

# AGENDA

## RTD Accountability Committee

Monday, September 14, 2020

8:30 – 10:00 a.m.

**VIDEO/WEB CONFERENCE**

Denver, CO

1. Call to order
2. Public comment  
Up to 20 minutes is allocated for public comment and each speaker will be limited to 2 minutes. The RTD Accountability Committee requests that the public comment be limited to an item on the Committee's current agenda. Please note: public comment may also be submitted in writing to Matthew Helfant ([mhelfant@drcog.org](mailto:mhelfant@drcog.org)). Comments received will be shared promptly with RTD Accountability Committee members.
3. August 24, 2020 RTD Accountability Committee meeting summary  
(Attachment A)

### ACTION ITEMS

4. On-call consultant selection  
(Attachment B) Matthew Helfant, Senior Transportation Planner, DRCOG
5. Equity and Sustainability Working Group recommendations  
(Attachment C) Ron Papsdorf, Director, Transportation Planning and Operations, DRCOG

### INFORMATIONAL BRIEFINGS

6. Subcommittee reports
  - Finance Subcommittee
  - Governance Subcommittee
  - Operations Subcommittee
7. RTD update  
DRCOG staff

### ADMINISTRATIVE ITEMS

8. Future meeting schedule
9. Member comment/Other matters
  - DRCOG RTD Accountability Committee webpage
10. Adjournment



MEETING SUMMARY  
RTD ACCOUNTABILITY COMMITTEE

Monday, August 24, 2020

Note: Meeting held virtually via GoToMeeting

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**MEMBERS PRESENT:**

Elise Jones (Co-Chair)	Boulder County Commissioner
Crystal Murillo (Co-Chair)	Aurora City Council Member
Deyanira Zavala	Executive Director of Mile High Connects
Rutt Bridges	Appointed for financial planning expertise
Sophie Shulman	Chief of Innovative Mobility at CDOT
Jackie Millet	Mayor of Lone Tree
Julie Duran Mullica	Northglenn City Council Member
Kathy Nesbitt	V.P. of Administration, University of Colorado
Dan Blankenship	CEO of Roaring Fork Transportation Authority
Krystin Trustman	RTD Access-a-Ride Patron
Lynn Guissing	RTD Board Member- Ex Officio
Troy Whitmore	RTD Board Member- Ex Officio

Others Present: Douglas W. Rex, Executive Director; Luke Palmisano, Aurora; Debra Baskett, Westminster; Naomi Amaha, American Heart Association; Jordan Sanchez, Megan Wagner, Brandeberry McKenna Public Affairs; Roger Sherman, CRL Associates, Inc.; Kate Williams, DRMAC; Holly Buck, Felsburg Holt & Ullevig; Jon Girand, Huitt-Zollars, Inc.; Maggie Lea, Mile High Connects; Chessy Brady, Paul Ballard, Bill Bradford, Larry Buter, Nicole Carey, Paul DesRocher, Michael Ford, Sherry Gillespie, Sandy Granger, Cheryl Graves, Stephen Haurert, Dave Jensen, James Kennedy, Julie Kirk, Nathan Lindsey, Ed Lovato, Carly Macias, Taylor Martynow, Heather McKillop, Barbara McManus, Nancy Moon, Dave Ober, Chris Quinn, Angie Rivera-Malpiede, Jennifer Ross-Amato, Bill Sirois, Melanie Snyder, Charlie Stanfield, Pauletta Tonilas, Li-Wei Tung, Bill Van Meter, Jyotsna Vishwakarma, Brian Welch, Susan Wood, David Zimmerman, RTD; Adam Zarrin, State of Colorado; Michael Hughes, West Corridor TMA; Kimberly Ford, Robert Epstein, David Ruchman, Public Citizen; and DRCOG staff.

Call to Order

Co-Chair Crystal Murillo called the meeting to order at 8:34 a.m.

Summary of August 10, 2020 Meeting

Rutt Bridges **moved** to approve the August 10, 2020 meeting summary as written. The motion was **seconded** and **passed** unanimously

**ACTION ITEMS**

Discussion on revisions to the RTD Accountability Committee Guidelines

Ron Papsdorf, Transportation Planning and Operations director, provided a brief overview of the guidelines to the committee. DRCOG staff recommended the establishment of operating protocols and guidelines to help organize the Committee's work, how meetings are to be run, and to clarify roles and responsibilities of its members. At the request of the Committee, staff added electronic voting language to the guidelines to state, "Due to the time-sensitive nature of the Committee's work, electronic voting will be allowed, but limited to those items specifically determined by the Committee. Examples may include approval of policy questions and/or the Committee's final report. The committee shall establish the electronic voting method and process for each action item the committee deems appropriate for electronic voting."

Julie Duran Mullica also recommended that the language be updated to reflect the election of co-chairs versus chair and vice chair.

Elise Jones commented that there should be a discussion on other additions to the guidelines, including: the opportunity for a minority report to reflect descending views on any document the committee produces, a decision on proxy voting, clarification on approval of meetings being held in person or virtually, a decision on if air quality should be a topic added for the committee to consider, and update the public comment section with how often public comment will occur during these meetings. Mr. Papsdorf stated that proxy voting would not be necessary if there was an electronic vote available to committee members. Regarding the air quality issues, Mr. Papsdorf said that staff decided it would be covered by RTD's greenhouse gas guidelines.

It was decided by the committee that once there were motions made on action items five and six, they would return to this action item for a vote. Once the items were voted on, Mr. Papsdorf recommended the committee vote on the guidelines, with the promise that staff would revise the document with the requested amendments.

Jackie Millet **moved** to approve guidelines for the RTD Accountability Committee with the addition of amendments voted on in Action Items #5 and #6. The motion was **seconded** and **passed** unanimously.

#### Discussion on public comment protocol options

Ron Papsdorf, Transportation Planning and Operations director, presented the options for public comment to the committee. Prior to this meeting, committee members discussed the opportunity for public comment at subsequent meetings and directed staff to prepare options for the committee's consideration. Staff developed three options: Two of the options would be standing opportunities for the public to provide comment at every meeting. The third option, which could be used in tandem with one of the first two options, provides a stand alone public listening session on topics chosen by the RTD Accountability Committee membership.

The committee unanimously decided that public comment be 20 minutes long, with two minutes allotted for each person and that the public comment be limited to an item on the Committee's current agenda.

#### Discussion of subcommittee formation

Ron Papsdorf, Transportation Planning and Operations director, explained the different options of subcommittees that could be created. This committee's scope of work lists several topical areas that is required to review and consider prior to making recommendations in its final report to the Governor, the General Assembly transportation committee chairs and the RTD Board. DRCOG staff organized these topics into three categories: Operations, Finance, and Governance and recommends the formation of a subcommittee for each category. The committee can create additional subcommittees as new tasks are identified.

Co-chair Jones asked the committee for volunteers to meet and craft an equity statement to be used as a guideline across all three subcommittees. The volunteers chosen were Deyanira Zavala, Crystal Murillo, Julie Duran Mullica, and Jackie Millet. Kathy Nesbitt will provide information as needed from the state to assist the volunteers.

Rutt Bridges **moved** to approve the formation of three RTD Accountability Committee subcommittees: Operations, Finance, and Governance. The motion was **seconded** and **passed** unanimously.

## **INFORMATIONAL BRIEFING**

### **Reimagine RTD briefing**

Bill Van Meter, Assistant General Manager of RTD, provided an overview of this effort and updated timetable to the committee. Reimagine RTD is a two-year effort to evaluate and forecast the changing transportation needs of the Denver region that involves riders and stakeholders in the conversation. Through this effort, RTD aims to understand what is important to the region as they look at changing trends in mobility. When complete, Reimagine RTD will identify comprehensive strategies to better connect people to the places they want and need to go.

### **RTD General Manager selection**

Lynn Guissinger, RTD Board Director, provided an update on RTD's search for a new general manager to the committee. The RTD's Board of Directors, along with executive search firm Krauthamer & Associates, narrowed down their candidates to three finalists in their search for the agency's GM/CEO. Final selection by the RTD is scheduled for August 25, 2020 and the anticipated start date for the new GM would be sometime in the Fall. The three finalists were Debra Johnson, Adelee Le Grand, and Tina Quigley.

## **ADMINISTRATIVE ITEMS**

### **Member Comment/Other Matters**

Ron Papsdorf provided a brief status update for the On-Call Consulting RFP. The solicitation was posted on August 21, with all proposals being due by September 2. DRCOG staff will submit those proposals for review to the committee members who volunteered shortly after they are received. The intent is to have a selection made quickly so a contract can be approved and executed at the September DRCOG Finance and Budget Committee meeting.

### **Adjournment**

The meeting adjourned at 10:18 a.m.

**ATTACH B**

To: Chair and Members of the RTD Accountability Committee

From: Douglas W. Rex, Executive Director  
(303) 480-6701 or [drex@drcoog.org](mailto:drex@drcoog.org)

Meeting Date	Agenda Category	Agenda Item #
September 14, 2020	Action	4

**SUBJECT**

Regarding DRCOG contracting with North Highland for on-call consulting to support the RTD Accountability Committee.

**PROPOSED ACTION/RECOMMENDATIONS**

Staff recommends concurrence with the review panel recommendation to contract with North Highland for on-call consulting to support the RTD Accountability Committee.

**ACTION BY OTHERS**

N/A

**SUMMARY**

At the August 10, 2020 meeting, the RTD Accountability Committee recognized the need for on-call consulting to support its work. DRCOG and the Committee solicited proposals for “on-call” consultant(s) for guidance, research, document development, facilitation, and related tasks as they arise.

There were three additional proposals from Economic & Planning Systems Inc., Government Performance Solutions, and HDR Engineering, Inc. A review panel made up of RTD Accountability Committee members and DRCOG staff evaluated the proposals. While it was clear that all four firms were capable of doing this work, the panel came to a consensus on selecting North Highland due to its qualifications and varied experience, including relevant public sector work on equity and human resource issues in addition to transit. The transit work includes a similar task for NJ Transit, New Jersey’s public transportation corporation.

This item is scheduled for action by DRCOG’s Finance and Budget (F&B) Committee on September 16. In the event the Committee does not concur with the panel’s recommendation, DRCOG staff will advise the F&B Committee accordingly.

**PREVIOUS DISCUSSIONS/ACTIONS**

[August 10, 2020 RTD Accountability Committee](#)

**PROPOSED MOTION**

Concurrence with the review panel recommendation to contract with North Highland for on-call consulting to support the RTD Accountability Committee.

**ATTACHMENT**

N/A

**ADDITIONAL INFORMATION**

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

**ATTACH C**



To: Chair and Members of the RTD Accountability Committee

From: Douglas W. Rex, Executive Director  
(303) 480-6701 or [drex@drcoq.org](mailto:drex@drcoq.org)

Meeting Date	Agenda Category	Agenda Item #
September 14, 2020	Action	5

**SUBJECT**

Regarding an equity assessment to serve as a guiding document for the RTD Accountability Committee.

**PROPOSED ACTION/RECOMMENDATIONS**

Staff recommends approval of the equity assessment to serve as a guiding document for the RTD Accountability Committee.

**ACTION BY OTHERS**

N/A

**SUMMARY**

At the August 24, 2020 meeting, the RTD Accountability Committee recognized the importance of integrating an equity lens into its deliberations and recommendations. A workgroup was formed for the purpose of creating a guiding document. Their work product is attached for your consideration.

**PREVIOUS DISCUSSIONS/ACTIONS**

[August 24, 2020 RTD Accountability Committee](#)

**PROPOSED MOTION**

Approval of the equity assessment to serve as a guiding document for the RTD Accountability Committee

**ATTACHMENT**

Equity Assessment

**ADDITIONAL INFORMATION**

If you need additional information, please contact Douglas W. Rex, Executive Director, at [drex@drcoq.org](mailto:drex@drcoq.org) or (303) 480-6701; or Ron Papsdorf, Director, Transportation Planning and Operations, at 303-480-6747 or [rpapsdorf@drcoq.org](mailto:rpapsdorf@drcoq.org).

## **Mission Statement**

Social, economic, and environmental equity is a paramount consideration for the RTD Accountability Committee. The Committee will consider the needs of communities of concern, including but not limited to minority, low-income, individuals with disabilities, older adult, and veteran populations. Actions that include spatial and other forms of analysis, community engagement, and consulting experts will be used at appropriate times to inform the work and final recommendations of the Committee.

## **Operationalizing Equity in the Deliberation of the Committee and Subcommittees**

Each subcommittee will engage community organizations with expertise in equity such as the Center for Community Wealth Building, the Denver Institute of Equity and Reconciliation, and Mile High Connects during their initial deliberations as part of the research phase. During the formation and consideration of issues and policy options, an equality lens will be applied. This lens should include the following questions:

1. How could this recommendation benefit or burden communities of concern? Is there likely to be an increase or decrease in equity?
  - a. How are we defining benefit and burden?
  - b. How do we measure this impact?
2. Could this recommendation impact specific communities or geography more than others? If so, which communities and how?
  - a. What are the demographics of the most impacted areas?
  - b. Are neighborhoods equally required to help achieve the policy recommendation? If not, does this raise issues of equity and justice?
3. Could there be unintended consequences? If so, can they be mitigated?
4. Does this policy/strategy address historic, systemic or institutional barriers that have impacted this community?

DRCOG staff and/or the on-call consulting team will assist subcommittees and the Committee to conduct appropriate equity assessments of draft recommendations. Draft recommendations, along with the assessments, will be made available for public review and input. Each subcommittee will consider the assessment and any input obtained through public engagement before making final subcommittee recommendations to the full committee.

The full committee will consider subcommittee recommendations and finalize draft recommendations to bring to a public hearing. Input received from the public hearing will be considered before the committee makes final recommendations. As needed, dissenting opinions will also be included with the final recommendations.