

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

TIME: 8:30 a.m. – 9:15 a.m., Thursday, July 13, 2023

NOTE: Virtual Meeting Only

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

(This Agenda may change before the meeting)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	8:30 a.m.
2	Approval of Minutes: RFTA Board Meeting June 8, 2023, pg. 3		Approve	8: 32 a.m.
3	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	8:33 a.m.
4	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	8:35 a.m.
5	Consent Agenda			8:40 a.m.
	A. RFTA 2022 Audited Financial Report – Michael Yang, CFAO and Paul Hamilton, Director of Finance, page 7	4.2.5	Approve	
	B. Authorization for RFTA CEO to Enter into Commercial Office Space Leases for RFTA Administrative Employees - Mike Hermes, Director of Facilities, page 12	2.3.7	Approve	
	C. Preliminary Authorization to Award FY24 First/Last Mile Mobility Reserve (FLMMR) Grants, David Johnson, Director of Planning and David Pesnichak, Mobility Coordinator, page 14	4.2.5	Approve	
6	Presentations/Action Items:			
	A. Due Diligence Regarding Electrification of Boilers at Rodeway Inn (Iron Mountain Place) – Mike Hermes, Director of Facilities, page 16	4.2.5	Discussion /Action	8:45 a.m.
7	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 19	2.8.6	FYI	9:00 a.m.
8	Issues to be Considered at Next Meeting:			
	To Be Determined at July 13, 2023 Board Meeting	4.3	Meeting Planning	9:05 a.m.
9	Next Meeting: 8:30 a.m. – 9:00 a.m., August 10, 2023, In- person at Carbondale Town Hall or via WebEx Teleconference (Details to be provided later).	4.3	Meeting Planning	9:10 a.m.
10	Adjournment:		Adjourn	9:15 a.m.

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**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES**

June 8, 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); Shelley Kaup (City of Glenwood Springs)

Non-Voting Alternates Present:

Colin Laird (Town of Carbondale); Ingrid Wusso (City of Glenwood Springs); Sam Rose (City of Aspen); David Knight (Town of Basalt); Francie Jacober (Pitkin County); Bill Madsen (Town of Snowmass Village)

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):

Andrea Palm-Porter (Roaring Fork Leadership); Lynn Rumbaugh (City of Aspen); Sam Guarino (Town of Snowmass Village)

Agenda

1. Call to Order/Roll Call:

Jeanne McQueeney called the RFTA Board of Directors to order at 8:33 a.m. McQueeney declared a quorum to be present (8-member jurisdictions present) and the June 8, 2023, RFTA Board of Directors meeting began at 8:34 a.m.

2. 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.

After consideration it was determined that the June 8, 2023 Executive Session was not necessary.

3. Approval of Minutes:

Shelley Kaup moved to approve the May 11, 2023, Board Meeting Minutes, and Alyssa Shenk seconded the motion. The motion was unanimously approved.

4. 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 June 8, 2023 Board Agenda.

No members of the public had any comments.

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

5. Items Added to Agenda – Board Member Comments:

McQueeney asked if there were any items that needed to be added to the June 8, 2023, Board meeting Agenda.

No items were added to the June 8, 2023, Board Agenda.

McQueeney asked if any Board member had any comments or questions regarding issues not on the June 8, 2023, Board meeting Agenda.

Kaup stated that she will be the new City of Glenwood Springs voting member for the RFTA Board of Directors, and Ingrid Wusso will be the alternate member.

Shenk stated that she took the bus up to Maroon Bells over the weekend, and the whole experience was extremely enjoyable. The recorded audio tour guide was great, and it enhanced the whole experience. RFTA staff were extremely helpful and she noticed that they were able to answer any question that passengers asked.

Ben Bohmfalk informed the Board that he has accepted the position of Chief Operating Officer with the School District therefore, he will be stepping down as the vice-chair of the RFTA Board of Directors. He will remain as the alternate Board member, and Colin Laird will be taking on the roll of voting member of the RFTA Board of Directors. The Board will need to elect a new vice-chair for the remainder of 2023.

Torre moved to elect Art Riddile as the Vice-Chair for the remainder of 2023, and Bohmfalk seconded the motion. The motion was unanimously approved.

Greg Poschman stated that he rode a bus the other day and was highly impressed by the driver's knowledge. He knew the answer to every question that was asked of him.

Francie Jacober questioned that if a person is waiting at a stop, why would a BRT bus drive right by them, do they not stop at all local bus stops.

Kurt Ravenschlag responded that no, BRT buses only pick up at BRT bus stops.

Art Riddile stated that he visited the Glenwood Maintenance Facility (GMF) construction site a few days ago, and wondered how the rain has impacted the mud at the site.

Mike Hermes responded that there is a drain for those types of issues, and it has been working properly and has been pushing the water and mud away from the foundation.

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

6. Consent Agenda:

A. Resolution 2023-12: Authorization to Submit a Grant Application for FY24 FTA & CDOT Rural Operating and Administrative Funds – Jason White, Assistant Planner

RFTA staff request 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.

Riddile moved to approve Resolution 2023-12: Authorization to Submit a Grant Application for FY24 FTA & CDOT Rural Operating and Administrative Funds, and Bill Kane seconded the motion. The motion was unanimously approved.

7. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

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. They will 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.

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.

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.

Operational Readiness for the projected number of Bus Operators needed for the Summer: 107% - 111%.

On June 16, 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. The Final Audit Report will be distributed to RFTA Board with the July Board Packet and A presentation of the Final Audit Report will be presented by Auditor, if desired by the Board.

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)

8. **Issues to be Considered at Next Meeting:** No topics identified.
9. **Next Meeting:** 8:30 a.m. – 11:30 a.m.; July 13, 2023, Carbondale Town Hall, Room 1 and via WebEx Teleconference, for those who are unable to attend in person.
10. **Adjournment:**

Poschman moved to adjourn from the June 8, 2023 RFTA Board meeting, and Riddile seconded the motion. The motion was unanimously approved.

The June 8, 2023 RFTA Board Meeting adjourned at 8:58 a.m.

The June 8, 2023 Board meeting was immediately followed by the RFTA Board Strategic Planning Retreat.

Respectfully Submitted:

Nicole R. Schoon
Secretary to the RFTA Board of Directors

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

Meeting Date:	July 13, 2023
Agenda Item:	RFTA 2022 Audited Financial Report
Strategic Outcome:	Financial Sustainability
Strategic Objective:	2.3: Financial Condition and 2.4: Asset Protection
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance Paul Backes, McMahan & Associates, LLC (auditor)
Recommendation:	Accept RFTA 2022 Audited Financial Report
Core Issues:	<p>The annual financial statement audit is required by third parties, which includes the Federal Transit Administration, Colorado Department of Transportation, Municipal Securities Rulemaking Board, and Standard & Poor’s.</p> <p>McMahan & Associates LLC conducted the audit and is responsible for expressing an opinion on:</p> <ul style="list-style-type: none"> a. RFTA’s financial statements and the budget and actual individual fund statements for the year ended December 31, 2022, and b. RFTA’s compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement applicable to each of its major federal programs for the year ended December 31, 2022. <p>An unqualified or “clean” opinion was received from the auditors that RFTA’s 2022 financial statements conform to U.S. generally accepted accounting principles and that RFTA is in compliance with the requirements for each of its major federal programs.</p> <p>No deficiencies were reported; no current year findings or questioned costs were identified.</p> <p>On June 16, 2023, the RFTA Board Audit Subcommittee (RFTA Board members: Alyssa Shenk, Town of Snowmass Village, and Greg Poschman, Pitkin County; Independent Financial Experts: Ann Driggers, Pitkin County Chief Financial and Administrative Officer, Treasurer, and Public Trustee and Jill Klosterman, Eagle County Chief Financial Officer) had a meeting with our auditor which included an in-depth review and discussion of the 2022 audit. RFTA staff was available for a portion of the meeting to answer questions from the subcommittee. The subcommittee agreed that the 2022 audited financials be recommended for acceptance by the RFTA Board of Directors.</p> <p>Based on the unqualified or “clean” opinion from the auditors and with the RFTA Board Audit Subcommittee approval as evidenced by the attached meeting minutes prepared by the subcommittee, staff recommends that the RFTA Board accept the 2022 Audited Financial Report.</p>
Policy Implications:	Board Asset Protection Policy 2.4.8 states, “The CEO may not compromise the independence of the Board’s audit or other external monitoring or advice.”

Fiscal Implications:	Failure to comply with annual financial statement audit requirements by third parties can negatively affect existing agreements and future grant awards resulting in unfavorable financial conditions.
Attachments:	<ol style="list-style-type: none">1. RFTA Board Audit Subcommittee Meeting Minutes (below),2. Communication to the Governing Board, Letter from Auditor, and3. "RFTA 2022 Audited Financial Statements – FINAL.pdf" with auditor's opinion letters included in the July 2023 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

RFTA Board Audit Subcommittee Meeting Minutes June 16, 2023

Hybrid in-person (1340 Main Street)/WebEx Virtual Meeting Started at 1:10 p.m.

Attendees:

Audit subcommittee members:

1. Greg Poschman (Pitkin County)
2. Alyssa Shenk (Town of Snowmass Village)
3. Ann Driggers (independent financial expert and Chief Financial and Administrative Officer, Treasurer, and Public Trustee for Pitkin County)
4. Jill Klosterman (independent financial expert and Chief Financial Officer for Eagle County)

External auditors:

5. Paul Backes, CPA (Partner at McMahan & Associates)
6. Kelsey Roper, CPA (McMahan & Associates)
7. Dimi Negrete (McMahan & Associates)

RFTA staff:

8. Dan Blankenship (RFTA CEO)
9. Kurt Ravenschlag (RFTA COO)
10. Michael Yang, CPA (RFTA CFAO)
11. Paul Hamilton, CPA (RFTA Finance Director)
12. David Carle (RFTA Budget Manager)
13. Viktoria Vadenyuk (RFTA Accounting Manager)

The meeting began with group introductions. Paul Hamilton provided a background of the audit subcommittee, which was created in 2011, whose purpose is to provide an opportunity for more in-depth discussion of RFTA's financial audit with staff and the auditors in advance of the full RFTA Board's acceptance of the annual financial report at the July Board meeting.

Kelsey Roper gave an overview of McMahan & Associates, LLC and their approach to auditing, which is mainly centered around governmental auditing.

Kelsey Roper explained their audit overview and approach:

- 1) Provided overview of testing procedures, staff interviews, data analytics, and year-over-year trend review
- 2) Talked about tying amounts on financial statements to source documents, including bank statements, deposits, invoices, and third-party reports
- 3) Reviewed newly implemented Governmental Accounting Standards Board (GASB) standard #87 related to long-term leases

There was discussion regarding the Management Discussion and Analysis (MD&A) portion of the Financial Statements and various highlights of this section. The MD&A section is unaudited and provides a summary from management describing highlights during 2022. Majority of revenues went up from 2021, except grants line item, which was related to the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and CARES Act Phase 3 – Winter Surge grant received in 2021.

Paul Backes mentioned that RFTA, as a single-purpose entity, qualifies for presenting financial statements combining fund level and government-wide statements.

Kelsey Roper talked about RFTA's positive fund balance and net position that increased for all funds in 2022, except the Capital Projects fund, which decreased due to capital expenditures. In 2022, RFTA experienced savings in expenditures and did not show any expenditures over appropriations. She reviewed the various disclosures, including new one related to GASB 87. The 2023 lease purchase for the purchase of six buses was added as a subsequent event.

McMahan and Associates performed a single audit, testing compliance with federal program requirements. Three major federal programs were tested for RFTA in 2022 with no findings. Per request from Michael Yang, Kelsey Roper explained what would constitute a finding with examples being misstatements, non-compliance with program requirements, or internal controls deficiencies. Paul Backes explained that the federal government, as one of the main users of financial statements, requires a single audit of all major program funds received by an entity.

The 2020 audit discovered several unallowable expenditures included in the grant reimbursement. Submitted expenditures were outside of the grant reimbursement window. RFTA staff corrected this error and no additional cost was incurred due to the finding, as RFTA submitted other invoices in place of excluded ones. Although recommended internal controls procedures were implemented in 2021, RFTA is considered a high-risk auditee for two subsequent years after the finding. Paul Backes mentioned that RFTA returns to a low-risk entity status in 2023. Low-risk status allows the auditors to test 20% of grant funds received by RFTA, compared to 40% for high-risk entities. He further mentioned that he found that few entities didn't have a finding in 2020.

Kelsey Roper reviewed the binder of scanned workpapers and details of testing they perform. RFTA staff provides most of the workpapers and documents. 482 workpapers were scanned and analyzed as part of 2022 audit.

Paul Backes brought up the upcoming issue of the growing employee housing program, potentially changing the way financial statements are presented in future years. One of the suggested options was an enterprise fund, which would present the employee housing program on a full accrual basis of accounting. Another option presented was another fund along existing RFTA governmental funds. Some discussions revolved around rental income, breakeven points, affordable rents, and having a sustainable workforce. The Board will need to work with RFTA staff regarding accounting treatment of the housing program. Michael Yang pointed out that RFTA is currently working with EPS consultants to develop a new housing policy and explore different options for structuring the program. Paul Backes asked Jill Klosterman about Eagle County's housing program set up. She replied that the county has a Housing Authority, as well as a Housing Operations special revenue fund. Paul Backes mentioned the financial statements could look different next year due to this issue.

Kelsey Roper then discussed the Governing Board Letter, which covers management estimates and new GASB 87 standard implementation. The letter also states that no difficulties were encountered in dealing with management during the audit, no material misstatements were found, and no disagreements with management arose. Management provided a letter stating they are responsible for the financial statements and decision-making related to statement presentation.

Paul Backes provided an overview of the upcoming implementation of a new accounting standard (GASB 96) in 2023 related to software presentation.

Michael Yang added that the Governing Board Letter provides assurance that RFTA staff is recording transactions correctly, following accounting principles and established internal controls procedures. It also

provides information about RFTA's financial position, and in 2022 the Authority had a significant surplus. Greg Poschman added that he could take that information to the Pitkin County Board of County Commissioners.

Paul Backes described his approach to the audit. One part is to check how the entity is doing financially, and RFTA is doing well with solid fund balances. The second part is checking the staff's ability to provide accurate data to the Board. He believes RFTA's staffing has been stable, which contributes to Authority's ability to provide accurate information.

Michael Yang noted that RFTA aims to be high-performing organization and is constantly evaluating existing processes. The Authority is also looking for potential improvement options, including updating its ERP system in the upcoming years. It will be a large undertaking with multiple-year implementation, so RFTA needs to make sure it has available resources to complete the project. The Authority worked with the Government Finance Officers Association (GFOA) to evaluate existing HR and payroll processes earlier in 2023, and one of the recommendations was to also evaluate the Finance, Procurement, and IT processes as well.

Ann Driggers provided an overview of Pitkin County's recent Tyler Munis software implementation and its benefits. She recommended switching to a new system in the middle of a fiscal year. She also mentioned that they migrated data for two years from the old system for comparison purposes. Michael Yang asked Paul Backes how involved McMahan and Associates are in the process of implementing new software systems for their clients. He replied that the firm does not participate in the decision-making process related to software options. Once the software and the modules are chosen, the firm needs to have that information in advance to begin mapping and other procedures on the back end. They also evaluate Statements of Controls from the software to ensure no internal controls deficiencies exist in the program.

Greg Poschman asked about the treatment of We-cycle program. Dan Blankenship told the group that RFTA has a service contract with We-cycle, and payments are made from the General fund accounts. The group discussed the benefit of We-cycle being audited. Paul Backes described potential reputational risk of providing funding to non-profit organizations. RFTA should implement processes to ensure We-cycle's tax return is filed and Form 990 is provided. Ann Driggers brought up a sub-recipient of federal funds questionnaire that We-cycle could provide.

At approximately 2:20 p.m., RFTA staff left the room and Webex meeting to allow the audit subcommittee members to talk with the auditors without staff present. After their discussion, RFTA staff returned to the room. Meeting adjourned at approximately 2:30 p.m.

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 5. B.

Meeting Date:	July 13, 2023
Subject:	Authorization for RFTA CEO to Enter into Commercial Office Space Leases for RFTA Administrative Employees
Strategic Outcome:	3.0 Sustainable Workforce: RFTA will ensure organizational sustainability by enhancing its ability to continue to recruit and retain an engaged, well-trained, resilient professional workforce
Strategic Objective:	3.8 Provide employees with the tools, space, and equipment to maximize efficiency and safety
Presented By:	Michael Hermes, Director of Facilities
Staff Recommends:	To meet RFTA’s office space needs, staff recommends that the Board authorize the CEO to enter into lease agreements throughout 2023, subject to approval as to form by the RFTA General Counsel, for up to a 12-month period.
Executive Summary:	<p>RFTA continues to grow as an organization and needs more suitable office space to house administrative employees during the expansion of the Glenwood Maintenance Facility (GMF). Many employees have been displaced due to the construction occurring at the GMF facility, as well as new employees have been added to RFTA through the 2023 budget.</p> <p>This authorization would allow the CEO to work within the existing 2023 Board approved budget to secure short-term (12 month) commercial office space leases to meet the organization’s workforce office space needs. Leases will be approved as to form by RFTA General Counsel. Any budget required beyond the 2023 Board approved budget will be brought before the Board in separate supplemental budget appropriations.</p>
Background/ Discussion:	<p>The RFTA organization has never had a dedicated and centralized facility to house administrative employees. The GMF expansion identifies an administrative facility to centralize staff within the Phase 6b expansion, but until that phase is funded and constructed, staff remain scattered in various leased and owned properties across the Roaring Fork Valley. RFTA currently has four leased office locations within Glenwood Springs, alone, to house administrative staff. Administrative staff are also in two separate facilities within Carbondale as well as at the Aspen Maintenance Facility, Glenwood Springs Maintenance facility and the 505 27th Street property in Glenwood Springs. There is significant inefficiency associated with travel time, coordination/communication, and team building due to the lack of centralization.</p> <p>Until the administrative office space portion of Phase 6b is complete, RFTA is required to provide workspace solutions through short-term (12 month) commercial office space leases. Prior to seeking additional office space, RFTA has assessed which employees could work from home, partially work from home, or share spaces with other employees. However, many administrative employees still need a RFTA-provided workspace, because they interact with the public, do not have sufficient space or access to the network, have specialized equipment to perform their jobs or are new employees and need more oversight and training.</p>
Governance Policy:	RFTA Board Financial Condition and Activities Policy 2.3.7 states, “The CEO shall not acquire, encumber or dispose of real property.”

Fiscal Implications:	Any leases entered into will be within the Board adopted 2023 budget. Any budget requirements beyond the 2023 budget will be brought before the Board in separate supplemental budget appropriations.
Attachments:	N/A

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

Meeting Date:	July 13, 2023
Agenda Item:	Preliminary Authorization to Award FY24 First/Last Mile Mobility Reserve (FLMMR) Grants
Strategic Outcome	2.0 Accessibility and Mobility
Strategic Objectives:	2.4 Provide increased first and last mile options for customers throughout service area
Presented By:	David Johnson, Director of Planning David Pesnichak, Mobility Coordinator
Recommendation:	Preliminarily approve FY24 FLMMR grant awards to facilitate the FY24 budgeting processes for grantees and RFTA.
Core Issues:	<p>First and Last Mile Mobility (FLMM) is an important part of a successful transit system, particularly for RFTA, where the highest stop activity is concentrated at the limited BRT stops: Rubey Park, Carbondale, 27th Street, El Jebel, and Basalt Avenue. Many of these stops have limited parking supply, and passengers arriving or disembarking at these stops need options for completing the “first/last miles” of their journeys, whether it be to to/from home, work, medical facilities, shopping, or recreation.</p> <p>In response to the need for increased first and last mile mobility and feedback from the Destination 2040 planning process in 2018, the RFTA board approved the creation a First and Last Mile Mobility Reserve (FLMMR) fund on December 2021. FLMMR funds are granted to member jurisdictions through an annual application process which started in 2022.</p> <p>The purpose of the RFTA FLMMR discretionary grant program fund is to provide funding to initiate first and last mile mobility programs in RFTA member jurisdictions, recognizing that FLMM can support access to/from major transit stations and can provide general mobility and accessibility alternatives to single occupant automobiles, thereby reducing pollution and congestion and improving options for those who choose not or cannot drive a private automobile. These grant funds are awarded at up to 50% of the project cost.</p> <p>For the 2023 grant cycle (see chart below), five applications were received totaling \$387,308.</p> <p>In addition, RFTA staff understands that the Town of Carbondale may be interested in piloting an on-demand Downtowner service starting in 2024, but was not ready to submit for FLMMR funding by the deadline. In order to help support the Town in the development of this service and considering the FLMMR fund balance, a placeholder in the amount of \$150,000, which is 50% of the estimated service cost of \$300,000 for 6 months of service, has been included should the Town wish to pilot the service starting in the later part of 2024. If this pilot comes to fruition, the total 2024 grant obligations would be \$537,308 (\$387,308 + \$150,000).</p>

RFTA has sufficient funding committed to the FLMMR to fund all projects proposed for 2024. Currently there is an unobligated balance of approximately \$7 million in the FLMMR and it is likely that some amount of year-end 2023 surplus will be added. In addition, all of the projects listed on the chart below meet the funding guidelines and goals of the FLMMR.

Therefore, staff recommends that the requests outlined above and listed below be fully funded for 2024, in order to facilitate the development of FLMM alternatives as envisioned by the RFTA Board’s Strategic Plan.

Although FLMMR grant award amounts may change by some amount when WE-cycle finalizes its FY24 budget, staff anticipates that the changes will not be major. The FLMMR grant awards, therefore, will not be finalized and will not be appropriated until the final budget is adopted in December 2023. However, staff recommends that the Board express its preliminary support for the staff FLMMR grant funding recommendations now, so that RFTA’s community partners can have more certainty in planning their 2024 budgets.

Applicant	Project Title	Summary	Amount Requested	Total Cost
Town of Carbondale	We-Cycle Bike Share	Operate 17 bike share stations with 80 total bikes (40 traditional and 40 e-bikes) Commitment Requested from We-Cycle: \$133,878	\$66,639 (50%)	\$129,855 operating + \$4,023 capital= \$133,878
Town of Basalt	Basalt Connect	Operations for 8 months of 2024: January, February, March, June, July, August, September, December	\$270,610 (50%)	\$541,211
Town of Snowmass Village	We-Cycle Bike Share	2024 Capital and operating Commitment Requested from We-Cycle: \$14,761	\$7,381 (50%)	\$14,672
Town of Basalt	We-Cycle Bike Share	2024 Capital and Operating Commitment Requested from We-Cycle:\$79,411	\$24,706 50%	\$79,411 total cost-\$30,000 existing funding = \$49,411 (100%)
City of Aspen	We-Cycle Bike Share	2024 Capital and Operating \$14,067 Operating Request \$3,905 Operating Request Commitment Requested from We-Cycle: \$186,903	\$17,972 10%	\$186,904
Town of Carbondale	Carbondale Downtowner Service	Placeholder amount for Operating a downtowner service equivalent to the Town of Basalt service for 6 months: July 2024 -December 2024	\$150,000 (50%) PLACEHOLDER	\$300,000 (estimated) PLACEHOLDER

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:	Total 2024 FLMMR grant obligations is \$537,308 (\$387,308 for 5 grant applications + \$150,000 for Town of Carbondale placeholder)
Attachments:	None.

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

Meeting Date:	July 13, 2023
Subject:	Due Diligence Regarding Electrification of Boilers at Rodeway Inn (Iron Mountain Place)
Strategic Outcome:	3.0 - RFTA will ensure organizational sustainability by enhancing its ability to continue to recruit and retain an engaged, well-trained, resilient professional workforce. 6.0 – RFTA will research and implement innovative, environmentally sustainable practices in all areas of transit and trails management.
Strategic Objective:	3.3 – Provide comfortable and affordable short-term and long-term housing solutions. 6.3 – Maximize energy efficiencies within RFTA organization with cost-effective solutions.
Presented By:	Michael Hermes – Director of Facilities and Project Management
Staff Recommends:	Staff recommends that the Board allow staff to move the IMP project forward with the hot water system as designed. A phased approach to electrifying the hot water systems at the IMP will result in only one building's hot water system being converted to electrical power at a very high cost. This conversion does not have a high cost-benefit ratio, and RFTA's limited resources are better spent on projects with better greenhouse gas savings cost-benefit ratios.
Executive Summary:	The RFTA board has asked staff to investigate the potential of converting the hot water heating supply from using natural gas water heaters to heat the properties water to using electrical water heaters to heat the hot water.
Background/ Discussion:	<p>Existing conditions:</p> <p>Three boilers currently provide the hot water at the Iron Mountain Place (IMP) apartments. The boilers operate at approximately 70% efficiency.</p> <ul style="list-style-type: none"> • Building “A” hot water is supplied by a 37-year-old Weil-McClain 245,000 BTU boiler that heats hot water via a heat exchanger in the hot water tank. • Building “B” and laundry room hot water is supplied by a 29-year-old Weil-McClain 366,000 BTU boiler that heats hot water via a heat exchanger in the hot water tank. • Building “B” manager unit and breakfast area hot water is supplied by a 28-year-old Burnham 232,000 BTU boiler that heats hot water via a heat exchanger in the hot water tank. <p>Current Design:</p> <p>The current design calls for the boilers in Buildings “A” and “B” to be replaced by 97% percent efficient natural gas water heaters. Because the boiler that provides hot water to the manger’s unit and the breakfast area is in good condition, has many years of useful life remaining, and provides hot water for such a limited area, this</p>

boiler was not considered for replacement and will stay in place. This plan will capture most of the potential greenhouse gas emissions savings that could be captured when comparing the existing boilers to either gas water heaters or electric water heaters.

Fully electric hot water heating option:

The limiting factor for converting the entire property to electric hot water heat is the power available from the existing transformer. The conversion of the motel rooms to studio apartments will require significantly more power. The addition of refrigerators, ovens, stove tops, microwaves, and additional heating and cooling capacity has used up a majority of the capacity of the existing transformer. The electrical engineer on the project has calculated that there is not enough electrical capacity left from the transformer to convert any existing boilers from gas to electricity.

To convert the property's hot water system from gas to electricity, a new transformer would need to be installed, the hot water systems redesigned, and the new system installed once the new transformer arrived. The estimated lead time to procure a new transformer sufficient to provide the power required to convert all three boilers to electric water heaters is one and a half to two years. This long lead time precludes immediately revising the current plan to convert the property to an all-electric hot water heating system, if RFTA wants to begin utilizing the IMP for employee housing as soon as possible.

Potential phasing option:

Building "B" potential phasing plan:

A phasing plan to convert the gas hot water boilers to electric water heaters in building "B" is complicated because RFTA must meet the Glenwood Springs community development code requirements pertaining to converting motels to extend-stay motels. The code requires that RFTA provide an onsite laundry facility to obtain a certificate of occupancy for the property. The boiler for Building "B" is located in the space for this laundry room and needs to be moved. The staff has also recently learned that this boiler is not designed for the location in which it has been installed and does not meet current building codes.

Since the boiler in the Building "B" laundry room must be replaced as part of the current plan both to make room for the laundry room and to meet building code and since there is not sufficient electrical capacity to replace them with electric water heaters, the only option is to replace the boiler with natural gas water heaters. Once this replacement is completed, it is not practical to remove these gas water heaters and replace them with electric water heaters and only receive a fraction of the useful life of the investment in the gas water heaters. The difference in potential greenhouse gas saving between the two systems is negligible, and the cost-benefit of replacing almost new gas water heaters with electric water heaters is questionable.

Building "A" potential phasing plan:

	<p>The current plan to replace the existing boiler in Building “A” with gas water heaters will capture most of the potential greenhouse gas savings that could be achieved when comparing the existing systems against either gas or electric water heaters. However, electric water heaters could be phased into the project by creating a new capital project for the property.</p> <p>Under this new project, the existing gas boiler would remain, and the gas water heaters would be removed from the current project. Staff would then initiate a new project to procure a larger transformer for the property. When the new transformer became available, staff would need to provide temporary power to the property for several days, most likely in the form of a diesel generator, while the existing transformer is removed and replaced, run new electrical conduit to Building “A,” and wire the mechanical room with the new power supply. Then the old boiler would be removed and replaced with two electric water heaters. In addition to the disruption this project would cause the property's tenants, the rough order of magnitude cost for the project is \$190,264. This option would also delay putting the project out to bid by 3 to 4 weeks while the plan set was revised to accommodate this phased option.</p>
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 potential cost of the electric boiler project may be in the range of \$190,264.
Attachments:	None.

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

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: July 13, 2023

Summer Edition of RFTA “Behind the Wheel”: Another fabulous edition of the RFTA “Behind the Wheel” newsletter can be found by following this link: [“Behind the Wheel – Summer Edition.pdf.”](#) Also, you can find the “Behind the Wheel – Summer Edition.pdf” in the July 2023 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Meeting Agenda.

The “Behind the Wheel” newsletter features articles written by a number of different contributors, and is produced and edited by Terri Rider, HR Administrative Assistant, with assistance from Jamie Tatsuno, Communications Manager and her staff.

Ridership: Through **May 2023**, RFTA’s year-to-date system-wide ridership was **2,231,411**, up **24.1%** compared to **1,797,542** passengers through **May 2022**.

The chart below compares year-to-date **May 2023** ridership with year-to-date **May 2019** pre-pandemic ridership. Overall, year-to-date system-wide ridership through **May 2023** was down **10%** compared to year-to-date system-wide ridership through **May 2019**. However, Valley ridership was only down **3%** and Hogback ridership was up **74%** compared with year-to-date **May 2019**.

Service	YTD May 2019	YTD May 2023	% Vari YTD 2023 to YTD 2019
Aspen	703,997	492,465	-30%
Valley	1,145,937	1,113,018	-3%
Hogback	41,124	71,603	74%
Other	575,708	554,325	-4%
Total	2,466,766	2,231,411	-10%

When looking only at the month of **May 2023** ridership compared to **May 2019** (pre-pandemic), system-wide ridership was down **7%**, but Valley ridership was down **11%**, Hogback ridership was up **98%**, and Other ridership, which includes Ride Glenwood and Aspen Skiing Company, was up **105%** (see below).

Ridership Comparison: May 2019 vs. May 2023			
Service	May-19	May-23	% Vari May 2023 to May 2019
Aspen	56,232	33,704	-40%
Valley	150,526	134,297	-11%
Hogback	7,831	15,485	98%
Other	13,755	28,259	105%
Total	228,344	211,745	-7%

Garfield County Transportation Improvement Subcommittee (GCTIC): CDOT has indicated its willingness to host Transportation Improvement roundtable meetings within Garfield County at some point in the not too distant future. Currently, Nathan Lindquist, CDOT Land Use Planner/Analyst, has been designated as the CDOT contact to help organize the meetings. Mr. Lindquist initiated the effort by interviewing members of the GCTIC regarding their perceptions of the issues, challenges, and solutions, and their priorities for issues to be discussed at future meetings. RFTA staff will be working with Mr. Lindquist to develop agendas and schedules for upcoming roundtable meetings and will report back to the RFTA Board when this has been accomplished.

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

Operational Staffing Readiness

Summer 2023: 100% as of 7/7/2023. Projected to increase to 105% once new class graduates in 2 weeks.

Projected Winter 2023/2024: 104%

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: 100%	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: 25%	Last Updated: May 2023
<ul style="list-style-type: none"> 2023 Budget includes \$2,064,858 to purchase and implement bike share in Carbondale. 		<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: 100%	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: July 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"> Construction of west bypass lane underway.

S4 - Buttermilk Underpass

2023 Budget: \$0	% Complete: 0%	Last Updated: July 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"> EOTC has tabled this project based on costs and other priorities after community feedback and initial feasibility study.

S7 - Glenwood Maintenance Facility (GMF) Expansion

2022 Budget: \$28,246,556	% Complete: 30%	Last Updated: July 2023
<ul style="list-style-type: none"> 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. 	<p>Phase 3,4,5,7</p> <ul style="list-style-type: none"> Construction Continues on GMF phases 3, 4, 5, 7 Expansion. <p><i>Construction site</i></p>	



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

- SEH Engineering has been selected for the design of Phase 6.

S10 - Replacement Housing

2022 Budget: \$50,000	% Complete: 10%	Last Updated: July 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. • EPS background research and stakeholder interviews is underway.

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

Please see the click on the links: "[07-13-2023 Planning Department Update.pdf](#)," and "[Q2 2023 RFTA GRANTS REPORT.pdf](#)" or see "07-13-2023 Planning Department Update.pdf" and "Q2 2023 RFTA GRANTS REPORT.pdf" included in the February 2023 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

Finance Department Update, July 2023 – Michael Yang, CFAO

2023 Actuals/Budget Comparison (May YTD)

2023 Budget Year				
General Fund	May YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 12,452,109	\$ 10,853,439	14.7%	\$ 36,813,900
Property Tax	\$ 8,516,958	\$ 8,516,958	0.0%	\$ 11,843,939
Grants	\$ 5,125,793	\$ 5,125,793	0.0%	\$ 54,862,431
Fares (2)	\$ 1,599,358	\$ 1,235,883	29.4%	\$ 4,243,700
Other govt contributions	\$ 1,175,602	\$ 1,175,602	0.0%	\$ 2,433,143
Other income (3)	\$ 2,130,633	\$ 760,371	180.2%	\$ 1,406,600
Total Revenues	\$ 31,000,453	\$ 27,668,045	12.0%	\$ 111,603,713
Expenditures				
Fuel (4)	\$ 772,605	\$ 1,274,026	-39.4%	\$ 2,579,765
Transit	\$ 14,829,447	\$ 15,196,740	-2.4%	\$ 39,674,261
Trails & Corridor Mgmt	\$ 218,780	\$ 230,071	-4.9%	\$ 944,890
Capital	\$ 9,428,393	\$ 9,426,920	0.0%	\$ 97,884,966
Debt service	\$ 440,888	\$ 440,888	0.0%	\$ 1,900,833
Total Expenditures	\$ 25,690,113	\$ 26,568,645	-3.3%	\$ 142,984,715
Other Financing Sources/Uses				
Other financing sources	\$ 3,466,253	\$ 3,465,770	0.0%	\$ 3,669,760
Other financing uses	\$ (2,128,811)	\$ (2,128,811)	0.0%	\$ (5,179,954)
Total Other Financing Sources/Uses	\$ 1,337,442	\$ 1,336,959	0.0%	\$ (1,510,194)
Change in Fund Balance (5)	\$ 6,647,781	\$ 2,436,359	172.9%	\$ (32,891,196)

- (1) Sales and Use Tax Revenues are received 2 months in arrears (i.e. May sales and use tax revenue will be deposited in July).
- (2) Through May, fare revenue and ridership are increased by 13% and 26%, respectively, compared to the prior year. The average sale per transaction was approximately \$14.94 in May 2022 compared to \$7.16 in May 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 May 2022/2023 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 5/2022	YTD 5/2023	Increase/ (Decrease)	% Change
Regional Fares	\$ 1,345,323	\$ 1,519,847	\$ 174,524	13%
Maroon Bells	\$ 35,538	\$ 37,594	\$ 2,056	6%
Total Fare Revenue	\$ 1,380,861	\$ 1,557,441	\$ 176,580	13%
Ridership on RFTA Regional Services*:	YTD 5/2022	YTD 5/2023	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	286,992	335,696	48,704	17%
BRT	338,543	445,727	107,184	32%
SM-DV	37,717	48,261	10,544	28%
Grand Hogback	53,687	71,603	17,916	33%
Maroon Bells	5,138	7,112	1,974	38%
Total Ridership on RFTA Fare Services	722,077	908,399	186,322	26%
Avg. Fare/Ride	\$ 1.88	\$ 1.69	\$ (0.19)	-10%

- (3) Through May, 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) 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 May YTD				Hours May YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	1,618,913	1,656,626	(37,713)	-2.3%	74,654	76,620	(1,967)	-2.6%
City of Aspen	244,157	251,708	(7,551)	-3.0%	28,386	28,344	42	0.1%
Aspen Skiing Company	214,653	217,657	(3,004)	-1.4%	15,329	16,045	(717)	-4.5%
Ride Glenwood Springs	46,224	48,796	(2,572)	-5.3%	4,109	4,104	5	0.1%
Grand Hogback	171,878	178,503	(6,625)	-3.7%	8,063	8,242	(179)	-2.2%
Specials/Charters	1,948	3,750	(1,802)	-48.0%	327	279	48	17.0%
Senior Van	4,447	4,021	426	10.6%	597	646	(49)	-7.6%
Maroon Bells	3,559	3,148	411	13.1%	270	241	29	11.9%
Subtotal - Transit Service	2,305,779	2,364,208	(58,429)	-2.5%	131,733	134,521	(2,788)	-2.1%
Training & Other	7,374	10,490	(3,116)	-29.7%	10,417	10,434	(17)	-0.2%
Total Transit Service, Training & Other	2,313,153	2,374,698	(61,545)	-2.6%	142,150	144,955	(2,805)	-1.9%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	May-22 YTD	May-23 YTD	# Variance	% Variance
City of Aspen	425,942	492,465	95,918	24.19%
RF Valley Commuter	948,271	1,184,621	236,350	24.92%
Grand Hogback	53,687	71,603	17,916	33.37%
Aspen Skiing Company	338,431	435,626	97,195	28.72%
Ride Glenwood Springs	68,564	103,478	34,914	50.92%
X-games/Charter	10,732	7,304	(3,428)	-31.94%
Senior Van	464	805	341	73.49%
MAA Burlingame	-	-	-	#DIV/0!
Maroon Bells	5,138	7,112	1,974	38.42%
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	1,851,229	2,303,014	451,785	24.40%

Subset of Roaring Fork Valley Commuter Service with BRT in 2019

Service	YTD May 2022	YTD May 2023	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	286,992	335,696	48,704	17%
BRT	338,543	445,727	107,184	32%
Total	625,535	781,423	155,888	25%

2022 Financial Statement Audit – Schedule

Date	Activity	Status
5/1/2023 – 5/5/2023	Start of Audit – auditors conducting onsite fieldwork	Completed
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.	Completed
7/7/2023	Final Audit Report to be distributed to RFTA Board with July Board Packet	Completed
7/13/2023	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	On schedule

2024 RFTA Annual Budget – Preliminary Schedule

Date	Activity	Status
8/10/2023	Discussion/Direction/Action: Preliminary planning initiatives, assumptions and issues.	<i>On schedule</i>
9/14/2023	Presentation/Direction/Action: 1 st draft budget presentation	<i>On schedule</i>
10/12/2023	Presentation/Direction/Action: 2 nd draft budget presentation	<i>On schedule</i>
11/9/2023	Presentation/Direction/Action: 3 rd draft budget presentation	<i>On schedule</i>
12/14/2023	Public Hearing: Final budget presentation and adoption Review and approve the final certifications of valuations from the Eagle, Garfield, and Pitkin County Assessors	<i>On Schedule</i>

2023 RFTA Annual Budget Document – GFOA Distinguished Budget Presentation Award

RFTA was notified via letter dated June 16, 2023 that it had received the Distinguished Budget Presentation Award for the current budget (2023) from the Government Finance Officers Association (GFOA). This marks the 17th consecutive year (2007-2023) where RFTA has received this recognition. From the award letter:

“This award represents a significant achievement by the entity.” “It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity’s budget serves as a policy document, a financial plan, an operations guide, and a communications device. Budget documents must be rated “proficient” in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.”

A copy of the budget document is accessible at <http://www.rfta.com/public-documents/>

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

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 2023:

With the RFTA Board’s direction, Staff will begin identifying all current unlicensed uses inside the Railroad Corridor and begin requesting that the adjacent neighbors, utility companies, jurisdictions either license the use (if applicable), or remove the use. Staff will start this process in Glenwood Springs as soon as the snow melts and the ground thaws, most likely mid-June.

Staff will provide monthly updates on this process once the process is in motion. (ongoing)

Land Use Applications:

Railroad Items:

- Working with Paul on outstanding corridor issues
 - Zlotnick
 - Deane
 - Eubank
 - Bonnie Likover Trust
 - Alec Parker

- Rail Attorney items:
 - PUC application with Town of Carbondale
 - Town of Carbondale license language
 - Black hills license language
 - Rail Car letters
 - Letter for Hooks Encroachments

Land Use:

- Current Applications:
 - Holy Cross Fiber Project- Waiting on as-builts
 - Pitkin County Gerbaz Bridge- Provided RFTA comments to Pitkin County on 60% design

- Outstanding Applications
 - Cedar Networks- waiting for revised plans on bringing pole into compliance, need fee structure approved before they will sign license

- **Recreational Trails Plan (RTP)** – The Planning Department is working with regional stakeholders to update the 2005 Recreational Trails Plan (RTP). Following unanimous RFTA Board adoption of the Access Control Plan (ACP) in early 2023, the RTP is the second component plan of the larger Corridor Comprehensive Plan that guides management of the entire Rio Grande Trail from Glenwood Springs to Woody Creek. (on hold)

- **Rail Salvage Project** – Staff has been tasked with developing a statement of work for, and removal of all rail between 8th Street and 23rd Street in Glenwood Springs in 2023. The 27th Street underpass project will begin spring 2023. Rail salvage will move to 2024/2025(ongoing)

- **Wingo Bridge Rehabilitation Project** – The contractor has completed the Wingo Bridge repair project. This project will be removed from the list in August, 2023. (ongoing)

- **Roaring Fork Bridge Rehabilitation Project** – This repair project is in the design process. Staff anticipates the repair design and engineer’s estimate will be complete in late spring/early summer of 2023. There are two parts to this project, the first and most critical is the repair to the abutments and installation of some anti-graffiti improvements, fencing to block access to the abutments, etc. One of the abutments has twisted and dropped and staff has been tasked with posting “no emergency vehicles on the bridge until further notice” on each side of the bridge to ensure that the bridge abutment doesn’t fail.

The second part of the scope is to clean up and remove all of the graffiti. We will bring the budget for the repairs and the graffiti removal to the RFTA board for review and board direction to fund the repairs

and graffiti removal, or just to fund the repairs. Planning did submit the bridge repair portion of the project for a TAP grant, but RFTA received notice its application was not funded. RFTA is still awaiting notification of whether its application for a Congressionally Designated Spending earmark for this project has been approved.



- The Rio Grande Trail Staff is staying busy.
 - Staff has been sweeping, debris blowing, clearing limbs and sightlines, pulling and chopping weeds, cleaning up trailheads and vault toilets, asphalt crack repair, reminding dog owners to leash their pets, etc. to make sure the trail is safe and clean.
- Staff continues working with Carbondale Arts to beautify the corridor through the Town of Carbondale, called the “Rio Grande ArtWay”
 - The next big project is underway, called the Youth Art Park, and it is located just north of Town Hall and the Carbondale Rec Center. Phase 1 of this project is under construction and should be completed in 2023.
- 2023 projects that we hope to complete are listed below:
 - Bridge Maintenance/Repair
 - ❖ Wingo Bridge: Contractor mobilized first week of October of ‘22 to get this important repair project started. Project goal is to repair the concrete pier footings. This project is complete
 - Coordination with Pitkin County is ongoing, as they are a partner
 - ❖ Roaring Fork Bridge: Repair work is being designed, repairs will begin in ‘24
 - Hire a full time Trail Technician.
 - ❖ Made offer and doing background check now. If everything goes well, start date of July 19.
 - Rio Grande Trail Maintenance – Shoulder Repair Project. Goal is to repair the trail shoulders from the CMC Trailhead up to the edge of Carbondale. The shoulders are important to maintain because they provide a clear space for trail users to safely step off the trail, a soft surface to walk/run on, and they also provide structural stability for the asphalt trail itself
 - ❖ The shoulder repair project was awarded to Holmes Excavation and Concrete Inc. and the contract was signed on June 29, 2023
 - Continue re-vegetation and corridor restoration efforts. 2023 will be year # 8 utilizing goats to help build soil health, control vegetation, and help to snuff out noxious weeds. The goats will primarily be working in the Emma to Rock Bottom Ranch section of the trail in ‘23
 - ❖ Continue and expand our vegetation monitoring program
 - Continue Rio Grande ArtWay improvements and maintenance
 - Kiosk Construction – the last remaining kiosk to be updated is located at the Satank Bridge
 - Adopt-a-Trail and RFOV project collaborations
 - Build guard rail fence, aka fall protection fence, in 2 priority areas
 - ❖ The fence project went out to bid, but unfortunately the bids received were more than double the approved budget. This project will be added to a larger project in 2024.
 - Complete the annual CEC tour, report, and meeting
 - Put together Scope of Work for 2024 asphalt repair/replacement project.
 - ❖ This is a critical project that needs support/funding. Repair quantities/cost estimates have been put together and it’s looking like an almost \$2 million-dollar project to replace damaged asphalt from Catherine Bridge trailhead up to Emma Rd (see photos on next page).



Photo 1 – full width crack



Photo 2 – crack from “Photo 1” has been repaired! (along with several others)