

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

TIME: 8:30 a.m. – 9:00 a.m., Thursday, June 13, 2024

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

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

(This Agenda may change before the meeting)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	8:30 a.m.
2	Approval of Minutes: A. RFTA Board Meeting May 9, 2024, page 3		Approve	8:31 a.m.
3	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	8:33 a.m.
4	Executive Session: 1 Issue (if needed): Pursuant to C.R.S. 24-6-402 4(e)(I): Determining positions that may be subject to negotiations; developing strategy for negotiations and instructions for negotiators: RFTA-ATU Local 1774 2025 – 2027 Collective Bargaining Agreement			8:35 a.m.
5	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	8:45 a.m.
6	Consent Agenda: (None at this time)			
7	Presentations/Action Items: (None at this time)			
8	Information/Updates: A. CEO Report – Dan Blankenship, CEO, page 15	2.8.6	FYI	8:47 a.m.
9	Issues to be Considered at Next Meeting: To Be Determined at the June 13, 2024 Board Meeting	4.3	Meeting Planning	8:55 a.m.
10	Next Meeting: 8:30 a.m. – 11:30 a.m., July 11, 2024, In- person at Carbondale Town Hall or via WebEx Teleconference (Details to be provided later). There will be an abbreviated Board meeting followed directly by the RFTA Board Strategic Planning Summit.	4.3	Meeting Planning	8:57 a.m.
11	Adjournment: Followed directly by RFTA Board Strategic Summit (see page 25 below for a Strategic Summit Agenda).		Adjourn	9:00 a.m.

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**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES**

May 9, 2024

Board Members Present:

Shelley Kaup, (City of Glenwood Springs); Greg Poschman, Vice-Chair (Pitkin County); Colin Laird, (Town of Carbondale); David Knight (Town of Basalt); Art Riddile, (Town of New Castle); Alyssa Shenk, (Town of Snowmass Village); Torre, (City of Aspen)

Non-Voting Alternates Present (via WebEx):

Sam Rose (City of Aspen); Bill Madsen (Town of Snowmass Village)

Staff Present (via WebEx):

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Sarah Faichney, Facilities Department; Brett Meredith and Abbey Pascoe, Department of Trails and Rail Corridor; Paul Hamilton and Terri Glenn, Finance Department; Craig Dubin, Special Projects Manager; David Johnson, Director of Planning; Mike Christenson, Director of Vehicle Maintenance; Tammy Sommerfeld and Rebecca Hodgson, Procurement Department; Jamie Tatsuno and Joni Christenson, Communications Department; David Pesnichak, Mobility Coordinator; Jason Smith, Director of Safety and Training; Jason Schelhaas and Blake Williams, Department of Technology; Ed Cortez, President ATU Local 1774

Visitors Present (via WebEx):

Pete Rice (City of Aspen); Linda DuPriest (EOTC); Sam Guarino (Town of Snowmass Village); Lynn Rumbaugh (City of Aspen); Sushma Pradmod, Brian Duffany, and Rachel Shindman (EPS); Mirte Malloy (We-cycle); Tanya Allen (Eagle County); Tom Newland (NPR), Steve Boyd (City Manager, City of Glenwood Springs)

Agenda

1. Call to Order/Roll Call:

Shelley Kaup called the May 9, 2024 RFTA Board of Directors meeting to order at 8:32 a.m. Kaup declared a quorum to be present (7-member jurisdictions present) and the meeting began at 8:33 a.m.

2. Approval of Minutes:

Alyssa Shenk moved to approve the April 11, 2024 Meeting Minutes and Greg Poschman seconded the motion. The motion was unanimously approved.

3. Public Comment:

Kaup asked if any member of the public would like to address the Board or make a comment regarding items not on the May 9, 2024 Board Agenda.

No members of the public had any comments.

Kaup closed Public Comments at 8:34 a.m.

4. Items Added to Agenda – Board Member Comments:

Kaup asked if there were any items that needed to be added to the May 9, 2024, Board meeting Agenda.

No items were added to the May 9, 2024, Board Agenda.

Kaup asked if any Board member had any comments or questions regarding issues not on the May 9, 2024, Board meeting Agenda.

Shenk stated that she was glad she had the opportunity to attend the RFTA End of Season Party. It was nice to watch the different facets of RFTA come together to celebrate their fellow employees.

Kaup stated that the RFTA Board and RFTA staff would like to thank Jeanne McQueeney for her time as the acting RFTA Board Chair. Kaup presented McQueeney with a plaque as a thank you for her time as the RFTA Board Chair.

McQueeney was very grateful for the plaque and the Board members appreciation of her time as the Board Chair.

Art Riddile stated that he is on the mend after his heart surgery, and thanked Board members for their communications wishing him "Get Well Soon." He thanked RFTA for the meal that was sent to him and his wife during his recovery, it was very appreciated and helpful during this time. He stated that McQueeney is awesome, and they have had the opportunity to work together for around 8 years, and had the opportunity to travel together to D.C. for several meetings.

Kaup closed Board Comments at 8:42 a.m.

5. Consent Agenda:

A. Amendment to Memorandum of Understanding (MOU) Regarding RFTA Regional Bikeshare Services and 2024 Service Operating Agreement (SOA) Annual Renewal Between WE-cycle and RFTA – David Pesnichak, Mobility Coordinator

WE-cycle was informed that due to insurance industry consolidation and changes to how rates are calculated, there will be a substantial increase in liability, property, and umbrella insurance costs for regional bikeshare services. The 2024 budget for these items included \$22,484, which was based on 2023 insurance and legal fee rates. However, the 2024 Insurance renewal rate estimate is \$96,000, a \$73,516 increase. In addition, new requirements relating to the registration process of users under eighteen years old is adding additional legal and technical costs of \$30,000, bringing the total cost of insurance and legal fees to \$126,000. Consequently, the total 2024 increase for insurance costs and legal fees is \$103,516. Of this amount, WE-cycle is directly contributing \$9,481 from its portion of unspent 2023 Indirect Operations Costs.

RFTA's share of this increase is \$94,035, of which, \$37,300 will be funded from RFTA's portion of unspent 2023 Indirect Operations Costs, which are being retained by WE-cycle per the SOA. RFTA will provide an additional contribution of \$56,735 using repurposed budget from the 2024 Facilities Department. Staff is requesting an increase in RFTA's Indirect Operating Cost budget in the adopted Bikeshare MOU and SOA of \$94,035 (\$56,735 + \$37,300) to cover the increase in insurance costs and legal fees. This amendment will not impact the contributions for any of the other parties to the MOU.

Poschman moved to approve the Amendment to Memorandum of Understanding (MOU) Regarding RFTA Regional Bikeshare Services and 2024 Service Operating Agreement (SOA) Annual Renewal Between WE-cycle and RFTA, and Shenk seconded the motion. The motion was unanimously approved.

6. Presentations/Action Items:

A. EPS Housing Study Presentation – Craig Dubin, Special Projects Manager

Sushma Pradmod recapped the three considerations for the Housing Study, which include affordability, availability, and equity. Affordability includes the fact that housing in the area is too high for most employees and to be affordable, housing should cost no more than 30% of an employee's income. Availability issues are that family-size and pet-friendly housing are rare and employees tend to move further from their jobs in order to have lower housing costs. Equity is that that housing assistance is primarily employee housing provided to some of RFTA's employees, and employees not in RFTA housing, face housing affordability issues as well.

RFTA is looking at implementing a housing spectrum which would new employees to live in subsidized RFTA employee housing units for up to 5-years or, potentially, a monthly stipend if employees secure housing on the open market. From 3-5 years, RFTA would offer rental financial assistance and, potentially, a monthly stipend. From 5-10 years RFTA would offer down-payment, and closing cost assistance and, potentially, a monthly stipend. From 10 years on, RFTA would offer down-payment and closing costs assistance, as well as, potentially, a continued monthly stipend.

Rachel Shindman updated the Board on RFTA's recommended short-term and mid-term strategies. Short-term strategies include policy changes, financial changes, and other types of strategies in order to make changes to RFTA's approach to employee housing. Policy changes include a subsidized rent structure, including scaling rent to income and unit type, and length of stay, which would limit how long employees could stay in RFTA housing to 5 years. Financial needs include a cost of living stipend for employees not living in RFTA housing, and include a variety of structure options as well as a scale, where some employees would lose eligibility at a certain income level. A housing loan program would also require RFTA financing. This would expand the current RFTA rental assistance program to cover additional housing costs, such as closing costs, repairs, etc.

Additional options are having a housing navigator position who would be familiar with local and regional housing programs, rental listings, and have a partnership with local and regional realtors. A regional collaboration would create a framework to assess regional opportunities as they arise, based on RFTA's needs.

Mid-term strategies include a housing savings plan. A savings plan would need financial assistance from RFTA, but it would offer a voluntary after-tax income deduction from employees' paychecks to pay for rent. The last strategy is to offer an employee shuttle between Glenwood Springs, Carbondale, and Aspen for those who live further away from their "home" job location. An employee shuttle might also serve the public and have the potential to add services to additional destinations.

Shindman gave a more in-depth discussion about each of the strategies, including the justifications and strategies for each. A subsidized rent structure is one of the key pieces of RFTA's housing strategy. Current rent is approximately 18% of an employee's income. Current employee housing varies based on location, age, and available amenities, also the amount an employee pays can vary by their income. Tiering rent by each property and individual employee's ability to pay, would be a more equitable approach to employee housing.

An evaluation matrix should be created to rate properties. Higher rent would be charged for higher rated properties. Rent tiers would be based on the property, unit type, and employee income, and no rent would exceed 40% of the employee's household income.

The need to consider a cost of living stipend is mainly due to the high cost of living in the region, inasmuch as RFTA is not able to provide housing to all employees. A stipend could help make living costs more affordable for employees not living in RFTA housing.

RFTA could structure the stipend program by having a tiered program that is based on an employee's household income. The amount of the stipend would decline as an employee's income increases. The structure of a stipend program is in the process of being developed.

RFTA also should create a Length of Stay Policy, in order to ensure sufficient turnover in RFTA units, and to be able to offer housing to new employees. RFTA's housing is intended to be a short-term option, which helps new employees get established in the region. With RFTA's limited units, turnover is essential in order to offer housing as a recruitment tool.

The policy would limit the length of time that employees could live in RFTA provided housing to 5 years. However, at its discretion, depending upon demand and conditions at the time, RFTA could offer short-term leases beyond the 5-year term. When employment is terminated, RFTA should consider allowing employees to remain in their housing units for up-to 30 days, or as long as RFTA deems acceptable. The policy should identify a transition plan for employees currently in housing over the 5-years, in order to prepare them and provide incentives for them to transition into free-market housing.

The Housing Navigator position will be a key resource for employees for housing assistance. This might involve a relatively simple transition from the current Housing Coordinator role. This position would help employees understand RFTA's programs, when and how to utilize them, and inform them about other programs that are available to provide additional assistance.

A housing loan program would help with first/last month rental assistance, and would also include a loan for a security deposit and closing costs for home purchases, as well as emergency home repair costs. This is an expansion of the current loan program, would apply to a broader range of housing expenses, and be an interest-free loan.

Regional partnerships allow RFTA to work with other organizations in the region who are currently working on housing solutions. RFTA should create an evaluation methodology to determine partnership opportunities, outline priorities, determine available resources, and assess risk components.

Currently, front-line staff earning the median wage cannot afford the regions median rent of \$1,825. Half of employees can afford median market rent at their current wages. Front-line staff, in a multiple earner household, by location: Carbondale would need 485% of their current wage to afford a home; Glenwood Springs, 259%; New Castle, 202%; Silt, 170%; Rifle, 142%; and Parachute, 119%.

Current employee in RFTA housing are front-line/staff with the majority, 88% being CDL bus operators. 7% are from Vehicle Maintenance and 5% are from Facilities. 20% of employees receive a housing benefit through employee housing. Wages of tenants range from \$44,800 to \$103,500 and employees pay between 10% to 30% of income on rent.

The next steps include working with the Finance team to determine cost estimates, in order to outline transition strategies from current policies to the new policies, as well as finalize the actual housing program and implementation plan documents. The Housing program will be discussed during the June 13, 2024 Board Strategic Retreat, with implementation of the final plan beginning in July 2024.

Torre questioned if cost estimates will be available for the Retreat in June.

Michael Yang responded that yes, staff will be working on cost estimates and will have a variety of scenarios available for the Board Retreat.

Colin Laird stated that this is something that all jurisdictions can utilize. With regional partnerships, each will be project-based and will be able to think bigger in regards to what can be accomplished. The school district allows employees to stay in their owned rentals for 3 years, but are extending that to 5 years, and may potentially extend it longer for certain situations. They are also trying to find land to build more units, however, they are coming across the same issues as RFTA ,with no potential land being available.

McQueeney stated that the length of stay is an issue, and if there is no limit the employee will not have to think about possible alternative housing.

Poschman stated that during this process we want to make sure we are not competing with each other, and that we are finding ways to work together to make sure all communities are successful in finding and having housing available for their employees.

B. Strategic Plan Discussion – Kurt Ravenschlag, COO

Kurt Ravenschlag introduced Jamie Tatsuno, Communications Manager, who will once again be helping him track the information received from the Board.

Financial Sustainability:

RFTA will ensure cost effective and responsible use of funding, maintain and monitor its short-term and five-year long-term financial forecasts, seek funding partnerships and diversification of revenues.

Current Objectives:

- 4.1 Ensure accurate budgeting and accounting
- 4.2 Develop a capital planning prioritization process
- 4.3 Preserve financial sustainability and maintain a structurally balanced long-range budget
- 4.4 Pursue financing opportunities to deliver better service and complete future capital projects
- 4.5 Optimize RFTA services and expenditures for more efficiency and/or cost savings
- 4.6 Promote fair and open competition in contracting opportunities to ensure fair and reasonable pricing
- 4.7 Monitor, evaluate, and present new revenue sources

Proposed Modifications:

- 4.1 Modified to read: Ensure fiscal integrity
- 4.2 Modified to read: Develop and maintain a capital planning and prioritization process
- 4.3 Modified to read: Preserve financial sustainability and develop, improve, and maintain a balanced long-range budget and financial forecast
- 4.4 Modified to read: Pursue financing opportunities to complete future capital projects
- New: 4.8 RFTA Financial policy review and development

Michael Yang stated that these changes were to ensure that RFTA stays up-to-date on changes and anything that comes along regarding its finances. Over the next five years there will be a number of changes that will occur with regard to housing, construction, looking at our revenues, fund balances and reserves. It is a broad perspective but it ensures that RFTA is looking ahead to ensure its financial sustainability.

McQueeney stated that 4.8 and all Objectives need to be actionable. Review and develop RFTA's financial policy.

Laird asked for the change made on 4.4 to be elaborated on.

Yang stated that looking at financing opportunities, he thought about it as more of a capital planning process, and delivering service does not belong in this category.

Laird stated that RFTA is a service organization and it needs to ensure that our services are sustainable. If there are opportunities to increase services, we need to be financial stable in order to maintain and increase those services.

Shenk stated that one is about securing financing and one is maintaining financial stability.

Poschman questioned if RFTA should have a dedicated lobbyist at the state level.

Yang responded that it may be something later that RFTA might need to look at, however, currently we do not have a dedicated lobbyist.

Shenk questioned if 4.8 is referring to a specific amount of time or just in general.

Yang responded that it would be a five-year time frame, to align with the Strategic Plan. It would allow for some policies to be looked at over time, and not limited to a specific time period.

Satisfied Customers:

RFTA will strive to exceed customer expectations by providing modern, courteous, safe, convenient, highly-reliable, dependable, comfortable, sustainable and cost-efficient, and affordable transportation choices to our residents and visitors.

Current Objectives:

- 5.1 Transit and Trail experiences are enjoyable
- 5.2 Transit services are affordable for all user types
- 5.3 Leverage technology to enhance customer experience
- 5.4 Provide easy, modern, and reliable services
- 5.5 Conduct triennial on-board passenger surveys
- 5.6 Provide a centralized, user-friendly Customer Relationship Management system
- 5.7 Provide clean and well-maintained facilities, trails, and equipment
- 5.8 Staff are well trained and customer focused

Proposed Modifications:

- 5.2 Modified to read: Transit services are financially accessible for diverse user groups
- 5.4 Modified to read: Deliver easy-to-use, modern, and reliable services
- 5.8 Modified to read: Staff are well trained and focused on providing exceptional customer service

New: 5.9 Actively engage with the community to gather feedback and suggestions for improving services

Poschman questioned what we need to do as we see the pressure on transit services growing in our area.

Ravenschlag stated that we can entertain any thoughts at this time, we have objectives identified in High Performing Organization that speak to this issue. There might be objectives that we identify in this area that we feel need to be added. Possibly think about development of Service Standards, which is a common thing in the transit industry, which could address some of the issues, such as over-crowding, and while there might not be a lot we can do to eliminate the problem, we could have these Service Standards in place that have actionable items to ensure that we are offering high levels of service.

Poschman stated that perhaps we need to let the community know where we are headed regarding getting these high numbers of passengers to their destinations, and RFTA's future plans.

Torre suggested that RFTA should make note of the multi-modal aspect that RFTA has put in place to help get people to their destinations, such as We-cycle, Basalt Connect, etc.

McQueeney stated she appreciates the word-smiting and believes we are moving in the right direction. This is not just sitting on a shelf, it is being utilized and things are being done.

Environmental Sustainability:

RFTA will research and implement innovative, environmentally sustainable practices in all areas of transit and trails management.

Current Objectives:

- 6.1 Trail and Transit users enjoy environmentally friendly equipment and facilities
- 6.2 RFTA organization will strive for 100% renewable energy use
- 6.3 Maximize energy efficiencies within RFTA organization, cost-effective solutions
- 6.4 Provide alternative and innovative travel solutions to help slow the growth of vehicle miles traveled in region
- 6.5 Advance renewable/sustainable projects without sacrificing our existing services and a responsible budget
- 6.6 Promote and support transit-oriented land use patterns

Proposed Modifications:

- 6.2 Modified to read: RFTA will strive for 100% renewable resources
- 6.3 Modified to replace current 6.3: RFTA will prioritize proven energy efficient strategies to reduce GHG emissions
- 6.5 Modified to read: Advance projects that reduce GHG emissions and other harmful pollutants without sacrificing our existing services and responsible budget
- New: 6.7 Integrate technology to optimize energy, reduce our carbon footprint, and promote eco-friendly practices whenever possible

Ravenschlag stated that RFTA has a new Technology Director, Jason Schelhaas and, therefore, will see many changes regarding technology.

Poschman stated that there are so many different types of users on the Rio Grande Trail; walkers, runners, bike riders, individuals with strollers, horses, and now e-bike riders. The trail may not be wide enough for all of the different types of users, possibly look to find additional space for increasing the width of the trail.

Laird stated, there is a safety issue, possibly looking at the speed on the trail. Different areas of the trail have different widths, so it might help to work with Trails staff to find ways to make the trail safer.

Kaup, responded that to widen the trail it may be less expensive to do gravel on the sides of the trail instead of paving.

Shenk restated that all of these Objectives need to be actionable, and the entire Strategic Plan Objectives need to be changed to be actionable.

Laird stated that the word in 6.8 “sacrificing” has such a negative frame, could we possibly find a different word in place of sacrificing.

Poschman stated that 6.8 could read “enhancing our services” instead of “without sacrificing.”

High Performing Organization:

With integrity, RFTA will deliver efficient, innovative, transparent, accountable, effective, and collaborative regional transportation services that reflect community values.

Current Objectives:

- 7.1 Optimize the use of RFTA assets through capital improvement planning, preventative maintenance, and asset management
- 7.2 Innovative technology will be leveraged to improve service and efficiency in all outcome areas
- 7.3 Proactively influence policy and legislative development at all levels of government regulation
- 7.4 Actively engage the public about plans, projects, and service changes
- 7.5 Ensure appropriate transparency of all RFTA business
- 7.6 Actively plan for business continuity and resilience in the event of crisis
- 7.7 Continually seek ways to improve business process
- 7.8 Conduct triennial survey

Proposed Modifications:

- 7.2 Modified to read: Innovative technology will be strategically integrated to enhance service delivery and business process efficiency across all key performance areas
- 7.3 Modified to read: Proactively influence policy and legislative development that benefits public transportation to our region
- 7.7 Modified to read: Continually seek ways to improve business process and service delivery
- Request to delete 7.8
- New: 7.9 Prioritize cybersecurity measures to protect integrity of systems and data
- New: 7.10 Prioritize Strategic Planning at all levels of the RFTA organization
- New: 7.11 Implement a system to routinely compare RFTA performance with industry standards and best practices

Kaup stated 7.2 should read with an actionable item first, and change to; Strategically Integrate innovative technology...

Ravenschlag stated that staff will organize and take all feedback into consideration, and will bring the Strategic Plan back to the Board at the June 13, 2024 Strategic Summit. At the Summit, the Board can decide if there are any Objectives that need prioritization and that staff should begin working on in 2025. Those chosen will also help staff in determining Strategic Initiatives for 2025.

C. 2023 Covenant Enforcement Commission (CEC) Report – Abbey Pascoe, EAM Administrator and Railroad Manager, and Brett Meredith, RFTA Trail Manager

Abbey Pascoe thanked Nicole Schoon for getting the CEC members for each jurisdiction elected, it was extremely helpful and eliminates the need to take time out of the Board meeting to get them elected.

Pascoe read the Background of the Covenant Enforcement Commission.

The CEC was established because of an agreement between RFTA's predecessor, the Roaring Fork Railroad Holding Authority ("RFRHA"), and the Board of Trustees of Great Outdoors Colorado ("GOCO"). GOCO provided funds for the purchase of the Corridor in 1997. Originally, RFRHA was required to place a conservation easement on the entire Corridor. Based on concerns about securing federal funding for future RFRHA transportation projects, the Conservation Easement was removed from the entire 34 miles of the Corridor and replaced with Conservation Covenants, in nine areas.

The obligations for the maintenance of the Conservation Covenants areas now belong to RFTA. GOCO allowed modification to its original grant agreement in return for RFRHA agreeing to set up the CEC to oversee RFTA's stewardship of the Covenant Areas. As a CEC member, you report on compliance with RFTA's stewardship of the Covenant areas to the RFTA Board of Directors and ultimately GOCO.

In practice, a consultant and RFTA staff member with knowledge of the Corridor and the nine Covenant areas perform an inspection annually, and each presents a report to the Committee at the annual meeting.

The focus of the Conservation Covenants is compliance with policies defining the types of uses that are permitted within the Corridor. The CEC determines whether or not a proposed or existing encroachment is compatible with the transportation, recreation, and conservation values outlined in the grant agreement between RFTA and GOCO.

Over the past two years, staff has worked with our General Counsel and adjacent property owners to resolve some of the encroachment and license issues throughout the entire corridor. Staff continues to focus its attention on protection and preservation of the Railroad Corridor, with special attention on the covenant areas. Additionally, staff sends out a railroad brochure to educate all adjacent property owners about the RFTA Railroad Corridor and our obligations to maintain our railbanked Status.

Tom Newland updated the Board on the 2023 Corridor findings. The Rio Grande Trail within the Railroad Corridor is well used and maintained. The current encroachments are similar to those in past years. New violations are in conservation areas #7 and #8. Violations still in place from the October 2022 report include areas #6 and #8. The Corridor is in outstanding condition with a couple of violations still needing consideration.

A new encroachment in conservation area #8 is a black, temporary metal fence placed in corridor adjacent to the existing horse paddocks. Staff will discuss this encroachment with the current property owner to resolve it. A new encroachment in conservation area #8 is an electric utility line buried from a pole to the location of a new irrigation pump, with no revegetation applied to cover the trench. Staff will discuss this encroachment with the current property owner to resolve it.

There is an existing encroachment since 2019, at mile marker 9.37. Outside the conservation area is new landscaping around the “Aspen Glen” sign. Upon researching this possible encroachment, it appears to be within the 100-foot wide right-of-way owned by RFTA. The plantings have matured and spread over the entire landscaped area, which takes up approximately 500 square feet of the RFTA corridor. Irrigation and lighting contained within the landscaped area are also encroaching in the corridor. Staff will contact Aspen Glen to discuss the planted material.

There is an existing encroachment at mile marker 14.2 outside of the conservation area. There is an excavated (filled) vehicle storage area adjacent to and possibly on the corridor. RFTA survey stakes do show that although the parking area is removed from the corridor, the slope of the fill used to create the parking area is within the corridor. Staff will discuss with owner how to remove fill from corridor.

The existing encroachment conservation area #6 involves a Trash Storage Shed within the corridor at the driveway for 1126 Hooks Spur Lane. Although previously listed as being remedied, the shed continues to exist in the corridor.

Also, there is another existing conservation area #6 encroachment, which goes back to 1996. This encroachment involves a berm and structure in the rail corridor at 734 Hooks Spur Road. Upon researching this possible encroachment, it appears to be within the 100-foot wide right-of-way owned by RFTA. Notice the barn and shed are within the corridor. RFTA staff has been working with the landowner and is close to determining a path forward.

There is a new encroachment in conservation area #7. A ramp has been placed over the railroad tracks in the corridor in the vicinity of the Roaring Fork Club. Staff will contact the golf course regarding removal of ramp.

There are other existing encroachments at mile marker 25.32-25.49. The lawns of adjacent homeowners encroach into rail corridor. Upon researching these possible encroachments, they appear to be within the 100-foot wide right-of-way owned by RFTA. Most of the lots have lawns encroaching and some have storage buildings encroaching. Staff will contact property owners to discuss options for compliance.

In addition, since 2021, there has been existing encroachment at mile marker 25.45, outside the conservation area. There is a private pathway in corridor. This pathway is more substantial than the typical private trail placed to access the Rio Grande Trail. The area of disturbance within the corridor is about 800 – 1,000 square feet. Staff will contact property owner to discuss issues surrounding the private access, which include the safety of all trail users.

Regarding the violations still in place, Staff is working with our contract attorneys to remove the two remaining encroachments in Area #6. The property owners have been notified in writing, that the encroachments must be removed at their expense within two years' time. If the encroachments are not removed within the defined two-year period, RFTA staff will remove the items at RFTA's expense and potentially lien the property for the full cost of the removal.

Overall, the corridor is in good condition, the trail is well used and maintained; most notably, no weed infestations or trash accumulations were present. Water leaking from ditches is still a concern, especially between Glenwood Springs and Carbondale.

Board members reiterated that once again this is a great report and staff is doing a great job at maintaining the corridor and getting violations corrected.

Several members of the Board stated how they enjoy being a part of the CEC and taking the bike ride along the Rio Grande Trail with RFTA staff members each year.

7. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

Happy Earth Day! RFTA was recently recognized by the Federal Transit Administration (FTA) for its Climate Action Plan, which it adopted in May of 2023. Nearly 240 transit agencies from Maine to Hawaii have been participating in FTA's Climate Challenge and, on April 22, 2024, FTA Acting Administrator, Veronica Vanterpool, recognized RFTA and two other transit agencies as Champions of the Challenge, due to their innovative efforts to reduce GHGs and increase resilience through forward-thinking policies, proactive planning, and stakeholder engagement. Jason White, Assistant Planner, entered RFTA in the Challenge, so thank you very much Jason and FTA!

Spring 2024 Behind the Wheel: Be sure to peruse the latest edition of the quarterly RFTA "Behind the Wheel" Employee Newsletter, which can be found by following this link: "[Behind the Wheel – Spring 2024 Edition.pdf](#)". Lots of people and things in motion can be found in the jam-packed eye-catching Spring rendition of the newsletter, produced by Terri Rider, HR Generalist, with a huge assist from RFTA's awesome Communications Team!

Thank you for coming to the 2024 End of Season Party! There is a great article in the Behind the Wheel Employee Newsletter, which can be found in the link above or in the Board Portfolio. A big thanks is due Nicole Schoon for planning and coordinating the event, with assistance from RFTA's Communications Team!

Congratulations to this year's award winners:

- Driver of the Year: Nigel Brett
- New Driver of the Year: Joseph St. Vincent
- Vehicle Maintenance Employee of the Year: Trent Smith
- Vehicle Maintenance Employee of the Season: William Englemann
- Team of the Year: Vehicle Maintenance; Thomas Auestad, Danny Knight, Andrew Husfloen, Jose Salguero Jr, Trent Smith, Joe Paradise, Seth
- Administration Employee of the Year: Robin Glenn
- CEO Outstanding Performer: David Carle
- RFTA Award of Excellence: Dan Blankenship

Director of Human Resources and Risk Management Selected: We are thrilled to announce that Erin Kemp has been selected as the Director of Human Resources and Risk Management. Erin has been serving as Interim Director for the past year, and her dedication and expertise have made a significant impact on our organization.

Ridership: For the month of March 2024, RFTA's year-to-date system-wide ridership was 1,782,089, up 3.9% compared to 1,715,361 year-to-date system-wide passengers for March 2023. March 2024 year-to date system-wide ridership was down 5% compared to system-wide year-to-date ridership for March 2019. City of Aspen ridership was down 25%, Valley ridership was up 7%, Hogback ridership was up 81%, and Other ridership was down 7% compared with March 2019 year-to-date ridership. Systemwide ridership in March 2024 was down 5% compared to systemwide ridership in March 2019. Compared to 2019, Aspen ridership was down 25%, Valley ridership was up 6%, Hogback ridership was up 78%, and Other ridership was down 5%%.

At the next Board meeting, June 13, 2024 RFTA will have an abbreviated Board meeting from 8:30 a.m. to 9:00 a.m. after which it will hold the annual RFTA Board Summit from 9:00 a.m. to 2:30 p.m. The Board meeting and the Board summit will take place at the Carbondale Town Hall, Room 1, 511

Colorado, Carbondale, CO 81623. WebEx will be available; however, it will not be monitored so that Board members can be accountable for their responsibilities at the Summit. RFTA Board members are requested to be at the Summit in-person so that they get the full experience and time is utilized appropriately.

8. Issues to be Considered at Next Meeting:

9. Next Meeting: 8:30 a.m. – 11:00 a.m.; June 13, 2024, In- person at Carbondale Town Hall or via WebEx Teleconference for those who are unable to attend in person. There will be an abbreviated Board meeting followed directly by the RFTA Board Strategic Planning Summit.

10. Adjournment:

Poschman moved to adjourn from the May 9, 2024 RFTA Board meeting, and Shenk seconded the motion. The motion was unanimously approved.

The May 9, 2024 RFTA Board Meeting adjourned at 11:04 a.m.

Respectfully Submitted:

Nicole R. Schoon
Secretary to the RFTA Board of Directors

**RFTA BOARD OF DIRECTORS MEETING
 “INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 8. A.**

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: June 13, 2024

Ridership: For the month of **April 2024**, RFTA’s year-to-date system-wide ridership was **2,091,408**, up **3.3%** compared to **2,024,668** year-to-date system-wide passengers for **April 2023**. Please see chart on page 18, below, for a detailed comparison of March 23/24 year-to-date ridership by route.

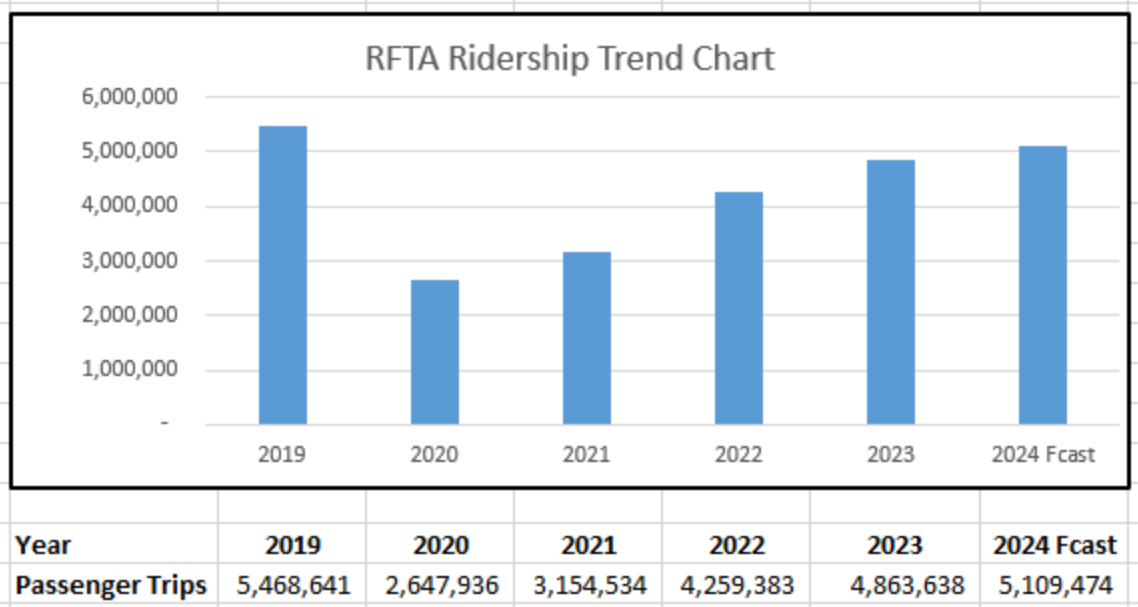
The chart below compares **April 2024** year-to-date ridership with **April 2019** pre-pandemic year-to-date ridership. Overall, **April 2024** year-to date system-wide ridership was down **7%** compared to system-wide year-to-date ridership for **April 2019**. City of Aspen ridership was down **28%**, Valley ridership was up **6%**, Hogback ridership was up **83%**, and Other ridership was down **9%** compared with **April 2019** year-to-date ridership.

Total Ridership YTD Comparison: 2019 vs. 2024			
Service	YTD Apr. 2019	YTD Apr. 2024	% Vari YTD 2024 to YTD 2019
Aspen	647,765	466,812	-28%
Valley	995,411	1,051,447	6%
Hogback	33,293	60,926	83%
Other	561,953	512,223	-9%
Total	2,238,422	2,091,408	-7%

The chart below compares ridership for the month of **April 2024** with ridership for the month of **April 2019**. Systemwide ridership in **April 2024** was down 14% compared to systemwide ridership in **April 2019**. Compared to 2019, Aspen ridership was down 41%, Valley ridership was up 1%, Hogback ridership was up 90%, and Other ridership was down 26%.

Ridership Comparison: Apr. 2019 vs. Apr. 2024			
Service	Apr-19	Apr-24	% Vari Apr. 2024 to Apr. 2019
Aspen	104,656	61,973	-41%
Valley	182,167	183,798	1%
Hogback	8,199	15,580	90%
Other	64,946	48,049	-26%
Total	359,968	309,400	-14%

The RFTA Ridership Trend Chart on the following page) reflects how RFTA ridership has been rebuilding since 2019 and is forecasted to reach in 2024:



Operations Department Update, June 2024 – Kurt Ravenschlag, COO

Operational Readiness

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

Summer 2024: **Currently at 119%** or 164 Full-time CDL bus operators

RFTA 2024 Work Plan for Destination 2040 Implementation

E1 - Bus Replacement – 10, 40' Electric Buses

2024 Budget: \$15,860,000	Last Updated: June 2024
<ul style="list-style-type: none"> 2024 Budget includes funding to purchase 10 all electric buses to replace 10 diesel buses. Delivery of buses will not occur until 2025. 	<ul style="list-style-type: none"> Vendor has been selected Waiting on grant award information before placing order 10 all electric buses to be ordered in Spring 2024 with a 2025 delivery.

E2 - Bike Share Expansion

2024 Capital Budget: \$1,877,500	Last Updated: January 2024
<ul style="list-style-type: none"> 2024 Budget includes \$1,877,500 O&M, Capital and Planning of Bike Share. 	<ul style="list-style-type: none"> Regional operation, capital expansion of bike share and planning for bike share expansion is underway.

E5 – Rio Grande Trail Maintenance

2024 Capital Budget: \$2,465,320	Last Updated: June 2024
<ul style="list-style-type: none"> • 2024 Budget includes \$2,465,320 to: • Repave/crack seal 5.7 miles of Rio Grande Trail from Catherine Store to Emma Rd; and • Replace all bear proof trash cans along the trail corridor; and. • Repair abutment on Roaring Fork Bridge in Carbondale. 	<ul style="list-style-type: none"> • Asphalt repairs on Rio Grande trail are underway <ul style="list-style-type: none"> ○ Phase One: Emma Rd to Hooks Spur Trailhead (MP 21.5 to 20.5) STARTING May 20, 2024 until further notice. ○ Phase Two: Hooks Spur Trailhead to Rock Bottom Ranch (MP 20.5 to 18.5). ○ Phase Three: Rock Bottom Ranch to the Catherine Bridge Trailhead (MP 18.5 to 16.0). ○ Phase Four: Crack Sealing along the RGT from 29th St in GWS up valley to Emma Rd; the trail will remain open during this phase of work. (MP 2.0 to 21.5). • Contractor selected for Roaring Fork Bridge repairs. • Work to be performed spring- early summer 2024.

C13 – Town of Snowmass Village Transit Center

2024 Budget: \$500,000	Last Updated: February 2024
<ul style="list-style-type: none"> • RFTA staff continue to coordinate with Town of Snowmass on the design and implementation of the Snowmass Transit Center. 	<ul style="list-style-type: none"> • Snowmass is redesigning transit center to address community concerns. • RFTA has received and is reviewing preliminary designs for revamped bus station at Snowmass Mall.

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

2024 Budget: \$13,225,512	Last Updated: June 2024
<ul style="list-style-type: none"> • In 2024 RFTA plans to complete construction of two separate underpasses of Hwy 82 and 27th Street. 	<ul style="list-style-type: none"> • The project is continuing ahead of schedule at the 27th street project. <div data-bbox="824 1123 1372 1711" data-label="Image"> </div> <p data-bbox="683 1713 971 1745">27th Street Underpass</p>

S7 - Glenwood Maintenance Facility (GMF) Expansion

2024 Budget: \$ 29,953,429

Last Updated: **June 2024**

- Construction funding for phases 3,4,5,7 has been appropriated in 2024 Annual Budget.
- Design funding for Phase 6 has been appropriated in 2024 Annual Budget.

Phase 3,4,5,7

- Project is progressing with an anticipated completion date of October 2024.



New Bus Storage Facility



Inside the New 60 Bus Storage Facility

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

- Design is underway and nearing at 60%

S10 - Replacement Housing

2024 Budget: \$7,046,900	Last Updated: June 2024
<ul style="list-style-type: none"> The 2024 RFTA budget includes \$50,000 for a comprehensive housing policy effort to provide a RFTA a roadmap for employee housing. The 2024 RFTA budget includes \$6,996,900 to remodel Iron Mountain Place employee housing. 	<p>RFTA Housing Policy</p> <ul style="list-style-type: none"> EPS is refining top tier strategies presented to the RFTA BOD at March board meeting. Strategies will be discussed at June Board Strategic Work Session. <p>Iron Mountain Place</p> <ul style="list-style-type: none"> Remodel is moving along as scheduled with both buildings being complete December 1, 2024.

Finance Department Update, June 2024 – Michael Yang, CFAO

2024 Actuals/Budget Comparison (April YTD)

2024 Budget Year	April YTD			
General Fund	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 8,835,274	\$ 8,140,345	8.5%	\$ 40,598,000
Property Tax	\$ 8,470,283	\$ 8,470,283	0.0%	\$ 17,963,000
Grants	\$ 8,329,900	\$ 8,329,900	0.0%	\$ 25,403,044
Fares (2)	\$ 1,273,686	\$ 1,152,502	10.5%	\$ 4,794,360
Other govt contributions	\$ 1,128,008	\$ 1,128,008	0.0%	\$ 1,181,970
Other income	\$ 2,179,367	\$ 2,162,938	0.8%	\$ 3,802,860
Total Revenues	\$ 30,216,519	\$ 29,383,976	2.8%	\$ 93,743,234
Expenditures				
Fuel	\$ 603,220	\$ 942,175	-36.0%	\$ 2,593,606
Transit	\$ 13,509,771	\$ 14,388,992	-6.1%	\$ 45,264,326
Trails & Corridor Mgmt	\$ 256,293	\$ 274,260	-6.6%	\$ 1,263,978
Capital	\$ 15,836,691	\$ 15,836,691	0.0%	\$ 81,857,491
Debt service	\$ 567,296	\$ 567,296	0.0%	\$ 1,882,484
Total Expenditures	\$ 30,773,271	\$ 32,009,414	-3.9%	\$ 132,861,885
Other Financing Sources/Uses				
Other financing sources	\$ 3,260	\$ -	#DIV/0!	\$ 15,859,890
Other financing uses	\$ (1,860,523)	\$ (1,860,523)	0.0%	\$ (5,779,993)
Total Other Financing Sources/Uses	\$ (1,857,263)	\$ (1,860,523)	-0.2%	\$ 10,079,897
Change in Fund Balance (3)	\$ (2,414,015)	\$ (4,485,961)	-46.2%	\$ (29,038,754)

- (1) Sales and Use Tax Revenues are received 2 months in arrears (i.e. April sales and use tax revenue will be deposited in June).
- (2) Through April, fare revenue increased by 5% and ridership increased by 9%, respectively, compared to the prior year. The average sale per transaction was approximately \$7.13 in April 2023 compared to \$4.75 in April 2024. The primary driver for this decrease is due to Mobile App functionalities (i.e. one-way purchases) as compared to only offering Stored Value Card purchases at the Ticket Vending Machines. Through April 2024, Stored Value Pass Sales have decrease approximately 21,000 and Seasonal Zone Pass sales have increased approximately \$10,000 respectively, while Mobile App Single Ride Fares have increased by approximately \$90,000, as compared to the prior year. The chart below provides a YTD April 2023/2024 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 4/2023	YTD 4/2024	Increase/ (Decrease)	% Change
Regional Fares	\$ 1,208,168	\$ 1,267,578	\$ 59,410	5%
Total Fare Revenue	\$ 1,208,168	\$ 1,267,578	\$ 59,410	5%
Ridership on RFTA Regional Services*:				
	YTD 4/2023	YTD 4/2024	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	275,968	315,278	39,310	14%
BRT	384,401	406,493	22,092	6%
SM-DV	48,261	51,073	2,812	6%
Grand Hogback	56,118	60,926	4,808	9%
Total Ridership on RFTA Fare Services	764,748	833,770	69,022	9%
Avg. Fare/Ride	\$ 1.58	\$ 1.52	\$ (0.06)	-4%

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

RFTA System-Wide Transit Service Mileage and Hours Report									
Transit Service	Mileage March YTD				#	Hours March YTD			
	Actual	Budget	Variance	% Var.		Actual	Budget	Variance	% Var.
RF Valley Commuter	1,295,531	1,295,300	231	0.0%	62,025	60,860	1,165	1.9%	
City of Aspen	194,947	199,262	(4,315)	-2.2%	22,729	23,076	(347)	-1.5%	
Aspen Skiing Company	218,934	216,163	2,771	1.3%	15,660	15,640	20	0.1%	
Ride Glenwood Springs	37,603	38,095	(492)	-1.3%	3,296	3,287	8	0.2%	
Grand Hogback	124,479	124,636	(157)	-0.1%	5,545	5,565	(20)	-0.4%	
Specials/Charters	2,898	1,950	948	48.6%	430	330	100	30.3%	
Senior Van	3,536	4,140	(604)	-14.6%	480	508	(28)	-5.5%	
Subtotal - Transit Service	1,877,930	1,879,546	(1,616)	-0.1%	110,164	109,267	897	0.8%	
Training & Other	7,919	7,620	299	3.9%	9,363	8,396	967	11.5%	
Total Transit Service, Training & Other	1,885,849	1,887,166	(1,317)	-0.1%	119,527	117,663	1,864	1.6%	

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Apr-23 YTD	Apr-24 YTD	# Variance	% Variance
City of Aspen	458,761	466,812	8,051	1.75%
RF Valley Commuter	983,723	1,051,447	67,724	6.88%
Grand Hogback	56,118	60,926	4,808	8.57%
Aspen Skiing Company	435,626	415,204	(20,422)	-4.69%
Ride Glenwood Springs	82,491	87,325	4,834	5.86%
X-games/Charter	7,304	8,953	1,649	22.58%
Senior Van	645	741	96	14.88%
MAA Burlingame	-	-	-	#DIV/0!
Maroon Bells	-	-	-	#DIV/0!
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	2,024,668	2,091,408	66,740	3.30%

Subset of Roaring Fork Valley Commuter Service with BRT in 2024

Service	YTD APR 2023	YTD APR 2024	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	275,968	315,278	39,310	14%
BRT	384,401	406,493	22,092	6%
Total	660,369	721,771	61,402	9%

2023 Financial Statement Audit – Schedule

Date	Activity	Status
4/29/2024 – 5/3/2024	Start of Audit – auditors conducting onsite fieldwork	<i>Completed</i>
6/17/2024	During this period, staff anticipates that the Audit Report will be reviewed by the RFTA Board Audit Subcommittee . A meeting will be held at a RFTA office in Carbondale, with remote participation available, between the Audit Subcommittee, the auditor and staff to discuss the audit in detail.	<i>On schedule</i>
7/5/2024	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/11/2024	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

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

2024 Budget – General Fund Update

As part of staff’s ongoing budget monitoring, one item has been identified having forecast to exceed budget, the Roaring Fork Bridge Rehabilitation project. During the 2022 bridge inspections, it was identified that the Roaring Fork Bridge (“Bridge”) has an abutment failing. In 2023, design work was initiated to rehabilitate the Bridge and move the project into the construction phase in 2024. The 2024 budget included an initial construction budget that was established based on 30% design work. The overall abutment issues have continued to worsen adding to the overall scope of the rehabilitation project. As part of the procurement process, staff discovered a \$811,685 budget shortfall. However, staff has identified forecasted capital savings to fund the budget shortfall, and there is a net-zero impact to the 2024 budget. The total amended budget for this project is approximately \$1.7 million.

Rio Grande Corridor and Trail Update, June 2024 – Angela Henderson, Director, Trails & Rail Corridor

Right-of-Way Land Management Project: Along with its legal and engineering consultants, RFTA staff will be working on the following tasks in 2024/2025. (New items in **red**, updates in **green**)

With the RFTA Board’s direction, Staff is in the process of identifying all current unlicensed uses inside the Railroad Corridor and requesting that the adjacent neighbors, utility companies, jurisdictions either license the use (if applicable), or remove the use. Staff has begun this process in Glenwood Springs:

- “Draft” survey and utility locate completed for the Corridor in Glenwood Springs – Staff is working on a few updates to the initial exhibit and once staff is comfortable with the exhibit, will mail a letter and a copy of the exhibit pertinent to each parcel, to each of the adjacent property owners. (ongoing)

Other ongoing items:

- **Working with Paul on outstanding corridor issues:**
 - Zlotnick Quiet Title- Sent final abatement agreement to Paul Taddune. Property owner is working with their surveyor to update the legal descriptions for the parcel they are conveying back to RFTA.
 - Eubank Encroachment Removal- Mr. Eubank is requesting a license for the well installed in the ROW before removing other encroachments. Staff had the property staked once again and will be meeting with the property owner to discuss encroachments.
- **Covenant Enforcement Commission (CEC) Items:**
 - CEC Member 3-year terms expired on 12/31/23. Each member jurisdiction needs to reappoint their current CEC member to another 3-year term, or choose a new CEC member to represent their jurisdiction, and provide this information to rqt@rfta.com by Friday, April 5, 2024. Staff has received responses for a primary member from each member jurisdiction. Staff still needs an alternate member for each member jurisdiction. Please email the alternates list to apascoe@rfta.com
 - Ditch Issues- Ongoing Violation, Ditch company doing work to Culvert, no updates on project.
 - Barn and Berm Encroachment- Ongoing Violation, Staff will follow up with property owner in July for 1 year check in on removal plan.
 - Trash Enclosure Encroachment- Staff will follow up with property owner in October for 1 year check in on removal plan.
 - Ongoing Violation, Access Ramp Over Tracks- Ongoing Violation – Staff is working with Pitkin County Open Space and Trails to put a maintenance agreement in place to address this and other projects involving the RFTA Corridor between Emma and Woody Creek.
 - Utility Installation- New Violation, Staff is working with Pitkin County Open Space on License agreement as approved by CEC Board. Draft license was sent to Pitkin County 11/16/2023. PCOST preparing as-built to attach to license and take to BOCC for approval/execution.
- **Rail Attorney items:** *Delayed pending outcome to litigation process*
 - Cedar Networks- Contractor nonresponsive – On hold.
 - Century Link- Representative is non-responsive. Sent to Attorneys for resolution. On hold.
 - Xcel- Provide missing documentation. On hold
- **Litigation:**
 - Letter and draft complaint mailed certified to property owner 4/05/2024. Received response from property owner on 05/24/24. Working on final response to property owner. (ongoing)
- **Current Applications:**
 - Holy Cross Fiber project – As-builts reviewed and approved for five out of seven locations.
 - Pitkin County Gerbazdale Bridge- Permit issued to begin construction. Ditch work has been completed. Abutments will be placed sometime in the July/August timeframe. (ongoing)
 - Colorado Extreme - Updating access and relocating Trail - Permit issued, Project Ongoing. New leadership in place. Have a meeting scheduled to discuss property owner responsibilities to this crossing
 - ~~Holy Cross 88 Clover Lane: Underground Utility Installation – Application has been received and reviewed by RFTA and Farnsworth Group. Letter sent to Holy Cross for revisions. Cancelled project, no response from owners.~~
- **Permits:**
 - Voskuil Sewer Project in City of Glenwood Springs - As-builts reviewed, response sent to applicant. As-Built approved, Project complete.

- Damage to Corridor - Holy Cross damaged the corridor for an emergency repair. They have been working with Staff to remedy the damage. **Contractor has been in contact with RFTA Staff on expectations for damage restoration.**
- Rock Bottom Ranch - **Trail Maintenance and signage installation- Request for trail improvements, maintenance, and possible re-alignment.**
- **Rail Salvage Project** – Staff has been tasked with developing a statement of work for, and removal of all rail between 8th Street and 23rd Street in Glenwood Springs in 2023. The 27th Street underpass project will begin spring 2023. Rail salvage will be completed as soon as the underpass project is complete, late 2024/early 2025(ongoing)
- **Roaring Fork Bridge Rehabilitation Project** – This repair design is complete. Procurement received two bids for this project. Staff has selected a contractor. Procurement is working on a contract. The Contractor would like to begin the project mid-July. (ongoing)
- **South Bridge Project** – RFTA staff met with the City of Glenwood Springs staff to look at the updated design for South Bridge and to discuss use of the RFTA Railroad Corridor for this project. It was a good and productive meeting. ***The City staff plans to provide an update to the RFTA Board on this project at the July 11, 2024 RFTA Board meeting.***



Rio Grande Trail Update

- The Rio Grande Trail Staff is staying busy.
 - Staff has been out sweeping, debris blowing, mowing, weed whipping, clearing limbs and sightlines, pulling and chopping weeds, cleaning up trailheads and vault toilets, reminding dog owners to leash their pets, etc. to make sure the trail is safe and clean.
- Staff updated our RGT Map/Brochure and we now offer a new spanish version in 2024
- Staff is coordinating with the City of Glenwood Springs on some wayfinding signs for the RGT within the City of GWS
- Staff continues working with Carbondale Arts to beautify the corridor through the Town of Carbondale, called the “Rio Grande ArtWay”
 - The Youth Art Park is open for play!
 - A park opening celebration was held on May 28 at 3pm
- 2024 Projects that we hope to complete
 - Asphalt Repair – Emma Rd to Catherine Bridge Trailhead
 - Work has begun. The project is broken up into 4 phases, 3 of which will require trail closures and detour routes. Thanks for your patience as we work to improve the asphalt
 - Roaring Fork Bridge repairs
 - Working with low bidder to get under contract
 - Bridge Inspections (scheduled bi-annual)
 - Goats at Work – 2024 will be the 3rd consecutive year in the Emma area
 - Vegetation Monitoring Program
 - Procure a hydro seeder for restoration projects
 - Contract signed...just waiting for Finn to build our trailer
 - Replace bearproof trash/recycling enclosures along our 20 miles

- Our new enclosures have been received, we will start placing them shortly and recycle/re-use/re-purpose the old enclosures
- Enhance our trail counter program
- Procure 2 zero-turn mowers for vegetation management
 - We should receive our new mowers in May
- Visit a “rail with trail” system

Roaring Fork Transportation Authority Summit
June 13, 2024
9:00 a.m. to 2:30 p.m.

Objectives:

- 1) Receive Further Guidance on Employee Housing Strategies
- 2) Prioritize RFTA’s Strategic Plan Objectives for 2025

Time	Topic & Outcome	Process
9:00 a.m.	<p>Retreat Opening</p> <p><i>Everyone is clear on scope of work and outcomes for today’s retreat. Everyone knows “who’s who” and feels comfortable to interact.</i></p>	<ul style="list-style-type: none"> • Welcome and Introductions <ul style="list-style-type: none"> ○ Set context for retreat ○ Share purpose/goals for this Summit ○ Introduce Gruffie • Review Agenda and Outcomes for the Day • Gruffie’s Role • Use of Working Agreements and Time Keeping <ul style="list-style-type: none"> ○ Include guidelines regarding public comments
9:30 a.m. <i>Break included</i>	<p>Employee Housing Strategies</p> <p><i>Share more in-depth housing scenario details</i></p> <p><i>Get green light to move forward into budgeting process</i></p>	<ul style="list-style-type: none"> • Set-up Topic and Process (what we will do, materials, and next steps) (3-5 minutes) • EPS Agenda w/ Detailed Timing <ul style="list-style-type: none"> ○ Includes details and options ○ Small groups with discussion questions ○ Allotted time for public input • Next Steps
12:30 p.m.	Eat & Work	15 minutes Break & Working Lunch

Time	Topic & Outcome	Process
12:45 p.m.	<p>RFTA Strategic Plan Priorities</p> <p><i>Review Updated Version of Outcomes Areas Strategic Plan and Objectives.</i></p> <p>Strategic Plan Update.</p> <p><i>Identify 3-5 Strategic Objectives Priorities for 2025</i></p>	<ul style="list-style-type: none"> • Set-up Topic and Process (5 minutes) • Share Recommended Priorities (30 - 45 minutes) <ul style="list-style-type: none"> ○ Explain how staff moved from 7 strategic board outcome areas and related objectives strategic to these specific 15-20 objectives ○ Take clarifying questions ○ Board members have opportunity to <ul style="list-style-type: none"> ▪ Add any objectives they feel strongly about (up to five more) ▪ Discussion and advocate for specific objectives (facilitated & time limited discussion) • Board Prioritization: Identify 3-5 Objectives (30 – 45 minutes) <ul style="list-style-type: none"> ○ Complete / confirm list of recommended objectives ○ Dot vote (1-2 rounds depending on spread) to identify top 3-5 objectives • Next Steps: (5 minutes) <ul style="list-style-type: none"> ○ Confirm agreement on priorities ○ Comments from staff regarding how this list will be used, need for leniency as they plan and implement in 2025
1:45 p.m.	<p>RFTA’s Role in First and Last Mile Mobility</p>	<ul style="list-style-type: none"> • Provide Overview of How This Will be Addressed in Coming Months.
2:00 p.m.	<p>Closing</p>	<ul style="list-style-type: none"> • Check on Parking Lot List • Summary of Work Completed & Next Steps • Plus / Delta Summit Reflection • Closing Comments & Appreciations