

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

Continued from: 9:00 a.m. – 10:30 a.m., Friday, March 27, 2020

Continued to: 9:00 a.m., Friday, April 3, 2020

Due to Governor's "Stay at Home Order," this will be a virtual meeting – Teleconference details for the public are attached to the e-mail transmitting the Agenda

(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	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.
3	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	9:10 a.m.
4	Discussion/Action Items:			
	A. RFTA Service Reduction Alternatives Due to Outbreak of Coronavirus (COVID-19)	1.0.1	Discussion/ Action	9:25 a.m.
5	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	10:15 a.m.
6	Issues to be Considered at Next Meeting:			
	To Be Determined at April 3, 2020 Special Meeting	4.3	Meeting Planning	10:20 a.m.
7	Next Meeting: 8:30 a.m. – 11:30 a.m., April 9, 2020 at Carbondale Town Hall	4.3	Meeting Planning	10:25a.m.
8	Adjournment:		Adjourn	10:30 a.m.

RFTA BOARD OF DIRECTORS MEETING
“DISCUSSION/DIRECTION” AGENDA SUMMARY ITEM. # 4. A.

Meeting Date:	April 3, 2020
Subject:	RFTA Service Reduction Alternatives Due to Outbreak of Coronavirus (COVID-19)
Strategic Outcome:	1.0 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:	Staff defers to the RFTA Board as to whether RFTA should continue providing its Phase 3 Service Reduction Plan, which was implemented on Monday, March 30, 2020 or curtail all RFTA services, except for services for older persons and persons with disabilities.
Executive Summary:	<p>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, 202.</p> <p>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:</p> <ul style="list-style-type: none"> • 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.

2. Below is a ridership comparison from Monday, March 9, when RFTA was operating its full high-season schedule, through Monday, March 30, the first day of the Phase 3 service reduction plan.

Route	Before Cuts 9-Mar	Phase 1 16- Mar	Phase 2 23-Mar	Phase 3 30-Mar	# Variance 3/9-4/1	% Variance 3/9-4/1
RFTA Hwy 82	7,535	6,990	1,656	703	(6,832)	-91%
City of Aspen	4,474	1,856	743	321	(4,153)	-93%
Hogback	376	251	200	62	(314)	-84%
Total	12,385	9,097	2,599	1,086	(11,299)	-91%

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

Currently, RFTA is attempting monitoring ridership to determine what the maximum load factor is on every trip. We currently have not an opportunity to thoroughly review the data, but the goal will be to identify trends that would enable us to provide additional back up service to ensure that adequate social distancing space is available for passengers.

3. RFTA's COVID-19 Emergency Response Plan, which is relatively consistent with Pandemic plans throughout the transit industry, 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 Thursday, April 2, RFTA's Attendance Log reflected the following:

RFTA COVID-19 Daily Update

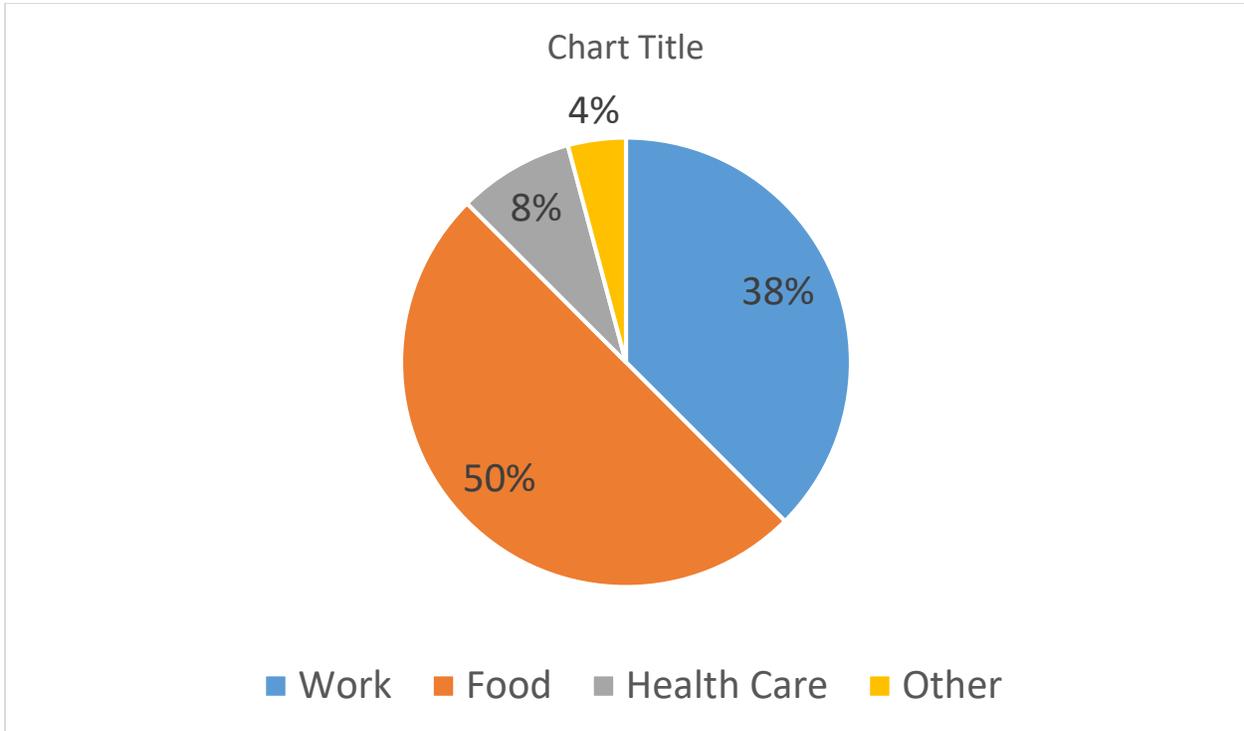
Absenteeism	31-Mar		1-Apr		2-Apr		Prev. Day	Prev. Day
	#	%	#	%	#	%	#	%
RFTA Total Staff	365	100%	365	100%	365	100%	-	0%
Absent due to being High Risk	33	9%	32	9%	34	9%	2	1%
Absent due to Possible Exposure	6	2%	4	1%	3	1%	(1)	0%
Absent due to Symptoms	10	3%	8	2%	7	2%	(1)	0%
Absent due to other Reasons	19	5%	16	4%	19	5%	3	1%
Total Absent	68	19%	60	16%	63	17%	3	1%

	<p>5. In light of the Governor’s “Stay at Home Order,” Executive Order D-2020-17, it is anticipated that RFTA ridership will continue to decline. However, Public Health Order 2024 defines public transportation as a Critical Government Function and a Critical Service:</p> <p>B. “ Critical Government Functions ” means providing, operating, and supporting:</p> <ol style="list-style-type: none"> 1. Critical services, including <ul style="list-style-type: none"> ● 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 <p>6. Questions have arisen regarding whether those riding the bus are riding for essential purposes. Please see the attached COO Report, which presents limited SMS Tex-based survey data that has been received for the past two days.</p> <p>7. Conclusion: Staff requests the Board to determine whether RFTA should continue operating its bare bones Phase 3 Service Reduction Plan, or prepare to curtail all RFTA services, with the exception of paratransit service for older persons and persons with disabilities, effective as soon as practicable.</p> <p>8. Additional information regarding cost and revenue impacts is being developed and will be presented at the meeting.</p> <p>9. For the latest schedule changes, the public should monitor RFTA’s website, www.rfta.com</p> <p>10. Additional resources from Public Health agencies can be found at:</p> <ol style="list-style-type: none"> 1 https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html 2 https://pitkincounty.com/1297/COVID-19 3 https://www.garfield-county.com/public-health/novel-coronavirus/ 4 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 has been included in Resolution 2020-09: 2020 Supplemental Budget Appropriation for necessary emergency responses to the health threat posed for RFTA employees and passengers by a potential outbreak of the Coronavirus (COVID-19) in RFTA’s service area. Staff is attempting to estimate the impacts of various revenue and cost scenarios for presentation for the regularly scheduled RFTA Board meeting on April 9.
Attachments:	No.

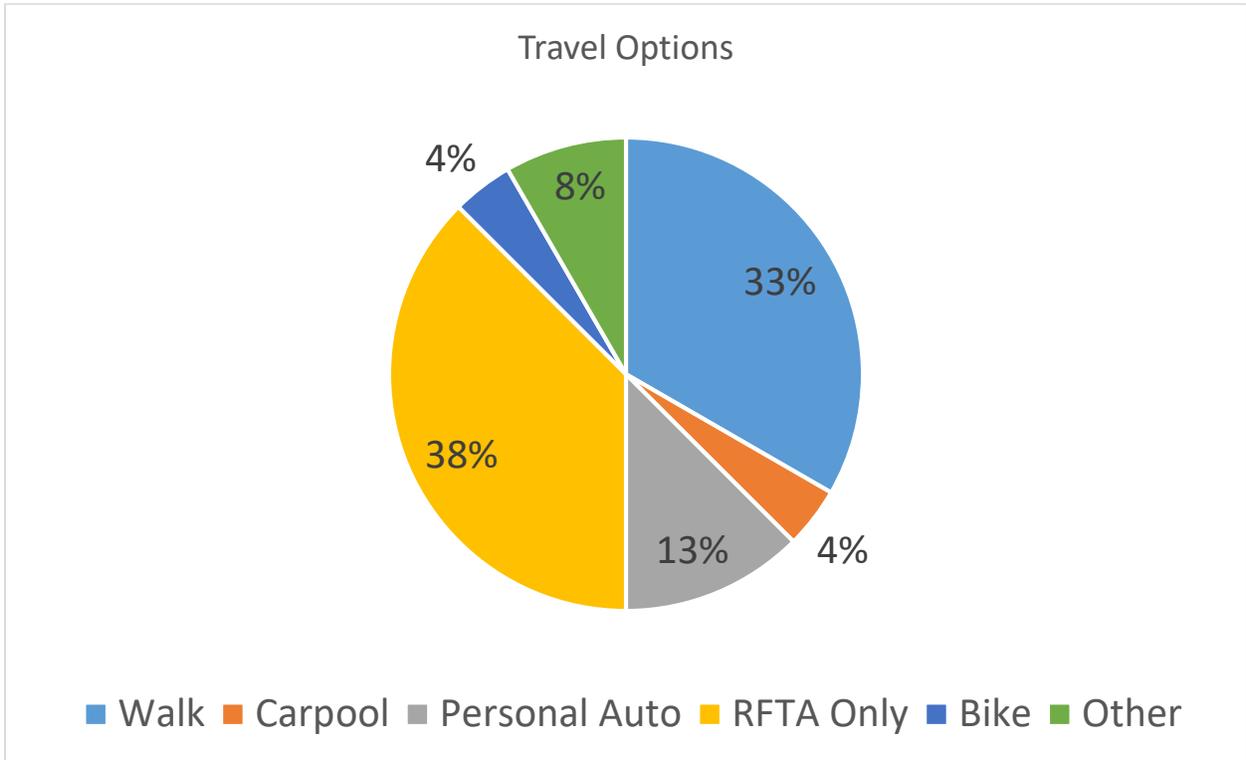
COO Update – April 2, 2020

Passenger Survey 4/1/2020 – 4/2/2020 (24 Responses as of 6:25 pm 4/2/2020)

- 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



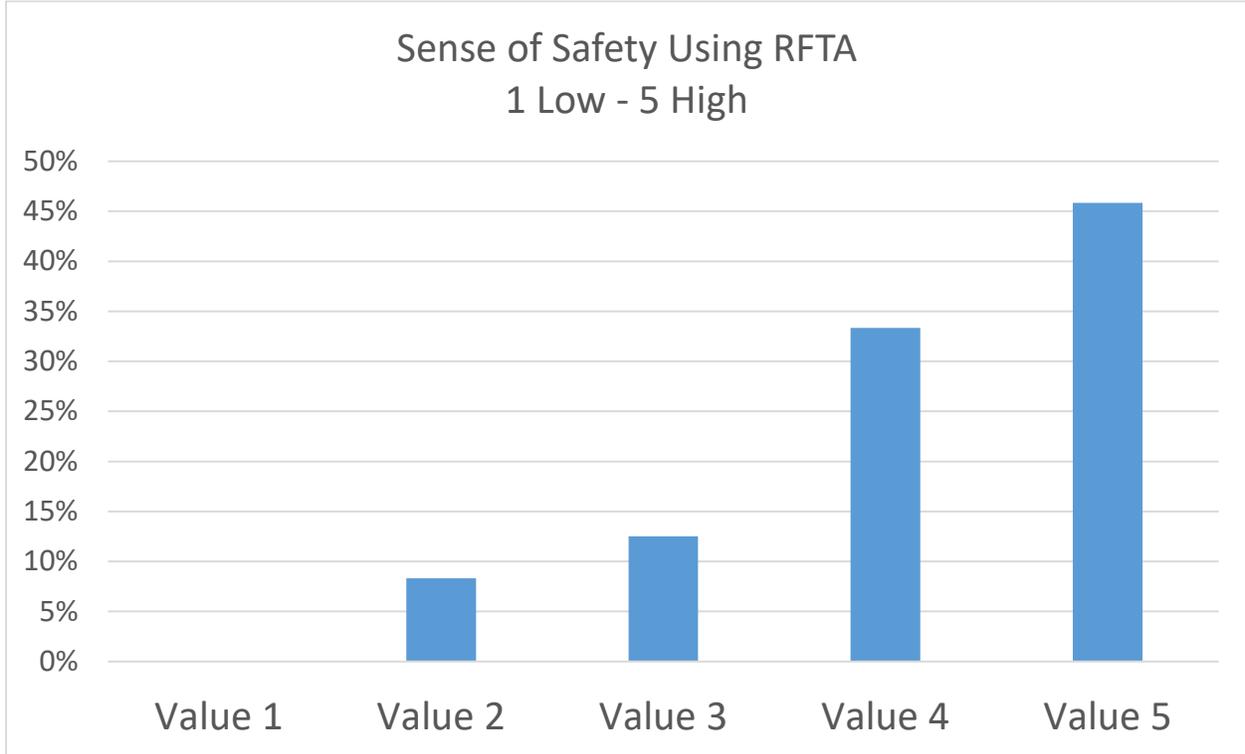
2. If RFTA were not available what other means of travel do you have available?
- a. RFTA only
 - b. My personal automobile
 - c. An automobile that I can borrow
 - d. Carpool
 - e. Taxi, Uber
 - f. Walk
 - g. Bike
 - h. Other



3. On a scale of 1 to 5, with 5 being the safest, how safe do you feel while using RFTA services, in terms of contracting COVID-19?

1 Not safe at all

5 Very safe



Potential Issues from Fare Free Service

There have been concerns raised by some Bus Operators that there appeared to be an increase in passengers who might not be using the system for essential travel or violating codes of conduct and policies at bus stations and public restrooms. The concern indicated that some passengers might be using the buses as a place of shelter rather than transportation and that there have been several individuals either sleeping or intoxicated at bus stops or stations. RFTA has deployed its security services to the areas of concern this past week to address these issues. RFTA security did indicate that there appeared to be an increase in activity associated with the concerns illustrated by Bus Operators. RFTA Security has been dispersing these individuals when encountered if they are not utilizing RFTA services.

On Wednesday of this week, RFTA closed all Public Restrooms except for the portable restroom located at Brush Creek in an attempt to remove potential attractants for non-RFTA users and assist with limiting the number of facilities that could aid in spreading the COVID-19 virus.

Social Distancing

- RFTA has created a “Seat Closed” sign that has been used already to close seats within a 6 foot distance of the driver. These same signs would be hung from seats that are closed to allow for social distancing.
- Drivers will know their maximum load per bus and should be able to account for the load fairly easily since it will be under 10 passengers.

- Bus operators will not board additional passengers after reaching the limited number of passengers, unless other passengers alight opening up available seats. Staff has been identifying the times per day where loads may exceed the 8-10 passengers per bus to ensure additional buses are in place to accommodate demand. RFTA can communicate the social distancing expectations in the same manner we have been communicating our service level reductions via press release, web, social media, VMS signage at BRT stations, Transit App and printed signage.
- Staff will continually monitor per trip ridership reports and reporting from drivers to dispatch to understand periods of the day that may need additional buses to support demand and adhere to social distancing.