



# Citizens Advisory Committee

## Meeting Summary

March 14, 2024

2:00pm – 4:00pm

### 1. Welcome

Opening remarks and introductions of attendees.

### 2. Legislative Session

a. Legislative Update: Discussion on updates from the legislative session, including revenue diversification and potential bills impacting RTD operations.

FRPR (Front Range Passenger Rail) bill is in draft stages to raise funds to accelerate the project. The Governor is advocating for the FRPR project to be included on the ballot this November. The FRPR District is inclined to await further project definition through the Service Development Plan (SDP) process before moving forward with ballot initiatives. Debra Johnson is scheduled to address the Board regarding FRPR during the March 26 Board meeting.

(<https://rtd.ig2.com/Citizens/Default.aspx>)

The RTD Board is actively considering the option of putting de-Brucing for RTD on the ballot for this November. Matt Frommer mentioned that polling conducted by NRDC (National Resources Defense Council) indicates favorable support for de-Brucing RTD, suggesting it may be a viable option.

A Transit-Oriented Development (TOD) bill is in draft stages requiring municipalities to increase high-density development along transit routes.

If CAC members have comments on draft legislation they would like to send to the Board, send them to Colleen and Jaymie, who will compile comments for Jack to pass on to Board directors.

b. RTD Governance: Overview of discussions regarding the governance structure of RTD, including potential changes and implications. Discussion of uncertainty surrounding a potential bill reorganizing the RTD board. The CAC is committed to monitoring developments closely and collaborating with key stakeholders, including RTD staff and consultants, to provide input as necessary. Plans were discussed to review and provide perspective on the bill once it was introduced, likely no later than April, given the legislative session's timeline.

### 3. Debrief of CAC Chairs meetings with Board Chair and RTD GM

a. Updated CAC Charter: There was an introduction of the updated charter that sparked deliberation on meeting time adjustments and the need to prioritize topics for discussion. The importance of a clear plan and purposeful meetings was emphasized, reflecting the commitment to effective engagement. Meeting times for the remainder of 2024 will be updated to Thursdays from 3:30-5:30 pm.

CAC members are requested to provide comments on the charter by March 29. John, Bryn, and Jack will consider and incorporate comments into the final draft prior to the April CAC meeting.

#### 4. 2024 CAC Work Plan

Jack walked through the work plans for the Executive Committee, Finance and Planning Committee, and Operations and Safety Committee (see attached work plans). The following topics are of primary focus among the committees.

##### Finance and Planning Committee Work Plan Main Topics

- Revenue Diversification Working Group: review polling results and discuss path forward with respect to potential referred measure regarding TABOR
- Referral of TABOR related ballot question
  - Jack recommended that CAC members watch the March 12 Finance and Planning Committee meeting, which was focused on TABOR and revenue diversification (<https://www.youtube.com/watch?v=9oZDGfVPn0o>).
- RTD return on investment dashboard elements/framework

##### Operations and Safety Committee Work Plan Main Topics

- Service changes and service change process; System Optimization Plan updates
- Fleet and facilities transition update – study will finish around end of year
- Vision Zero working group on pedestrian safety
- How much service should RTD contract out to private operators (~50% of bus service currently operated by private operators)
- Customer facing signage
- RTD Police Department – increase number of police officers with decrease in number of security officers
- Maintenance and repair projects
- Paratransit peer review
- Customer bill of rights

##### Executive Committee Work Plan Main Topics

- Board meeting accessibility pilot review

Of these topics, CAC members were most interested in the following for the CAC work plan:

- Revenue Diversification. The CAC would like to continue to discuss this in light of polling results and potential referred measure regarding TABOR.

- RTD Return on Investment Dashboard Elements/Framework. The CAC would like to provide input on what information the public would want to see on the dashboard.
- RTD Police Department. The CAC is interested in providing input and understanding the changes related to increasing numbers of police officers and decreasing numbers of security officers.
- Customer bill of rights. The CAC would like to provide input on this topic.

Some CAC members were also highly interested in service changes and the System Optimization Plan updates, and some were interested in providing input on customer-facing signage from a customer perspective.

John and Bryn will work with the CAC management team to develop a draft work plan to discuss at the April CAC meeting. The work plan topics will be the primary focus of meetings for the remainder of the year, but CAC members can continue to review and comment on other topics via email outside of CAC meetings.”

Danny pointed out that within the CAC , there exists a divergence in members' expertise levels regarding the transit industry. Some possess strong technical knowledge, whereas others prioritize customer experience over technical intricacies. To optimize participation and engagement, Danny proposed segregating discussion topics based on technical complexity versus customer-centric concerns. This approach would allow members less versed in technical matters to feel reassured about their contribution levels during meetings.

## RTD BOARD OF DIRECTORS FINANCE AND PLANNING COMMITTEE 2024 WORK PLAN

### **FINANCE AND PLANNING COMMITTEE DEFINITION FROM BOARD BYLAWS:**

The Finance and Planning Committee is responsible for agency financial matter, including but not limited to budget and monthly financial statement review, determination of the fiscal impact of all Board actions, asset management, and long-range planning and capital project.

| <b>EXAMPLE</b>                               |   |                             |   |                     |
|--|---|-----------------------------|---|---------------------|
| <b>Previously* Identified or Requested**</b> | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>  | <b>Presenter</b>    |
| <i>Previously Identified</i>                 | <i>Staff</i>                                  | <i>Action</i>               | <i>Pass-through Funding Allocation to East Colfax BRT</i> | <i>Chris Quinn</i>  |
| <i>Requested</i>                             | <i>Committee</i>                              | <i>Discussion</i>           | <i>Proposed policy change</i>                             | <i>Board Office</i> |

\*Previously identified means an item that was known by staff to need to be presented at a given committee meeting.

\*\*Requested means an item that was requested by a Director/Directors or a committee and placed on the work plan during the development of the work plan.

| <b>JANUARY (meeting date: 1/16/2024)</b>  |   |                             |  |                             |
|---|---|-----------------------------|--|-----------------------------|
| <b>Previously Identified or Requested</b> | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>                                 | <b>Presenter</b>            |
| Previously Identified                     | Committee                                     | Action                      | Committee Chair and Vice Chair Elections     | Jack Kröll                  |
| Previously Identified                     | Staff   | Discussion                  | 2024 Committee Work Plan                     | Doug MacLeod, Jack Kröll    |
| Previously Identified                     | Staff   | Update                      | Revenue Diversification Working Group Update | Erik Davidson, Doug MacLeod |

| <b>FEBRUARY (meeting date: 2/13/2024)</b> |   |                             |   |   |
|---|---|-----------------------------|---|---|
| <b>Previously Identified or Requested</b> | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>                                      | <b>Presenter</b>                                    |
| Previously Identified                     | Staff   | Discussion                  | External Auditor 2023 Financial Audit Disclosures | Doug MacLeod, External Presenters from Plante Moran |
| Previously Identified                     | Staff   | Update                      | Revenue Diversification Working Group Update      | Erik Davidson, Doug MacLeod                         |

| <b>MARCH (meeting date: 3/12/2024)</b>    |   |                             |  |                                    |
|---|---|-----------------------------|--|------------------------------------|
| <b>Previously Identified or Requested</b> | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>   | <b>Presenter</b>                   |
| Previously Identified                     | Staff   | Action                      | Account-based Ticketing Contract Extension                       | Doug MacLeod, Monika Treipl-Harnke |
| Previously Identified                     | Staff   | Action                      | Approval of 2024 Committee Work Plan                             | Doug Tisdale, Doug MacLeod         |
| Previously Identified                     | Staff   | Discussion                  | Revenue Diversification Working Group Update on Polling Approach | Erik Davidson, Doug MacLeod        |

| <b>APRIL (meeting date: 4/16/2024)</b>    |   |                             |   |   |
|---|---|-----------------------------|---|---|
| <b>Previously Identified or Requested</b> | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>  | <b>Presenter</b>                                  |
| Previously Identified                     | Staff   | Action                      | 2024 Zero Fare for Better Air   | Doug MacLeod, Michael Davies                      |
| Previously Identified                     | Staff   | Action                      | Pass-through Funding Allocation to East Colfax BRT  | Chris Quinn                                       |
| Previously Identified                     | Staff   | Discussion                  | Sales and Use Tax Forecast  | Doug MacLeod, External Presenters from CU Boulder |
| Requested                                 | Committee                                     | Discussion                  | Budget Content and Process with Proposed Changes Update   | Doug MacLeod                                      |
| Previously Identified                     | Staff   | Discussion                  | Revenue Diversification Working Group: review polling results and discuss path forward with respect to potential referred measure regarding TABOR | Erik Davidson, Michael Davies, Doug MacLeod       |

| <b>MAY (meeting date: 5/14/2024)</b>      |   |                             |   |                  |
|---|---|-----------------------------|---|------------------|
| <b>Previously Identified or Requested</b> | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>                                      | <b>Presenter</b> |
| Previously Identified                     | Staff   | Action                      | Zero Fare for Youth                               | Doug MacLeod     |
| Previously Identified                     | Staff   | Discussion                  | Zero Fare for Youth Title VI Fare Equity Analysis | Carl Green Jr.   |
| Requested                                 | Committee                                     | Discussion                  | Taxpayer Bill of Rights (TABOR)                   | Doug MacLeod     |

|                       |           |            |   |                                 |
|-----------------------|-----------|------------|---|---------------------------------|
| Requested             | Committee | Discussion | RTD Return on Investment Dashboard Elements/Framework | Doug Tisdale, Doug MacLeod      |
| Requested             | Staff     | Discussion | 2025 Fiscal Policy                                    | Doug MacLeod                    |
| Previously Identified | Staff     | Update     | Revenue Diversification Working Group Update          | Director Davidson, Doug MacLeod |

**JUNE (meeting date: 6/11/2024)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic   | Presenter   |
|------------------------------------|--|----------------------|---|---|
| Requested                          | Committee                              | Action               | Referral of TABOR Related Ballot Question                                   | Erik Davidson, Doug MacLeod, Melanie Snyder, Michael Davies |
| Previously Identified              | Staff                                  | Discussion           | Mid-Year Financial Update   | Doug MacLeod  |
| Requested                          | Committee                              | Discussion           | Draft Budget Framework  | Doug MacLeod, Doug Tisdale                                  |
| Requested                          | Committee                              | Discussion           | Update on Progress of RTD Return on Investment Dashboard Elements/Framework | Doug Tisdale, Doug MacLeod                                  |
| Previously Identified              | Staff                                  | Update               | Revenue Diversification Working Group Update                                | Director Davidson, Doug MacLeod                             |

**JULY (meeting date: 7/16/2024)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic   | Presenter                       |
|------------------------------------|--|----------------------|---|---------------------------------|
| Previously Identified              | Staff                                  | Discussion           | Investment Underwriter Pool                     | Doug MacLeod, Brenden Morgan    |
| Previously Identified              | Staff                                  | Discussion           | Five Year Financial Plan                        | Doug MacLeod, Todd Nickel       |
| Requested                          | Committee                              | Discussion           | Return on Investment: Regional Transit Services | Doug MacLeod, Brian Welch       |
| Previously Identified              | Staff                                  | Update               | Revenue Diversification Working Group Update    | Director Davidson, Doug MacLeod |

**SEPTEMBER (meeting date: 9/10/2024)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic                    | Presenter                 |
|------------------------------------|--|----------------------|--------------------------|---------------------------|
| Previously Identified              | Staff                                  | Action               | Five Year Financial Plan | Doug MacLeod, Todd Nickel |

|                       |       |            |  |                                 |
|-----------------------|-------|------------|--|---------------------------------|
| Previously Identified | Staff | Discussion | 2025 Investment Policy                       | Doug MacLeod, Brenden Morgan    |
| Previously Identified | Staff | Update     | Revenue Diversification Working Group Update | Director Davidson, Doug MacLeod |

**OCTOBER (meeting date: 10/8/2024)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic   | Presenter   |
|------------------------------------|--|----------------------|---|---|
| Previously Identified              | Staff                                  | Action               | 2025 Fiscal Policy  | Doug MacLeod                                      |
| Previously Identified              | Staff                                  | Action               | 2025 Investment Policy                                      | Doug MacLeod, Brenden Morgan                      |
| Previously Identified              | Staff                                  | Discussion           | Planning: Long-range Financial Plan Coordination with DRCOG | Brian Welch                                       |
| Previously Identified              | Staff                                  | Discussion           | Sales and Use Tax Forecast                                  | Doug MacLeod, External Presenters from CU Boulder |
| Previously Identified              | Staff                                  | Discussion           | 2025 Proposed Budget  | Doug MacLeod, Todd Nickel                         |
| Previously Identified              | Staff                                  | Update               | Revenue Diversification Working Group Update                | Director Davidson, Doug MacLeod                   |

**NOVEMBER (meeting date: 11/12/2024)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic  | Presenter                       |
|------------------------------------|--|----------------------|--|---------------------------------|
| Previously Identified              | Staff                                  | Action               | 2025 Proposed Budget                         | Doug MacLeod, Todd Nickel       |
| Previously Identified              | Staff                                  | Action               | Salaried Trustee Appointments                | Doug MacLeod                    |
| Previously Identified              | Staff                                  | Update               | Revenue Diversification Working Group Update | Director Davidson, Doug MacLeod |

**JANUARY 2025 (meeting date: TBD)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic                                    | Presenter                |
|------------------------------------|--|----------------------|--|--------------------------|
| Previously Identified              | Committee                              | Action               | Committee Chair and Vice Chair Elections | Jack Kroll               |
| Previously Identified              | Staff                                  | Discussion           | 2025 Committee Work Plan                 | Doug MacLeod, Jack Kroll |

|                       |       |        |  |                                 |
|-----------------------|-------|--------|--|---------------------------------|
| Previously Identified | Staff | Update | Revenue Diversification Working Group Update | Director Davidson, Doug MacLeod |
|-----------------------|-------|--------|--|---------------------------------|

**FEBRUARY 2025 (meeting date: TBD)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic  | Presenter                       |
|------------------------------------|--|----------------------|--|---------------------------------|
| Previously Identified              | Staff                                  | Action               | 2025 Committee Work Plan                     | Committee Chair, Doug MacLeod,  |
| Previously Identified              | Staff                                  | Update               | Revenue Diversification Working Group Update | Director Davidson, Doug MacLeod |

**Pending Items (meeting date to be determined)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic           | Presenter   |
|------------------------------------|--|----------------------|-----------------|-------------|
| Previously Identified (PENDING)    | Staff                                  | Action               | Erie Annexation | Chris Quinn |

\*All meeting dates, discussion, and action items subject to change



## RTD BOARD OF DIRECTORS OPERATIONS AND SAFETY COMMITTEE 2024 WORK PLAN

### **OPERATIONS AND SAFETY COMMITTEE DEFINITION FROM BOARD BYLAWS:**

The Operations and Safety Committee is responsible for all operational matters, including all contracted and non-contracted bus, rail, paratransit, and microtransit services, as well as safety and security matters.

| <b>EXAMPLE</b>                               |   |                             |                                 |                                       |
|--|---|-----------------------------|---------------------------------|---------------------------------------|
| <b>Previously* Identified or Requested**</b> | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>                    | <b>Presenter</b>                      |
| <i>Previously Identified</i>                 | <i>Administration</i>                         | <i>Action</i>               | <i>May 2024 Service Changes</i> | <i>Jessie Carter<br/>Michael Ford</i> |
| <i>Requested</i>                             | <i>Committee</i>                              | <i>Discussion</i>           | <i>Proposed policy change</i>   | <i>Board Office</i>                   |

\*Previously identified means an item that was known by staff to need to be presented at a given committee meeting.

\*\*Requested means an item that was requested by a Director/Directors or a committee and placed on the work plan during the development of the work plan.

| <b>JANUARY (meeting date: 1/17/2024)</b>  |   |                             |  |                             |
|---|---|-----------------------------|--|-----------------------------|
| <b>Previously Identified or Requested</b> | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>                                       | <b>Presenter</b>            |
| Previously Identified                     | Staff   | Action                      | Drug and Alcohol Policy Revisions                  | Charlene Polege             |
| Previously Identified                     | Staff   | Action                      | Fixed Route Group 32 Contract Services Procurement | Fred Worthen                |
| Previously Identified                     | Committee                                     | Action                      | Committee Chair and Vice Chair Elections           | Jack Kroll                  |
| Previously Identified                     | Staff   | Discussion                  | 2024 Committee Work Plan                           | Michael Ford,<br>Jack Kroll |

| <b>FEBRUARY (meeting date: 2/14/2024)</b> |   |                             |   |                                |
|---|---|-----------------------------|---|--------------------------------|
| <b>Previously Identified or Requested</b> | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>                                    | <b>Presenter</b>               |
| Previously Identified                     | Staff   | Discussion                  | May 2024 Service Change (FULL BOARD DISCUSSION) | Michael Ford,<br>Jessie Carter |
| Previously Identified                     | Staff   | Discussion                  | 2023 Q4 HR Update                               | Charlene Polege                |

| <b>MARCH (meeting date: 3/13/2024)</b>    |   |                             |   |                                    |
|---|---|-----------------------------|---|------------------------------------|
| <b>Previously Identified or Requested</b> | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>  | <b>Presenter</b>                   |
| Previously Identified                     | Staff   | Discussion                  | Allied Universal Security Services 3 <sup>rd</sup> Year Contract Option               | Joel Fitzgerald, Steven Martingano |
| Previously Identified                     | Staff   | Action                      | May 2024 Title VI Service Equity Analysis (Placeholder - if needed based on analysis) | Carl Green Jr. Martin Romero       |
| Previously Identified                     | Staff   | Action                      | May 2024 Service Change   | Michael Ford, Jessie Carter        |
| Previously Identified                     | Staff   | Action                      | Committee Work Plan Approval  | Committee Chair, and Michael Ford  |
| Previously Identified                     | Staff   | Action                      | Project Management Support Consulting Contract Award                                  | Debra Johnson                      |

| <b>APRIL (meeting date: 4/17/2024)</b>    |   |                             |   |                                    |
|---|---|-----------------------------|---|------------------------------------|
| <b>Previously Identified or Requested</b> | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>  | <b>Presenter</b>                   |
| Previously Identified                     | Staff   | Action                      | Allied Universal Security Services 3 <sup>rd</sup> Year Contract Option | Joel Fitzgerald, Steven Martingano |
| Requested                                 | Committee                                     | Discussion                  | Vision Zero Working Group Update  | Director Ruscha, Director Harwick  |
| Requested                                 | Staff   | Discussion                  | Fleet and Facilities Transition Update                                  | TBD                                |
| Previously Identified                     | Staff   | Discussion                  | Safety Performance Update (Placeholder)                                 | Dan McClain                        |
| Previously Identified                     | Staff   | Discussion                  | Q1 2024 Human Resources Report  | Charene Polege                     |

| <b>MAY (meeting date: 5/15/2024)</b>      |   |                             |   |                             |
|---|---|-----------------------------|---|-----------------------------|
| <b>Previously Identified or Requested</b> | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>  | <b>Presenter</b>            |
| Previously Identified                     | Staff   | Discussion                  | September 2024 Service Change   | Michael Ford, Jessie Carter |
| Previously Identified                     | Staff   | Discussion                  | Group 33 Contracted Services (with an initial overview of the procurement process for the Group 33 and similar contracts) | Fred Worthen Erin Vallejos  |

|           |           |            |   |     |
|-----------|-----------|------------|---|-----|
| Requested | Committee | Discussion | Update on Customer Facing Signage Across the System | TBD |
|-----------|-----------|------------|---|-----|

| <b>JUNE (meeting date: 6/12/2024)</b> |  |                      |  |  |
|---------------------------------------|--|----------------------|--|--|
| Previously Identified or Requested    | Placed on Agenda by Staff or Committee | Discussion or Action | Topic                                  | Presenter                                      |
| Previously Identified                 | Staff                                  | Action               | Group 33 Contracted Services           | Fred Worthen<br>Erin Vallejos                  |
| Requested                             | Committee                              | Discussion           | Semi-Annual RTDPD (police dept) Update | Joel Fitzgerald,<br>Steven<br>Martingano       |
| Requested                             | Committee                              | Discussion           | System Optimization Plan Update        | Michael Ford,<br>Jessie Carter,<br>Brian Welch |

| <b>JULY (meeting date: 7/17/2024)</b> |  |                      |   |                                 |
|---------------------------------------|--|----------------------|---|---------------------------------|
| Previously Identified or Requested    | Placed on Agenda by Staff or Committee | Discussion or Action | Topic   | Presenter                       |
| Previously Identified                 | Staff                                  | Action               | DUS Security Improvements   | Jyotsna<br>Vishwakarma          |
| Previously Identified                 | Staff                                  | Action               | September 2024 Title VI Service Equity Analysis (Placeholder - if needed based on analysis) | Carl Green Jr.<br>Martin Romero |
| Previously Identified                 | Staff                                  | Action               | September 2024 Service Change   | Michael Ford,<br>Jessie Carter  |
| Previously Identified                 | Staff                                  | Discussion           | Q2 2024 Human Resources Report  | Charene Polege                  |
| Requested                             | Staff                                  | Discussion           | Title VI Annual Report Update   | Carl Green Jr.                  |

| <b>SEPTEMBER (meeting date: 9/11/2024)</b> |  |                      |                                      |                                |
|--|--|----------------------|--------------------------------------|--------------------------------|
| Previously Identified or Requested         | Placed on Agenda by Staff or Committee | Discussion or Action | Topic                                | Presenter                      |
| Previously Identified                      | Staff                                  | Action               | Award Design Build, Construction RFP | Jyotsna<br>Vishwakarma         |
| Previously Identified                      | Staff                                  | Discussion           | January 2025 Service Change          | Michael Ford,<br>Jessie Carter |
| Previously Identified                      | Staff                                  | Discussion           | PTASP Update/Approval for 2025       | Dan McClain                    |

**OCTOBER (meeting date: 10/9/2024)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic   | Presenter                   |
|------------------------------------|--|----------------------|---|-----------------------------|
| Previously Identified              | Staff                                  | Action               | PTASP Update/Approval for 2025  | Dan McClain                 |
| Previously Identified              | Staff                                  | Action               | January 2025 Title VI Service Equity Analysis (Placeholder - if needed based on analysis) | Carl Green Jr.              |
| Previously Identified              | Staff                                  | Action               | January 2025 Service Change   | Michael Ford, Jessie Carter |
| Previously Identified              | Staff                                  | Discussion           | Q3 2024 Human Resources Report  | Charene Polege              |

**NOVEMBER (meeting date: 11/13/2024)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic                          | Presenter                          |
|------------------------------------|--|----------------------|--------------------------------|------------------------------------|
| Previously Identified              | Staff                                  | Action               | Design Services Contract Award | Jyotsna Vishwakarma                |
| Requested                          | Committee                              | Discussion           | Semi-Annual RTDPD Update       | Joel Fitzgerald, Steven Martingano |

**JANUARY 2025 (meeting date: TBD)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic                    | Presenter                |
|------------------------------------|--|----------------------|--------------------------|--------------------------|
| Previously Identified              | Committee                              | Action               | Committee Chair Election | Board Chair              |
| Previously Identified              | Committee                              | Discussion           | 2025 Committee Work Plan | Michael Ford, Jack Kroll |

**FEBRUARY 2025 (meeting date: TBD)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic                    | Presenter                |
|------------------------------------|--|----------------------|--------------------------|--------------------------|
| Previously Identified              | Committee                              | Action               | 2025 Committee Work Plan | Michael Ford, Jack Kroll |

**Pending Items (meeting date to be determined)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic                   | Presenter |
|------------------------------------|--|----------------------|-------------------------|-----------|
| Requested                          | Staff/Committee                        | Discussion           | Paratransit Peer Review | TBD       |
|                                    |  |                      | Customer Bill of Rights |           |



\*All meeting dates, discussion, and action items subject to change

DRAFT

## RTD BOARD OF DIRECTORS EXECUTIVE COMMITTEE 2024 WORK PLAN

**EXECUTIVE COMMITTEE DEFINITION FROM BOARD BYLAWS:** The Executive Committee will review and establish the agenda for each regular meeting of the Board, and address public affairs, external relations, legislation, and ministerial matters affecting the Board.

| <b>EXAMPLE</b>                               |   |                             |  |                     |
|--|---|-----------------------------|--|---------------------|
| <b>Previously* Identified or Requested**</b> | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>                                 | <b>Presenter</b>    |
| <i>Previously Identified</i>                 | <i>Administration</i>                         | <i>Action</i>               | <i>Bylaw Amendment: Committee Work Plans</i> | <i>Jack Kroll</i>   |
| <i>Requested</i>                             | <i>Committee</i>                              | <i>Discussion</i>           | <i>Proposed policy change</i>                | <i>Board Office</i> |

\*Previously identified means an item that was known by staff to need to be presented at a given committee meeting.

\*\*Requested means an item that was requested by a Director or Directors and placed on the agenda with the consent of the committee during the development of the work plan.

| <b>JANUARY 1 of 2 (meeting date: 1/11/2024)</b> |   |                             |                             |  |
|---|---|-----------------------------|-----------------------------|--|
| <b>Previously Identified or Requested</b>       | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>                | <b>Presenter</b>                             |
| Previously Identified                           | Committee                                     | Action                      | 2024-Committee Appointments | Jack Kroll, Tai Shrae Parish, Melanie Snyder |
| Previously Identified                           | Staff   | Discussion                  | 2024-Committee Work Plan    | Board Chair, Jack Kroll                      |
| Previously Identified                           | Staff   | Update/Other Matters        | 2024-Retreat                | Board Chair, Jack Kroll                      |

| <b>JANUARY 2 of 2 (meeting date: 1/24/2024)</b> |   |                             |                                       |                  |
|---|---|-----------------------------|---------------------------------------|------------------|
| <b>Previously Identified or Requested</b>       | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>                          | <b>Presenter</b> |
| Previously Identified                           | Staff   | Action                      | Bylaw Amendment: Board Meeting Length | Jack Kroll       |
| Previously Identified                           | Staff   | Action                      | Bylaw Amendment: Committee Work Plans | Jack Kroll       |

|                       |       |                         |   |  |
|-----------------------|-------|-------------------------|---|--|
| Previously Identified | Staff | Discussion              | Government Relations /<br>Legislative Session<br>Update | Michael Davies                               |
| Previously Identified | Chair | Discussion              | Director Election<br>Awareness                          | Jack Kroll                                   |
| Previously Identified | Staff | Discussion              | Accessibility for Board<br>Meetings                     | Carl Green Jr.,<br>Leah Riley,<br>Jack Kroll |
| Previously Identified | Chair | Discussion              | Station Naming Policy                                   | Jack Kroll                                   |
| Previously Identified | Staff | Update/Other<br>Matters | 2024 Retreat  | Board Chair,<br>Jack Kroll                   |

**FEBRUARY (meeting date: 2/22/2024)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic   | Presenter                                    |
|------------------------------------|--|----------------------|---|--|
| Previously Identified              | Staff                                  | Action               | Accessibility for Board<br>Meetings                     | Carl Green Jr.,<br>Leah Riley,<br>Jack Kroll |
| Previously Identified              | Staff                                  | Discussion           | Government Relations /<br>Legislative Session<br>Update | Michael Davies                               |
| Previously Identified              | Staff                                  | Discussion           | Board Operating<br>Guidelines Update                    | Board Chair,<br>Jack Kroll                   |

**MARCH (meeting date: 3/21/2024)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic   | Presenter                                      |
|------------------------------------|--|----------------------|---|--|
| Previously Identified              | Staff                                  | Action               | Board Operating<br>Guidelines Amendments                | Board Chair,<br>Jack Kroll                     |
| Previously Identified              | Staff                                  | Action               | Updated Director<br>Committee<br>Appointments           | Board Chair                                    |
| Previously Identified              | Committee                              | Action               | Work Plan Approval                                      | Erik Davidson,<br>Jack Kroll                   |
| Previously Identified              | Board Chair                            | Discussion           | Draft Property & Station<br>Naming Policy<br>Amendments | Jack Kroll                                     |
| Previously Identified              | Staff                                  | Discussion           | Government Relations /<br>Legislative Session<br>Update | Michael Davies                                 |
| Requested                          | Committee                              | Update               | Board Member Requests<br>and New Salesforce<br>Process  | Erik Davidson,<br>Peggy Catlin,<br>Jack Kroll, |

|  |  |  |  |                      |
|--|--|--|--|----------------------|
|  |  |  |  | Jillian Knapp-Rhodes |
|--|--|--|--|----------------------|

**APRIL (meeting date: 4/25/2024)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic   | Presenter                    |
|------------------------------------|--|----------------------|---|------------------------------|
| Previously Identified              | Staff                                  | Action               | Property and Station Naming Policy Amendments     | Jack Kroll                   |
| Previously Identified              | Staff                                  | Discussion           | Government Relations / Legislative Session Update | Michael Davies               |
| Previously Identified              | Staff                                  | Discussion           | Citizens Advisory Committee Charter Update        | Erik Davidson, Jack Kroll    |
| Previously Identified              | Staff                                  | Update               | Board Office Record Retention Policy              | Jack Kroll, Tai-Shrae Parish |

**MAY (meeting date: 5/23/2024)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic   | Presenter                 |
|------------------------------------|--|----------------------|---|---------------------------|
| Previously Identified              | Staff                                  | Action               | Citizens Advisory Committee Charter Update                                    | Erik Davidson, Jack Kroll |
| Requested                          | Committee                              | Discussion           | Two-Year Committee Appointments   | Jack Kroll                |
| Previously Identified              | Staff                                  | Discussion           | Bylaw Amendment-- Chair May Fill Committee Assignments When a Spot is Vacated | Jack Kroll                |
| Previously Identified              | Staff                                  | Discussion           | Government Relations / Legislative Session Update                             | Michael Davies            |

**JUNE (meeting date: 6/20/2024)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic   | Presenter                    |
|------------------------------------|--|----------------------|---|------------------------------|
| Previously Identified              | Staff                                  | Action               | Bylaw Amendment-- Chair May Fill Committee Assignments When a Spot is Vacated | Jack Kroll                   |
| Previously Identified              | Staff                                  | Discussion           | 2025 Retreat Planning: Desired Outcomes & Timeline                            | Jack Kroll, Tai-Shrae Parish |



|                       |           |            |  |                |
|-----------------------|-----------|------------|--|----------------|
| Previously Identified | Staff     | Discussion | Government Relations / Legislative Session Update          | Michael Davies |
| Requested             | Committee | Discussion | New Director Orientation and Continuing Director Trainings | Jack Kroll     |

**JULY (meeting date: 7/25/2024)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic  | Presenter                               |
|------------------------------------|--|----------------------|--|---|
| Previously Identified              | Committee                              | Action               | Audit Committee Chair Term and Audit Committee Charter Clarification | Doug MacLeod, Erik Davidson, Jack Kroll |
| Previously Identified              | Staff                                  | Discussion           | OSA Performance Audit Update   | Doug MacLeod                            |
| Previously Identified              | Committee                              | Discussion           | Audit Committee Member Appointment Process                           | Doug MacLeod, Erik Davidson, Jack Kroll |
| Previously Identified              | Staff                                  | Discussion           | Government Relations Update  | Michael Davies                          |

**SEPTEMBER (meeting date: 9/19/2024)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic  | Presenter                    |
|------------------------------------|--|----------------------|--|------------------------------|
| Previously Identified              | Staff                                  | Discussion           | Government Relations Update                            | Michael Davies               |
| Previously Identified              | Staff                                  | Discussion           | 2025 Retreat Planning Update                           | Jack Kroll, Tai-Shrae Parish |
| Previously Identified              | Staff                                  | Discussion           | Bylaw Change Regarding Role of the Executive Committee | Board Chair, Jack Kroll      |

**OCTOBER (meeting date: 10/17/2024)**

| Previously Identified or Requested | Placed on Agenda by Staff or Committee | Discussion or Action | Topic  | Presenter               |
|------------------------------------|--|----------------------|--|-------------------------|
| Previously Identified              | Staff                                  | Action               | Bylaw Change Regarding Role of the Executive Committee | Board Chair, Jack Kroll |
| Previously Identified              | Staff                                  | Discussion           | Government Relations Update                            | Michael Davies          |

| <b>NOVEMBER (meeting date: 11/21/2024)</b> |   |                             |  |                             |
|--|---|-----------------------------|--|-----------------------------|
| <b>Previously Identified or Requested</b>  | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>   | <b>Presenter</b>            |
| Previously Identified                      | Staff   | Action                      | Audit Committee Member Appointment and Executive Position Election | Doug MacLeod                |
| Previously Identified                      | Staff   | Action                      | Appointment of Directors to RTD's Salaried Trusts                  | Erik Davidson, Doug MacLeod |
| Previously Identified                      | Staff   | Discussion                  | Government Relations Update  | Michael Davies              |
| Requested                                  | Committee                                     | Discussion                  | 2024 Board Meeting Accessibility Pilot Review                      | Jack Kroll                  |

| <b>JANUARY 2025 (meeting date: TBD)</b>   |   |                             |   |                         |
|---|---|-----------------------------|---|-------------------------|
| <b>Previously Identified or Requested</b> | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>                                  | <b>Presenter</b>        |
| Previously Identified                     | Staff   | Action                      | 2025 Committee Appointments                   | Jack Kroll              |
| Requested                                 | Committee                                     | Action                      | 2024 Board Meeting Accessibility Pilot Review | Jack Kroll              |
| Previously Identified                     | Staff   | Discussion                  | Government Relations Update                   | Michael Davies          |
| Previously Identified                     | Staff   | Discussion                  | 2025 Committee Work Plan                      | Board Chair, Jack Kroll |

| <b>FEBRUARY 2025 (meeting date: TBD)</b>  |   |                             |                                   |                         |
|---|---|-----------------------------|-----------------------------------|-------------------------|
| <b>Previously Identified or Requested</b> | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b>                      | <b>Presenter</b>        |
| Previously Identified                     | Staff   | Action                      | 2025 Committee Work Plan Approval | Board Chair, Jack Kroll |
| Previously Identified                     | Staff   | Discussion                  | Government Relations Update       | Michael Davies          |

| <b>To Be Scheduled Pending Items (no meeting date selected)</b> |   |                             |              |                  |
|---|---|-----------------------------|--------------|------------------|
| <b>Previously Identified or Requested</b>                       | <b>Placed on Agenda by Staff or Committee</b> | <b>Discussion or Action</b> | <b>Topic</b> | <b>Presenter</b> |
|   |   |                             |              |                  |

\*All meeting dates, discussion, and action items subject to change

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