



AGENDA
Regional Transportation Coordinating Council (RTCC)
February 5, 2025
9-11:30am
Zoom/Call-in Meeting

Zoom Link: <https://zoom.us/j/92637055663>
CALL-IN NUMBER: +1 719 359 4580
Meeting ID: 926 3705 5663

The objective of the RTCC is to serve as the local coordinating council for a seven (7) county rural area of Colorado, including Eagle, Garfield, Grand, Jackson, Routt, Pitkin, and Summit Counties, and to provide regional transportation coordination, especially for veterans, people with disabilities, older adults, and low-income adult populations.

- [RTCC Standards of Operations](#)
- [Goals and Strategies](#)
- [Elected Roles and Work Group Responsibilities](#)

9:00 a.m.	1.	Welcome	Steve
9:05 a.m.	2.	Treadshare Presentation with Q&A	Erwin Germain
9:20 a.m.	3.	Chair Election	Steve/Mandi
9:35 a.m.	3.	November 2024 Meeting Minutes Approval	All
9:40 a.m.	4.	Recap on RTCC Projects and Next Steps -Update on Silverthorne to Kremmling route -Update on Craig to Denver Bustang route -Update on community transportation campaign in Western Garfield County -Update on rideshare options that are affordable and user friendly would help provide first- and last-mile service in Redstone and Marble -Update on driver retention programs that may be utilized by regional providers	Dana Ann Findley Hope Hunt Hanna Arauza Mary Harlan Sam Guarino
10:20 a.m.	5.	2025 State Transportation Funding and Legislation	Ann Rajewski, CASTA

10:35 a.m.	6.	RTCC field trip in July? -Eisenhower Tunnels -Hanging Lake Tunnel	Dana/All
10:40 a.m.	8.	Partner Matching Funds for 2026	Dana
11:00 a.m.	9.	Partner Updates	All
11:30am	10.	Adjourn	Steve

Attachments:

[November 2024 meeting notes and recording](#)

[RTCC Member Roles and Responsibilities](#)

[Strategy/Project Matrix with project leads](#)

Project Plan template (to be filled out for each project)

RTCC Project Template

The purpose of this template is to compile project information in a quick and efficient manner that assists in tracking progress and mapping funding resources for specific RTCC projects. This template will provide agencies with a means to:

- Explain existing agency service(s).
- Identify leading and supporting agencies for the project.
- Identify an unmet community need, or gap based on the RTCC Goals and [RTCC Strategy Matrix](#).
- Set project goals
- Propose transit-oriented solutions to the community need/project.
- Identify missing partners to help achieve the project.
- Identify costs and funding related to the project (if applicable).
- Identify action steps that will help in achieving project goals

While the template does not include the level of detail typically included in a fully comprehensive implementation plan or transit development plan, it will outline costs and funding associated with a project. This creates an entry-level document that can be used as a tool to advocate with key decision makers. The template provides enough detail to share with local, regional, and statewide agencies for coordinated transit project planning efforts.

Information documented in this outline incorporates data that is commonly requested in most operating grant funding applications, which will provide a head start in pursuing funding when it becomes available.

This document is fully editable so you may make changes to the structure for your project. This is designed to advocate for one project at a time so please use one template per project.

RTCC GOAL:

PROJECT:

GROUP MEMBERS:

Description of Project

This section is intended to provide a high-level overview of project. Provide a background of the proposed project), any relevant rider or community data that supports the project, and any agency support for the project (examples include: financial, letters of support, strategic plan relevancy, etc.) Other helpful details you may include:

- Community(s) served by the project
- Service area size
- Approximate annual ridership (if applicable)
- Include a system or project map in this section

Existing Costs & Funding

The purpose of this section is to provide a high-level overview of the existing costs to achieve the project and what funding sources are currently being utilized or what sources are needed if the project has not yet started. Details may include:

- Simple table of costs for the system (operating budget, administrative budget, marketing, etc.)
- Simple table outlining funding received (fares, local tax, general fund contribution, grants, etc.)
- Are there municipalities or jurisdictions that also support transportation projects and have transportation costs included in their budgets? Are they already collecting revenue that could contribute to the project?
- Does your transportation authority collect revenue through the approved financing mechanisms of regional transportation authorities, like sales and use tax, motor vehicle registration fees (see updates for 2025 in Colorado legislation), visitor benefit tax (hotel/ lodging tax), mill levy, enterprises, or bonds- and if not, is it possible to advocate for this?

Identified Need

Provide a description of the project, why it would benefit the community, and how it relates to the [objective of the RTCC](#). (example: "Providing weekly trips to XYZ Community College in Neighbortown. This connection would improve access to educational opportunities, particularly for low-income and transit-dependent populations). The benefits can include multiple issues, including one or more of the following:

- Improve/increase access and mobility to:
 - [Educational opportunities](#) (Connections to community colleges, universities or any other campuses that offer continuing education courses).

- Employment opportunities (connecting smaller communities to areas with higher job density).
 - Underserved populations (minority, low-income, older adults, veterans, those with disabilities, etc.)
 - The community at large – providing extended hours/days of service or offering service to new areas that may be unserved or underserved.
 - Provide significant economic benefits to community members- reduce the cost of single-occupancy vehicle ownership including fuel and/ or maintenance costs; contribute to the economy of the town/ city through fee structures (paid parking or tolls)
- Attract new ridership to the system through providing new service to areas with transit-dependent populations.
 - Attract ‘choice riders’ (riders who may own vehicles but would choose to ride transit if the new project were implemented).
 - Creating new access to medical facilities, health/human service agencies, senior centers, etc.

Include estimated ridership for the service (utilize resources such as www.uscensus.gov or www.census.gov/quickfacts or the State Demographers Office Colorado Department of Local Affairs (DOLA) to identify the population living elderly, disabled, low-income and number of zero-vehicle households). Also, include support for this connection that may be identified in statewide and/or regional plans ([Regional Transportation & Transit Plans – Colorado Department of Transportation \(codot.gov\)](#)).

What other local or regional plans are out there that support the work? Are there climate action plans, sustainability plans, energy plans or EV readiness plans supporting the project? Is there an IGA that your transportation authority has that also supports the project?

If you have documentation (such as letters of support or even simple e-mails) from other agencies, organizations, or community members that would support this project be sure to mention this and, if possible, include it as an attachment to this document

Action Steps

- What are the main goals of the project? What 1 or 2 things do you want to achieve
- How will you achieve those goals? List another 2-3 steps needed to achieve the goal(s).
- Who will help achieve those goals, and who will need to be involved to help achieve those goal and help take steps to get there (elected leaders or staff, nonprofits, etc.)
- When will steps need to be taken? Create a rough timeline.

Service Plan (if applicable)

In this section, you will briefly reiterate the general need the project will address, then discuss how the service would operate. Be sure to include things, such as:

- Describe the nature of the project.
- Extension of service area or service availability.
- Address the staff requirements to implement the project, if applicable.

- Address the capital requirements to implement the project (vehicles needed, any new technology required, marketing efforts, etc.).
- Provide the overall cost to implement and operate the project (discuss the details of the cost in the next section).

If you can provide a simple map to include in this section, it is recommended that you do. If your project does not include adding service to new areas or creating new routes, then provide a table showing the extension of new service days and/or hours.

Project Costs & Funding

State the existing total budget number, then state the additional funding that would be required to implement and operate the service. Be sure to include a table or bulleted list of line items that should be budgeted for, examples are provided below. Line items could include:

While you may not need or know some of these line items, it is important to provide as accurate a picture as possible on the required funding needed for the new service. This will assist you when pursuing grants.

Table X: Examples of New Project Costs

Item	Quantity	Type	Rate	Cost
Driver Hours	520.00	hours	\$ 15.00	\$ 7,800.00
Marketing Materials	500	posters	\$ 5.00	\$ 2,500.00
Estimated Fuel	2080	gallons	\$ 4.00	\$ 6,320.00
Additional Vehicle	1	vehicle type	\$ 50,000.00	\$ 50,000.00
Additional Insurance	0	policy	\$ -	\$ -
Other	0	things	\$ -	\$ -
Other	0	things	\$ -	\$ -
Total Cost to Implement & Operate				\$ 68,620.00

Measures of Success

- What Key Performance Indicators or metrics will we use to measure if what we are doing is successful?
- How will we evaluate ourselves and know when we are successful?
- If we need to pivot or change direction, what will that look like and how will we make it happen?