

# RTA Formation Committee – Meeting Recap

Location: Virtual – Zoom  
Date: Tuesday, January 7, 2025  
Time: 3:00 – 4:30 PM

Attendees: Michael Buccino (City of Steamboat Springs), Sonja Macys (Routt County), Ryan Banks (Town of Hayden), Randy Looper (City of Craig), Melissa Dobbins (Town of Oak Creek), Stacey Geilert (Town of Yampa), Tom Leeson (City of Steamboat Springs), Sarah Jones (Steamboat Ski and Resort Corp), Jia Carroll (City of Steamboat Springs), Jonathan Flint (City of Steamboat Springs), Jay Harrington (Routt County), Teegan Ebert (Town of Hayden), Peter Brixius (City of Craig), Ciara Bartholomew (South Routt School District), Bill Ray (WR Communications), Jason Miller (Fehr & Peers); Stephen Kaplan (KK), Polly Jessen (KK), Kirsten Crawford (KK)

## Quick recap

The meeting covered the formation of a Regional Transportation Authority (RTA), including discussions on legal requirements, public hearings, and the development of an intergovernmental Agreement (IGA). The meeting reviewed the project schedule, focusing on key dates and deadlines for notifications, approvals and public engagement. The meeting also addressed various aspects of the RTA's structure, governance, and responsibilities.

## Next steps

- Formation Committee members to review the draft IGA and provide feedback, questions, and revision proposals for the next meeting.
- Polly and Kirsten to prepare a summary of the IGA document highlighting statutory requirements and areas for decision by the participating jurisdictions.
- Kaplan Kirsch to draft letter to DOLA and DOR about RTA formation intentions.
- Formation Committee members to review and approve the DOLA/DOR letter draft when received.
- Bill to coordinate and jumpstart the work of the Technical Committee.
- Kaplan Kirsch to begin informal coordination with CDOT on the RTA process.
- Jason to send out the Fehr and Peers report to the entire Formation Committee.
- Bill to send out Doodle polls for scheduling future Formation and Technical Committee meetings.
- Bill to provide biweekly schedule updates to the Formation and Technical Committees.
- Formation Committee members to inform Bill of any RTA-related meetings in their jurisdictions for inclusion in the calendar.

## **Summary**

### **Designating City Website for Notices**

The meeting began with discussing the need to follow open meetings laws and designate a posting place for meeting notices. Dan Foote proposed a motion to designate the City of Steamboat Spring's website as the posting place. Randy Looper from the City of Craig moved to approve the motion and Stacey Geilert from the Town of Yampa seconded. The motion passed with no one opposing. Bill will provide public notices to all RTA members so each jurisdiction has the option to post notices.

### **Kaplan Kirsch (KK) Team Joins Project**

Steve Kaplan introduced the KK team, including Polly Jessen, Stephen Kaplan and Kirsten Crawford, and expressed their excitement to work on the project. Michael discussed the process for asking questions of KK, which will first be vetted through Tom Leeson and Dan Foote for forwarding to the legal team to avoid unnecessary costs. He also highlighted the need to avoid going down unnecessary rabbit trails during the project. The team from Kaplan Kirsch was welcomed and their expertise in public sector experience was acknowledged.

### **Upcoming Schedule and Public Hearings**

Michael initiated a discussion about the upcoming schedule, which Bill took over to review. Bill highlighted the importance of a January 23rd notice to DOLA and the Department of Revenue about their intentions to create an RTA. He also mentioned the need for public hearing requirements and the process to get review going with CDOT. Polly added that they have a 90-day review period by CDOT and neighboring jurisdictions, with an additional 90 days to resolve any impacts to their transportation systems. Kirsten Crawford explained the schedule was set working back from the election date, with some room for adjustments. She also mentioned the need for two required public hearings and a 10-day prior notification for each.

### **Public Hearings and RTA Formation**

In the meeting, participants discussed the importance of public hearings in the formation process. They emphasized that these hearings are required by statute and are an opportunity to gather stakeholder feedback. Polly added that the public hearings yielded material input and minor tweaks to the RTA's structure. Steve suggested that the discussions may come ahead of when they're ready, but they should expect to get good public comment. Michael also mentioned that the schedule between April and June would be used for outreach and marketing of the RTA. Bill agreed to put together a biweekly update on the schedule and key dates. The team also discussed the need for a draft of the boundaries letter, which Polly's team would work on.

### **Municipal Government Requirements and Revenues**

Michael and Polly discussed the requirements for municipal governments and potential tax revenues as per the RTA statute. The RTA statute requires the formation committee to provide

the boundaries and potential revenue sources 45 days before approval to DOLA and DOR, DOR being the entity that principally administers the collection of revenues. The group also discussed the non-continuous participant, Craig, and the need for approval from any jurisdiction crossed by the flagpole connecting Routt County and the city of Craig. Randy raised a question about the control of US 40, which led to a discussion about the need for Moffat County approval for service extension across its territory. Bill suggested reaching out to Moffat County for a resolution acknowledging the extension. The group also discussed the need for a formal motion and approved Bill to start a conversation with Moffat County.

### **IGA Discussion**

Polly led a discussion on the formation, focusing on the authority's name, regional transportation systems, and specific responsibilities. Bill clarified that the authority's legal name does not have to be used by the authority for advertising or as its operational name (such as with Eagle County being officially called the Eagle Valley Transportation Authority now goes by CORE Transit). Polly presented a broad definition of regional transportation systems, including physical infrastructure, equipment, rights of way, funding mechanisms, and legal documents. She also proposed a list of specific transportation elements the authority could provide, including transportation planning, demand management, and contract transit services. Sonja suggested using the term "ground transportation" for airport-related services, and Michael agreed. The team agreed to review the Fehr & Peers report on community preferences for transportation services.

Polly discussed the mandatory elements of the IGA, including the organization of the Board of Directors, the number of directors, their appointment, qualifications, and compensation. She also touched on the voting requirements, the acceptance of new jurisdictions, and the roles of the officers. The IGA also includes provisions for the disposition and unwinding of the authority, the term of the IGA, and the amendment of the contract. Once finalized the IGA must be prepared for public comment and approval from each member jurisdiction under the RTA statute.

The team discussed the need for each governing body to review and be comfortable with the document. They also discussed the need for a technical committee to establish the scope of the regional transportation bill and to work on the details of the plan, including funding mechanisms and funding amounts. The team agreed to set up a regular meeting cadence, possibly every two weeks, to discuss the progress and resolve issues. The team also discussed the importance of staying informed and involved in the process to effectively communicate with their jurisdictions.

### **Addressing Questions and Public Engagement**

In the meeting, Michael opened the floor for any remaining questions from the attendees. Stacey expressed her desire for Michael or Bill to be available for their upcoming meetings in March to answer any questions. Bill confirmed his intention to be present in person and to start meeting the community in person. Tegan asked about data sets or research on the impact of the

proposed RTA, to which Jason responded that they could coordinate to provide more recent performance data. Bill emphasized the importance of public engagement and sharing information that the community responds to. The team expressed their appreciation for Michael's leadership and the meeting adjourned.