



AGENDA
CITY OF GLENWOOD SPRINGS
SPECIAL CITY COUNCIL MEETING
APRIL 6, 2020
101 W. 8TH STREET
6:00 PM

The agenda is subject to *change, including the addition of items 24 hours in advance or the deletion of items at any time.*
The order and times of agenda items listed are approximate and intended as a guideline for the City Council.

TIME	ITEM	ZOOM INSTRUCTIONS	ACTION
	1.	You are invited to a Zoom webinar. When: Apr 6, 2020 06:00 PM Mountain Time (US and Canada) Topic: 2020/04/06 - Special Council Meeting Please click the link below to join the webinar: https://zoom.us/j/186102058 Or iPhone one-tap : US: +13462487799,,186102058# or +16699006833,,186102058# Or Telephone: Dial(for higher quality, dial a number based on your current location): US: +1 346 248 7799 or +1 669 900 6833 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 301 715 8592 Webinar ID: 186 102 058 International numbers available: https://zoom.us/u/ad7vAUWczg	
TIME	ITEM	SPECIAL CITY COUNCIL MEETING	ACTION
6:00pm	2.	Roll Call	
	3.	Pledge of Allegiance	
		ACTIONS AND/OR PRESENTATIONS	
	4.	COVID -19 Update	Information/Discussion
	5.	Consider Emergency Order Terminating RFTA Service in Glenwood Springs	Discussion and/or Action
	6.	Adjournment	



City Council
STAFF REPORT
City of Glenwood Springs
April 6, 2020

Agenda Item: COVID -19 Update

Action Requested:

Department: City Administration

Presented By: Debra Figueroa, City Manager

Background Info:

Issues:

Staff Recommendation:



City Council
STAFF REPORT
City of Glenwood Springs
April 6, 2020

Agenda Item: Consider Emergency Order Terminating RFTA Service in Glenwood Springs

Action Requested:

Department: City Administration

Presented By:

Background Info:

Issues:

Staff Recommendation:

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

TIME: 9:00 a.m. – 11:00 a.m., Thursday, April 9, 2020

Due to the Governor's "Stay at Home Order," This will be a Virtual Webex Teleconference Meeting

Instructions regarding how to participate in the meeting via Webex will be attached to the e-mail transmitting the Board Agenda Packet, or can be found 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	9:00 a.m.
2	Approval of Minutes: RFTA Board Meeting March 12, 2020, pg. 3		Approve	9:01 a.m.
3	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	9:05 a.m.
4	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	9:15 a.m.
5	Presentations/Action Items:			
	A. Coronavirus (COVID-19) Preparedness Planning Update – Dan Blankenship, CEO, Paul Taddune, General Counsel, Michael Yang, CFAO, Kurt Ravenschlag, COO, and Jason Smith, Safety and Training Manager, page 9	2.2.3.	Approve	9:25 a.m.
6	Public Hearing:			10:25 a.m.
	A. Resolution 2020-10: 2020 Supplemental Budget Appropriation – Michael Yang, CFAO, page 18	4.2.5	Approve	
7	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 22	2.8.6	FYI	10:30 a.m.
8	Executive Session (If Requested):			
	A. Paul Taddune, General Counsel: Pandemic Preparedness: 24-6-402(4)(b) – Conferences with RFTA Attorney; 24-6-402(4)(d) – Specialized Details of Security Arrangements; 24-6-402(4)(e) – Determining Matters that may be Subject to Negotiation; 24-6-402(f)(i) – Personnel Matters	3.5.2.B	Executive Session	10:40 a.m.
9	Issues to be Considered at Next Meeting:			
	To Be Determined at April 9, 2020 Meeting	4.3	Meeting Planning	10:50 a.m.
10	Next Meeting: 8:30 a.m. – 11:30 a.m., May 14, 2020 at Carbondale Town Hall	4.3	Meeting Planning	10:55 a.m.
11	Adjournment:		Adjourn	11:00 a.m.

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
March 12, 2020**

Board Members Present:

Markey Butler, Vice-Chairman (Town of Snowmass Village); Jacque Whitsitt (Town of Basalt); Jonathan Godes (City of Glenwood Springs); George Newman (Pitkin County); Dan Richardson (Town of Carbondale); Ann Mullins (City of Aspen); Jeanne McQueeney (Eagle County, via WebEx)

Non-Voting Alternates Present:

Greg Poschman (Pitkin County, via WebEx)

Staff Present:

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Mike Hermes, Angela Henderson, Brett Meredith, Amy Burdick, and Abbey Pascoe, Facilities & Trails Department; David Johnson and Jason White, Planning Department; Paul Hamilton, Director of Finance; Andy Hermes and Matt Mullally, IT Department; Kenny Osier, Director of Vehicle Maintenance; Jason Smith, Safety & Training Manager; Ian Adams, Operations Manager; Ed Cortez, Operations and ATU Local 1774 President

Visitors Present:

David Pesnichak (EOTC/Pitkin County); John Kruger (City of Aspen); Scott Condon (Aspen Times)

Agenda

Note: Blue Hyperlinks to the March 12, 2020 Board meeting video have been inserted for each Agenda item below. Please view video for additional information.

1. [Call to Order/Roll Call:](#)

Markey Butler called the RFTA Board of Directors to order at 8:35 a.m. Butler declared a quorum to be present (7 member jurisdictions present) and the meeting began at 8:36 a.m.

2. [Executive Session:](#)

One Matter – Paul Taddune, General Counsel

- 1) Pandemic Preparedness: 24-6-402(4)(b) – Conferences with RFTA Attorney; 24-6-402(4)(d) – Specialized Details of Security Arrangements; 24-6-402(4)(e) – Determining Matters that may be Subject to Negotiation; 24-6-402(f)(i) – Personnel Matters

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

Staff Present:

Dan Blankenship, CEO; Michael Yang, CFAO; Kurt Ravenschlag, COO; Paul Taddune, General Counsel; and Nicole Schoon, Secretary to the Board; Jason Smith, Safety and Training Manager; Mike Hermes, Director of Facilities; Kenny Osier, Director of Vehicle Maintenance; Paul Hamilton, Director of Finance; Andy Hermes and Matt Mullally, IT Department

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

No action was taken during the Executive Session. The Executive Session adjourned at 9:10 a.m.

3. Approval of Minutes:

George Newman requested the modification that Art Riddile, not Newman, had congratulated Dan Richardson on receiving the Non-Profit of the Year Award for Ascendigo Autism Services and the City of Glenwood Springs for the opening of the 8th Street Bridge in Glenwood Springs.

Richardson moved to approve the February 13, 2020 Board Meeting Minutes, and Jonathan Godes seconded the motion. The motion was unanimously approved.

4. Public Comment:

Butler asked if any member of the public would like to address the Board or make a comment regarding items not on the March 12, 2020 Board Agenda.

No members of the public had any comments. Butler closed Public Comments at 9:13 a.m.

5. Items Added to Agenda – Board Member Comments:

Butler next asked if there were any items that needed to be added to the Board meeting Agenda.

No items were added to the March 12, 2020 Board Agenda.

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

Mullins stated her appreciation all the work and preparation that has gone into preparing the community for the Coronavirus (COVID-19). Now that the virus has impacted our community she is confident that each jurisdiction will be able to handle it as it continues.

Butler stated that RFTA staff has put in numerous hours and had a lot of planning going in dealing with the potential spread of COVID-19. She thanked RFTA staff for their hard work and implementation process handling this ever changing virus and its impacts.

Butler closed Board comments at 9:15 a.m.

6. Consent Agenda:

A. Letter of Support and Resolution 2020-05: Resolution Supporting Grant Application for a Grant from the FTA 5339(b) Bus and Facilities Program for Phase 3 of the Glenwood Maintenance Facility Expansion Project – David Johnson, Director of Planning

RFTA intends to request \$13.5 million in 5339 funds (matched by \$13.5 million in Destination 2040 funds) to complete the following Phase 3 projects connected with the GMF Expansion Project:

- Grading, Excavation, Site Preparation
- Operations Center
- Bus Storage Building A: 30 indoor storage spaces
- Pre- Trip Inspection Zones

- Backlog Parking
- Maintenance Warehouse A

As part of the Destination 2040 Plan, RFTA committed to funding \$15 million of the approximately \$30 million facility expansion's estimated project cost, and approximately \$15 million would come from grant sources. Statewide Proposition 110, which was turned down by voters, would have provided the other \$15 million. While RFTA has successfully broken the project into more affordable phases, annual phasing itself will increase costs due to inflation.

Whitsitt moved to approve the Letter of Support and Resolution 2020-05: Resolution Supporting Grant Application for a Grant from the FTA 5339(b) Bus and Facilities Program for Phase 3 of the Glenwood Maintenance Facility Expansion Project, and Richardson seconded the motion. The motion was unanimously approved.

7. Presentations/Action Items:

- A. **Coronavirus (COVID-19) Preparedness Planning Update:** – Dan Blankenship, CEO; Paul Taddune, General Counsel; Michael Yang, CFAO; Kurt Ravenschlag, COO; and Jason Smith, Safety and Training Manager

1) **Resolution 2020-06: A Resolution Authorizing and Enabling the RFTA CEO to Respond to the Exigencies of the Coronavirus Disease**

Since initial reports emerged in January 2020, RFTA has been actively tracking the spread of the Coronavirus Disease (COVID-19) and coordinating with Public Health officials, transit peers, and local, State and Federal authorities on a regular basis to determine what an appropriate response to a potential outbreak in RFTA's service area should be.

RFTA began escalating its COVID-19 Preparedness Planning and expanded its Executive Safety Committee to include a COVID-19 Emergency Response Team (C19-ERT). The C19-ERT consists of the CEO, COO, CFAO, Directors, Managers, and the Safety and Training Manager. The C19-ERT meets weekly and stays in continual communication throughout each day, reporting on completion of tasks included in the COVID- 19 Preparedness Plan, identifying needs and concerns, and eliminating barriers.

RFTA staff is rapidly working to implement reliable processes for disinfecting buses, and transit facilities, daily. Disinfectant supplies and equipment have been ordered or stocked and will be made available to RFTA personnel.

Currently, RFTA services are continuing to operate as scheduled. If or when RFTA must alter current services, RFTA will provide as much notification to the public as possible. RFTA encourages passengers to continuously check RFTA's social media and website for service updates.

To protect co-workers and passengers, RFTA feels it is advisable to ensure that employees have sufficient sick leave balances to sustain them through a prolonged absence. Approximately ½ of full-time employees should have ample accrued sick leave balances available. Those employees without sufficient sick leave balances would need to have their sick leave balances supplemented to one degree or another. RFTA feels it would be sensible to allow re remainder of its full-time employees that have insufficient sick leave accruals, to develop negative sick leave balances if

they become ill due to COVID-19 and, over time, RFTA would apply sick leave accrued by these employees against the amount advanced, until the total was fully earned.

Undertaking extraordinary cleaning and disinfecting activities, and encouraging its workforce to remain at home when ill is in the best interest of RFTA employees and passengers. Resolution 2020-06 authorizes the CEO to take emergency measures during the current health crisis to safeguard RFTA employees, passengers, and assets. It also authorizes the CEO to expend up to \$100,000 for necessary emergency measures, with the advice and consent of the RFTA Board Chair.

Mullins moved to approve Resolution 2020-06: A Resolution Authorizing and Enabling the RFTA CEO to Respond to the Exigencies of the Coronavirus Disease, and Richardson seconded the motion. The motion was unanimously approved.

2) Resolution 2020-07: A Resolution Amending Section 6.07 of the RFTA Bylaws to Permit Remote Participation in RFTA Board Meetings

If social distancing measures should become advisable or required, meetings would be conducted remotely through the end of 2020. All public meetings should have at least one person physically present, or by similar participation, to ensure that the meeting is accessible to the public. The Board will amend Section 6.07 of the RFTA Bylaws to permit remote participation by the RFTA Board of Directors, and will read as follows:

Section 6.07 Quorum/Remote Participation

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

Godes moved to approve Resolution 2020-07: A Resolution Amending Section 6.07 of the RFTA Bylaws to Permit Remote Participation in RFTA Board Meetings, and Richardson seconded the motion. The motion was unanimously approved.

B. Pilot Reservation System for Maroon Bells Bus Service Update – Dan Blankenship, CEO

RFTA Board of Directors and Elected Officials from Aspen and Pitkin County agreed that the current demand for service in Maroon Bells could have detrimental impacts on the environment. A working group is continuing to plan for the implementation of a pilot reservation system next fall. The group is evaluating a proposal submitted by H2O Ventures to provide and operate the reservation system and call center. An increase in the current \$8.00 fee, spread over the entire season should not cause a great hardship for those wanting to visit the Maroon Bells.

H2O Ventures currently operates the Hanging Lake Shuttle and has developed its own reservation system and call center. Currently, the links to the reservation system would be hosted on the Aspen

Chamber Resort Association (ACRA) website. Aspen Skiing Company (ASC) personnel at Four Mountain Sports would check people in to provide them with a boarding pass. The reservation system would be open for reservations approximately two months prior to requiring reservations in September. Following implementation, H2O Ventures would solicit feedback on the service and reservation system from all passengers in order to measure overall satisfaction. Future decisions need to be made with respect to an agreement with H2O Ventures, price of tickets, and roles and responsibilities of ACRA, ASC, and RFTA.

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

RFTA will engage with WE-cycle as a stakeholder and resource expert in beginning its Regional Bike Share Expansion and Implementation. The goal of this expansion is to enhance the first-last mile connectivity to RFTA's regional services, to help reduce auto-dependency, traffic congestion, and emissions. Prior to implementation, RFTA will be completing the regional plan, which will address policy questions regulatory issues, technologies, operating and capital costs, long-range financial forecasting, and funding partnerships.

Concurrent to RFTA's regional planning efforts, WE-cycle will continue to optimize its offerings in the upper-valley while working with Aspen, Basalt, and Snowmass Village to deliver fun, fast, free, safe and reliable bike transportation. Planning funds have already been dedicated in the 2020 budget for regional bike share planning.

8. Public Hearing:

A. Resolution 2020-08: 2019 Supplemental Budget Appropriation – Michael Yang, CFAO

The following project budgets and related revenues will need to be carried forward from 2019 and re-appropriated in 2020:

- 1) Bus Replacements:
 - a. Grant Revenues decrease \$3,351,500
 - b. Capital Outlay decrease \$4,184,058
- 2) Senior Van Replacement, Capital Outlay decrease \$93,535
- 3) GMF Vehicle Maintenance Expansion:
 - a. Grant Revenues decrease \$1,581,460
 - b. Capital Outlay decrease \$1,148,035
- 4) AMF Recommissioning Phase 9:
 - a. Grant Revenues decrease \$1,000,000
 - b. Capital Outlay decrease \$946,999
- 5) Glenwood Springs Multimodal Options for Vibrant Economy Study (MOVE):
 - a. Other Government Contributions decrease \$341,000
 - b. Capital Outlay decrease \$603,204
- 6) Glenwood Springs Municipal Operations Center (MOC) Study, Capital Outlay decrease \$70,495
- 7) 27th Street Feasibility Study, Capital Outlay decrease \$26,472
- 8) IT Projects and Equipment, Capital Outlay decrease \$425,076
- 9) LoVa Trail and WE-cycle Contributions:
 - a. LoVa Trail (Transit) decrease \$13,987
 - b. WE-cycle (Transit) decrease \$46,850
- 10) Facilities Projects, Capital Outlay decrease \$457,987
- 11) Trail Projects and Equipment:

- a. Other Government Contributions decrease \$63,290
- b. Other Financing Sources decrease \$70,108
- c. Capital Outlay decrease \$201,556
- 12) Debt Service Costs decrease \$2,937
- 13) GMF Vehicle Maintenance Expansion Project, Capital Outlay decrease \$2,679,000
- 14) AMF Recommissioning Phase 9 Project, Capital Outlay decrease \$2,115,000
- 15) SH82 Mid-Valley Bus Stop Improvement Project, Capital Outlay decrease \$1,556,035

Richardson moved to approve Resolution 2020-08: 2019 Supplemental Budget Appropriation, and Godes seconded the motion. The motion was unanimously approved.

B. Resolution 2020-09: 2020 Supplemental Budget Appropriation – Michael Yang, CFAO

All items re-budgeted from 2019 to 2020 are included in this 2020 Supplemental Budget Appropriation. New budget items included are:

- 1) COVID-19 Preparedness Plan, to prepare for the emerging threat of COVID-19 in the RFTA service area: \$100,000 increase in Transit.
- 2) Additional Staffing, Safety and Training Coordinator, to help with ongoing and new hire driver safety training and general safety planning and preparedness: \$91,500 increase to Transit.
- 3) Realignment of regional winter service, to eliminate the Fall Shoulder in order to reduce the number of seasonal changes providing more consistency: \$61,000 increase in Transit and \$8,000 increase in Fuel.
- 4) Transfer to Service Contracts Special Revenue Fund, correction to Resolution 2020-03: \$6,661 decrease to Other Financing Uses.

Richardson moved to approve Resolution 2020-09: 2020 Supplemental Budget Appropriation, and Godes seconded the motion. The motion was unanimously approved.

9. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

Kurt Ravenschlag updated the Board on the RFTA 2040 Implementation process.

- 1) The LoVa Trail project is 6% complete. A series of grants to construct the LoVa Trail are being spearheaded by the City of Glenwood Springs, however, maintenance of the trail is still an outstanding question.
- 2) Maintenance on the Rio Grande Trail is 10% complete.
- 3) Mid-Valley Stop Improvements' project is 10% complete. CDOT rejected RFTA's design recommendations for Holland Hills Bus Stop and such has been removed from the scope of work until further solutions are identified.
- 4) HWY82 and 27th Street Grade Separated Pedestrian Crossings is 5% complete. The Feasibility Study options for above- and below-grade bike/pedestrian crossings have been completed.
- 5) Grand Avenue Corridor Study (MOVE) for the 27th Street parking expansion, Glenwood in-line stations, Glenwood Transit Center, extension of BRT downtown Glenwood, and connections to I-70 corridor is 1% complete.
- 6) Willits Parking Expansion is 1% complete.
- 7) AMF Expansion Phase 9, Fuel Farm replacement, is 10% completed. Construction of the fuel farm will occur between April and November 2020.
- 8) GMF Expansion is 10% complete. Glenwood Springs will hold a special election in April 2020 for the sale of the MOC to RFTA. RFTA has been requested to partner with the State

Division of Oil and Public Safety and Transit and Rail Department of CDOT to pilot a Hydrogen fueling station at the GMF. Phase 2 construction is anticipated to begin in the Spring 2020.

- 9) Replacement of Office and Housing in Carbondale is 1% completed.
- 10) Bike Share Expansion is 1% completed. RFTA and WE-cycle continue to explore the structure for a long-term partnership.
- 11) Buttermilk Underpass implementation has not begun.
- 12) All RFTA Destination 2040 Service Enhancements have been implemented.
- 13) Replacement of 10, 40' diesel, low-floor buses has been completed.
- 14) Replacement of 6, 45' Coach Buses is 5% completed.
- 15) Replacement of 10, 40' diesel, low-floor buses is 20% completed.
- 16) Purchase of 5, 40' diesel, low-floor buses is 20% completed.

RFTA is exploring the operational and financial feasibility of hydrogen fuel cell electric buses (FCEB). FCEB's are electric buses, fueled with hydrogen, instead of being plugged in each night. Staff visited the National Renewable Energy Laboratory (NREL) in Golden, to learn about this technology. Two benefits of FCEBs are: 1) they can operate about 300 miles on a full charge and 2) they are classified as zero-emissions.

The 2019 financial statement audit will be conducted by McMahan & Associates, LLC. RFTA requested that Board members serve on the Audit Subcommittee. Audit subcommittee members will work with RFTA staff to establish a date and location to conduct the audit, which should be held the second half of June. The final audit report will be presented to the RFTA Board at the July 2020 Board meeting.

Audit subcommittee Board members will be Markey Butler and Ann Mullins.

10. Issues to be Considered at Next Meeting:

11. Next Meeting: 8:30 a.m. – 11:30 a.m., April 9, 2020, Carbondale Town Hall, Room 1

12. Adjournment:

Richardson moved to adjourn from the March 12, 2020 RFTA Board meeting, and Mullins seconded the motion. The motion was unanimously approved.

The March 12, 2020 RFTA Board Meeting adjourned at 10:37 a.m.

Respectfully Submitted:

Nicole R. Schoon

Secretary to the RFTA Board of Directors

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

Meeting Date:	April 9, 2020
Subject:	Coronavirus (COVID-19) Preparedness Planning Update
Strategic Outcome:	1. RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, practices, and policies for managing risks and hazards
Strategic Objective:	1.1 Customers are safe at RFTA facilities and riding RFTA services 1.3 Maintain and promote a healthy and safe workforce 1.4 The general public has a positive perception of the safety of RFTA services 1.5 Staff are well trained and safety focused
Presented By:	Dan Blankenship, CEO Paul Taddune, General Counsel Michael Yang, CFAO Kurt Ravenschlag, COO
Staff Recommends:	Review and discuss updated information regarding Phase 3 ridership, social distancing plans for passengers, and SMS-Text survey information, as well current RFTA employee attendance information, and provide staff with any direction needed.
Executive Summary:	1. At the March 27, 2020 RFTA Board Special Meeting, a motion to curtail RFTA services failed because it did not receive 6 affirmative votes. As a result, on Monday, March 30, RFTA moved forward with implementation of its Phase 3 Service Reduction Plan. However, the Board voted to continue the Special Meeting to 9:00 a.m. on April 3, 2020. Phase 3 requires approximately 48 Bus Operators per day, whereas Phase 2 required 98, Phase 1 required 122, and full winter high-season service levels required 144 Bus Operators per day. The Phase 3 plan involves the following schedule changes: • Valley service once an hour each direction beginning at 4 am from Glenwood and ending at 11:15 pm from Aspen. Last Up Valley from Glenwood is at 9:00 pm. • No Express service. • Only 6:15, 6:30, 6:45 and 7:15 am Up Valley BRTs will operate in the morning • Only 4:00 pm, 4:30, 4:45, 5:00 pm Down Valley BRTs will operate in the afternoon. • Only 2 trips to and from Rifle in the morning only. • Only 3 trips to and 2 trips from Rifle in the evening only. • Snowmass service once an hour from Brush Creek Park and Ride from 6:30 am until 11:30 pm. • COA service modified starting at 8:00 am and ending at 8:00 pm. • At the Special Meeting on April 3, 2020, another motion to completely curtail RFTA services failed to pass by a vote of 2 in favor and 6 opposed. As a result, RFTA is continuing to provide its Phase 3 service reduction plan. 2. <u>Phase 3 Ridership:</u> Overall, system-wide ridership on March 30, the first day of Phase 3 service, when compared to Monday, March 9, when RFTA was operating its full high-season schedule, had declined by approximately 91% or from 12,385 total passengers to 1,086.

However, as can be seen by the chart below, there was about a 24% uptick in ridership the following day, Tuesday, March 31.

A comparison of Phase 3 ridership on Monday, March 30, with Tuesday, March 31, is as follows:

Route	30-Mar	31-Mar	Difference
Hwy 82	703	810	107
Aspen City	321	450	129
Hogback	62	86	24
Total	1,086	1,346	260

There is normally a two-day lag in ridership information, however, due to software upgrades to RFTA's Automated Passenger Counting (APC) system on April 1, insufficient data were available to provide additional ridership information to the Board at this time. Staff will attempt to provide a more up-to-date ridership report at the April 9 Board meeting.

Social Distancing: Using a variety of tools and methods, RFTA is attempting to monitor ridership on every Phase 3 bus trip to determine whether social distancing requirements are being met. Each day, staff is refining the process and developing backup systems in order maintain adequate social distancing space for passengers as best we are able. Currently there haven't been sufficient data to analyze however, when there is, the goal will be to identify trends that would enable us to target additional back up service at peak ridership times to ensure that adequate social distancing space is available for passengers. Over the next few days, RFTA will be installing signage to limit the number of seats available on each bus. An update on this important matter will be provided at the April 9 Board meeting.

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

As of Saturday, April 4, RFTA's Attendance Log reflected the following:

RFTA COVID-19 Daily Update								
Absenteeism	2-Apr		3-Apr		4-Apr		Prev. Day	Prev. Day
	#	%	#	%	#	%	#	%
RFTA Total Staff	365	100%	365	100%	365	100%	-	0%
Absent due to being High Risk	34	9%	34	9%	36	10%	2	1%
Absent due to Possible Exposure	3	1%	3	1%	2	1%	(1)	0%
Absent due to Symptoms	7	2%	5	1%	5	1%	-	0%
Absent due to other Reasons	19	5%	18	5%	17	5%	(1)	0%
Total Absent	63	17%	60	16%	60	16%	-	0%

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

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

1. Critical services, including

● Transportation lifelines (public transportation, transportation infrastructure), airports (municipal and larger), helicopter pads and structures serving emergency functions, and associated infrastructure (aviation control towers, air traffic control centers, and emergency equipment aircraft hangars), critical road construction and maintenance

Local Health Departments: RFTA maintains regular communication with the Garfield and Pitkin County Health Departments and, so far, has been assured that RFTA continues to be viewed by them as an essential service for essential employees of essential businesses and for access to essential services by people who are transit dependent. RFTA believes that this view is also held by the Eagle County Health Department, inasmuch as ECO Transit is continuing to operate.

Bustang: Some are making inaccurate comparisons of RFTA to Bustang, which suspended its operations last week. In addition, they are using Bustang's suspension as a reason to support the suspension of RFTA services. While there are similarities, Bustang is more of an intrastate transit service whereas RFTA, which was created pursuant to the Regional Transportation Authority Act, is a regional transportation authority. Bustang uses over-the-road high-capacity buses with a single front door. This requires passengers to interact with Bus Operators as they get on and off the buses and pay their fares. To provide adequate social distancing on Bustang buses, based on RFTA's estimate, ridership would need to be limited to approximately 12 passengers. Over a 250-mile route, Bustang doesn't have the capability that RFTA has to back up buses when demand exceeds the number of seats available. And, Bustang is more dependent upon fares for its operations than RFTA, and it would not be economically feasible for it to continue operating with approximately 25% of the normal passenger loads.

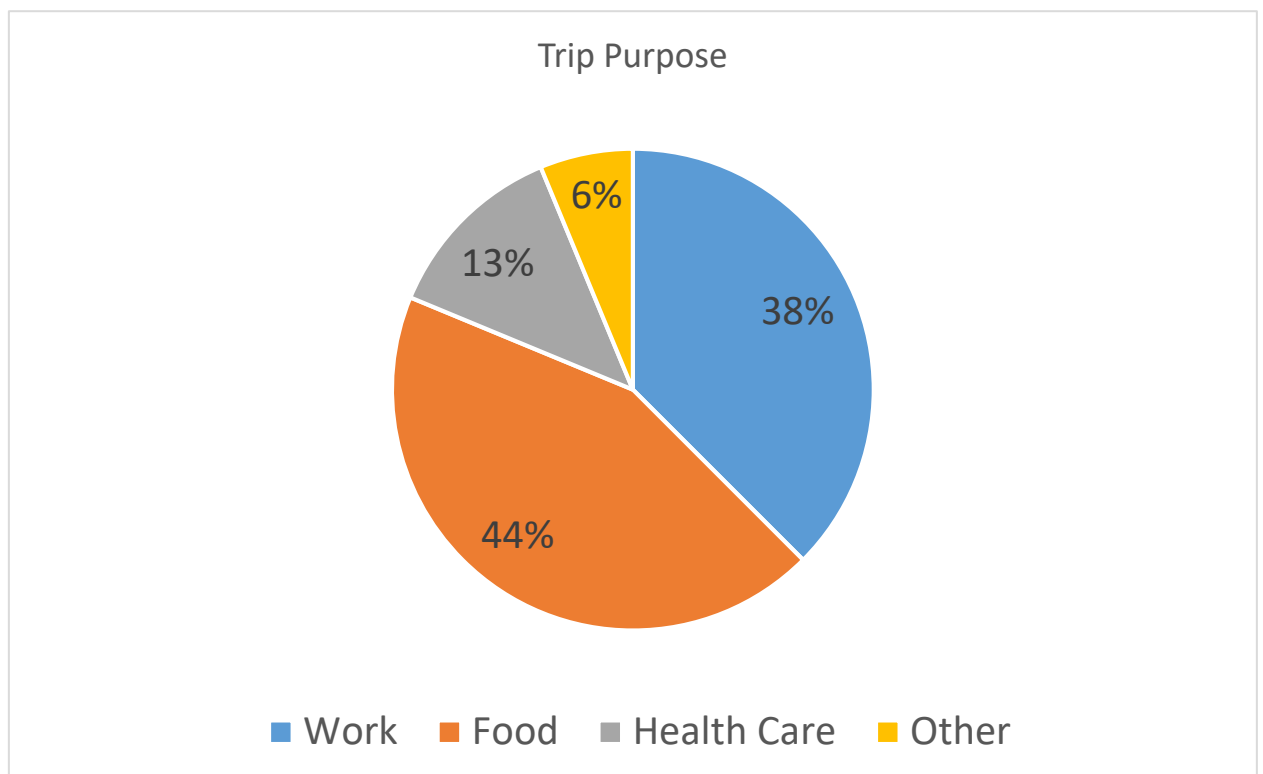
RFTA is using two-door low-floor buses exclusively, and only boarding and disembarking passengers from the rear door. RFTA has suspended fare collection, so that Bus Operators have minimal interactions with passengers. Although Bustang passenger survey data is not available on short notice, RFTA believes that very few passengers are riding Bustang to work, whereas 84% of RFTA Local Bus and BRT passengers surveyed in March of 2018 were riding the bus to work. In addition, RFTA's 2018 survey data indicate that approximately 35% of its Local Bus passengers surveyed had no car available for their trips. Approximately 48% of passengers completing the survey in Spanish indicated they had no car available for their trips.

5. **Are Passengers Using RFTA for Essential Purposes?** Questions have arisen regarding whether those riding the bus are riding for essential purposes. Inasmuch as RFTA's SMSD Text-based survey system has only been in operation since Wednesday, staff will continue collecting responses until the April 9 Board meeting and present updated survey results so that, hopefully, they will be more statistically valid. The results from approximately 32 respondents from 4/1 – 4/4 can be found on the following page:

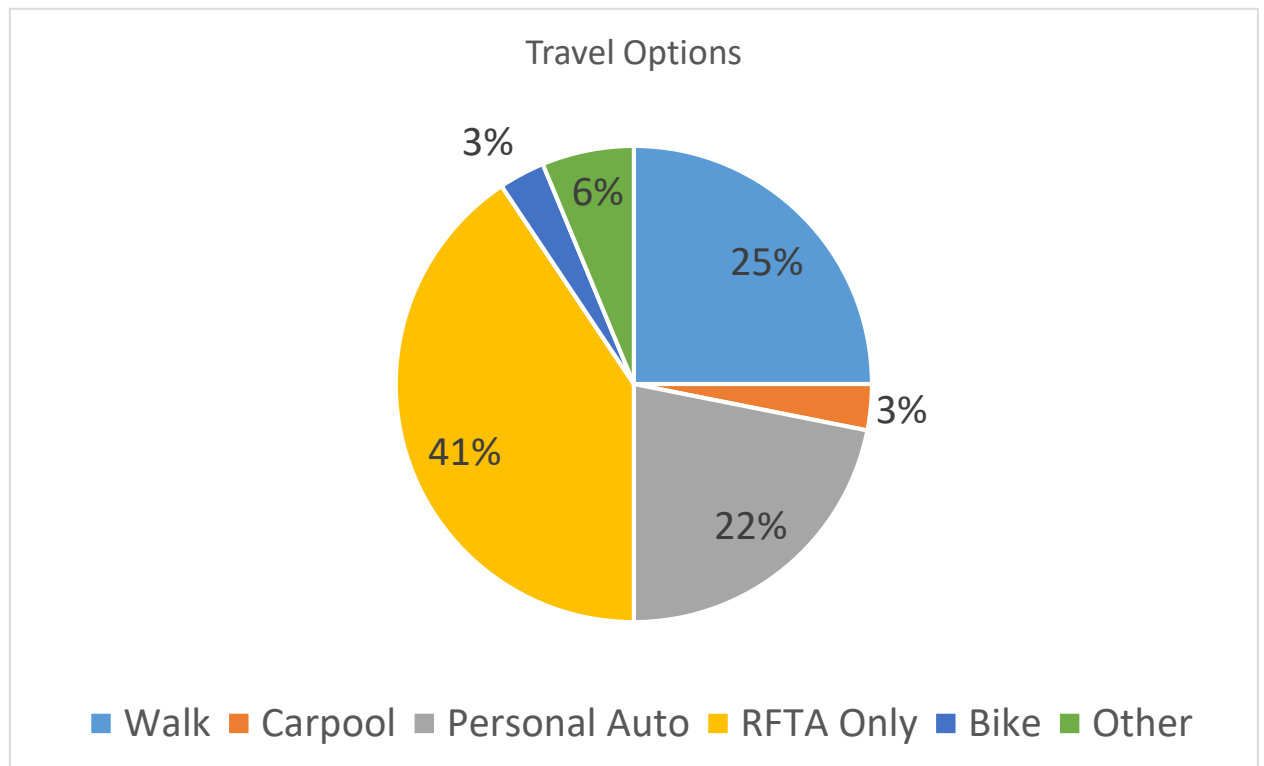
Passenger Survey Update – April 4, 2020

Passenger Survey 4/1/2020 – 4/4/2020 (32 Responses as of 5:00 pm 4/4/2020)

1. What is the purpose of your trip?
 - a. Travel to work
 - b. Travel to get food
 - c. Travel to receive health care
 - d. Travel to receive medicine
 - e. Other



2. If RFTA were not available what other means of travel do you have available?
- RFTA only
 - My personal automobile
 - An automobile that I can borrow
 - Carpool
 - Taxi, Uber
 - Walk
 - Bike
 - Other



6. **Rifle Suspends RFTA Service:** On Wednesday, April 1, the City of Rifle adopted the attached Resolution 2020-08 to Suspend RFTA bus services within its municipal boundaries effective the evening of April 3, 2020. As of Saturday, April 4, RFTA has truncated its Hogback bus service in Silt and is currently only operating between Silt, New Castle, and Glenwood Springs.
7. **Glenwood Springs Considers Suspending RFTA Service:** On Monday, April 6, 2020, the City of Glenwood Springs has scheduled a Special Meeting at 6:00 p.m. in order to consider a Resolution to suspend RFTA bus service. It is unclear at this time whether the Resolution will be passed or, if it is passed, when it would take effect. If passed, hopefully, sufficient time would be granted to inform passengers that RFTA services will no longer be available to them. Perhaps Glenwood Springs would consider allowing RFTA to only use its West Glenwood Mall, West Glenwood Park & Ride, and 27th Street BRT stations to pick up, drop off, and transfer passengers. According to Boarding and Alighting data from the first day of the Phase 3 service reduction operations, Monday, March 30, 2000, Glenwood Springs had the highest number of people getting on and off RFTA buses of any jurisdiction in RFTA's service area (see chart below):

Preliminary Boarding and Alight Data by Service and Community

Service	B&A	Aspen	Pitkin	Snowmass	Basalt	Carbondale	Eagle	Glenwood	Garfield	New Castle	Silt	Rifle	Total
Valley	On	131	124	29	72	77	93	142	10	-	-	-	678
Valley	Off	135	112	19	72	87	87	150	3	-	-	-	665
Hogback	On	-	-	-	-	-	-	34	1	6	3	11	55
Hogback	Off	-	-	-	-	-	-	24	4	7	7	10	52
Total B&A	N/A	266	236	48	144	164	180	350	18	13	10	21	1,450

Implications for the Hogback Bus Service: If Glenwood does pass a resolution suspending RFTA bus services within its municipal boundaries, it is likely that RFTA will be required to suspend the Hogback bus service, since it would only be able to operate between Silt and New Castle. Since most people want to ride to/from Glenwood Springs, based on the boarding and alighting chart above, RFTA doesn't anticipate there would be sufficient demand to warrant a service just between Silt and New Castle.

Implications for the Highway 82 Corridor Service: As far as RFTA's Highway 82 corridor services are concerned, an undetermined but likely significant number of people have been using RFTA services to travel to/from Glenwood Springs to/from up valley communities. The inability to pick up and drop off passengers in Glenwood Springs would likely have an impact on overall Highway 82 corridor ridership. However, RFTA could continue to operate between Carbondale, El Jebel, Basalt, Snowmass Village and Aspen.

8. **Cost and Revenue Forecasts:** Additional information regarding cost and revenue impacts due to COVID-19 is being developed and will be presented at the April Board meeting. However, due to the 2-month lag in receiving sales tax collection data, it may be the May 14, 2020 before enough financial information is available by which to make reasonably accurate forecasts of COVID-19 related expenditures and revenue reductions. CARES Act funding should be available, though to help offset some of RFTA costs and reduced revenue.
9. For the latest schedule changes, the public should monitor RFTA's website, www.rfta.com
10. Additional resources from Public Health agencies can be found at:
11. <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
12. <https://pitkincounty.com/1297/COVID-19>
13. <https://www.garfield-county.com/public-health/novel-coronavirus/>
14. <https://www.eaglecounty.us/publichealth/>

Background/ Discussion:

See Executive Summary above.

Governance Policy:

1.0.1. Safe Customers, Workforce, and General Public: RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, and practices, and policies for managing risks and hazards.

Fiscal Implications:

A \$100,000 appropriation was included in Resolution 2020-09: 2020 Supplemental Budget Appropriation for necessary emergency responses to the health threat posed for RFTA employees and passengers by the outbreak of the Coronavirus (COVID-19) in RFTA's service area. Staff estimates an addition \$280,000 in COVID-19 related expenses will be incurred through the May 14 RFTA Board meeting and has included this amount in Supplemental Budget Resolution 2020-10, which is the subject of the following agenda item.

Attachments:

Yes, see Rifle Resolution 2020-08 and Glenwood Springs Special Meeting Agenda, below.

**CITY OF RIFLE, COLORADO
RESOLUTION NO. 8
SERIES OF 2020**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIFLE,
COLORADO, TEMPORARILY SUSPENDING ROARING FORK
TRANSPORTATION AUTHORITY SERVICE IN THE CITY OF RIFLE
DURING THE COVID-19 OUTBREAK.**

WHEREAS, the City of Rifle ("City" or "Rifle") is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Rifle Home Rule Charter (the "Charter"); and

WHEREAS, the COVID-19 pandemic has spread and infected populations at such a rate throughout the United States, the State of Colorado, and the western slope of Colorado that it threatens to overwhelm limited medical facilities with infected individuals; and

WHEREAS, the Governor of the State of Colorado has declared a statewide emergency regarding the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from the COVID-19 pandemic on March 10, 2020 and a Stay-At-Home Order on March 25, 2020; and

WHEREAS, by Resolution No. 7, Series of 2020, the Rifle City Council declared a local disaster emergency on March 18, 2020 pursuant C.R.S. §24-33.5-709; and

WHEREAS, the cost and magnitude of responding to and recovery from the impact of COVID-19 may be in excess of the City's available resources and the City must take all actions necessary to slow the spread of COVID-19; and

WHEREAS, the Colorado Department of Transportation suspended its Bustang service between cities throughout the state effective March 29, 2020 to reduce intercity travel as an important part of limiting the spread of COVID-19 between different communities in compliance with the Governor's Stay-At-Home order; and

WHEREAS, C.R.S. § 31-15-401(b), grants the governing bodies of municipalities the police powers "[t]o do all acts and make all regulations which may be necessary or expedient for the promotion of health or the suppression of disease"; and

WHEREAS, the City Council finds that it is in the best interest of public health, welfare, and safety of the citizens of Rifle to temporarily suspend bus service to the City of Rifle provided by the Roaring Fork Transportation Authority during the COVID-19 outbreak.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF

RIFLE THAT:

Section 1. The above recitals are hereby incorporated as findings by the City of Rifle.

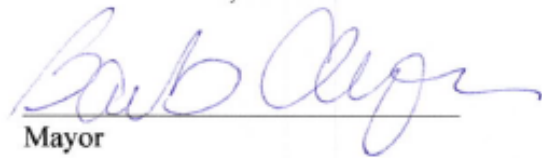
Section 2. The City Council hereby declares that bus service provided by the Roaring Fork Transportation Authority shall be suspended in the City of Rifle during the COVID-19 outbreak commencing 11:59 p.m. April 3, 2020. This suspension shall continue through May 6, 2020 when the City Council shall reevaluate the status of the COVID-19 outbreak as local, state and federal guidance or gubernatorial orders change.

THIS RESOLUTION was read, passed, and adopted by the Rifle City Council at a regular meeting held this 1st day of April 2020.

CITY OF RIFLE, COLORADO

By

Mayor



ATTEST:


City Clerk



AGENDA
CITY OF GLENWOOD SPRINGS
SPECIAL CITY COUNCIL MEETING
APRIL 6, 2020
101 W. 8TH STREET
6:00 PM

*The agenda is subject to change, including the addition of items 24 hours in advance or the deletion of items at any time.
The order and times of agenda items listed are approximate and intended as a guideline for the City Council.*

TIME	ITEM	ZOOM INSTRUCTIONS	ACTION
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1. You are invited to a Zoom webinar.
When: Apr 6, 2020 06:00 PM Mountain Time (US and Canada)
Topic: 2020/04/06 - Special Council Meeting

Please click the link below to join the webinar:
<https://zoom.us/j/186102058>

Or iPhone one-tap :

US: +13462487799,,186102058# or +16699006833,,186102058# Or Telephone:
Dial(for higher quality, dial a number based on your current location):

US: +1 346 248 7799 or +1 669 900 6833 or +1 312 626 6799 or +1 929 205
6099 or +1 253 215 8782 or +1 301 715 8592

Webinar ID: 186 102 058

International numbers available: <https://zoom.us/j/ad7vAUWczg>

TIME	ITEM	SPECIAL CITY COUNCIL MEETING	ACTION
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- | | | | |
|--------|-------------------------|--|--|
| 6:00pm | 2. Roll Call | | |
| | 3. Pledge of Allegiance | | |

ACTIONS AND/OR PRESENTATIONS

- | | | | |
|--|--|--|--------------------------|
| | 4. Consider Emergency Order Terminating RFTA Service in Glenwood Springs | | Discussion and/or Action |
| | 5. Adjournment | | |

RFTA BOARD OF DIRECTORS MEETING
“PUBLIC HEARING” AGENDA SUMMARY ITEM # 6. A.

Meeting Date:	April 9, 2020				
Agenda Item:	Resolution 2020-10: 2020 Supplemental Budget Appropriation				
Strategic Outcome:	Financial Sustainability				
Strategic Objective:	4.1 Ensure accurate budget and accounting				
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance				
Recommendation:	Adopt Supplemental Budget Appropriation Resolution 2020-10				
Core Issues:	At the March 12th Board meeting, the RFTA Board approved Supplemental Budget Appropriation Resolution 2020-09 which included \$100,000 on an emergency basis to fund the initial costs for RFTA’s COVID-19 Preparedness Plan, which included increased efforts to disinfect buses, transit facilities, offices, advancing sick pay for those employees with insufficient sick leave balances, and other appropriate measures. Based on our experience from mid-March and estimates through mid-May, we project to spend approximately \$40,000 each week on its COVID-19 Emergency Preparedness planning efforts. Staff is requesting the Board to appropriate an additional \$280,000 to maintain these measures through the May 14th Board meeting: 1. \$280,000 increase in Transit Staff is working to revise RFTA’s revenue projections based on the regional economic impacts caused by the COVID-19 pandemic. Due to the two month lag, in which RFTA receives sales tax revenues collected and remitted by the Colorado Department of Revenue, March revenues are received in May. In the meantime, staff plans to consult with Finance Directors of each of RFTA’s member jurisdictions to obtain their revised sales tax revenue projections. Staff will review and analyze the current 2020 Work Plan and develop a list of potential cost cutting measures tentatively planned for presentation at the May 2020 regular Board meeting. The passage of the CARES Act has resulted in a \$39.754 million apportionment for CDOT of Section 5311 and 5340 Rural Transit Assistance Funding. This amount is approximately 4 times the amount of such funding for CDOT on an annual basis. The funding is intended to provide financial relief for rural transit agencies, such as RFTA, that have been adversely impacted because of higher operating expenses and reductions in revenue due to the outbreak of COVID-19. The funds require no match and can be used for COVID-19 related disinfecting activities, personnel costs related to personnel kept on the payroll during service reductions, and to offset reductions in revenue. RFTA is currently attempting to determine how much of this funding it will be eligible to receive and when it might be available to provide needed financial relief.				
Policy Implications:	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”				
Fiscal Implications:	Net increase (decrease) to 2020 fund balance by fund: <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>General Fund</td><td>\$ (280,000)</td></tr> <tr> <td>Total</td><td>\$ (280,000)</td></tr> </table>	General Fund	\$ (280,000)	Total	\$ (280,000)
General Fund	\$ (280,000)				
Total	\$ (280,000)				
Attachments:	Yes, please see Resolution 2020-10 attached.				

Director _____ moved adoption of the following Resolution:

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2020-10

2020 SUPPLEMENTAL BUDGET RESOLUTION

WHEREAS, Pitkin County, Eagle County, the City of Glenwood Springs, the City of Aspen, the Town of Carbondale, the Town of Basalt, and the Town of Snowmass Village (the “Cooperating Governments”) on September 12, 2000, entered into an Intergovernmental Agreement to form a Rural Transportation Authority, known as the Roaring Fork Transportation Authority (“RFTA” or “Authority”), pursuant to title 43, article 4, part 6, Colorado Revised Statutes; and

WHEREAS, on November 7, 2000, the electors within the boundaries of the Cooperating Governments approved the formation of a Rural Transportation Authority; and

WHEREAS, the Town of New Castle elected to join the Authority on November 2, 2004; and

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

WHEREAS, upon due and proper notice, published in accordance with the state budget law, said supplemental budget was open for inspection by the public at a designated place, a public hearing was held on April 9, 2020 and interested taxpayers were given an opportunity to file or register any objections to said supplemental budget.

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

General Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
No Change		
Total Revenue & OFS	-	

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$25,626,649	-	\$25,626,649
Property tax	10,996,000	-	10,996,000
Grants	7,334,638	-	7,334,638
Fares	5,470,200	-	5,470,200
Other govt contributions	1,914,605	-	1,914,605
Other income	906,600	-	906,600
Other financing sources	8,325,000	-	8,325,000
Total	\$60,573,692	-	\$60,573,692

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Transit	\$280,000	COVID-19 preparedness
Total Expenditures & OFU	\$280,000	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$1,092,661		\$1,092,661
Transit	28,118,095	\$280,000	28,398,095
Trails & Corridor Mgmt	612,133		612,133
Capital	20,342,904		20,342,904
Debt service	1,569,123		1,569,123
Other financing uses	3,179,524		3,179,524
Total	\$54,914,440	\$280,000	\$55,194,440

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

Revenues and other financing sources	\$0
Less Expenditures and other financing uses	(280,000)
Net increase (decrease) in fund balance	(\$280,000)

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			\$ 29,634,814*
2019-28 & 2019-29	\$ 29,634,814	\$ 6,639,095	36,273,909
2020-03	36,273,909	1,155,000	37,428,909
2020-07	37,428,909	(2,134,843)	35,294,066
2020-10	35,294,066	(280,000)	35,014,066
Total Net Change		\$ 5,379,252	

* Budgeted

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

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

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 9th day of April 2020.

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

By: _____
Art Riddile, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on April 9, 2020 (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this ____ day of _____, 2020.

Nicole Schoon, Secretary to the 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: April 9, 2020

RFTA Planning Team Scores More Grants for RFTA: Due to the hard work and dedication of RFTA’s zealous grant-seekers, RFTA has once again garnered a substantial amount of FTA/CDOT grant funding for much need vehicle replacements, as well as the Glenwood Maintenance Facility Expansion Project (Regional Transit Center). Acknowledgement and much appreciation are due David Johnson, Director of Planning, and Jason White, Assistant Planner, who have never seen a grant they didn’t like!

Item	Source	Award	Match	TPC	Notes
(1) 40' bus	CY20 CDOT FASTER	\$440,000	\$110,000	\$550,000	(5) Buses awarded of (10) requested; (3) buses denied on geographic equity and/or low mileage. Highest need: (3) MCIs 425, 426, 427 & (2) hybrids 535, 536
(4) 40' buses	FY20 FTA 5339 Rural	\$1,760,000	\$440,000	\$2,200,000	(5) Buses Awarded of (10) requested; (3) Buses denied on geographic equity and/or low mileage. Highest need: (3) MCIs 425, 426, 427 & (2) hybrids 535, 536
GMF/RTC P4	CY20 SB 267	\$2,976,000	\$744,000	\$3,720,000	With the economic markets being disrupted by COVID-19, and SB 267 relying on the sale of bonds, it is expected that funds will likely not be available for contracting until at least April or May.
Totals	CCCP Grants	\$5,176,000	\$1,294,000	\$6,470,000	Total Funds Requested \$ 7,536,000 or 71% return
(2) Cutaways	FY19 5339b	\$199,500	\$49,875	\$249,375	Funded outside CCCP as a result of in- eligible agency
Grand Total	All Grants	\$5,375,500	\$1,343,875	\$6,719,375	

Chief Operating Officer October Update: *Kurt Ravenschlag, COO*

COO Update – April 2020

RFTA 2040 Implementation Update

The RFTA Capital Projects team has been reviewing all 2020 capital projects that are in various stages of development to determine if there are any impacts due to COVID-19. At this point, RFTA has decided to only delay one project, being the Regional Bike Share Plan, due to the staff involvement and public outreach required. Depending on how things transpire with the Public Health Orders, this project could be rescheduled later in 2020. All other projects are deemed essential activities under the Public Health Orders or schedules do

not currently conflict with the existing Public Health Orders in place. Funding for many of these projects involves grants and bonding that cannot be used for other purposes than the projects specified. This issue will be monitored on a weekly basis and adjusted as needed.

LOVA Trail

Total Project: \$15,000,000	2020 Budget: \$175,000	% Complete: 6%
RFTA Share: \$2,000,000	RFTA Balance: \$1,825,000	Last Updated: Feb. 2020
- Glenwood Springs has spearheaded efforts along with LOVA to pursue a series of grants to construct the LOVA trail from New Castle to Glenwood Springs 2020 draft budget includes \$175,000 in local match to go towards an FMLD grant that was awarded to Glenwood Springs - Maintenance of trail is an outstanding question		

Trail Maintenance

Total Project: \$5,958,000	2020 Budget: \$375,000	% Complete: 10%
RFTA Share: \$5,958,000	RFTA Balance: \$5,283,000	Last Updated: April 2020
- Bid opening for contractor support 4/14 2020 draft budget includes \$300,000 to go towards asphalt repair, fencing, rock scaling, shoulder improvements and culvert maintenance 2020 draft budget includes design work to improve Rosebud Trailhead, to include increased parking, vault toilets, lighting and sun shade.		

Mid Valley Stop Improvements (Including Windscreens)

Total Project: \$1,603,172	2020 Budget: \$1,603,172	% Complete: 10%
RFTA Share: \$1,603,172	RFTA Balance: \$0	Last Updated: Mar. 2020
- CDOT rejected RFTA design recommendations for Holland Hills Bus Stop. Holland Hills has been removed from the scope of work until another solution for that stop can be identified. - Currently in design and engineering to create improvements for the following Bus Stops to provide ADA accessibility, improved amenities, connectivity and comfort: - Sage wood - Lazy Glen - Aspen Village - Holland Hills - Catherine Store - Engineering and design to be complete in early 2020 with construction in spring of 2020. 2020 draft budget includes \$1.6 million for construction mid-valley stop improvements.		

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

Total Project: \$8,559,136	2020 Budget: \$0	% Complete: 5%
RFTA Share: \$4,279,500	RFTA Balance: \$4,229,500	Last Updated: Mar. 2020
- With the recent grant awards of \$2.1 million, RFTA may be requesting a supplemental appropriation in May or June to advance design of this project. - RFTA received notice of award from the TAP grant submitted in late 2019 for \$1.0 million. This is in addition to the MMOF grant award from 2019 for \$1.1 million - Feasibility study to analyze options for above grade and below grade bike/pedestrian crossings of HWY 82 and 27th street – Project Completed - Findings from this study will help identify a preferred alternative to inform the Glenwood Springs Alternatives Analysis study.		

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

Total Project: \$610,000	2020 Budget: \$610,000	% Complete: 1%
RFTA Share: \$290,228	RFTA Balance: \$0	Last Updated: April 2020
- First Public Open House on March 16 was cancelled due to COVID-19 concerns. - Project team is developing a virtual public engagement plan to keep project moving forward. - Alternatives Development to begin 4/7		

Willits Area Parking Expansion

Total Project: \$2,000,000	2020 Budget: \$0	% Complete: 1%
RFTA Share: \$2,000,000	RFTA Balance: \$2,000,000	Last Updated: Feb. 2020
- Signage and wayfinding plan in development to guide public and RFTA customers to public parking beneath Whole Foods - RFTA staff is currently working with Basalt town staff to coordinate sign installation - Communications plan in development to help guide customers to this newly identified parking		

Aspen Maintenance Facility Expansion Phase 9 (Replace Fuel Farm)

Total Project: \$3,115,260	2020 Budget: \$3,115,260	% Complete: 10%
RFTA Share: \$3,115,260	RFTA Balance: \$0	Last Updated: April 2020
- Scheduled for construction early May – Project has been deemed an essential project by Pitkin County Commissioners and allowed to proceed. - Land Use and Permitting expected to be complete by January 2020 - Construction Procurement completed by March 2020 - Construction of Fuel Farm May 2020 – November 2020		

Glenwood Maintenance Facility (GMF) Expansion

Total Project: \$34,076,514	2020 Budget: \$4,260,000	% Complete: 10%
RFTA Share: \$15,000,000	RFTA Balance: \$12,321,000	Last Updated: April 2020
- The City of Glenwood Springs is placing the question of whether the City can sell this property to RFTA on a special election in April 2020. Results of this election will not be known until week of April 13. - If special election passes and GWS is able to sell the property, RFTA will request of the board a supplemental appropriation in April for purchase and demolition of the MOC - RFTA has been asked to partner with the State Division of Oil and Public Safety and Transit and Rail Department of CDOT, to pilot a Hydrogen Fueling Station at the GMF. - RFTA has bid Phase 2 for construction - Phase 2 construction anticipated to begin Summer 2020 - RFTA received \$1,581,460 of State/Federal grant funding to go towards vehicle maintenance expansion at the GMF - RFTA made an offer to the City of Glenwood Springs to purchase the Glenwood Municipal Operations Center		

Replacement Office/Housing in Carbondale

Total Project: \$10,000,000	2020 Budget: \$1,000,000	% Complete: 1%
RFTA Share: \$10,000,000	RFTA Balance: \$9,000,000	Last Updated: Feb. 2020
- Programming for employee housing continues 2020 draft budget includes \$1 million for site master planning		

Bike Share Expansion (project on hold)

Total RFTA Capital: \$1,270,750	2020 Capital Budget: \$0	%Complete: 1%
Total Annual RFTA O&M: \$550,000	2020 O&M Budget: \$350,000	Last Updated: April 2020
RFTA Capital Balance: \$1,270,750		
• This project is on hold due to Public Health Orders that inhibit a public outreach process. • Over the course of the last year it has been identified that WE-cycle, in their current state, does not have the capacity to expand their services beyond their current scope of services in Aspen and Basalt. • Over the last several months, RFTA and WE-cycle have been exploring and vetting a future partnership in which WE-cycle and its bike share services could be expanded throughout the RFTA service area. • RFTA and WE-cycle continue planning of Carbondale and GWS Bike Share deployment. • 2020 Includes \$200,000 to Support We-Cycle Operations and \$150,000 for a Bike Share Expansion Plan		

Buttermilk Underpass

Total Project: \$8,057,358	2020 Budget: \$0	% Complete: 0%
RFTA Share: \$500,000	RFTA Balance: \$500,000	Last Updated: Feb. 2020
• RFTA is trying to initiate a partnership of interested stakeholders to move Buttermilk Underpass into design phase and establish a partnership for construction.		

Service Enhancements

All RFTA Destination 2040 Service Enhancements were Implemented, but have been temporarily suspended due to the COVID-19 outbreak in RFTA's service area		
• 30 Minute Peak Hogback Service – Completed December 14, 2019 • Service Increase, 30-minute Valley Service w/ Enhanced Snowmass Service – Completed as of April 22, 2019 • Service Increase, Weekend BRT (Spring/Fall) w/ Enhanced Carbondale Circulator – Completed as of April 22, 2019 • Better transit service connections to Snowmass Village on Brush Creek Road – Completed in 2018		

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

Total Project: \$5,550,000	2020 Budget: \$0	% Complete: 100%
RFTA Share: \$2,442,000	RFTA Balance: \$68,513,000	Last Updated: Feb. 2020
• Ten replacement buses arrived November 2019 and in service December 2019		

Bus Replacement – Six, 45' Coach Buses

Total Project: \$4,200,000	2020 Budget: \$4,200,000	% Complete: 5%
RFTA Share: \$840,000	RFTA Balance: \$67,673,000	Last Updated: Mar. 2020
• RFTA has gained concurrence from CDOT to purchase six, 45' coach buses off of Alameda Contra-Costa Transit Systems contract with Motor Coach Industries. • Waiting on updated pricing, production and delivery schedule dates from MCI • Most likely a 2021 Delivery		

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

Total Project: \$5,550,000	2020 Budget: \$5,550,000	% Complete: 20%
RFTA Share: \$5,550,000	RFTA Balance: \$62,123,000	Last Updated: April 2020
- Bus Manufacturer has closed production plant due to COVID-19 which will cause delays to delivery schedule - Ten replacement buses have been ordered for a January 2021 delivery		

Bus Expansion – Five, 40’ diesel, low floor buses (Project Delayed)

Total Project: \$2,775,000	2020 Budget: \$2,775,000	% Complete: 20%
RFTA Share: \$2,775,000	RFTA Balance: \$8,581,000	Last Updated: April 2020
- Bus Manufacturer has closed production plant due to COVID-19 which will cause delays to delivery schedule - Five expansion buses have been ordered for a December 2020 delivery		

Planning Department Update – David Johnson, Director of Planning

RFTA Planning Department Monthly Update
March 12, 2020

RFTA Vision

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

RFTA Mission

Connecting our region with transit and trails.

RFTA Values

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

RFTA Strategic Outcomes

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

Current Planning Projects***Glenwood Springs Corridor Study, Multimodal Options for a Vibrant Economy (MOVE)***

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

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

- On-street downtown (6th St to 14th St, Cooper Ave to Blake Ave)

- Off-street downtown (public parking and shared parking lot locations)
- 27th Street Park & Ride and the surrounding area
- West Glenwood Park & Ride

Times of day included:

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

The Parsons Team intended to conduct parking counts and gather traffic data this summer, however Parsons reported that nationwide, vehicle miles travel is down about 50% to 90% and is not likely to regain by summer. Sub consultant Fehr and Peers is gathering data from industry peers on how to collect and estimate valid data in this type of environment.

On March 16, RFTA and the City planned to host an open house to inform the public of the goals and parameters of the project and describe the need for the project. With the COVID-19 pandemic closing in, Parsons Transportation Group cancelled the public meeting and has developed a virtual open house that consists of an audio and video introduction to the project, a survey, and a GIS-based interactive map that allows people to pick a spot in the study area and comment on it. This presentation, once published, will be available for viewing for about 30 days, and will be updated weekly during that time to revise the Q&A section (based on comments received), respond to comments, and provide general updates.



On-Board Passenger Survey – Postponed

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

Due to national and regional realities with the COVID-19 situation, the passenger survey has been postponed until a future, to-be-determined date. The Planning Department will keep everyone posted.

27th Street Pedestrian Crossing, Glenwood Springs Closer to Reality

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

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

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

RFTA and the City of Glenwood Springs have submitted grants to design and construct the project. Thanks to recent award from the CDOT Multimodal Options Fund (MMOF), and from the Federal Transportation Alternative's Program (TAP), **approximately \$7.4 million of the estimated \$9.0 million project cost has been secured, the project is increasingly likely to be constructed starting Year 2021.** RFTA has completed some preliminary design to assess various crossing options and potential costs. Final Design of the crossing is slated to begin July 2020. As this design process progresses, most information we be available on crossing configurations and costs.

The following is progress on funding and grant submittals:

Funding Source	Progress
CDOT MMOF	\$1.1 million secured
Transportation Alternatives Program (TAP)	\$1 .0 million secured
Destination 2040	\$4.3 million secured (note: some funds will be expended on design and engineering)
CDOT Regional Priority Program	\$1.0 million secured
Total Acquired	\$7.4 million
Garfield County Federal Mineral Lease District	\$1.0 million proposed (RFTA/City of Glenwood Springs joint application in Fall 2020)
City of Glenwood Springs	Estimated \$600,000 - \$1,600,000 requested for FY2021- FY2022 (contingent upon funding from RPP and FMLD, and on cost estimate as design progresses)

RFTA Exploring Hydrogen Electric Bus (HEB) Feasibility

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

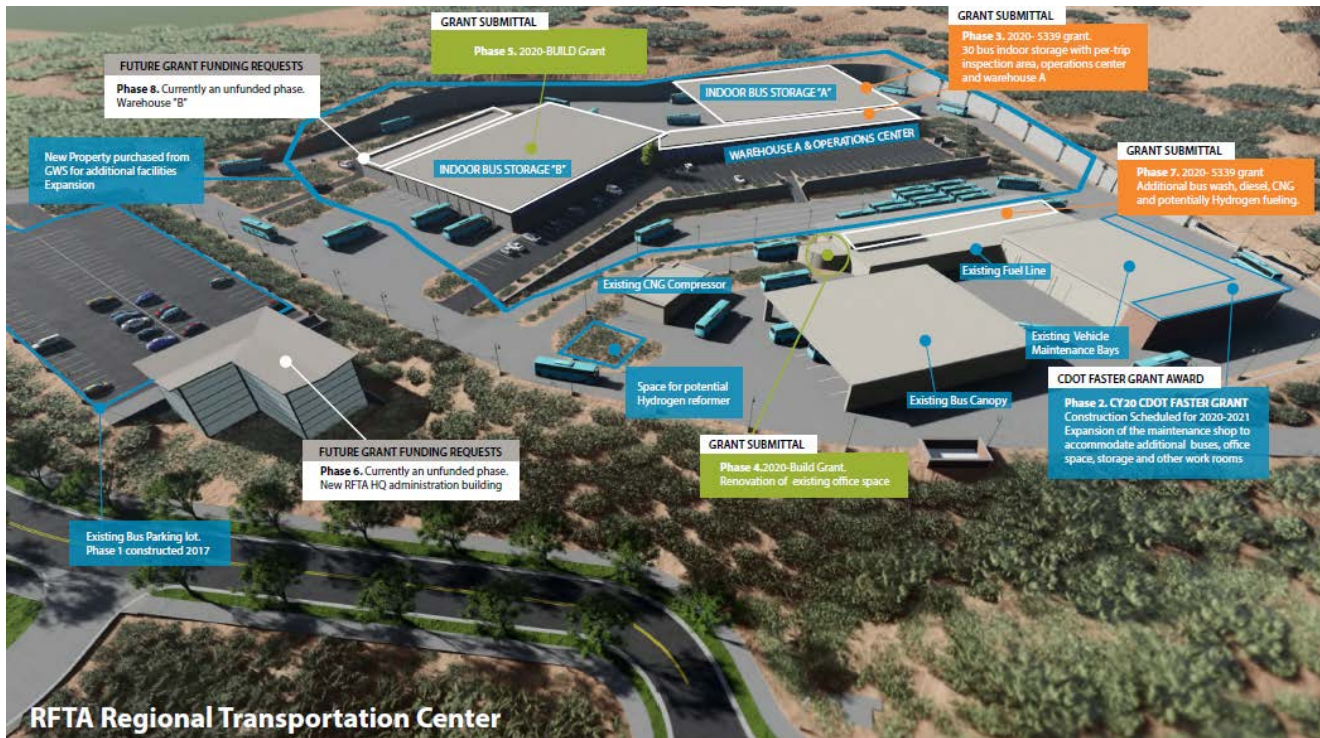
The State of CO and the Colorado Hydrogen Network (CHN) are discussing how cost-sharing might work for the onsite production infrastructure and fueling equipment at the GMF/RTC, as well as the \$1.2 million buses. The team submitted a concept paper to the Department of Energy (DOE) on February 28th for the EERE Grant. Unfortunately, the DOE did not extend an invitation for the team to submit a full concept paper. RFTA Staff still intend to keep the hydrogen fueling component in both the forthcoming FTY FY20 5339b and USDOT BUILD facility applications for expansion of the GMF/RTC. If the hydrogen pilot project does not come to fruition, the planned space can be used. Planning Staff will not receive notification of awards until late 2020.

Section 5339 Grant Program – Glenwood Maintenance Facility

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

On April 1, RFTA submitted an application for \$13.5 million in 5339(b) funding to renovate and expand the GMF/RTC. Roughly \$13.5 million from RFTA (primarily Ballot Measure 7A funds) and \$3.0 million in CDOT funds (awarded in March 2020) will match the grant funds. The project scope and phasing is shown below.

Phase	Scope	Status
1	Lowering and grading of the existing grade Temporary bus parking lot (for maintaining operations during future phases)	Complete
2	Additional Grading and Excavation Fleet Maintenance Build Renovation and Expansion	Partial funding from CDOT
3	Grading, Excavation, Site Preparation Operations Center Bus Storage Building A: 30 indoor storage spaces Pre- Trip Inspection Zones Backlog Parking Maintenance Warehouse A	5339 Grant Proposal + SB267 Funds
4	GMF Administration Renovation Access road relocation	
5	Includes Bus Building 30B and associated drives and Pre-Trip Inspection Zones	
6	RFTA Administration Building with associated drives and parking	
7	Fueling Drive Lanes (Hydrogen—if available, CNG and Diesel) Bus Wash Addition	5339 Grant Proposal
8	Includes Warehouse B, associated drives and parking	
9/10	Housing (Under consideration for last phases)	



Recent schematic of the future Glenwood Springs Maintenance Facility (GMF)/Regional Transit Center (RTC) campus. The MOC building is in the background with a blue box around it.

BUILD Grant Update

FY2020 Grants

On February 18, 2020, the Secretary of Transportation issued a Notice of Funding for Better Utilizing Investments to Leverage Development (BUILD) Transportation Grants program. Approximately \$1 billion in funds for the FY 2020 BUILD Transportation grants program will be awarded on a competitive basis for surface transportation infrastructure projects that will have a significant local or regional impact. Applications are due May 18, 2020.

RFTA will likely apply for Phases 4 and 5, shown below.

Phase	Scope	Status
1	Lowering and grading of the existing grade Temporary bus parking lot (for maintaining operations during future phases)	Complete
2	Additional Grading and Excavation Fleet Maintenance Build Renovation and Expansion	Partial funding from CDOT
3	Grading, Excavation, Site Preparation Operations Center Bus Storage Building A: 30 indoor storage spaces Pre- Trip Inspection Zones Backlog Parking Maintenance Warehouse A	5339 Grant Proposal + SB267 Funds
4	GMF Administration Renovation Access road relocation	2020 BUILD?

Phase	Scope	Status
5	Includes Bus Building 30B and associated drives and Pre-Trip Inspection Zones	200 BUILD?
6	RFTA Administration Building with associated drives and parking	
7	Fueling Drive Lanes (Hydrogen—if available, CNG and Diesel) Bus Wash Addition	5339 Grant Proposal

FY2019 Grants

RFTA staff met (via phone) with BUILD Administrator Howard Hill to review RFTA's previous (FY2019) grant proposal. Similar to years 2015- 2018, RFTA's proposal made it to the Highly Recommended list. According to Hill, USDOT received over 200 BUILD proposals totaling about \$3.6 billion (for \$1 billion in funds), and about 60 of these made it to the Highly Recommended list, which were then reviewed by Secretary Chao and Senior USDOT Staff for funding.

The main take-away from the meeting with Hill was that RFTA submits a consistently valid and compelling proposal, and needs to make sure it continues to outreach to Congressional delegates and to senior-level USDOT staff, and encourage them to champion the project. RFTA's lobbyist on the BUILD grant, Ashely Badesch, intends to arrange a video conference with FTA, USDOT, and Congressional Delegates. Ideal dates **include June 1-4 (Monday-Thursday) and June 9-12 (Tuesday-Friday)**. These meetings will be by videoconference, not in DC.

Finance Department Update – Mike Yang, Chief Financial and Administrative Officer

2020 Actuals/Budget Comparison (February YTD)

2020 Budget Year				
General Fund	February YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 90,971	\$ 65,131	39.7%	\$ 25,626,649
Property Tax	\$ 349,143	\$ 349,143	0.0%	\$ 10,996,000
Grants	\$ -	\$ -	#DIV/0!	\$ 1,401,678
Fares (2)	\$ 690,058	\$ 767,990	-10.1%	\$ 5,470,200
Other govt contributions	\$ 1,476,982	\$ 1,476,982	0.0%	\$ 1,510,315
Other income	\$ 255,131	\$ 242,409	5.2%	\$ 906,600
Total Revenues	\$ 2,862,285	\$ 2,901,655	-1.4%	\$ 45,911,442
Expenditures				
Fuel	\$ 283,160	\$ 300,662	-5.8%	\$ 1,084,661
Transit	\$ 4,916,418	\$ 5,275,462	-6.8%	\$ 27,698,755
Trails & Corridor Mgmt	\$ 35,914	\$ 40,832	-12.0%	\$ 612,133
Capital (3)	\$ 171,722	\$ 64,428	166.5%	\$ 12,291,490
Debt service	\$ 146,834	\$ 146,834	0.0%	\$ 1,569,123
Total Expenditures	\$ 5,554,049	\$ 5,828,218	-4.7%	\$ 43,256,162
Other Financing Sources/Uses				
Other financing sources	\$ -	\$ -	#DIV/0!	\$ 8,325,000
Other financing uses	\$ (654,290)	\$ (654,290)	0.0%	\$ (3,186,185)
Total Other Financing Sources/Uses	\$ (654,290)	\$ (654,290)	0.0%	\$ 5,138,815
Change in Fund Balance (4)	\$ (3,346,054)	\$ (3,580,853)	6.6%	\$ 7,794,095

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

- (2) Through February, fare revenue and ridership are lower by 3% and 7%, respectively, compared to the prior year. Over the course of the year, the timing of bulk pass orders by outlets and businesses can affect the % change. The chart below provides a YTD February 2019/2020 comparison of actual fare revenues and ridership on RFTA fare services:

Fare Revenue:	YTD 2/2019	YTD 2/2020	Increase/ (Decrease)	% Change
Regional Fares	\$ 740,845	\$ 690,058	\$ (50,787)	-7%
Total Fare Revenue	\$ 740,845	\$ 690,058	\$ (50,787)	-7%
Ridership on RFTA Regional Services*:	YTD 2/2019	YTD 2/2020	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	144,398	138,953	(5,445)	-4%
BRT	194,538	186,850	(7,688)	-4%
Carbondale Shuttle	25,538	24,440	(1,098)	-4%
SM-DV	28,369	26,649	(1,720)	-6%
SM-INT	14,098	13,709	(389)	-3%
Grand Hogback	16,449	21,209	4,760	29%
Total Ridership on RFTA Fare Services	423,390	411,810	(11,580)	-3%
Avg. Fare/Ride	\$ 1.75	\$ 1.68	\$ (0.07)	-4%
* Excludes Aspen-Snowmass Regional service which is fare-free due to EOTC contributions.				

- (3) The excess of actuals over budget is a timing issue. Resolution 2020-09: 2020 Supplemental Budget Appropriation adopted on March 12, 2020 carried forward unexpended capital budget from 2019 to 2020, which will fund the excess reflected in February.
- (4) Over the course of the year, there are times when RFTA operates in a deficit given the timing of revenues and end up within budget; however, with the global pandemic of COVID-19 that started to impact our regional economy and service levels in March, staff is analyzing impacts to revenues and will develop potential plans for cost-cutting measures that will affect our projections.

RFTA System-Wide Transit Service Mileage and Hours Report								
	Mileage February 2020 YTD				Hours February 2020 YTD			
Transit Service	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	773,860	767,940	5,920	0.8%	36,100	35,149	951	2.7%
City of Aspen	107,702	107,897	(195)	-0.2%	12,273	12,260	13	0.1%
Aspen Skiing Company	126,786	131,325	(4,539)	-3.5%	9,309	8,749	560	6.4%
Ride Glenwood Springs	19,304	19,720	(416)	-2.1%	1,607	1,607	1	0.0%
Grand Hogback	70,979	70,074	905	1.3%	3,460	3,396	63	1.9%
Specials/Charters	9,816	7,701	2,115	27.5%	663	675	(13)	-1.9%
Senior Van	3,792	3,907	(115)	-3.0%	351	355	(4)	-1.2%
Total	1,112,239	1,108,565	3,674	0.3%	63,763	62,191	1,572	2.5%

Ride Check Data Collection Tool Project – Update

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

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report				
Service	Feb-19 YTD	Feb-20 YTD	# Variance	% Variance
City of Aspen	362,445	313,930	(48,515)	-13.39%
RF Valley Commuter	544,827	511,027	(33,800)	-6.20%
Grand Hogback	16,449	21,209	4,760	28.94%
Aspen Skiing Company	272,650	282,696	10,046	3.68%
Ride Glenwood Springs	25,992	23,820	(2,172)	-8.36%
X-games/Charter	36,163	32,756	(3,407)	-9.42%
Senior Van	631	826	195	30.90%
MAA Burlingame	-	-	-	#DIV/0!
Maroon Bells	-	-	-	#DIV/0!
Total	1,259,157	1,186,264	(72,893)	-5.79%
Subset of Roaring Fork Valley Commuter Service with BRT in 2020				
Service	YTD Feb 2019	YTD Feb 2020	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	144,398	138,953	(5,445)	-3.77%
BRT	194,538	186,850	(7,688)	-3.95%

2019 Financial Statement Audit – Schedule

Date	Activity	Status
5/4/2020 – 5/8/2020	Start of Audit – auditors conducting onsite fieldwork	<i>On schedule</i>
Mid-June	During this period, staff anticipates that the Audit Report will be reviewed by the RFTA Board Audit Subcommittee . A meeting will be held at a RFTA office in Carbondale between the Audit Subcommittee, the auditor and staff to discuss the audit in detail.	<i>Email will be sent to Audit Subcommittee to establish date & location of meeting.</i>
7/3/2020	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/9/2020	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

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

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

Prior Year's Audit Subcommittee Members:

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

Anticipated guests include:

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

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

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

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

Facilities and Bus Stop Maintenance April 9, 2020
Capital Projects Update

Projects currently under construction:

- The facilities department does not have any active construction projects active at this time. The project management team continues to move forward with the 4 major construction projects that are scheduled to begin this summer with start dates are contingent on the ending of work restrictions in the town or county they are located. Each construction projects safety plan will include measures to enforce social distancing and proper hygiene among the contractors working on the projects to prevent the spread of CV19.

Facilities construction projects budgeted for 2020

1. AMF phase 9, fuel farm replacement.
2. Upgrades to the AMF BAS/HVAC system to accommodate CNG buses.
3. Replacement of the carpet in the administration area.
4. GMF phase 2 expansion of services bays and office space.
5. The demolition of the GWS MOC building after the purchased of the property by RFTA.
6. Rio Grande trail improvements.
7. Design of an improved Rio Grande trail head adjacent to the Rosebud Cemetery in Glenwood Springs.
8. Upgrades to 5-bus station in the highway 82 corridor and the construction of bus shelters at the intersection of JW and El Jebel road in El Jebel.
9. The construction of windbreaks at the up valley Basalt and Brush Creek shelters.
10. Develop a master plan for the CMF property to replace the RFTA housing and office space currently in Carbondale.
11. An asphalt maintenance program that includes sweeping, striping and repairs to RFTA owned parking facilities.
12. Repair the siding and soffit at selected sections of the Parker House apartments.

13. Perform a structural inspection of the bridges along the Rio Grande trail.
14. Refinish the outside benches at the BRT stations.
15. Replace the BEB car chargers at the Carbondale and New Castle Park and rides.
16. Sweeping, striping and general repair and maintenance of all RFTA asphalt parking and drive lanes.

Facilities projects completed to in 2020:

Staff has completed the following construction projects in 2020.

Construction projects summary:

- Staff received a qualified bid for the refinishing of the outside benches at the BRT stations and has issued an “intent to award” to VR Cabinets for the project. As soon as possible the contract will be sent out for signature and the project will begin in counties that do not have work restrictions on construction.
- Staff has completed the scope of work for the repair and maintenance of the asphalt surfaces at all RFTA properties and this project is going out to bid in early April.
- Staff received bids for the GMF phase 2 project on March 18 and are currently evaluating them.
- Staff has received a \$2.7M bid on the AMF tank farm replacement project which is within budget and work will begin on April 20 or as soon as the restrictions on construction projects are lifted in Pitkin County.
- The highway 82 bus stop improvement project will be going out to bid the end of March.
- The Rio Grande Trail improvement project will be going out to bid March 17.

Construction projects currently in the design process:

- Design of the HVAC upgrades necessary to allow CNG buses to be serviced at the AMF and upgrades to both the AMF and GMF building automation systems (BAS). The plan set is currently at 100% design. This project will be going out to bid in late spring.
- 27th street pedestrian crossing conceptual study has been completed. This study studies several options for a grade separated crossing at 27th street in Glenwood spring for both the Rio Grande trail crossing of 27 and a pedestrian crossing of highway 82. The study looks at the feasibility of both overpasses and under passes for each crossing. Staff is currently writing a scope of work for the design of the crossing which will be sent out for bid in the fall of 2020.

**Facilities, Rail Corridor & Trail Update
RFTA Railroad Corridor**

AMF

1. In-ground lift – Status of the repairs
2. Parallelogram lift – Ace Equipment Contacted, should be a warranty repair.
 - a. Last update for the in-ground lift was that the Ace Equipment crew left over COVID-19 concerns.
 - b. All lifts need to be set up on a biannual/quarterly inspection by Ace Equipment. Bob is going to lift into the lift inspections and establish the number of appropriate annual inspections for all locations and all lifts.
3. Other Updates
 - a. Metering system for CNG to be upgraded. (still in process)
 - 1) Maintenance is still performing engine rebuilds in this facility.
 - 2) Budget has been requested and the minor upgrades will be completed in the fall.
 - b. AMF Fire Sprinkler System repair,
4. Fuel Farm Replacement Project – (\$2.75M) in process, start date is still 4/20/2020
5. Landscaping- Tree Replacements
 - a. Rick is reviewing the landscape scopes for Daly and will start working on getting a schedule in place for the spring work, including weed management for:

- 1) AMF – including the warranted replacement trees
- 2) Brush Creek
- 3) AABC
- 4) Buttermilk
- 5) Old Snowmass PNR
- 6) Parker House and
- 7) The Bank
6. Scope for cleaning out and repairing the trench drains at the AMF.
7. Rick will contact Goodwin and get them scheduled to empty the sumps. Bob wants us to budget for Goodwin to come and service RFTA four times a year at both the AMF and the GMF. This is a critical activity when we have big winters because of all the mag chloride on the buses.
8. Rick is working on a scope for getting the air ducts cleaned out at the AMF. This has not been done in several years and needs to be added as an annual PM.
9. Bus wash- Status update on the bus wash.
10. Roof Leaks- Rick will climb up on the roof and try to find the leaks and then work with Joe B. to get them repaired.

GMF

1. Building expansion project: Bids are in and project is moving forward.
2. Concrete- Outside the bus wash is cracking and separating.
3. There is also a compressor leak that will be addressed during the expansion.
4. Scott is reviewing the landscape scopes for Rocky Mountain Custom Landscaping, and will start working on getting a schedule in place for the spring work, including weed management for
 - a. GMF
 - b. West Glenwood PNR
 - c. New Castle PNR
 - d. Carbondale PNR
 - e. Main Street Housing
 - f. CMF(weed management only)
 - g. CMC PNR (weed management only)
 - h. Catherine Store PNR (weed management only)

CMF

1. Team building at the CMF will happen on 04/22/2020.
2. Bob is going to try to find parts for the shelving systems that are missing parts. Otherwise, they will be disposed of during the CMF cleanup day.
3. Brett and Bob are going to get together and create a list of items that we can dispose of and/or add to the auction list.

Road Crew/ Park and Ride/Stops

1. Other updates – Park and rides/stations
 - a. Jaret and Cesar have replaced all of the missing shelter panels. Laminated glass panels, Bob has ordered one for the Twining Flats shelter and one for the CMC.
 - b. Snowmelt systems on Angie's plate. This will move to the top of the list soon.
 - c. Bus Stop Sign project, complete by the end of this year.
 - 1) We will be replacing all of the existing signs with stop specific signs. Stay tuned for updates.
 - 2) We have an updated list of bus stops. We now need to go out and take pictures of all of the bus stops that we did not document the last time.
 - d. BRT Bench refinishing project. Mike H. is reviewing bids and thinks he has a bid here he can work with. We will keep you posted on the schedule.

- 1) Lynn Rumbaugh will be working on refinishing the interior benches at Rubey Park. She wants to start this project as soon as Pitkin County reopens for business. Stay tuned for the details on this project.
- e. Mid-valley bus stop project – bids due on 04/21/2020 at 10am.
- f. Carbondale PNR – Get with Bill Holmes to look at removing part of the concrete island by the fence. He is also going to get the irrigation system repaired over by the RGT. It froze up and burst. Bob also has two pole lights that need to be repaired.
- g. Pole lights up and down the valley – Bob is working on light issues at the Old Snowmass PNR.
- h. Bob is working with Andy Hermes on the BigBelly sensor issues that we are having.

Housing Facility Projects

1. Parker House –Spring Inspections – Bob will work with Abbey to get both housing facilities scheduled.
2. Main Street – Spring inspections.

Rio Grande Trail

1. Trail and Projects update
 - a. RGT civil repairs – Bids due on the 4/21/2020 at 10am.
 - b. Goats – Not confirmed yet, but Brett thinks they will be onsite the first part of June.
 - c. Bridge inspections - Brett verified that the bridge inspection scope is with S.E.H. and will be completed this summer.
 - d. Brett and Jud attended the CBCA awards brunch.
 - e. Kyle Pieti is working his way through the new hire process and should be back on staff beginning 04/01/2020.
2. Winter boots – icebugs.
3. Abbey has been working on rebuilding the EAM asset list. She has done a bunch of work. She will be focusing her efforts on the GMF and really needs the assistance of the GMF crew for this work. She would also like to know where the O&M manuals are kept at each location.

Coronavirus activities.

- a. Bob needs to order some N95 masks to keep on hand. The CDC does NOT recommend wearing masks unless a person has symptoms, but my direction is, if you have symptoms.....STAY HOME. The symptoms are fever, cough, and shortness of breath. If you develop the symptoms, please call your primary care physician and schedule an appointment. If you have symptoms, you must stay home for a minimum of seven days and must be symptom free for at least 72 hours before you may return.
- b. The road guys have been going through each of the BRT stations and disinfecting the TVM's, BigBelly handles, paddles, BRT heater switches, paper towel holders, baby changing stations, etc. Anything that we think random people touch and use on a regular basis. **This must be done at least twice daily.**
- c. ANY TIME that you are completing COVID activities; you must be logged into the EAM indirect code. The feds are reimbursing transit agencies 90% of their operating related to the coronavirus pandemic. This is critical to RFTA's financial survival.
- d. On Friday, 4/3/2020, the RFTA board is going to vote to cease operations for a period. If this happens, we will use this time as an opportunity for the facilities and trails crew to focus on any small projects that we would like to accomplish this year and next. This happens to coincide with needing this information for the Wish list process in July. PLEASE start looking around your facilities and figuring out your list of projects.
 1. Old sinks that need to be changed out.
 2. Walls that need to be painted.
 3. Paint booth panels that need to be replaced or the whole paint booth need to be replaced.

4. Eyewash station need to be cleaned or replaced.

5. Sinks that need to be replaced.

Let's use this time to really step back and spit shine every facility. Use this same process for every building that RFTA owns.

Finally, the best way to prevent catching the coronavirus is to wash your hands with soap and water for at least 20 seconds. Do this often and regular. Avoid shaking hands with people; fist bumps are ok. Cough into your elbow and not your hands.

Here is a link to the CDC website for more information:

https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fguidance-business-response.html

RFTA COVID-19 EMERGENCY RESPONSE PLAN MEDIA INFORMATION

The safety of RFTA's employees and passengers is its No.1 priority. Our second highest priority is maintaining essential transit services upon which passengers depend. Consequently, RFTA's COVID-19 Emergency Response Plan is primarily focused on the following three areas:

1. Safety of Passengers:

- a. Fogging all of the buses daily with virucide.
- b. Hand sanitizer dispensers have been placed in buses for passengers and Bus Operators and at RFTA facilities.
- c. Signs urging sick people not to use public transit, have been placed on buses, Bus Rapid Transit Stations and at RFTA facilities and on the RFTA website and pushed out through social media.
- d. RFTA has ramped cleaning public facilities, high touch surfaces are being cleaned daily.
- e. The City of Aspen and RFTA closed the Rubey Park Transit Center Lobby to the public on 03/15/20 – Public bathrooms at Rubey Park and BRT Stations closed as of Friday 4/3/20.

2. Safety of Employees:

- a. RFTA is encouraging employees to follow CDC guidance with respect to washing hands, not their faces, using sanitizers, covering coughs and sneezes, and staying home when sick, self-isolating, by avoiding co-workers and the public.
- b. Expedited promotion of seasonal employees in February, normally promoted to full-time in mid-April, in order to provide them with health insurance and sick leave benefits.
- c. RFTA is not charging occurrences or requiring doctor's excuse for employees who call in sick. Allowing full-time employees to accrue negative sick leave balances, which will be paid off through future bi-weekly payroll accruals.
- d. RFTA is offering sick leave to seasonal employees, who normally would not receive benefits, until winter season ends.
- e. RFTA is encouraging employees, who are potentially at risk for more severe illness if they contract COVID-19, to report to HR and be released from duty and be placed on paid sick leave.
- f. Currently, when people are absent due to illness, RFTA is checking on them daily to see if they require assistance.
- g. RFTA houses seasonal employees in shared units during the winter. If one roommate is experiencing symptoms of COVID-19, the asymptomatic roommate will be moved to another unit.
- h. As of 4/5/20 RFTA had 6 employees who are out on sick leave who are either experiencing COVID-19 like symptoms or who are in self isolation due to possible exposure from COVID-19. This represents approximately 2% of RFTA's 365 employees. This is down from a high of 37 employees or 10% of the workforce out for these reasons on 3/25.
- i. If Bus Operators have their driving shifts eliminated due to service reductions, they are being placed on the Extra Board, advised to shelter at home, and to be on call to fill shifts of other Bus Operators who call in sick.
- j. RFTA Maintenance crews are wiping down driver compartments when vehicles are serviced and providing wipes, spray bottles and paper towels for Bus Operators to clean driver compartments during their driving shifts.
- k. All buses used in service are being decontaminated using a virucide fog each day.
- l. RFTA is commenced virucide fogging of facilities on 03/18/20.
- m. On RFTA's over-the-road coaches, RFTA has roped the first two rows of seats behind the Bus Operators, limiting the capacity on those buses from 55 to 47. However, as of March 25, RFTA discontinued using these buses in favor of using low-floor buses exclusively (see below).
- n. RFTA's Low floor buses have 35 – 36 seats, and RFTA has moved the white line approximately 6 feet back in bus to provide social distancing for Bus Operators. RFTA is now using low-floor buses exclusively and is boarding and exiting passengers through the rear doors and suspending fare collection to minimize interactions between Bus Operators and passengers.

- o. RFTA is following Health Department and CDC guidance with respect issuing masks (not doing so yet, but considering doing so, and recommending that passengers wear face coverings). Since the lobby of Rubey Park Transit Center was closed on 03-15-20, RFTA is allowing Bus Operators to use it for social distancing during their breaks at Rubey Park.

3. Continuity of Service and Service Reduction Planning:

- a. RFTA has developed plans for Minor, Moderate, and Major service reductions, as well as total suspension of service. RFTA implemented Phase 1 cuts on 03/16/20, coinciding with the closure of local ski areas due to the Governor's order. RFTA implemented Phase 2 cuts on March 23, and Phase 3, bare bones cuts on March 30. During the winter high season, RFTA required 144 Bus Operators per day to support service levels. For the Phase 1 service reduction plan, 122 Bus Operators were required. For the Phase 2 service reduction plan, 98 Bus Operators were required. For the current Phase 3 service reduction plan, 48 Bus Operators per day are required to operate the service (although more are being used to provide backup service when ridership exceeds capacity on certain trips, to provide adequate social distancing space for bus operators).
- b. RFTA is restricting passenger seating to 10 or less on its 35-passenger buses to provide adequate space for social distancing. RFTA has systems in place to monitor ridership on every trip and back up buses deployed around the region to maintain the limit of 10 or less passengers on every trip.
- c. RFTA has deployed a SMS-based text survey system to determine what the essential purposes for which people are using the bus.
- d. RFTA is encouraging passengers to follow RFTA's website and social media closely for information about transit services available and other passenger alerts using the following means:

- ✓ RFTA website: www.RFTA.com
- ✓ Facebook: <https://www.facebook.com/Ride.RFTA/>
- ✓ Twitter: <https://twitter.com/RFTA>
- ✓ Instagram: https://www.instagram.com/ride_rfta