

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

TIME: 8:30 a.m. – 9:00 a.m., Thursday, June 8, 2023

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 second page of this agenda, or at www.rfta.com on the Board Meeting page.

(This Agenda may change before the meeting)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	8:30 a.m.
2	Executive Session (If Needed):			
	A. Paul Taddune, General Counsel: Two (2) Matters: 1) Pursuant to C.R.S. 24-6-402 4(b) and (e) (I): Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions (employee housing issues); and 2) Pursuant to C.R.S. 24-6-402 (e) (I) and (f): Personnel matters: Succession Planning and Other Matters.	3.5.2.B	Executive Session	8:32 a.m.
3	Approval of Minutes: RFTA Board Meeting May 11, 2023, pg. 4		Approve	8:40 a.m.
4	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	8:41 a.m.
5	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	8:45 a.m.
6	Consent Agenda			8:50 a.m.
	A. Resolution 2023-12: Authorization to Submit a Grant Application for FY24 FTA & CDOT Rural Operating and Administrative Funds – Jason White, Assistant Planner, pg 14	4.2.5	Approve	
7	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 18	2.8.6	FYI	8:52 a.m.
8	Issues to be Considered at Next Meeting:			
	To Be Determined at June 8, 2023 Board Meeting	4.3	Meeting Planning	8:58 a.m.
9	Next Meeting: 8:30 a.m. – 9:00 a.m., July 13, 2023, In- person at Carbondale Town Hall or via Webex Teleconference (Details to be provided later).	4.3	Meeting Planning	8:59 a.m.
10	Adjournment: Followed directly by RFTA Board Strategic Summit (see page 3 below for a Strategic Summit Agenda).		Adjourn	9:00 a.m.

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RFTA Board of Directors Strategic Planning Summit

June 8, 2023

Carbondale Town Hall

Facilitated by: Andrea Palm Porter

Summit Agenda:

Time	Topic & Outcomes
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
9:30 a.m.	RFTA Strategic Plan Overview, Review of Accomplishments since last Retreat, Strategic Plan Modifications if needed and/or Affirmation
10:00 a.m.	Break
10:15 a.m.	Presentations and Discussion of Potential Strategic Outcomes/Objectives/Initiatives for further exploration during the afternoon session: <ul style="list-style-type: none">• Climate Action Plan and Zero Emission Bus Transition Plan• RFTA Housing Program Development• First/Last Mile Mobility• Diversity Equity and Inclusion – Title VI
12:15 p.m.	Lunch
1:00 p.m.	Small Group Discussions and Reports on Three- Four Selected 2023 Strategic Outcomes
2:00 p.m. – 2:30 p.m.	Wrap Up

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES**

May 11, 2023

Board Members Present:

Jeanne McQueeney, Chair (Eagle County); Ben Bohmfalk, Vice-Chair (Town of Carbondale); Bill Kane (Town of Basalt); Art Riddile (Town of New Castle); Alyssa Shenk (Town of Snowmass Village); Greg Poschman (Pitkin County); Torre (City of Aspen); Jonathan Godes (City of Glenwood Springs)

Non-Voting Alternates Present:

Colin Laird (Town of Carbondale); Shelley Kaup (City of Glenwood Springs); Sam Rose (City of Aspen); David Knight (Town of Basalt)

Staff Present (in person or via WebEx):

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Mike Hermes, Brett Meredith, and Sarah Faichney, Facilities and Trails Department; Paul Hamilton and Terri Glenn, Finance Department; David Johnson, Director of Planning Department; Tammy Sommerfeld and Rebecca Hodgson, Procurement Department; Ian Adams, Director of Operations; Jamie Tatsuno, and Joni Christenson, Communications; Craig Dubin, Special Projects Manager; Erin Kemp, Interim Director of Human Resources; Ed Cortez, President ATU Local 1774

Visitors Present (in person or via WebEx):

William Ericson and Antonio Megna, (Gannett Fleming Consulting Team) Scott Condon, (Pitkin County); Lynn Rumbaugh (City of Aspen); Terri Partch (City of Glenwood Springs)

Agenda

1. Call to Order/Roll Call:

Jeanne McQueeney called the RFTA Board of Directors to order at 8:39 a.m. McQueeney declared a quorum to be present (8-member jurisdictions present) and the May 11, 2023, RFTA Board of Directors meeting began at 8:40 a.m.

2. Approval of Minutes:

Art Riddile moved to approve the April 13, 2023, Board Meeting Minutes, and Ben Bohmfalk 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 May 11, 2023 Board Agenda.

No members of the public had any comments.

McQueeney closed Public Comments at 8:42 a.m.

4. Items Added to Agenda – Board Member Comments:

McQueeney asked if there were any items that needed to be added to the May 11, 2023, Board meeting Agenda.

No items were added to the May 11, 2023, Board Agenda.

McQueeney asked if any Board member had any comments or questions regarding issues not on the May 11, 2023, Board meeting Agenda.

Riddile thanked RFTA staff for the End of Season Party, it was a great night, and he appreciated everyone's hard work making the event happen.

McQueeney seconded the sentiment, however, she was sorry that more Board members could not have attend the festivities. She was moved by how everyone was so supportive of each other. It demonstrates the comradery and love that employees have for one another within the organization. It was inspirational to see how employees truly care about each other, even outside of work hours.

McQueeney suggested that at future End of Season Parties, perhaps Board members could take on some responsibilities, such as, checking people in and handing out the drink cards. This would give Board members a chance to get to know more employees and allow employees to put a face to a name for Board members.

McQueeney closed Board Comments at 8:45 a.m.

5. Consent Agenda:

A. RFTA Board Waiver of RFTA Procurement Code, Conflict of Interest Provision, Pertaining to Micro-Purchase of Services from RFTA Employee for Recording of the Maroon Bells Bus Tour - Tammy Sommerfeld, Director of Procurement

RFTA Procurement Policy, Section 2.2.4 states that "it shall be a breach of ethical standards for any employee to participate directly or indirectly in procurement when the employee knows that:

- The Employee or any member of the Employee's family has a financial interest pertaining to the procurement."
- However, RFTA Procurement Policy 3.21.2 states that "the RFTA Board may grant an employee a written waiver from the application of this section."

Owen O'Farrell, RFTA Bus Operator, is considered the "gold standard" in terms of tour quality for RFTA's ever-popular Maroon Bells Bus Tour. As a result of this and his theater background, RFTA staff feels he is the ideal candidate to produce voice-over recording work to be used on the service. RFTA would like to hire Owen O'Farrell to do the voice-over for the Maroon Bells Bus Tour recordings, the amount will not exceed \$3,500.

Alyssa Shenk moved to approve the RFTA Board Waiver of RFTA Procurement Code, Conflict of Interest Provision, Pertaining to Micro-Purchase of Services from RFTA Employee for Recording of the Maroon Bells Bus Tour, and Riddile seconded the motion. The motion was unanimously approved.

6. Presentations/Action Items Agenda:

A. Presentation of the Final RFTA Climate Action Plan (CAP) – Evan Murphy, Gannet Fleming Inc., and David Johnson, Director of Planning

The RFTA Climate Action Plan (CAP) planning process is approximately 90% complete. The goals of the CAP are 1) Reduce scope 1 and 2 GHG Emissions 50% by 2030 and 90% by 2050, and 2) Increase displaced emissions compared to baseline to 3x by 2030 and 5x by 2050.

The CAP team has collected a wide range of emissions-related data from RFTA-based transit ridership, fleet fuel consumption, and facility utility bills. This information forms RFTA's 2019 Baseline Greenhouse Gas (GHG) emissions inventory. The clear message that the Board delivered is that the Authority should "plant the flag" with assertive emissions reduction targets into the future, with reasonable milestone dates to report on accomplishments and to re-evaluate goal-setting.

CAP Development Strategy Selection Process:

- Literature Review
- Emissions Inventory
- Stakeholder Input
- Emissions Reduction Potential
- Strategy Evaluation
- Strategy Confirmation and Selection
- Continuous Monitoring

RFTA's cost-benefit climate calculator is a tool for making capital investment decisions based on climate impacts.

Inputs:

- Level of implementation
- Total cost of ownership/implementation
 - Capital costs
 - Operations & maintenance
- Impact on "climate levers"
 - Passenger miles traveled (PMT)
 - Bus miles
 - Fleet composition
 - Facility fuel use

Outputs:

- Cost-benefit
 - Economic impact
 - Emissions impact
 - Emissions per-dollar spent
 - Emissions per PMT
- Alignment with RFTA Strategic Plan outcome areas

RFTA will continue to evaluate the feasibility of additional actions to reach CAP goals. Including:

- Increased transit on I-70 Corridor
- Increased multi-modal/first and last mile mobility

- Opportunities to streamline transit travel times, to increase ridership and reduce GHG emissions
- Energy benchmarking of facilities
- Green standards for facilities
- Advanced building codes for facilities
- Transit oriented development at BRT stations

RFT will develop a monitoring program based on its implementation of the selected strategies, including:

- Continued collection of data
 - Revenue and non-revenue fleet use
 - Utilities
 - Ridership
- Detailed timelines for implementation
- Opportunities for funding
- Evaluation of new technology

Francie Jacober questioned why the Carbondale BRT Emissions Displaced is so much higher than all of the others.

William Erikson responded that number includes new housing and increased jobs, by having the housing closer to a person's place of employment, there will be less people making trips, so emissions are much less.

Shelley Kaup questioned if in the Expansion of Multi-modal Services category, Bike Share Expansion, has there been discussions of increased use of the Rio Grande Trail (RGT).

David Johnson stated that, yes, the RGT is a great place where RFTA can get people out of their cars.

Kurt Ravenschlag added that the development of a Master Plan for the RGT was discussed at the 2022 RFTA Board Strategic Retreat, and it is likely that it will be a major discussion point at the 2024 RFTA Board Strategic Retreat.

Torre stated his concern over the \$16 million Cost Implementation for Bike Share Expansion.

Johnson responded that the \$16 million is capital and operating costs for 5 years, and perhaps that is not the biggest "bang for the buck" option.

Dan Blankenship added that the number might include expansion into the Town of New Castle and other phases of bikeshare expansion than those currently planned. However, Evan Murphy, Gannet Fleming, clarified that the number reflects the amount of funding designated in the Destination 2040 Plan for Operation and Maintenance from now until 2050.

Ravenschlag said that the cost-benefit calculator will help RFTA evaluate what it gets from its investments in terms of impacts on GHGs, and some investments will have better benefits than others. If the only goal was to reduce emissions, RFTA might cut this out of the Plan, however there are other benefits such as enhanced mobility and reductions in automobile congestion.

Greg Poschman questioned, of the strategies presented, which ones does RFTA have control over and which ones are out of its control?

Johnson responded that many strategies are under RFTA's control, some are not, and that RFTA must be smart about land use in order to be successful.

Bohmfolk asked if this Plan would be seen by the RFTA Board yearly.

Ravenschlag responded that yes, there will be a Board Report yearly. This list is just samplings, RFTA can utilize the cost-benefit calculator tool to evaluate additional cost benefits, and after several years there will likely be additional strategies to look at. We need to continue to ask, "how does RFTA get to net zero emissions." Fleet replacement would get us to where we want to go in the shortest time, however, transitioning the fleet to zero emissions is still years away.

McQueeney questions if RFTA can get rid of buses before their end-of-life is complete.

Blankenship responded that RFTA gets grant funding for most its fleet. RFTA would have to sell the bus and in order repay the grant. In his opinion it would not be practical or cost-effective to try to replace buses before the end of their useful lives.

B. Presentation of Rodeway Inn Employee Housing Renovation Project – Mike Hermes, Director of Facilities

Due to the age of the motel, mainly built in the early 1980's, staff and the design team have had to overcome several obstacles and challenges. Building codes have changed drastically since the 1980s, and the current building code is requiring many upgrades to be made at the property. The building codes requiring attention are ones involving the installation of a fire suppression and alarm system, upgraded electrical power to each unit, and upgrades to Americans with Disabilities Act (ADA) units and ADA parking.

The City of Glenwood Springs' municipal code revisions that address converting traditional short-term stay motels to extended stay motels require that the renovations incorporate certain upgrades such as:

- Laundry facilities, at a ratio of one washer and dryer for every 20 units.
- Outdoor lighting improvements to meet illumination and dark sky standards.
- Minimum requirements for the kitchenettes; separate sinks for the kitchen and the lavatory, and built in cook top units with hoods.

The existing Package Terminal Air Conditioning units (PTAC) are a mix of models, made by several different manufacturers, most dating back 10 – 20 years. With the variety of manufacturers and models, repairs and maintenance will be more difficult. These units are generally low-tech and only work until temperatures reach 35 degrees, at that point the resistant electric heating element takes over heating the unit. These are not as energy efficient or as quiet as new PTAC models.

New PTAC Units Replacement Options:

Pros:

- Works to -20 degrees
- More energy efficient
- Quieter

- Back-up electric resistance heating unit
- Mounted in existing PTAC units
- Cheaper than Mini Splits heat pumps

Cons:

- Larger penetration of walls, leads to added heat loss
- Tenants control the system

New Mini Split Heat Pumps Options:

Pros:

- Mounted outside, no large wall penetration
- No duct work required
- Energy efficient, in the right temperature zone

Cons:

- Only work to -20 degrees, then stop working
- No back-up heating for cold weather events
- Creates water drips from unit, requires design
- More expensive than PTAC, purchase and installation
- Tenants control the system

There are currently 3 boilers for domestic and laundry hot water, which need to be replaced. The plan is to replace the boilers with 97% efficient condensing natural gas hot water heaters, which will increase the overall performance and energy efficiency.

With the addition of the kitchenettes and the new electrical code adopted by the City of Glenwood Springs, the gauge of the wiring will be upgraded from the electrical service panels to breaker boxes in each room.

Unit Amenities Include:

- New vinyl flooring
- Sound proofing on adjoining walls and ceilings
- Stainless steel appliances
- 11.6 cubic foot refrigerator
- 2.9 cubic foot 24-inch electric oven with 4-burner cook top
- 1.7 cubic foot combination microwave and air fryer
- Door separating kitchen and bathroom
- Upgraded lighting
- Keyless front door locks
- New texture and paint

The City's code revision will also require RFTA to deed restrict 35% (15) of the units at the Rodeway Inn and rent them at no more than 100% of the maximum rents established by Colorado Housing and Finance Authority (CHFA).

Jacobson questioned why the boilers are not electric.

Mike Hermes responded that they are currently 60 weeks out and they are thought to be too expensive.

Jonathan Godes asked if RFTA is locking itself into these boilers or is it possible to proceed with the existing HVAC system.

Hermes stated that 1 of the boilers must be replaced immediately, but we might be able to hold off on the other 2 boilers and research additional options.

Bill Kane asked what the economic life of the building is, and is it a realistic economic life.

Hermes responded that the building is solid structurally, and it should last a long time. It had a remodel several years ago, and it might need a new roof in a few years, but that is about it.

Poschman stated that if the heating, cooling system is controlled by the tenant, it might not be as efficient as it could be.

Hermes responded that there are essentially three options; controlled forced air, water baseboard heat, and electric baseboard heat. None of the options are feasible, however Hermes will look into water baseboard heating systems and will report back to the Board on available options.

7. Board Governance Process:

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

The Strategic Planning Retreat will be held June 8, 2023 at the Carbondale Town Hall, immediately following an abbreviated regular RFTA Board meeting which will begin at 8:30 a.m. The facilitator for the Retreat will be Andrea Palm-Porter from Roaring Fork Leadership (RFL).

Greg Poschman and Colin Laird volunteered to be a part of the Retreat subcommittee and recommended several topics to be discussed at this year's Retreat.

The subcommittee recommends the following topics:

- Accomplishments made since last year's Retreat
- Staff Housing Strategies
- Workforce Retention
- RFTA's Climate Action Plan (CAP)
- Latino Community Involvement
- First and Last Mile Mobility
- Succession Planning
- Review of RFTA's Strategic Plan Outcomes.

Bohmfolk stated that perhaps there are too many topics to get through during the allotted time, the Board should focus on the most important topics to be able to have good discussions and make progress. Perhaps Staff Housing Strategies, Workforce Retention, and Succession Planning are not needed at this time. David Knapp, PhD, is being retained to help with the Succession Planning issue. Bohmfalk felt that the First/Last Mile Mobility topic should be a priority topic.

Johnson responded that RFTA staff and the subcommittee will be meeting with Andrea Palm-Porter prior to the Retreat to refine and finalize the Agenda for the Retreat.

8. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

Blankenship requested that Board members or Alternates volunteer to travel to Washington D.C. to meet with members of the Congressional Delegation the week of June 20-23. Meeting with the Congressional Delegation has proven beneficial to RFTA in terms of support grant funding requests. RFTA is seeking additional grant funds for capital projects, such as the Phase 6 Office Building and Transit Center. Nicole Schoon will make flight and hotel reservations for the Board members and staff who wish to attend the trip to D.C., she will email those who wish to attend with requested information.

Art Riddile and Shelley Kaup volunteered to represent RFTA on the upcoming trip to Washington D.C.

RFTA's March year-to-date ridership is up 25.3% with 1,715,361 riders, compared to March 2022 with only 1,368,926 riders.

The Garfield County Transportation Improvement Subcommittee continues to meet weekly. The goal of the Subcommittee is to create a Garfield County jurisdictional forum for discussing current and forecasted challenges associated with traveling in the I-70 and Highway 82 corridors, within Garfield County.

The Subcommittee reviewed and approved a draft letter requesting CDOT to convene and facilitate discussions among Garfield County jurisdictions about current and future transportation challenges and potential solutions. The letter will be sent for approval and signature by each Garfield County jurisdiction, and then will be sent to CDOT for consideration.

RFTA's Mobile Fare App had 10,343 transactions in April 2023, collecting \$291,768 in transactions. There has been a total of 9,643 accounts created since RFTA implemented the app, and 52,455 rides were made utilizing the app.

RFTA is preparing for the 2022 Financial Statement Audit, and will have an Audit Subcommittee to help with the preparation and answer and potential questions the auditors might have. Members of the Subcommittee will be: RFTA Board members: Alyssa Shenk (Town of Snowmass Village), Colin Laird (Town of Snowmass Village), and Greg Poschman (Pitkin County), Ann Driggers (Pitkin County Chief Financial and Administration Officer, Treasurer, and Public Trustee), Jill Klosterman (Eagle County Chief Financial Officer), or Anna Earl, Independent Financial Expert (Eagle County Deputy Director of Finance)

9. Executive Session:

- A. Paul Taddune, General Counsel: Two (2) Matters: 1) Pursuant to C.R.S. 24-6-402 4(b) and (e) (I): Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions (employee housing issues and legislative clarifications and initiatives); and 2) Pursuant to C.R.S. 24-6-402 (e) (I) and (f): Personnel matters: CEO Performance Review Process and Succession Planning.**

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

Executive Session began at 10:07 a.m.

Staff Present: Paul Taddune, General Counsel; Dan Blankenship, CEO; Kurt Ravenschlag, COO; Michael Yang, CFAO; Nicole Schoon, Secretary to the Board; Mike Hermes, Director of Facilities and Trails

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

No action was taken during the Executive Session, which adjourned at 10:40 a.m.

10. Discussion Item:

A. RFTA-Wide Succession Planning – David Knapp, PhD

With over 25 years of experience in the corporate boardroom and the university classroom, David Knapp's passion is helping clients improve themselves and their organizations through the practical application of the most current research findings in the areas of communication, management, leadership, and organizational development. Knapp has worked with local, national, and international organizations and governments in nearly all areas of organizational learning and development.

In 2022, David Knapp, PhD led the RFTA Supervisor Academy, with 25 Supervisors, Foreman & Managers participating in the course.

RFTA intends to provide the course again in 2023 for another 25 participants. The curriculum is as follows:

- Class # 1: Academy Launch including goals, objectives, expectations, and setting the stage with a course on Management versus Leadership
- Class # 2: Communicating Effectively as a Leader
- Class # 3: Motivating, Coaching and Empowering Employees
- Class # 4: Adaptability, and Change Management
- Class # 5: Conflict Management and Personal Resilience
- Class # 6: Innovative Project Ideas to help improve RFTA
- Class # 7: Developing Emotional Intelligence

The following leadership principles should be an integral part of each class:

- Sharing a clear and compelling vision on RFTA's Strategic Plan
- Activating the potential in others through coaching skills
- Motivating, inspiring, encouraging and challenging employees by leading through example
- Teaching with patience
- Customer service skills to make RFTA Best in Class

Separately, there will be individual virtual & in-person coaching sessions to assist employees in developing their professional and personal growth and communication skills. There are 8 individuals for which Dr. Knapp has been providing ongoing coaching, beginning in 2022, and there will be more added this year.

Kane moved to approve contracting with David Knapp, PhD to develop a Chief Executive Officer (CEO) Succession Plan, including Executive-Level development coaching for the Chief Operating Officer

(COO) and Chief Financial and Administrative Office (CFAO) over the Next 21 Months, the cost of which will be approximately \$33,000. Godes seconded the motion. The motion was unanimously approved.

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

12. Next Meeting: 8:30 a.m. – 11:30 a.m.; June 8, 2023, Carbondale Town Hall, Room 1 and via WebEx Teleconference, for those who are unable to attend in person. This will be an abbreviated Board meeting followed directly by the RFTA Board Strategic Planning Retreat

13. Adjournment:

Shenk moved to adjourn from the May 11, 2023 RFTA Board meeting, and Godes seconded the motion. The motion was unanimously approved.

The May 11, 2023 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
“CONSENT” AGENDA SUMMARY ITEM # 6. A.

Meeting Date:	June 8, 2023									
Agenda Item:	Resolution 2023-12: Authorization to Submit a Grant Application for FY24 FTA & CDOT Rural Operating and Administrative Funds									
Strategic Outcomes:	4 FINANCIAL SUSTAINABILITY									
Strategic Objectives:	4.4 Pursue financing opportunities to deliver better service and complete future capital projects 4.7 Monitor, evaluate and present new revenue sources									
Presented By:	Jason White, Assistant Planner									
Staff Recommends	RFTA Board authorization to submit a grant application for FY24 FTA 5311 Rural Operating and Administrative Funding Assistance, in the amount of \$1,201,678, with a 50% local match commitment of \$1,201,678 Staff will be presenting an additional resolution at the July, August, or September Board meeting for a Super Call capital application for facility improvements and/or bus replacements.									
Executive Summary	The Colorado Department of Transportation’s (CDOT) Division of Transit and Rail (DTR) is issuing the calendar year 2024 Super Call for projects. All eligible capital, planning, administrative, operating, and mobility management transit funding projects DTR funds with Federal Transit Administration (FTA) and/or State funds on an annual basis are available for application at this time.									
Background/Discussion	The NOFA and corresponding reference materials are being issued to describe the funding opportunities available, applicant and project eligibility, applicant local match requirements, application preparation and submission guidelines, evaluation criteria, and the DTR application review process. On an annual basis, transit agencies apply for capital funding for repair/replacement of aging fleets and facilities. In previous years, staff recommended individual applications to these grant programs, as funding program guidance was provided. CDOT is now utilizing the “Super Call” process to consolidate all CDOT-administered funding opportunities. Recognizing the application due dates below, Staff will be presenting additional resolutions for cash match at the September Board meeting. Table 1: Application Schedule for 2024 A/O/MM & Planning Call for Projects.									
	<table border="1"> <thead> <tr> <th>Application Types</th> <th>Application Start Date</th> <th>Application Due Date</th> </tr> </thead> <tbody> <tr> <td>A/O/MM Applications (FTA 5310 and 5311)</td> <td>5/22/2023</td> <td>6/30/2023</td> </tr> <tr> <td>Planning Applications (FTA 5304 and CTE ZEV Transition Planning)</td> <td>5/22/2023</td> <td>7/21/2023</td> </tr> </tbody> </table>	Application Types	Application Start Date	Application Due Date	A/O/MM Applications (FTA 5310 and 5311)	5/22/2023	6/30/2023	Planning Applications (FTA 5304 and CTE ZEV Transition Planning)	5/22/2023	7/21/2023
Application Types	Application Start Date	Application Due Date								
A/O/MM Applications (FTA 5310 and 5311)	5/22/2023	6/30/2023								
Planning Applications (FTA 5304 and CTE ZEV Transition Planning)	5/22/2023	7/21/2023								
Governance Policy	RFTA Board Governing Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”									

Fiscal Implications:	RFTA Staff will submit a grant application for FY24 FTA 5311 Rural Operating and Administrative Funding Assistance, in the amount of \$1,201,678, with a 50% local match commitment of \$1,201,678.
Attachments:	Yes, please see Resolution 2023-12, attached below.

Director _____ moved to adopt the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2023-12**

**AUTHORIZATION TO SUBMIT A GRANT APPLICATION FOR FY24 FTA & CDOT SUPER CALL
FUNDING FOR FTA 5311 RURAL OPERATING AND ADMINISTRATIVE FUNDS**

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 grants from Federal, State and local sources; and

WHEREAS, RFTA will submit a grant application for FY23 FTA 5311 Rural Operating and Administrative Funding Assistance, in the amount of \$1,201,678, with a 50% local match commitment of \$1,201,678; and

WHEREAS, RFTA will commit \$1,201,678 as local match, contingent upon awards from this funding process.

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 Applications to be submitted by RFTA and it will appropriate matching funds, if awarded
3. If the grant is awarded, the RFTA Board of Directors strongly supports the completion of the project.
4. The Board of Directors of RFTA authorizes the expenditure of funds necessary to meet the terms and obligations of any grant awarded pursuant to any Grant Agreements.
5. If grants are awarded, the RFTA Board of Directors hereby authorizes the CEO to execute grant agreements with either FTA or CDOT.

INTRODUCED, READ, AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 8th day of June, 2023.

**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 June 8, 2023; (b) the meeting was open to the public; (c) the Authority provided at least 48 hours’ written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this 8th day of June, 2023.

Nicole R. Schoon, Secretary to the RFTA Board

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

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: June 8, 2023

Upcoming Meetings with RFTA’s Congressional Delegation: RFTA Board members, Shelley Kaup and Art Riddile, along with RFTA staff, Kurt Ravenschlag, COO, David Johnson, Director of Planning, and Ben Ludlow, Interim Senior Project Manager, will be traveling to Washington D.C. June 18 - 21, to meet with members of the Congressional Delegation and/or their staffs in order to advocate on behalf of grant applications that RFTA is submitting for capital projects, such as the Phase 6 Office Building and Transit Center.

Ridership: Through **April 2023**, RFTA’s year-to-date system-wide ridership was **2,075,784**, up **25.57%** compared to **1,666.352** passengers through **April 2022**.

The chart below compares year-to-date **April 2023** ridership with year-to-date **April 2019** pre-pandemic ridership. Overall, year-to-date system-wide ridership through **April 2023** was down **10%** compared to year-to-date system-wide ridership through **April 2019**. However, Valley ridership was only down **2%** and Hogback ridership was up **69%** compared with year-to-date **April 2019**.

Total Ridership YTD Comparison: 2019 vs. 2023			
Service	YTD Apr. 2019	YTD Apr. 2023	% Vari YTD 2023 to YTD 2019
Aspen	647,765	458,761	-29%
Valley	995,411	978,721	-2%
Hogback	33,293	56,118	69%
Other	561,953	526,066	-6%
Total	2,238,422	2,019,666	-10%

When looking only at the month of **April 2023** ridership compared to **April 2019** (pre-pandemic), system-wide ridership was down **15%**, but Valley ridership was only down **6%**, Hogback ridership was up **63%**, and Other ridership, which includes Ride Glenwood and Aspen Skiing Company, was down **20%** (see below).

Ridership Comparison: Apr. 2019 vs. Apr. 2023			
Service	Apr-19	Apr-23	% Vari Apr. 2023 to Apr. 2019
Aspen	104,656	66,809	-36%
Valley	182,167	172,094	-6%
Hogback	8,199	13,393	63%
Other	64,946	52,009	-20%
Total	359,968	304,305	-15%

Garfield County Transportation Improvement Subcommittee: A letter signed by Parachute, Rifle, Silt, New Castle, Glenwood Springs, Carbondale, and Garfield County, was sent to Shoshana Lew, Executive Director, requesting CDOT to convene and facilitate roundtable discussions among Garfield County jurisdictions about current and future transportation challenges and potential solutions. Director Lew appears receptive to the request and CDOT and RFTA staff are currently discussing how best to move the process forward.

Chief Operating Officer Update, June 2023 – Kurt Ravenschlag, COO

Operational Readiness

Projected Summer: 107% - 111%

The Roaring Fork Transportation Authority utilizes an Operational Readiness calculator to determine whether or not we have the appropriate level of staffing to deliver a particular season scheduled service. For example, a 100% readiness means RFTA has the exact number of bus operators to cover the scheduled service. However, 100% readiness does not account for vacations, sick absences, FMLA or other reasons an employee might be away from work. 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 and avoid excessive overtime. RFTA has established a threshold of 105% readiness before service reductions would be necessary to reliably deliver scheduled service.

RFTA 2023 Work Plan for Destination 2040 Implementation

E1 - Bus Replacement – 19, 40’ 9 clean diesel and 10 CNG, low floor buses

2023 Budget: \$11,341,890	% Complete: 25%	Last Updated: June 2023
<ul style="list-style-type: none"> 2021 and 2022 Budget included funding to purchase 19 replacement clean diesel, low floor buses. This budget was appropriated in the 2022 Annual Budget appropriation. 		<ul style="list-style-type: none"> 9 of 9 Clean Diesel buses delivered May 2023. 4 of 10 CNG buses delivered.

E2 - Bike Share Expansion

2023 Capital Budget: \$2,064,858	%Complete: 100%	Last Updated: May 2023
<ul style="list-style-type: none"> 2023 Budget includes \$2,064,858 to purchase and implement bike share in Carbondale and Glenwood Springs. 		<ul style="list-style-type: none"> 2023 Bike Share implementation is underway.

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

2023 Budget: \$2,803,850	% Complete: 25%	Last Updated: June 2023
<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"> 5 of 5 Clean Diesel buses delivered May 2023

C13 – Town of Snowmass Village Transit Center

2023 Budget: \$500,000	% Complete: 20%	Last Updated: June 2023
<ul style="list-style-type: none"> RFTA staff continue to coordinate with Town of Snowmass on the design and implementation of the Snowmass Transit Center. 		<ul style="list-style-type: none"> Snowmass is redesigning transit center to address community concerns. TOSV Planning and Zoning Board rejected Transit Center Plans. Town Council also rejected plans. Project is currently tabled.

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

2023 Budget: \$3,800,392	% Complete: 30%	Last Updated: June 2023
<ul style="list-style-type: none"> In 2023 RFTA staff plan to contract with a construction team and begin construction of the 27th Street and SH-82 Underpass in spring 2023. 		<ul style="list-style-type: none"> Meyers and Sons has begun construction with clearing and grubbing. <i>A groundbreaking ceremony that will be attended by Shoshana Lew, Executive Director, CDOT, Glenwood Springs City Councilors and RFTA Board members will be conducted at the 27th St. BRT station on June 16 at 10:00 a.m.</i>

S4 - Buttermilk Underpass

2023 Budget: \$0	% Complete: 0%	Last Updated: June 2023
<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"> Survey of community prefers underpass to overpass. Pitkin County is leading grade separation planning and public outreach to determine design parameters for Buttermilk/HWY82 crossing. www.eotcbuttermilk.com

S7 - Glenwood Maintenance Facility (GMF) Expansion

2022 Budget:
\$28,246,556

% Complete: 30%

Last Updated: June 2023

- Construction funding for phases 3,4,5,7 has been appropriated in 2023 Annual Budget.
- Design funding for Phase 6 has been appropriated in 2023 Annual Budget.

Phase 3,4,5,7

- Construction resumed March 2023



- *Construction site*



Phase 6 and 8 (Transit Center and Operations Center and warehouse building)

- Design team has been selected for Phase 6 and contracting is underway.

S10 - Replacement Housing

2022 Budget: \$50,000	% Complete: 10%	Last Updated: June 2023
<ul style="list-style-type: none"> Funding for a comprehensive housing policy effort has been included in the 2023 annual budget appropriation to help define the housing type RFTA should build. 		<ul style="list-style-type: none"> EPS has been selected to conduct RFTA's Housing Comp Plan and Policy Development.

Planning Department Update, June 2023 – David Johnson, Director of Planning

There is no Planning Department Update for the June 8, 2023 Board Meeting Agenda.

Finance Department Update, June 2023 – Michael Yang, CFAO

2023 Actuals/Budget Comparison (April YTD)

2023 Budget Year				
General Fund	April YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 8,255,197	\$ 6,922,170	19.3%	\$ 36,813,900
Property Tax	\$ 5,830,134	\$ 5,830,134	0.0%	\$ 11,843,939
Grants	\$ 4,634,555	\$ 4,634,555	0.0%	\$ 54,862,431
Fares (2)	\$ 1,236,454	\$ 963,821	28.3%	\$ 4,243,700
Other govt contributions	\$ 1,138,003	\$ 1,138,003	0.0%	\$ 2,433,143
Other income (3)	\$ 1,652,890	\$ 708,080	133.4%	\$ 1,406,600
Total Revenues	\$ 22,747,233	\$ 20,196,763	12.6%	\$ 111,603,713
Expenditures				
Fuel (4)	\$ 611,017	\$ 1,053,195	-42.0%	\$ 2,579,765
Transit (5)	\$ 11,797,144	\$ 12,210,402	-3.4%	\$ 39,674,261
Trails & Corridor Mgmt	\$ 176,806	\$ 181,161	-2.4%	\$ 944,890
Capital	\$ 9,021,848	\$ 9,020,652	0.0%	\$ 97,884,966
Debt service	\$ 385,661	\$ 385,661	0.0%	\$ 1,900,833
Total Expenditures	\$ 21,992,476	\$ 22,851,071	-3.8%	\$ 142,984,715
Other Financing Sources/Uses				
Other financing sources	\$ 3,465,930	\$ 3,465,770	0.0%	\$ 3,669,760
Other financing uses	\$ (1,758,229)	\$ (1,758,229)	0.0%	\$ (5,179,954)
Total Other Financing Sources/Uses	\$ 1,707,701	\$ 1,707,541	0.0%	\$ (1,510,194)
Change in Fund Balance (6)	\$ 2,462,457	\$ (946,767)	-360.1%	\$ (32,891,196)

- Sales and Use Tax Revenues are received 2 months in arrears (i.e. April sales and use tax revenue will be deposited in June).
- Through April, fare revenue and ridership are increased by 11% and 27%, respectively, compared to the prior year. The average sale per transaction was approximately \$15.23 in April 2022 compared to \$7.12 in April 2023. The primary driver for this decrease is due to Mobile App functionalities (i.e. one-way purchases) as compared to only offering Stored Value Card purchases at the Ticket Vending Machines. The Mobile App was implemented in November 2022. The chart below provides a YTD April 2022/2023 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 4/2022	YTD 4/2023	Increase/ (Decrease)	% Change
Regional Fares	\$ 1,093,203	\$ 1,208,168	\$ 114,965	11%
Total Fare Revenue	\$ 1,093,203	\$ 1,208,168	\$ 114,965	11%

Ridership on RFTA Regional Services*:	YTD 4/2022	YTD 4/2023	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	232,279	275,968	43,689	19%
BRT	289,956	384,401	94,445	33%
SM-DV	37,717	48,261	10,544	28%
Grand Hogback	42,375	56,118	13,743	32%
Total Ridership on RFTA Fare Services	602,327	764,748	162,421	27%
Avg. Fare/Ride	\$ 1.81	\$ 1.58	\$ (0.24)	-13%

- (3) Through April, higher interest rates have yielded excess investment income compared to budget.
- (4) Fuel savings are due to lower actual transit mileage compared to budget and lower fixed forward pricing compared to budget.
- (5) Savings are primarily attributable to Vehicle Maintenance and Administration.
- (6) 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 April YTD				Hours April YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	1,348,256	1,372,748	(24,492)	-1.8%	62,827	64,307	(1,480)	-2.3%
City of Aspen	206,212	213,608	(7,396)	-3.5%	24,074	24,206	(132)	-0.5%
Aspen Skiing Company	214,653	217,657	(3,004)	-1.4%	15,329	16,045	(717)	-4.5%
Ride Glenwood Springs	36,806	38,992	(2,186)	-5.6%	3,264	3,262	2	0.1%
Grand Hogback	135,630	138,652	(3,022)	-2.2%	6,392	6,455	(64)	-1.0%
Specials/Charters	1,948	3,750	(1,801)	-48.0%	327	279	48	17.0%
Senior Van	3,757	3,327	431	13.0%	470	548	(78)	-14.3%
Subtotal - Transit Service	1,947,263	1,988,733	(41,470)	-2.1%	112,681	115,103	(2,422)	-2.1%
Training & Other	5,558	7,200	(1,642)	-22.8%	6,885	7,945	(1,061)	-13.3%
Total Transit Service, Training & Other	1,952,821	1,995,933	(43,112)	-2.2%	119,565	123,048	(3,483)	-2.8%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Apr-22 YTD	Apr-23 YTD	# Variance	% Variance
City of Aspen	396,547	458,761	62,214	15.69%
RF Valley Commuter	823,098	1,034,839	211,741	25.72%
Grand Hogback	42,375	56,118	13,743	32.43%
Aspen Skiing Company	338,431	435,626	97,195	28.72%
Ride Glenwood Springs	54,860	82,491	27,631	50.37%
X-games/Charter	10,732	7,304	(3,428)	-31.94%
Senior Van	309	645	336	108.74%
MAA Burlingame	-	-	-	#DIV/0!
Maroon Bells	-	-	-	#DIV/0!
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	1,666,352	2,075,784	409,432	24.57%

Subset of Roaring Fork Valley Commuter Service with BRT in 2019

Service	YTD Apr 2022	YTD Apr 2023	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	232,279	275,968	43,689	19%
BRT	289,956	384,401	94,445	33%
Total	522,235	660,369	138,134	26%

2022 Financial Statement Audit – Schedule

Date	Activity	Status
5/1/2023 – 5/5/2023	Start of Audit – auditors conducting onsite fieldwork	<i>Completed</i>
6/16/2023	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, with remote participation available, between the Audit Subcommittee, the auditor, and staff to discuss the audit in detail.	<i>On schedule</i>
7/7/2023	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/13/2023	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

Confirmed members of RFTA Board Audit Subcommittee:

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

Facilities Update, June 2023 – Mike Hermes, Director of Facilities & Trails

There is no Facilities Update for the June 8, 2023 Board Meeting Agenda.