

AGENDA

RTD Accountability Committee

Monday, August 10, 2020

8:30 – 10:00 a.m.

VIDEO/WEB CONFERENCE

Denver, CO

1. Call to Order
2. Introductions
3. Welcome from Governor Polis, Senator Winter, and Representative Gray

INFORMATIONAL BRIEFINGS

4. RTD Accountability Committee overview
(Attachment A) Matthew Helfant, Senior Transportation Planner,
Transportation Planning and Operations

ACTION ITEMS

5. Election of Chair and Vice Chair
6. RTD Accountability Committee guidelines
(Attachment B) Douglas W. Rex, Executive Director
7. Solicitation of On-Call Consulting
(Attachment C) Matthew Helfant, Senior Transportation Planner,
Transportation Planning and Operations

ADMINISTRATIVE ITEMS

8. Member Comment/Other Matters
9. Next Meeting
10. Adjournment

ATTACH A

To: Chair and Members of the RTD Accountability Committee

From: Douglas W. Rex, Executive Director
(303) 480-6701 or drex@drcog.org

Meeting Date	Agenda Category	Agenda Item #
August 10, 2020	Informational	4

SUBJECT

RTD Accountability Committee overview

PROPOSED ACTION/RECOMMENDATIONS

N/A

ACTION BY OTHERS

N/A

SUMMARY

The Regional Transportation District (RTD) board, in collaboration with the Governor of Colorado and the Transportation chairs of the General Assembly, have created the RTD Accountability Committee. The Committee is fully independent from RTD. DRCOG has agreed to house and provide staff and administrative support for this committee.

At the August 10 meeting, DRCOG staff will provide a summary of the Committee's responsibilities, makeup, and timeline to familiarize the Committee with their role and begin a strategic dialogue on how the Committee chooses to accomplish their tasks.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

ATTACHMENT

- RTD Accountability Committee Proposal
- Staff presentation

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at drex@drcog.org or (303) 480-6701; or Matthew Helfant, Senior Transportation Planner, at 303-480-6731 or mhelfant@drcog.org.

RTD Accountability Committee Proposal

The Regional Transportation District (RTD) board, in collaboration with the Governor of Colorado and the Transportation chairs of the General Assembly, will create the RTD Accountability Committee (the “Committee”). The Committee will be fully independent from RTD.

The Committee’s mission is to provide feedback and a set of recommendations for improvement to the operations of and statutes related to RTD, to the board and staff of the RTD, the Governor, the General Assembly, and the public. The Committee will be appointed by July 15, 2020 and will hold its first meeting by July 31, 2020 and will continue for one year. If the Committee decides additional work is needed, the Committee may continue its work for a second year, or may recommend other action to continue this work.

Pending additional arrangements, the Committee will be hosted by an independent agency. The Committee will be staffed with resources provided by RTD. Using resources, the Committee may contract with services of a third-party consultant with expertise in transit authority operations.

RTD, the Governor’s office, and the leadership of the General Assembly will jointly announce and commit to the process through a joint press release and/or press conference.

The Committee may issue a preliminary report by December 31 of 2020, and shall issue a report with recommendations no later than July 1, 2021. It shall submit the report to the Governor, the chairs of the transportation committees in the Senate and House of Representatives and the RTD Board of Directors. The Committee will hold one or more public hearings on the report and will consider public comment and adopt these recommendations as appropriate.

The District shall make each report issued by the Committee available to the public on its website. The RTD Board shall, within 45 days of issuance of the report, either adopt the recommendations or issue a report stating its reasons for not adopting specific recommendations.

The Committee will consist of eleven members. Appointing authorities may receive suggested names and input for the committee from RTD, DRCOG, Metro Mayors, community organizations and members of the public; however, it is essential that the committee is perceived as independent, and free to do its work without interference. The Governor will appoint five members of the Committee and the transportation chairs of the House and Senate will appoint six members of the Committee. The Committee composition should reflect the diverse political views and partisan makeup of RTD’s service area. The RTD board chair will appoint two ex officio members from the RTD board.

The table below shows the recommended expertise for the board, although the goal is to appoint qualified, respected community members; actual members’ expertise may vary.

Accountability Committee Makeup (11 members)

Members
Four Local Government Representatives within District
At least one member with economic development expertise
At least one member with expertise on issues facing transit riders with disabilities
At least one member with human resources expertise, preferably for transit agencies
At least one member with transit services expertise or multi-modal expertise
At least one member with transportation equity expertise
At least one member with financial planning and management expertise
At least one member with urban planning expertise

The Governor will make the following appointments:

- 1 member with financial planning expertise
- 1 member with transportation equity expertise
- 1 member with urban planning expertise
- 1 member with economic development expertise
- 1 member who represents a local government served by RTD

The chairs of the House and Senate transportation committees will make the following appointments:

- 1 member with expertise on issues facing transit riders with disabilities
- 1 member with human resources expertise, preferably for transit agencies
- 1 member with transit services or multi-modal expertise
- 3 members who represent a local government served by RTD

Committee Scope and Organization:

The parties will enter into an interagency agreement or letter agreement that allocates up to \$200,000 for staffing and resources such as consulting for the committee. The committee will endeavor to use existing resources when possible. If \$200,000 is determined by the committee to be inadequate to fulfill the work, the committee and RTD will work in good faith to find other potential funding sources.

The Committee shall elect a Chair and Vice-Chair at their first meeting, and shall meet as often as necessary to complete its tasks.

The Committee shall perform a comprehensive review of the District, taking into account the perspectives of the staff, board, employees and the public. The District will provide the Committee access to board members, employees, consultants and documents.

The work of the committee should include a review of at least the following:

- A review of recent financials from the district, including any recent audits and a thorough review of the agency's use of CARES Act stimulus funds;
- The structure of RTD governance and executive leadership
- A review of the district's short-term and long-term prioritization of resources to maximize the district's limited dollars for the benefit of taxpayers;
- How RTD can better serve all riders including those with disabilities, how it can better serve transit-dependent populations, a review of the district's plans for how to expand ridership, how the district is addressing coverage gaps, how the district is prioritizing route planning, and how the district is serving its entire service area;
- A determination of the long-range financial stability of the agency, and how the agency can achieve stability and growth while still meeting its core mission.

In issuing its report and recommendations, the Committee may consider but is not limited to including the following topics:

1. District's partnerships with local governments;
2. Use of CARES Act and other pandemic-related funds to support RTD's mission;
3. ADA compliance and accessibility of District services and facilities, including paratransit;
4. Equity in services provided to the District, analyzed in terms of geography, social equity, fare structures, and needs of transit-dependent populations;
5. Organizational assessment (financial health, human resources, work culture, management and governance of the District);
6. Services provided by the District, plans and criteria for expansions or reductions in service;
7. Review of current state audit, including with respect to staff management, retention, and hiring;

8. District's efforts to address the state's climate change goals.
9. District's role in fostering economic development



RTD Accountability Committee Overview

Presented by:

Matthew Helfant

August 10, 2020



Membership

- 4 Local Government Representatives within District
- At least 1 member with economic development expertise
- At least 1 member with expertise on issues facing transit riders with disabilities
- At least 1 member with human resources expertise, preferably for transit agencies
- At least 1 member with transit services expertise or multi-modal expertise
- At least 1 member with transportation equity expertise
- At least 1 member with financial planning and management expertise
- At least 1 member with urban planning expertise



Mission

To provide feedback and a set of recommendations for improvement to the operations of and statutes related to RTD, to the board and staff of the RTD, the Governor, the General Assembly, and the public.

We are here to provide guidance to help RTD better serve our community.



Overarching Goals

- Provide constructive tangible guidance for RTD that will help them improve the way they deliver vital mobility for our community.
- Contribute to a future for the Denver region where there are multimodal mobility options that serve the needs of all people regardless of income or abilities.
- Review each of the Committee responsibilities and form subgroups and engage others when necessary and/or appropriate to formulate concrete recommendations.
- Leverage the experience, intellect, and diverse perspectives that we have on this committee by working collaboratively.



Review

- Recent financials
- RTD governance structure and leadership
- Short-term and long-term prioritization of resources



Review cont.

- How RTD can better serve all riders
 - individuals with disabilities,
 - transit-dependent populations,
 - expand ridership,
 - address coverage gaps,
 - route planning,
 - service area coverage
- Determine long-range financial stability



Topics to Consider

- District partnerships with local governments
- Use of CARES Act funding
- ADA compliance and accessibility
- Service equity: geography, social equity, fare structure, and needs of transit-dependent populations



Topics to Consider cont.

- Organizational assessment (financial health, human resources, work culture, management and governance of the District)
- Services, plans and criteria for expansions or reductions in service
- Current state audit, including staff management, retention, and hiring
- District's efforts to address the state's climate change goals
- District's role in fostering economic development



Timeline

December 31, 2020- Preliminary report (optional)

July 1, 2021- Committee recommendations due

Within 45 days of issuance of the report- RTD Board must either adopt the recommendations or issue a report stating its reasons for not adopting specific recommendations

July 31, 2021- End of first year- Committee may decide to continue

THANK YOU!

Matthew Helfant, AICP
Senior Transportation Planner
mhelfant@drcog.org

ATTACH B

To: Chair and Members of the RTD Accountability Committee

From: Douglas W. Rex, Executive Director
(303) 480-6701 or drex@drcog.org

Meeting Date	Agenda Category	Agenda Item #
August 10, 2020	Action	6

SUBJECT

RTD Accountability Committee guidelines

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends approval of the Committee guidelines.

ACTION BY OTHERS

N/A

SUMMARY

Staff recommends the establishment of operating protocols and guidelines to help organize the Committee's work. Protocols codify rules for how meetings are to be run and clarify roles and responsibilities of its members.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve guidelines for the RTD Accountability Committee.

ATTACHMENT

Draft RTD Accountability Committee Guidelines

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at drex@drcog.org or (303) 480-6701; or Matthew Helfant, Senior Transportation Planner, at 303-480-6731 or mhelfant@drcog.org.

REGIONAL TRANSPORTATION DISTRICT (RTD) ACCOUNTABILITY COMMITTEE

Type: Ad Hoc Committee

Authority: Jointly created by the Governor of Colorado, the transportation chairs of the General Assembly and the Regional Transportation District (RTD) board. The Committee is fully independent from RTD.

MEMBERSHIP

The Committee consists of eleven (11) members.

The Governor appoints the following members:

- 1 member with financial planning expertise
- 1 member with transportation equity expertise
- 1 member with urban planning expertise
- 1 member with economic development expertise
- 1 member who represents a local government served by RTD

The chairs of the House and Senate transportation committees jointly make the following appointments:

- 1 member with expertise on issues facing transit riders with disabilities
- 1 member with human resources expertise, preferably for transit agencies
- 1 member with transit services or multi-modal expertise
- 3 members who represent a local government served by RTD

Two (2) ex officio members of the RTD board appointed by the RTD board chair.

OFFICERS

At its first meeting upon appointment of its members, the RTD Accountability Committee shall elect its chair and vice chair.

RESPONSIBILITIES

The Committee shall perform a comprehensive review of RTD, taking into account the perspectives of the staff, board, employees, and the public. RTD will provide the Committee access to board members, employees, consultants, and documents.

The following duties and responsibilities are vested in the RTD Accountability Committee:

- A review of recent financials from the district, including any recent audits and a thorough review of the agency's use of CARES Act stimulus funds.
- The structure of RTD governance and executive leadership.
- A review of the district's short-term and long-term prioritization of resources to maximize the district's limited dollars for the benefit of taxpayers.
- How RTD can better serve all riders including those with disabilities, how it can better serve transit-dependent populations, a review of the district's plans for how to expand ridership, how the district is addressing coverage gaps, how the district is prioritizing route planning, and how the district is serving its entire service area.
- A determination of the long-range financial stability of the agency, and how the agency can achieve stability and growth while still meeting its core mission.

The Committee may issue a preliminary report by December 31 of 2020 and shall issue a report with recommendations no later than July 1, 2021. It shall submit the report to the Governor, the chairs of the transportation committees in the Senate and House of Representatives and the RTD Board of Directors. The Committee will hold one or more public hearings on the report and will consider public comment and adopt these recommendations, as appropriate.

In issuing its report and recommendations, the Committee may consider, but is not limited to including the following topics:

- District's partnerships with local governments.
- Use of CARES Act and other pandemic-related funds to support RTD's mission.
- ADA compliance and accessibility of District services and facilities, including paratransit.
- Equity in services provided to the District, analyzed in terms of geography, social equity, fare structures, and needs of transit-dependent populations.
- Organizational assessment (financial health, human resources, work culture, management, and governance of the District).
- Services provided by the District, plans and criteria for expansions or reductions in service.
- Review of current state audit, including with respect to staff management, retention, and hiring.
- District's efforts to address the state's climate change goals.
- District's role in fostering economic development.

QUORUM

A quorum for the transaction of RTD Accountability Committee business shall be two-thirds of its members.

VOTING

A majority of those present and voting shall decide any question brought before the meeting.

MEETINGS

The committee may meet as needed. The committee chair will consult with DRCOG on staffing and meeting room availability. It will be the responsibility of DRCOG staff to maintain membership lists of the committees.

Meeting notices will be distributed through DRCOG.

ATTACH C

To: Chair and Members of the RTD Accountability Committee

From: Douglas W. Rex, Executive Director
(303) 480-6701 or drex@drcog.org

Meeting Date	Agenda Category	Agenda Item #
August 10, 2020	Action	7

SUBJECT

Solicitation of On-Call Consulting

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends soliciting proposals for “on-call” consultant(s) and forming a subcommittee to review proposals and make recommendations to the Committee.

ACTION BY OTHERS

N/A

SUMMARY

To assist with the RTD Accountability Committee’s work, staff recommends soliciting proposals for “on-call” consultant(s) for guidance, research, document development, facilitation, and related needs as they arise. Attached is a draft scope of work that would be included in a request for proposals.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve soliciting proposals for “on-call” consultant(s) and forming a subcommittee to review proposals and make recommendations to the Committee.

ATTACHMENT

Draft Scope of Work for “On-Call” Consulting

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at drex@drcog.org or (303) 480-6701; or Matthew Helfant, Senior Transportation Planner, at 303-480-6731 or mhelfant@drcog.org.

RTD Accountability Committee Seeks On-Call Consulting Assistance

Background

The Regional Transportation District (RTD) board, in collaboration with the Governor of Colorado and the Transportation chairs of the General Assembly, have created the RTD Accountability Committee (the “Committee”). The Committee is fully independent from RTD. DRCOG has agreed to house and provide staff and administrative support for this committee. Additional information is attached (RTD Accountability Committee Proposal).

Scope of Work

To assist this committee with its work, DRCOG and the RTD Accountability Committee are soliciting proposals for “on-call” consultant(s) for guidance, research, document development, facilitation, and related needs as they arise. The following is the scope of work for the Committee. The Committee is soliciting consulting assistance for any or all of these responsibilities on an as needed basis:

- A review of recent financials from RTD, including any recent audits and a thorough review of the agency’s use of CARES Act stimulus funds;
- The structure of RTD governance and executive leadership
- A review of RTD’s short-term and long-term prioritization of resources to maximize the district’s limited dollars for the benefit of taxpayers;
- How RTD can better serve all riders including those with disabilities, how it can better serve transit-dependent populations, a review of the district’s plans for how to expand ridership, how the district is addressing coverage gaps, how the district is prioritizing route planning, and how the district is serving its entire service area;
- A determination of the long-range financial stability of the agency, and how the agency can achieve stability and growth while still meeting its core mission.

Budget and Term

The approximate budget for consulting work is up to \$100,000. The term is from approximately September 1, 2020 through July 1, 2021. This term may be extended upon the Committee’s discretion with commensurate compensation for additional work.