expansion plan for each of RFTA's member jurisdictions.</p>
Governance Policy:	<p>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)."</p>
Fiscal Implications:	<ol style="list-style-type: none"> 1) The estimated cost of the RBSS and FLMM Development Plan is approximately \$200,000. An additional \$43,660 has been allocated to WE-cycle to serve as a resource expert for the study. 2) For 2022, no additional local commitments are required for 2022 administration, operations, and planning beyond jurisdictions' already budgeted funds. RFTA's commitment will be about \$794,480. 3) In future years, as outlined in the attached presentation, the following funding is estimated to be needed to implement the "D2040 Implementation + Enhanced Upper Valley Service" scenario: <ol style="list-style-type: none"> a) Capital: \$3,689,000 (\$3,045,000 RFTA / \$644,000 local match) b) Years 2023-2029 Total Operating: \$15.24 million (\$7.65 million RFTA / \$1.47 million WE-cycle / \$0.79 million EOTC / \$5.33 million local match)
Attachments:	<p>Yes, please see documents listed below that are included in the May 2022 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the RFTA Board Meeting Agenda packet.:</p> <ul style="list-style-type: none"> • The "Roaring Fork Valley Regional Bikeshare Plan.pdf," and • The "Draft Bikeshare MOU 05-07-22.pdf" <p>Also, please see Resolution 2022-11: Adopting the Roaring Fork Valley Regional Bikeshare Plan, on the next page.</p>

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY**

**RESOLUTION NO. 2022-11
ADOPTING THE ROARING FORK VALLEY REGIONAL BIKESHARE PLAN**

WHEREAS, pursuant to title 43, article 4, part 6, Colorado Revised Statutes, as amended, Colorado counties and municipalities are authorized to establish, by contract, regional transportation authorities, which are authorized to finance, construct, operate and maintain regional transportation systems; and

WHEREAS, pursuant to Title 29, Article 1, Part 2, C.R.S., as amended, and article XIV, Section 18 of the Colorado Constitution, governments may contract with one another to provide any function, service or facility lawfully authorized to each of the contracting units and any such contract may provide for the joint exercise of the function, service or facility, including the establishment of a separate legal entity to do so; and

WHEREAS, Section 602 (b) of the RFTA IGA states that “the Authority may enter into contracts with any Member or other person or entity for the provision of transit services in the manner and subject to the terms of such contracts; and

WHEREAS, Section 602 (c) of the RFTA IGA states that “the Authority shall provide regional transportation planning services needed to plan and direct Authorized Transportation Projects; and

WHEREAS, in the 2019 RFTA Strategic Plan, the RFTA Board of Directors (the RFTA Board) established Accessibility and Mobility Strategic Outcome 2.0 that states, “RFTA will provide accessible, effective, and easy to use mobility options that connect our region for all user types;” and

WHEREAS, Smart Objective 2.4 states, “Provide increased first and last mile options for customers throughout service area;” and

WHEREAS, an expanded regional bikeshare system will help RFTA achieve Strategic Outcome 2.0 and Smart Objective 2.4; and

WHEREAS, it was envisioned in RFTA’s Destination 2040 Plan, which served as the basis for RFTA’s regional 2.65 mill property tax measure 7A that was approved by voters on November 8, 2018, that RFTA would develop, implement, and provide expanded regional bikeshare services in communities throughout the State Highway 82 corridor; and

WHEREAS, the Destination 2040 Plan approved by voters in November 2018 designated \$1.271 million in capital funding and \$583,000 in annual operating funding (increasing by 3% per year) for the expansion of regional bikeshare services in Aspen, Basalt/El Jebel, Carbondale, and Glenwood Springs; and

WHEREAS, prior to the implementation of expanded regional bikeshare services, RFTA determined it was advisable to develop the Roaring Fork Valley Regional Bikeshare Plan, which also includes the Towns of Snowmass Village and New Castle, in order to more fully understand the regional bikeshare system requirements in terms of equipment, staffing, financing, phasing, and organizational structure; and

WHEREAS, the Roaring Fork Valley Regional Bikeshare Plan sets forth a multi-year phased implementation plan for the City of Aspen, Pitkin County, the Town of Basalt, the unincorporated El Jebel area of Eagle County, the Town of Carbondale, and the City of Glenwood Springs, and also includes the Towns

of Snowmass Village and New Castle (which were not included in the designated Destination 2040 bikeshare expansion funding); and

WHEREAS, the total estimated cost of implementing all phases of the Roaring Fork Valley Regional Bikeshare Plan exceeds the funding designated in the Destination 2040 plan for regional bikeshare expansion and will require additional resources to implement; and

WHEREAS, WE-cycle is a Colorado nonprofit corporation and an established bikeshare provider that since 2013 has been operating bikeshare systems on a seasonal basis in the City of Aspen, the Town of Basalt, the unincorporated area of Eagle County, and the Town of Snowmass Village; and

WHEREAS, in the Destination 2040 Plan, as well as in the Roaring Fork Valley Regional Bikeshare Plan it is envisioned that WE-cycle should be the lead planner and provider of not only the existing bikeshare services but, also, the expanded regional bikeshare services, pursuant to a multi-year Service Operating Agreement (SOA) between WE-cycle and RFTA; and

WHEREAS, the Roaring Fork Valley Regional Bikeshare Plan is intended to serve as a flexible roadmap to assist RFTA, WE-cycle, and the participating jurisdictional partners with the phased implementation and operation of regional bikeshare services, recognizing that the details associated with implementation and operation may vary from the plan from year-to-year for a wide variety of reasons, not the least of which is available revenue; and

WHEREAS, RFTA and the participating jurisdictional partners are governmental entities, that must appropriate funding for the implementation and operation of regional bikeshare services from year-to-year, and such funding may vary from the amounts and phasing contemplated by the Roaring Fork Valley Regional Bikeshare Plan; and

WHEREAS, in the Roaring Fork Valley Regional Bikeshare Plan the preferred governance structure for implementing and providing regional bikeshare services should be by means of a Multi-Party Memorandum of Understanding (MOU) between RFTA and the participating jurisdictions; and

WHEREAS, the SOA and MOU will be updated each year during the annual budget cycles of RFTA, WE-cycle, and the participating jurisdictions, to set forth the Scope of Work and planned regional bikeshare expenditures for the following year; and

WHEREAS, the RFTA Board has received regular updates regarding the progress of the Roaring Fork Valley Regional Bikeshare Plan, which has involved substantial community outreach and input from a Technical Advisory Committee comprised of staff representing RFTA's member jurisdictions; and

WHEREAS, the Roaring Fork Valley Regional Bikeshare Plan has taken approximately one year to complete and is now finalized, and was presented to the RFTA Board for adoption at its regularly scheduled meeting on May 12, 2022; and

WHEREAS, the RFTA Board has determined that an expanded regional bikeshare system as described in the Roaring Fork Valley Regional Bikeshare Plan is likely to produce benefits for regional First and Last Mile Mobility in the RFTA service area and is consistent with the 2019 RFTA Strategic Plan.

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

1. The Roaring Fork Valley Regional Bikeshare Plan is hereby adopted in order to serve as a flexible roadmap for the phased implementation of expanded regional bikeshare services.
2. The RFTA CEO or the CEO's designee, is authorized, to develop, negotiate, finalize, and, execute the SOA and MOU subject to approval as to form by the RFTA General Council, contingent upon the requisite funding being appropriated each year by RFTA and its jurisdictional partners in the amounts and for the purposes set forth in the SOA and MOU.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 12th day of May, 2022.

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

By: _____
Jeanne McQueeney, 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 May 12, 2022; (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 October, 2021.

Nicole R. Schoon, Secretary

**RFTA BOARD OF DIRECTORS MEETING
 “PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 8. B.**

Meeting Date:	May 12, 2022
Subject:	On-Board Passenger Survey
Strategic Outcome:	5.0 SATISFIED CUSTOMERS
Strategic Objective:	5.5 Conduct triennial on-board passenger surveys
Presented By:	Marc Warner, Warner Transportation Consulting
Staff Recommends:	Update Only
Executive Summary:	<p>Since 2006, RFTA’s on-board survey had been conducted by RFTA staff every two years, in March. In 2020, RFTA chose to contract the survey effort to Warner Transportation Consulting, to ensure that the entire survey process could be reviewed with a fresh perspective and be conducted with greater professional and statistical consistency. The 2020 survey effort was cancelled due to COVID concerns; fortunately, Warner was able to conduct the on-board survey successfully this year, on March 17-19.</p> <p>As a prelude to the RFTA Board Strategic Summit, Warner will provide a summary snapshot of the survey results. All survey products will be complete in June 2022.</p>
Background/ Discussion:	See Executive Summary
Governance Policy:	Board Job Products Policy 4.2.3 states, “The Board will assure successful organizational performance on Ends and on Management Limitations.”
Fiscal Implications:	The cost of the survey is about \$42,000.
Attachments:	Yes, please click on link “ RFTA survey 2022 board pres w RG3.pdf ,” or see “RFTA survey 2022 board pres w RG3.pdf” included in the May 2022 RFTA Board Meeting Portfolio attached to the e-mail transmitting the Board Agenda packet.

RFTA BOARD OF DIRECTORS MEETING
“PUBLIC HEARING” AGENDA SUMMARY ITEM # 9. A.

Meeting Date:	May 12, 2022
Agenda Item:	Resolution 2022-12: 2022 Supplemental Budget Appropriation
Strategic Outcome:	4.0 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 2022-12
Executive Summary:	<p>The primary purpose for this supplemental budget appropriation pertains to the Glenwood Maintenance Facility (GMF) Expansion Project – Phases 3, 4, 5 & 7. A project update is provided below followed by a series of items requiring budget amendments based on current projections and updated information.</p> <p>Glenwood Maintenance Facility Phases 3, 4, 5 & 7 – Project Update: The GMF Phase 3, 4, 5 and 7 project will add needed vehicle capacity for maintenance, storage, fueling and operations center. This project is being delivered through a design/build contract which was executed for a portion of the program. When RFTA received the design/build bids in 2021, we were over budget and needed to remove project items in order to be within our budget and be able to advance the contract and work. The items removed represent a 30 bus indoor storage building, secondary fueling and wash lanes, Battery Electric Bus charging infrastructure, and bus canopy for outdoor pre and post trip inspections. These project elements are critical for RFTA to accomplish its mission over the next 20 years.</p> <p>At last month’s RFTA board meeting in April, it had been estimated that the items removed would cost approximately \$17.8 million to add back in. Since that time, RFTA has received cost estimates from our design/build team to add back the scope items originally removed, which will now require \$24.3 million to add these items back to the contract. Since these scope items were removed from the project back in December 2021, RFTA has received \$9.35 million in 5339 grant funds from FTA to assist in adding these scope items back. RFTA has an additional \$5 million in pending CDOT and FTA grants to further offset the increased costs to add these scope items back to phases 3, 4, 5 and 7. Instead of waiting for the results of those pending grants, RFTA would like to move the project forward now and avoid further cost increases due to project delays and appropriate the remaining \$15 million to allow staff to contract with the design/build team and advance the work for the scope items added back to the project. As mentioned, this \$15 million needed now may be offset by another \$5 million in pending grant awards.</p> <p>The Figure 1 below illustrates the current project budget, the proposed project budget with removed scope added back and the variance. It also identifies the additional grant secured and the two grants that are pending.</p>

Figure 1:

Expenses	
Current Project Budget	\$47,465,000
Proposed Project Budget with Removed Scope Items Added Back	\$71,842,438
Variance	\$24,377,438
Revenues	
FTA 5339 Grant (Secured)	\$9,350,000
CDOT Super Call (Pending)	\$2,000,000
FTA 5339 Grant (Pending)	\$3,000,000
Needed Appropriation net of Secured Grants	\$15,027,438
Needed RFTA funds net of Secured and Pending Grants	\$10,027,438

The **Figure 2** below illustrates the proposed budget amendments for this project. It will require increasing the total capital outlay by \$24,337,438 (\$18,531,440 in the General Fund and \$5,845,998 in the Series 2021A Capital Projects Fund) and increasing capital grant revenues by \$9,350,000 in the General Fund resulting in a net cost of \$15,027,438. ***This results in cash funding approximately \$9,181,440 from the General Fund's fund balance for the GMF Phase 3, 4, 5, and 7 Project.***

Figure 2:

			a	b	c	d	= a+b+c+d
GMF Expansion Project - Phases 3, 4, 5 & 7	Total Estimated Project Cost	2021 Budget General Fund	2022 Budget General Fund	2022 Budget Series 2021A CPF	May Reso 2022-12 General Fund	May Reso 2022-12 Series 2021A CPF	Total 2022 Adjusted Budget
Capital Outlay	\$ 71,842,438	\$ 210,402	\$ 27,240,598	\$ 20,014,000	\$ 18,531,440	\$ 5,845,998	\$ 71,632,0
FTA Capital Grants (BUILD)	\$ 13,009,000	\$ -	\$ 13,009,000	\$ -	\$ -	\$ -	\$ 13,009,0
FTA Capital Grants (5339b)	\$ 11,475,000	\$ -	\$ 11,475,000	\$ -	\$ -	\$ -	\$ 11,475,0
FTA Capital Grants (5339b)	\$ 9,350,000	\$ -	\$ -	\$ -	\$ 9,350,000	\$ -	\$ 9,350,0
CDOT Capital Grant (SB267)	\$ 2,976,000	\$ -	\$ 2,976,000	\$ -	\$ -	\$ -	\$ 2,976,0
RFTA Share	\$ 35,032,438	\$ 210,402	\$ (219,402)	\$ 20,014,000	\$ 9,181,440	\$ 5,845,998	\$ 34,822,0
Total Funding	\$ 71,842,438	\$ 210,402	\$ 27,240,598	\$ 20,014,000	\$ 18,531,440	\$ 5,845,998	\$ 71,632,0

Because of timing implications on the Series 2021A bond proceeds and current delay on the 27th Street Underpass Project, \$5,845,998 of previously approved budget for the 27th Street Underpass Project will need to be repurposed to fund a portion of the GMF Phase 3, 4, 5 and 7 project. This will increase RFTA's ability to spend down the Series 2021A bond proceeds within the targeted 3-year period from the date of issuance. In order to maintain the previously approved budget for the 27th Street Underpass Project, it will require budgeting the same amount of \$5,845,998 in the General Fund. The **Figure 3** below illustrates the proposed budget amendments to replace the previously approved budget in the Series 2021A Capital Projects Fund with the same amount in the General Fund. ***This results in cash funding approximately \$5,845,998 from the General Fund's fund balance for the 27th Street Underpass Project.***

Figure 3:

				a	b	c	d	= a+b+c
27th Street Underpass Project	Total Estimated Project Cost	2020 Budget General Fund	2021 Budget Series 2021A CPF	2022 Budget General Fund	2022 Budget Series 2021A CPF	May Reso 2022-12 General Fund	May Reso 2022-12 Series 2021A CPF	Total 20 Adjusted B
Capital Outlay	\$ 10,324,392	\$ 85,155	\$ 592,847	\$ 3,800,392	\$ 5,845,998	\$ 5,845,998	\$ (5,845,998)	\$ 9,64
CDOT Capital Grant (Various)	\$ 4,050,392	\$ -	\$ -	\$ 4,050,392	\$ -	\$ -	\$ -	\$ 4,05
City of Glenwood Springs	\$ 750,000			\$ 750,000	\$ -	\$ -	\$ -	\$ 75
RFTA Share	\$ 5,524,000	\$ 85,155	\$ 592,847	\$ (1,000,000)	\$ 5,845,998	\$ 5,845,998	\$ (5,845,998)	\$ 4,84
Total Funding	\$ 10,324,392	\$ 85,155	\$ 592,847	\$ 3,800,392	\$ 5,845,998	\$ 5,845,998	\$ (5,845,998)	\$ 9,64

The following reflects a series of items requiring budget amendments based on current projections and updated information. In addition, there are several items that staff will highlight to repurpose previously approved budget.

General Fund:

1. GMF Expansion Project - Phases 3, 4, 5, & 7: In order to move this project forward, Staff is requesting the following budget amendments:

- a. **\$9,350,000 increase in Grant Revenues**
- b. **\$18,531,440 increase in Capital Outlay**

2. Operating Grant Revenues: At the end of April 2022, RFTA received an award letter from CDOT stating that \$733,714 of additional 5311 Operating Funds have been allocated to RFTA. This award is in addition to the \$1.7 million of 5311 operating grant revenues included in the original 2022 budget. Staff is requesting a true up of the budget for these additional grant funds.

- a. **\$733,714 increase in Grant Revenues**

3. Bus Replacements: RFTA placed an order for 9 replacement buses in December 2021. Five buses are 80% funded with grant awards and the 20% local share paid by RFTA and the remaining four buses are planned to be purchased through a lease purchase agreement. Because the actual cost for the buses are less than what was included in the 5339 grant, it would leave approximately \$209,000 in unused grant revenues. Recently, CDOT approved Staff's request to amend the 5339 grant contract to include one additional bus in order to draw down on the entire grant. Staff is requesting a true up to grant revenues and reduce capital lease proceeds for one bus.

- a. **\$89,600 increase in Grant Revenues**
- b. **\$592,000 decrease in Other Financing Sources**

4. 27th Street Underpass Project – Staff has submitted a RAISE capital grant application to help offset the increase in construction costs. Staff anticipates that grant awards will be announced around September or October. Based on this delay, remaining unexpended funds from the Series 2021A Capital Projects

Fund will be repurposed for the GMF Expansion Project Phases 3, 4, 5, & 7 and the General Fund will backfill this project funding.

a. **\$5,845,998 increase in Capital Outlay**

5. 505 27th Street Temporary Building – RFTA acquired the property located at 505 27th Street in Glenwood Springs with the intention to initially use the space for staging for the 27th Street Underpass Project and then for future expansion for the 27th Street BRT Park and Ride Station. The original adopted 2022 budget included budget for operating and maintenance costs for the property in the Bus Stops and Park and Ride Special Revenue Fund. Due to the recent delay of the 27th Street Underpass Project, staff has been using the existing building on the property as a temporary office space and a bus driver lounge. So long as the property is temporarily being used as an office/facility rather than a Park and Ride, staff recommends transferring the operating and maintenance budget to the General Fund. As a result, a budget transfer, in the amount of \$68,490 is needed from the Bus Stops Park and Ride Special Revenue Fund to the General Fund. Based on the current use of the property, an increase in janitorial services, in the amount of \$48,000, is needed. Staff is requesting the following budget amounts for these changes.

a. **\$116,490 increase in Transit**

b. **\$68,490 decrease in Other Financing Uses**

6. 1517 Blake Avenue, Suite 202, Glenwood Springs Office Space Lease – As discussed at the April Board Meeting, Staff has identified office space for additional administrative office space and a temporary customer service center at 1517 Blake Avenue, Suite 202, in Glenwood Springs and the Board authorized staff to negotiate and sign a lease once approved as to form by RFTA general counsel. The lease will start on June 1, 2022. Staff is requesting additional budget to cover \$32,690 for operating and lease costs and \$79,555 of one-time start-up costs (\$33,180 for office furniture, \$21,375 for IT costs, and \$25,000 related to the customer service center).

a. **\$32,690 increase in Transit**

b. **\$79,555 increase in Capital Outlay**

7. Utility Costs – The original adopted 2022 budget assumed a 3% increase in utility costs (natural gas and electric). After receiving and reviewing natural gas and electric invoices for the first quarter of 2022, Staff identified significant cost increases and updated its forecast to reflect an estimated 40% increase for natural gas and an estimated 20% increase for electric over budget. This equates to an overall increase of approximately \$350,500 for the remainder of the year (\$210,500 related to supporting the CNG and BEB portion of RFTA's fleet, \$124,000 related to facilities and offices, and \$16,000 related to Bus Stops and Park and Rides). Staff has identified \$234,750 in cost savings to offset this increase in utility costs: \$150,000 from COVID-19 testing services and \$84,750 from reduction in COVID-19 cleaning services due to recent reductions in scope of work. Staff is requesting the following items and repurposing of cost savings, for a net increase of \$99,750 in expenditures in the General Fund and an increase of \$16,000 to transfer to the Bus Stops/Park and Ride Special Revenue Fund.

a. **\$210,500 increase in Fuel**

b. **\$110,750 decrease in Transit**

	<p>c. \$16,000 increase in Other Financing Uses</p> <p><u>Special Revenue Fund – Bus Stops/Park and Ride:</u></p> <p>1. 505 27th Street Temporary Building – As noted above, budget associated with maintaining the 505 27th Street temporary building, in the amount of \$68,490, is being transferred out of the Bus Stops/Park and Ride Special Revenue Fund and into the General Fund. Also, as previously indicated, electric costs are projected to exceed originally budgeted amounts and Staff is requesting an additional \$16,000. The net impact is a reduction of \$52,490.</p> <p>a. \$52,490 decrease in Transit b. \$52,490 decrease in Other Financing Sources</p> <p><u>Series 2021A Capital Projects Fund:</u></p> <p>1. Repurposing Unexpended Funds – Series 2021A bond proceeds are budgeted to fund the GMF Phase 2 Project, the GMF Expansion Project Phases 3, 4, 5, & 7, the 27th Street Underpass Project, and 27th Street BRT Park and Ride Expansion Property Acquisition. As mentioned above, due to the delay of the 27th Street Underpass Project, and after discussions with bond counsel, staff plans to <u>repurpose \$5,845,998 of previously approved budget from the 27th Street Underpass Project to the GMF Expansion Project Phases 3, 4, 5, & 7.</u> Also, staff requests to <u>repurpose \$160,000 of identified budget savings from the 27th Street BRT Park and Ride Expansion Property Acquisition to the GMF Phase 2 Project</u> for Minor Contract Revisions that requires attention. These two items do not require budget amendments.</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 2022 fund balance by fund:</p> <table border="1" data-bbox="602 1272 1354 1402"> <tr> <td>General Fund</td> <td>(\$15,072,119)</td> </tr> <tr> <td>SRF – Bus Stops / Park and Ride</td> <td>-</td> </tr> <tr> <td>Series 2021A Capital Projects Fund</td> <td>-</td> </tr> <tr> <td>Total</td> <td>(\$15,072,119)</td> </tr> </table>	General Fund	(\$15,072,119)	SRF – Bus Stops / Park and Ride	-	Series 2021A Capital Projects Fund	-	Total	(\$15,072,119)
General Fund	(\$15,072,119)								
SRF – Bus Stops / Park and Ride	-								
Series 2021A Capital Projects Fund	-								
Total	(\$15,072,119)								
Attachments:	Yes, please see Resolution 2022-12 attached.								

Director _____ moved adoption of the following Resolution:

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2022-12

2022 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 2022 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 May 12, 2022 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 2022 budget as summarized herein:

General Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Grants	\$9,350,000	2021 5339b Capital Grant - GMF Expansion Project Phases 3 & 7
Grants	733,714	2022 5311 Operating Grant
Grants	89,600	True up 2021 5339a Capital Grant add 1 bus
Other financing sources	(592,000)	Reduce Capital Lease proceeds by 1 bus
Total Revenue & OFS	\$9,581,314	

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$31,881,900	-	\$31,881,900
Property tax	11,876,000	-	11,876,000
Grants	36,573,702	\$10,173,314	46,747,016
Fares	3,723,500	-	3,723,500
Other govt contributions	1,953,160	-	1,953,160
Other income	941,380	-	941,380
Other financing sources	11,601,281	(592,000)	11,009,281
Total	\$98,550,923	\$9,581,314	\$108,132,237

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Capital	\$18,531,440	GMF Expansion Phases 3 & 7 for additional bus storage, fueling lane/bus wash, inspection canopy, and bus chargers
Capital	5,845,998	Transfer 27th Street Underpass Project budget from Series 2021A Capital Project Fund
Transit	68,490	Transfer expenditures related to 505 27th Street from SRF - Bus Stops/PNR Fund
Transit	48,000	True up janitorial service costs related to 505 27th Street
Transit	32,690	Administrative office lease costs - Blake Street Suite 202
Capital	33,180	Administrative office furniture - Blake Street Suite 202
Capital	25,000	Customer Service Center improvements - Blake Street Suite 202
Capital	21,375	Administrative office IT setup - Blake Street Suite 202
Fuel	210,500	True up utility costs for CNG and BEB
Transit	124,000	True up utility costs for facilities
Transit	(150,000)	Repurpose savings from COVID Testing Services
Transit	(84,750)	Repurpose savings from COVID cleaning services
Other Financing Uses	(52,490)	Net reduction in transfer to Bus Stops/PNR Fund
Total Expenditures & OFU	\$24,653,433	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$1,949,694	\$210,500	\$2,160,194
Transit	35,956,634	38,430	35,995,064
Trails & Corridor Mgmt	896,000	-	896,000
Capital	59,389,636	24,456,993	83,846,629
Debt service	1,649,984	-	1,649,984
Other financing uses	5,039,460	(52,490)	4,986,970
Total	\$104,881,408	\$24,653,433	\$129,534,841

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

Revenues and other financing sources	\$9,581,314
Less Expenditures and other financing uses	(24,653,433)
Net increase (decrease) in fund balance	(\$15,072,119)

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			\$73,268,793*
2021-20 & 2021-21	\$73,268,793	(\$1,615,894)	71,652,899
2022-08	71,652,899	(4,714,591)	66,938,308
2022-12	66,938,308	(15,072,119)	51,866,189
Total Net Change		(\$21,402,604)	

*Budgeted

Special Revenue Fund – Bus Stops/Park and Ride:

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
Other financing sources	(\$52,490)	Reduce transfer from the General Fund due to transfer of operating expenditures
Total Revenue & OFS	(\$52,490)	

Revenue & OFS Summary	Previous	Change	Current
Other income	\$515,000	\$-	\$515,000
Other financing sources	622,275	(52,490)	569,785
Total	\$1,137,275	(\$52,490)	\$1,084,785

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Transit	(\$68,490)	Transfer expenditures related to 505 27 Street to the General Fund
Transit	16,000	True up utility costs
Total Expenditures & OFU	(\$52,490)	

Expenditures & OFU Summary	Previous	Change	Current
Transit	\$1,137,275	(\$52,490)	\$1,084,785
Total	\$1,137,275	(\$52,490)	\$1,084,785

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

Revenues and other financing sources	(\$52,490)
Less Expenditures and other financing uses	52,490
Net increase (decrease) in fund balance	\$-

Resolution	Beginning Balance	Change	Ending Balance
			\$97,204*
2021-20 & 2021-21	\$97,204	\$-	97,204
2022-08	97,204	-	97,204
2022-12	97,204	-	97,204
Total Net Change		-	

*Budgeted

That the amended budget as submitted and herein above summarized be, and the same hereby is approved and adopted as the amended 2022 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 May 2022.

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

By: _____
Jeanne McQueeney, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on May 12, 2022; (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 Alternates 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 _____, 2022

Nicole Schoon, Secretary to the Board of Directors

RFTA BOARD OF DIRECTORS MEETING
“BOARD GOVERNANCE PROCESS” AGENDA ITEM SUMMARY # 10. A.

Meeting Date:	May 12, 2022
Agenda Item:	Discussion About Amending Section 6.07 the RFTA Bylaws to Extend the Ability of Board Members and Alternates to Participate Remotely in Board Meetings, as well as Determine Whether Any Additional Guidelines and/or Limitations Regarding Remote Participation are Needed.
Strategic Outcome	7.0 High Performing Organization
Strategic Objective	7.5 Ensure appropriate transparency of all RFTA business 7.6 Actively plan for business continuity and resilience in the event of crisis 7.7 Continually seek ways to improve business process
Presented By:	Paul Taddune, General Counsel
Recommendation:	Determine whether the RFTA Bylaws should be amended to extend the ability of Board members to participate in Board meetings remotely and whether any restrictions or guidelines on remote participation by Board members and Alternates are needed.
Core Issues:	<p>At the October 14, 2021 meeting, the RFTA Board adopted Resolution 2021, which permanently amended the RFTA Bylaws to allow Board members and Alternates to participate remotely in Board meetings.</p> <p>At the April 14 Board meeting, the CEO inadvertently confused the issue because he didn't remember that the Bylaws had been permanently amended at the October 14, 2021 meeting to allow remote participation.</p> <p>However, due to the CEO's mistake, the Board voted to amend the RFTA Bylaws to extend remote participation by Board members and Alternates through June 30, 2022. Embedded in the motion was an understanding that a Board discussion would ensue about whether the Bylaws should also be amended, if remote participation is further extended beyond June 30, 2022, to include guidelines and/or restrictions on remote participation.</p>
Background Info:	See Core Issues
Policy Implications:	RFTA Board Members' Code of Conduct Policy 4.5.6 states, "Board members and/or alternates are expected to attend Board meetings. If a jurisdiction has no representation (regular or alternate) from more than two (2) of the Board's regularly scheduled meetings in any fiscal year, this will constitute notification to the appointing authority of RFTA's request for more active participation."
Fiscal Implications:	None.
Attachments:	None.

RFTA BOARD OF DIRECTORS MEETING
“BOARD GOVERNANCE PROCESS” AGENDA ITEM SUMMARY # 10. B.

Meeting Date:	May 12, 2022
Agenda Item:	RFTA Board Strategic Planning Summit Update
Strategic Outcome	7.0 High Performing Organization
Strategic Objective	7.5 Ensure appropriate transparency of all RFTA business
Presented By:	David Johnson, Planning Director
Recommendation:	Update Only
Core Issues:	<p>Each year, the RFTA Board typically conducts a 6 or 7-hour Strategic Planning Retreat in lieu of the regularly scheduled Board meeting.</p> <p>At the March 2022 Board meeting, the Board agreed to conduct the 2022 Retreat during the June 9, 2022 regular board meeting and appointed Greg Poschman, Jeanne McQueeney and Alyssa Schenk as the Retreat Subcommittee. We have the following updates.</p> <p>Agenda: The Retreat has been reframed as a Summit, reflecting the intent to advance the organization upward. Agenda will focus on updating certain elements of the Strategic Plan. The Board subcommittee and staff feel that the seven overall strategic outcome areas should remain the center of our efforts and unchanged; however, the strategic objectives should be reviewed. We hope that as these objectives are reviewed and discussed, the Board can focus on and refine 2-3 areas of the strategic plan. The agenda is attached and still deemed a draft, as the facilitator meets with Board and staff over the next month to refine.</p> <p>Facilitator: The facilitator will be Andrea Palm-Porter of Roaring Fork Leadership. Andrea has facilitated successfully a previous RFT Board retreat, and her organization has directed RFTA’s Leadership Academy for several years. Her extensive knowledge of RFTA and her facilitation skills make her a sound choice.</p> <p>Guest Speaker: During lunch, we are pleased to host Carbondale resident Garrett Fitzgerald, Senior Director of Electrification of the Smart Electric Power Alliance (SEPA). Garrett joined SEPA in 2021, and leads SEPAs work on electrification of transportation and buildings, to help utilities and other stakeholders navigate a smooth transition to a highly electrified and low-carbon future. Prior to joining SEPA, Garrett spent 8 years working at Rocky Mountain Institute, where he built and led the electricity program in India that works to accelerate the integration of electric vehicles and clean energy portfolios. During his tenure at RMI, Garrett managed the Fleet Electrification program, co-led the EV-Grid initiative, and was deeply engaged in work related to energy storage, distributed solar, and load flexibility. He has extensive expertise in technical and business model aspects of EV charging infrastructure, EV-specific tariff design, energy storage, and demand side flexibility.</p> <p>Garrett holds a BS in Mechanical Engineering from Santa Clara University and a MS and Ph.D. in Earth and Environmental Engineering from Columbia University.</p> <p>Location: Carbondale Town Hall</p>

Background Info:	See Core Issues
Policy Implications:	<p>RFTA Board Governance Process policy 4.3 states the following:</p> <ol style="list-style-type: none"> 1. The Board's annual planning cycle will conclude each year on the last day of July so that administrative planning and budgeting can be based on accomplishing a one-year segment of long-term Ends. 2. The annual cycle will start with the Board's development of its agenda plan for the next year. <ol style="list-style-type: none"> a. The Board will identify its priorities for Ends and other issues to be resolved in the coming year, and will identify information gathering necessary to fulfill its role. This may include methods of gaining ownership input, governance education, and other education related to Ends issues, (e.g. presentations by futurists, advocacy groups, demographers, other providers, staff, etc.).
Fiscal Implications:	Budget for the Retreat is approximately \$5,000 - \$10,000
Attachments:	<p>Yes please click on link, "2019-RFTA Strategic Plan.pdf" or see "2019-RFTA Strategic Plan.pdf," included in the May 2022 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.</p> <p>Also, please the RFTA Board Strategic Summit Agenda on the following page.</p>

RFTA Board of Directors Strategic Planning Summit

June 9, 2022

Carbondale Town Hall

Facilitated by Andrea Palm Porter

Draft Summit Agenda:

Time	Topic & Outcome
8:30 a.m.	Abbreviated RFTA Board Meeting
9:10 a.m.	Summit Opening and Introductions
9:15 a.m.	Environmental Scan: Challenges and Opportunities for RFTA
9:45 a.m.	Break
10:00 a.m.	RFTA Strategic Plan Overview, Modifications if needed and/or Affirmation
10:30 a.m.	Selection of three Strategic Outcome Objectives for further exploration during the afternoon session
12:00 p.m.	Lunch – Keynote Speaker Garrett Fitzgerald
1:00 p.m.	Small Group Discussions and Reports on three selected 2023 Strategic Outcomes
2:15 p.m. – 2:30 p.m.	Wrap Up

RFTA BOARD OF DIRECTORS MEETING
“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 11. A.

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: May 12, 2022

USDOT RAISE Grant Advocacy: CDOT, RFTA, and the Cities of Rifle and Grand Junction are partnering on the submission of a Mobility Hub application for USDOT Grant funding. Representatives from CDOT and City of Glenwood Springs will be visiting Washington D. C. and meeting with members of our Congressional Delegation on May 13 to encourage them to advocate with the USDOT for this grant application.

It would help to keep our application in the forefront of the Delegations minds if RFTA representatives could schedule a follow-up visit during the week of June 13. It would be helpful to have one or two RFTA Board members participate in this visit along with a few RFTA staff.

CEO Succession Plan Update: The CEO, COO, and CFAO have regularly scheduled meetings to update each other about emerging issues of importance and to plan upcoming activities. The CFAO and COO also meet regularly to coordinate their efforts and strengthen their working relationship. Following the Board Strategic Summit, the COO and CFAO are planning to schedule meetings with Boards and Councils of RFTA’s member jurisdictions to jointly make presentations regarding the Board’s strategic outcomes and objectives and to provide an overview of RFTA finances and programs, as well as the status of Destination 2040 projects.

COVID-19 Update:

- Vaccinations:** As of April 30 and April 18 respectively, the number of RFTA employees that were fully vaccinated and boosted, respectively, was as follows:

RFTA Employee Initial Vaccination and Booster Shot Report - 4/30/22 (Vaccination) 4/18/22 (Booster)

1	Total RFTA Employees Initially Vaccinated	306
2	Total RFTA Employees	372
3	Percentage of Total RFTA Employees Initially Vaccinated	82%
4	Total RFTA Employees that have received Booster Shot as of 4/18	157
5	Total RFTA Employees Initially Vaccinated	306
6	Percentage of Initially Vaccinated RFTA Employees that have received Booster Shot	51%
7	Total RFTA Employees that have received Booster Shot as of 4/18	157
8	Total RFTA Employees	372
9	Percentage of Total RFTA Employees who have received Booster Shot	42%

2. **Attendance:** As of Thursday, May 5, 2022, there were no RFTA employees absent due to COVID-19 related reasons. This was down from a high of 36 on January 5, 2022
3. **Ridership:** Through March 31, 2022, RFTA's year-to-date system-wide ridership was up 57% compared to same period in 2021.

The chart below compares year-to-date March 2022 ridership with year-to-date March 2019 pre-pandemic ridership. Overall, Year-to-Date system-wide ridership in March 2022 was down 27% compared to year-to-date system-wide ridership in 2019. However, Valley ridership was only down 22%.

Total Ridership YTD Comparison: 2019 vs. 2022			
Service	YTD Mar. 2019	YTD Mar. 2022	% Vari YTD 2022 to YTD 2019
Aspen	543,238	338,510	-38%
Valley	813,244	636,087	-22%
Hogback	25,094	31,243	25%
Other	497,007	363,068	-27%
Total	1,878,583	1,368,908	-27%

The chart below compares the month of March 2022 with the pre-COVID month of March 2019. System-wide in March 2022, ridership was down 25% compared with March 2019, however, Valley ridership was only down 18%.

Ridership Comparison: Mar. 2019 vs. Feb. 2022			
Service	Mar. 2019	Mar. 2022	% Vari Mar. 2021 to Mar. 2019
Aspen	180,664	112,108	-38%
Valley	268,417	219,695	-18%
Hogback	8,645	11,256	30%
Other	161,571	121,511	-25%
Total	619,297	464,570	-25%

Chief Operating Officer Update, May 2022: Kurt Ravenschlag, COO

RFTA 2021 Work Plan for Destination 2040 Implementation

E1 - Bus Replacement – Ten, 40' clean diesel, low floor buses

2022 Budget: \$7,280,650	% Complete: 25%	Last Updated: March 2022
<ul style="list-style-type: none"> • 2022 Budget included funding to purchase 10 replacement clean diesel, low floor buses. This budget was appropriated in the 2022 Annual Budget appropriation. 		<ul style="list-style-type: none"> • Order placed on Feb 10 • 10 buses to be delivered May 2023

E2 - Bike Share Expansion

2022 Capital Budget: \$0	%Complete: 40%	Last Updated: May 2022
<ul style="list-style-type: none"> 2022 Budget includes the remaining project funds from a 2021 appropriation of \$200,000 for a Bike Share Expansion and First and Last Mile Planning Study. 		<ul style="list-style-type: none"> Plan to be presented at May 2022 RFTA Board meeting Recommending Governance structure, phasing, financing and cost allocation plan. See Presentation/Action Items Agenda Item 8. A, above for a more complete update regarding the status of this project.

C2 - Bus Expansion – Five, 40’ clean diesel, low floor buses

2022 Budget: \$3,640,325	% Complete: 25%	Last Updated: March 2022
<ul style="list-style-type: none"> 2022 Budget includes funding to purchase 5 expansion low floor clean diesel buses. 		<ul style="list-style-type: none"> Buses ordered Feb 10 5 buses to be delivered May 2023

C5 - 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)

2022 Budget: \$150,000	% Complete: 95%	Last Updated: March 2022
<ul style="list-style-type: none"> MOVE study to identify a locally preferred alternative to extend the BRT service from 27th Street Park and Ride to the West Glenwood Springs Park and Ride. 		<ul style="list-style-type: none"> Scope of work is being finalized between Glenwood Springs and RFTA

C8 - 27th Street Parking Expansion

2022 Budget: \$65,000	% Complete: 25%	Last Updated: February 2022
<ul style="list-style-type: none"> The 2022 budget only includes O&M funding for the 505, 27th Street property as it will be utilized for construction staging of the 27th Street/SH 82 Underpass in 2022. 		<ul style="list-style-type: none"> Closing has occurred and RFTA is in possession of 505, 27th Street, Glenwood Springs. Property will be used for Construction staging, worksite PM offices as well bus layover and break area until converted to Park and Ride.

C13 – Town of Snowmass Village Transit Center

2022 Budget: \$500,000	% Complete: 20%	Last Updated: May 2021
<ul style="list-style-type: none"> RFTA staff continue to coordinate with Town of Snowmass on the design and implementation of the Snowmass Transit Center. 		<ul style="list-style-type: none"> TOSM received \$13.5m from FTA 5339 to help with additional costs of this project. RFTA staff continue coordination efforts with TOSM on design of Transit Center. It is understood that Snowmass may request RFTA’s \$500,000 contribution to this project in 2022.


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

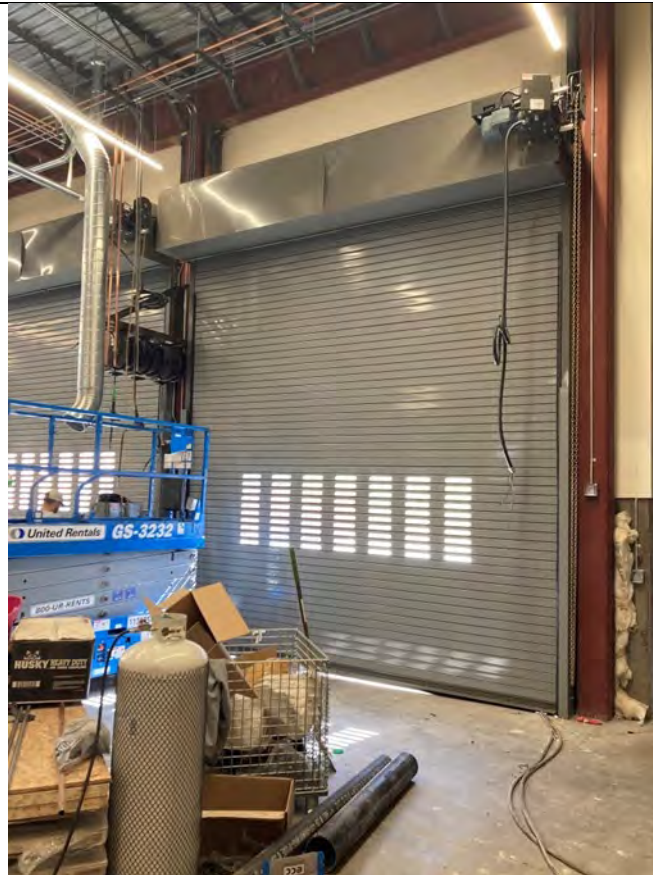
2022 Budget: \$3,800,392	% Complete: 30%	Last Updated: May 2022
<ul style="list-style-type: none"> In 2022 RFTA staff plan to contract with a construction team and begin construction of the 27th Street and SH-82 Underpass in fall 2022. 		<ul style="list-style-type: none"> All bids rejected due to budget constraints Project on hold until additional funding is identified. The estimated \$7 million funding gap has been included in a joint-CDOT/RFTA USDOT RAISE Grant application. Awards should be announced in September 2022.

S4 - Buttermilk Underpass

2022 Budget: \$0	% Complete: 0%	Last Updated: September 2021
<ul style="list-style-type: none"> The RFTA Contribution when budgeted is \$500,000 to be applied towards construction of a grade pedestrian crossing at the Buttermilk intersection in Pitkin County. 		<ul style="list-style-type: none"> Pitkin County is beginning to coordinate partnerships and design efforts.

S7 - Glenwood Maintenance Facility (GMF) Expansion

2022 Budget: \$28,246,556	% Complete: 30%	Last Updated: May 2022
<ul style="list-style-type: none"> 2022 Budget includes remaining funding for Phase 2 Construction: Grading, Excavation, Fleet Maintenance Build Renovation & Expansion. Construction funding for phases 3,4,5,7 has been appropriated in 2022 Annual Budget. 	<p>Phase 2</p> <ul style="list-style-type: none"> Construction is underway Scheduled completion of May 2022  <p><i>Eastern view of newly expanded Maintenance Area at GMF</i></p>	



New Garage Doors

Phase 3,4,5,7

- See Public Hearing Agenda Item # 9. A., above, for a complete explanation of the current financing recommendation to fully fund this project.

S10 - Replacement Office/Housing

2022 Budget: \$895,165	% Complete: 10%	Last Updated: April 2022
<ul style="list-style-type: none"> • Staff has received a Housing Feasibility study in Dec. 2021 and will use this document to help craft a recommendation for a 2023 Strategic Initiative to begin construction in 2023. 		<ul style="list-style-type: none"> • Staff working to revise and create a comprehensive housing benefit plan for RFTA employees. • Staff committee is narrowing in on a recommended site to advance RFTA housing expansion. • Staff forming a housing recommendation committee to develop a strategic initiative to begin construction on a housing project in 2023

Planning Department Update, May 2022 – David Johnson, Director of Planning

Please see the click on the links: “[5-12-2022 Planning Department Update.pdf](#),” or see “4-14-2022 Planning Department Update.pdf,” included in the April 2022 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

Finance Department Update, May 2022 – Michael Yang, CFAO

2022 Actuals/Budget Comparison (March YTD)

2022 Budget Year				
General Fund	March YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 3,751,414	\$ 2,321,763	61.6%	\$ 31,881,900
Property Tax	\$ 4,219,339	\$ 4,219,339	0.0%	\$ 11,876,000
Grants	\$ -	\$ -	#DIV/0!	\$ 36,573,702
Fares (2)	\$ 618,581	\$ 459,995	34.5%	\$ 3,723,500
Other govt contributions	\$ 530,000	\$ 530,000	0.0%	\$ 1,953,160
Other income	\$ 290,337	\$ 281,815	3.0%	\$ 941,380
Total Revenues	\$ 9,409,672	\$ 7,812,912	20.4%	\$ 86,949,642
Expenditures				
Fuel	\$ 518,587	\$ 495,469	4.7%	\$ 1,949,694
Transit	\$ 7,915,983	\$ 8,974,789	-11.8%	\$ 35,956,634
Trails & Corridor Mgmt	\$ 118,832	\$ 133,742	-11.1%	\$ 896,000
Capital	\$ 415,898	\$ 411,786	1.0%	\$ 59,389,636
Debt service	\$ 340,075	\$ 340,075	0.0%	\$ 1,649,984
Total Expenditures	\$ 9,309,376	\$ 10,355,862	-10.1%	\$ 99,841,948
Other Financing Sources/Uses				
Other financing sources	\$ 360	\$ -	#DIV/0!	\$ 11,601,281
Other financing uses	\$ (1,740,020)	\$ (1,740,020)	0.0%	\$ (5,039,460)
Total Other Financing Sources/Uses	\$ (1,739,660)	\$ (1,740,020)	0.0%	\$ 6,561,821
Change in Fund Balance (3)	\$ (1,639,363)	\$ (4,282,969)	-61.7%	\$ (6,330,485)

- (1) Sales and Use Tax Revenues are received 2 months in arrears (i.e. March sales and use tax revenue will be deposited in May).
- (2) Through March, fare revenue and ridership are increased by 34% and 61%, respectively, compared to the prior year. Note that due to COVID-19 social distancing measures, RFTA was operating under a 50% seated capacity limitation and it wasn't until June 2021 that it changed to 100% seated capacity which contributes to the ridership increases. The chart below provides a YTD March 2021/2022 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 3/2021	YTD 3/2022	Increase/ (Decrease)	% Change
Regional Fares	\$ 455,328	\$ 612,165	\$ 156,837	34%
Total Fare Revenue	\$ 455,328	\$ 612,165	\$ 156,837	34%
Ridership on RFTA Regional Services*:				
	YTD 3/2021	YTD 3/2022	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	118,163	179,171	61,008	52%
BRT	152,800	232,801	80,001	52%
SM-DV	9,115	33,663	24,548	269%
Grand Hogback	16,033	31,243	15,210	95%
Total Ridership on RFTA Fare Services	296,111	476,878	180,767	61%
Avg. Fare/Ride	\$ 1.54	\$ 1.28	\$ (0.25)	-17%

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

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage March YTD				Hours March YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	1,169,575	1,232,107	(62,532)	-5.1%	54,511	55,758	(1,247)	-2.2%
City of Aspen	161,773	164,978	(3,205)	-1.9%	18,008	18,629	(622)	-3.3%
Aspen Skiing Company	181,369	179,570	1,799	1.0%	13,042	13,508	(466)	-3.5%
Ride Glenwood Springs	28,670	29,571	(901)	-3.0%	2,400	2,409	(9)	-0.4%
Grand Hogback	104,417	106,233	(1,816)	-1.7%	5,163	5,170	(7)	-0.1%
Specials/Charters	3,750	9,816	(6,066)	-61.8%	279	663	(383)	-57.8%
Senior Van	2,057	1,779	278	15.6%	413	255	158	61.7%
Subtotal - Transit Service	1,651,611	1,724,054	(72,443)	-4.2%	93,816	96,393	(2,577)	-2.7%
Training & Other	4,263	-	4,263	#DIV/0!	4,843	5,038	(195)	-3.9%
Total Transit Service, Training & Other	1,655,874	1,724,054	(68,180)	-4.0%	98,658	101,430	(2,772)	-2.7%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report				
Service	Mar-21	Mar-22	#	%
	YTD	YTD	Variance	Variance
City of Aspen	202,789	338,510	135,721	66.93%
RF Valley Commuter	430,907	636,087	205,180	47.62%
Grand Hogback	16,033	31,243	15,210	94.87%
Aspen Skiing Company	189,438	309,750	120,312	63.51%
Ride Glenwood Springs	30,359	42,363	12,004	39.54%
X-games/Charter	-	10,732	10,732	#DIV/0!
Senior Van	161	241	80	49.69%
MAA Burlingame	-	-	-	#DIV/0!
Maroon Bells	-	-	-	#DIV/0!
Total	869,687	1,368,926	499,239	57.40%
Subset of Roaring Fork Valley Commuter Service with BRT in 2022				
Service	YTD Mar 2021	YTD Mar 2022	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	256,464	244,491	(11,973)	-4.67%
BRT	261,530	288,503	26,973	10.31%

2021 Financial Statement Audit – Schedule

Date	Activity	Status
5/2/2022 – 5/6/2022	Start of Audit – auditors conducting onsite fieldwork	<i>Completed</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>
7/8/2022	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/14/2022	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

Confirmed members of RFTA Board Audit Subcommittee:

1. **Torre or Ward Hauenstein**, RFTA Board member (City of Aspen)
2. **Alyssa Shenk**, RFTA Board member (Town of Snowmass Village)
3. **Ann Driggers**, Independent Financial Expert (Pitkin County Finance Director, Treasurer and Public Trustee)
4. **Jill Klosterman**, Independent Financial Expert (Eagle County Finance Director)

Mobile Ticketing Project – Update

Included in RFTA's 2022 workplan is the initiative to implement a mobile ticketing platform for our customers. Staff has been working closely with our vendor, Masabi, and currently is in the planning and testing phase of the project. After successful completion of the testing phase, we will then start the next phases to when we deploy the app to the public. Below reflects the *preliminary* schedule at this time:

- May – Planning and testing phase
- June and July – Internal Communications and Training for RFTA bus operators, customer service and other staff
- July – Public outreach and announcement of anticipated launch date
- August – Launch mobile ticketing app to the public
- September and October – Start installation of electronic validators

After the initial launch, staff will continue to monitor the usage and customer experience and will make any necessary adjustments to the App accordingly.

Facilities & Trails Update, May 2022 – Mike Hermes, Director of Facilities & Trails

Facilities and Bus Stop Maintenance May 12, 2022 **Facilities Capital Projects Update**

The Facilities Department has been able to fill a number of staff positions over the last month and we have hired an Administrative Assistant, Road Tech, and seasonal Trail employee. The Facilities Manger position is still open and interviews for that position are schedule to begin next week.

The focus of the Department's efforts over the next few months will be to clean up all of RFTA's properties from the winter and get ready for the summer season. Staff is also focusing on Scopes of Work for the 2023 budget cycle.

United States Forest Service (USFS) parcel feasibility study:

The contract for the feasibility study has been executed with Design Workshop for \$61,400 out of a total project budget of \$75,000. This leaves \$13,600 dollars in the budget for additional work on the project if necessary. The project schedule and next steps are currently under development and a kickoff meeting will occur before the end of the month.

Wingo Bridge Repairs:

This project is all ready to go and work will begin in the fall of 2022 when the water levels in the Roaring Fork River are at their lowest.

Projects currently under construction:

1. Phase 2 GMF expansion. The GMF expansion project is almost complete and the contractor is finishing up the final fit and finish work and the inspections required before RFTA can occupy the new space. RFTA will begin occupying the new spaces over the next few weeks.
2. Repairs to the Parker House employee housing are continuing and the repairs to the roofs between the cabins has been completed. Staff will now be working toward replacing some failed siding and rebuilding the set of stairs that lead to the second story apartments. This work is expected to continue through the spring into the early summer.

Facilities projects budgeted for 2021 and rolled into 2022:

1. Repairs to the Wingo Bridge abutments. Underway.
2. Repair of siding, soffit and fascia at the Parker House Apartments. Underway
3. Revision of the AMF Storm Water Management Plan. Complete
4. Revisions and updates to the CNG Emergency Response Plan. Underway

New facilities projects for 2022 currently being scoped and put out to bid.

1. Replacement of the HVAC at the Bank office building.
2. HVAC duct work cleaning at the AMF.
3. Repair the paint booth at the AMF.
4. Replace the trench drain system at the AMF

Railroad Corridor & Rio Grande Trail Update

Right-of-Way Land Management Project: Along with its legal and engineering consultants, RFTA staff will be working on the following tasks in 2022:

- 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. Identifying each of the property owners has proven a bit challenging. However, staff is in the process of compiling a detailed list of every adjacent property owner, and will begin approaching each property owner on a county-by-county basis. (Ongoing)

Based on comments received from the RFTA Board members at the 02/11/2021 meeting, staff has begun working with Paul Taddune and the rail attorneys, to bring some longstanding licensees into compliance with the terms of their license agreements, secure license agreements with the unlicensed adjacent property owners, and work to eliminate all outstanding encroachments. We will also work with Paul and the rail attorneys on several ditch concerns, and determine a path to finalize agreements involving property boundary disputes. (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)
- **Rail Salvage Project** – Staff has been tasked with developing a statement of work for, and removal of all rail between 7th Street and 27th Street in Glenwood Springs in 2022. Staff will have the Farnsworth Group onsite March 21st and 22nd to inventory all of the rail equipment, tracks, ties, etc. for the rail salvage RFP. The rail salvage project will go forward in 2022/2023. Staff will begin working on the design work to repair both 23rd and 27th Street in Glenwood Springs once the rail is removed from the intersections. (ongoing)
- **Wingo Bridge Rehabilitation Project** – Staff received three bids for the Wingo Bridge Rehabilitation project. Staff has selected a contractor to complete the rehabilitation. The work is tentatively scheduled to begin in late September/early October 2022. (Ongoing)
- **Covenant Enforcement Commission (CEC)** – Staff has completed the annual CEC assessment and the direction received from the RFTA Board of Director's is to go forth and manage the Railroad Corridor. Staff has been coordinating with neighbors identified in the C.E.C report. Here is a brief summary of where we are today:
 1. Paul Taddune is working with Railroad attorneys on best approach for all outstanding corridor issues
 2. CEC letters were sent for three of the property owners identified during the CEC, Staff has been in contact with two of the property owners on removing items. Staff has extended removal date to May 31, 2022 as a courtesy.
 3. Staff will be working with Paul Taddune and the Rail attorneys to set a policy for addressing and removing violations up and down the Railroad Corridor. (ongoing)
 4. At the request of the C.E.C., staff put together a brochure to send out to all of the adjacent neighbors to the railroad corridor, educating them about the railroad corridor and letting them know who to contact with questions related to the Railroad Corridor and/or the Rio Grande Trail. (see brochure attached, thank you to Jennifer Balmes, Communications, for making it look professional).
- **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. Staff has completed the Carbondale section and has started the conversation with Pitkin County to work through an exchange involving the Phillips property. Pitkin County purchased the Phillips property a few years ago. They now control the Phillips homestead and the Phillips trailer park. (Ongoing)
- **Mid Valley Trails Committee (MVTC)** – Eagle County and RFTA staff have reviewed all of the agreements regarding oversight of this committee and plan to bring a recommendation for management of this committee to RFTA leadership, and then to the RFTA Board at the June 10th meeting.



- Staff is still busy out on the trail!
 - The Trail Staff is working hard to give ALL trail users a great experience.
 - Staff has been out pulling weeds, sweeping, debris blowing, cleaning up trailheads, etc. to make sure the trail is safe and clean.
 - Staff opened the Rock Bottom Ranch “wildlife section” on April 30 at 5pm. Hope some of you stopped by the Catherine Bridge Trailhead to celebrate biking through one of the most picturesque stretches of the Rio Grande Trail.
- Some adopt-a-trail groups have been out helping clean up the corridor, which we greatly appreciate!
- Riverview Trail Update – work is on-going. The trail is NOT open to the public yet...still waiting on the intersection traffic control and refurbishing of the old bridge, but work is progressing.
 - This is a “safe routes to school project” that will connect people from CR 109 and the Westbank/Ironbridge neighborhoods up to the Rio Grande Trail and then a trail connects to the Riverview School campus.
- Staff continues working with Carbondale Arts to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
 - The next big project is the Youth Art Park, and it will be located just north of Town Hall and the Carbondale Rec Center. The design is undergoing a slight modification, and construction will begin in 2022.
 - On a smaller scale, Staff is collaborating with Carbondale Arts and RFOV on designing Pollinator Sculpture Gardens to be constructed by youth during the summer of 2022.
- Bi-Annual Bridge Inspections for 5 RGT Bridges is underway, with the field work being completed on March 18th.
 - Staff has received/reviewed the draft reports and are now working to develop future repair projects with SEH.
- Trail Staff completed De-Escalation and Emotional Intelligence Skills training.
- Some 2022 projects that we hope to complete are listed below:
 - Wingo Bridge Maintenance/Repair
 - ❖ RFTA and Pitkin County Open Space and Trails had a joint workday on May 12, 2021 to remove vegetation around the bridge structure in preparation for the repair work
 - ❖ Procurement and the RFTA Project Manager are working with the selected Contractor to get this project moving forward for 2022.
 - ❖ Coordination with Pitkin County is ongoing, as they are a partner.
 - Rio Grande Trail – 20-year plan.
 - Re-vegetation efforts
 - Restoration efforts, including using goats to build soil health and control noxious vegetation
 - Rio Grande ArtWay improvements
 - Kiosk Construction
 - ❖ Staff will continue working with Back 40 Stories in 2022 to finish creating new information kiosk map/panels, in order to complete the remaining 3 kiosk updates.
 - Adopt-a-Trail
 - ❖ RFOV project collaborations