

MEMORANDUM

TO: City Council & Board of County Commissioners

FROM: Tom Leeson, Deputy City Manager

DATE: 8/12/2024

RE: Update on Regional Transportation Authority Formation

The Regional Transportation Authority (RTA) Formation Committee, which includes elected officials from City of Craig, Town of Hayden, Town of Oak Creek, Routt County, City of Steamboat Springs, and Town of Yampa, as well as representative from Moffat County, and Steamboat Ski & Resort Corporation (SSRC) have continued to meet monthly.

Memorandum of Understanding

The Formation Committee is being formalized through a Memorandum of Understanding (MOU), which will provide a temporary mechanism for coordination of the participating entities to direct funds and oversee additional research needed for RTA formation, coordinate with local and state stakeholders, and productively negotiate an Intergovernmental Agreement (IGA), funding mechanism, and ballot language. The MOU is intended to serve as the entities' guiding document until such time that an IGA is formalized by these same entities. The MOU has been distributed to all the entities and is awaiting signatures.

Project & Legal Consultants

All the entities have agreed that to move forward with the formation of the RTA, some professional consulting is required. The City of Steamboat Springs, in collaboration with the Formation Committee, has issued a Request for Qualifications (RFQ) from qualified professional individuals, institutes, firms, or organizations for the purpose of working with the Formation Committee for the creation of the RTA in the Yampa Valley and support a November 2025 RTA ballot question. Once selected, the Formation Committee will collaborate with the selected consultant to define a scope of work and project timeline. Broad preliminary project objectives include:

- Facilitation and Consensus Building
 - o Facilitate RTA Formation, Technical & Stakeholder Committee meetings

- o Help support efforts by committees to reach consensus on primary regional transportation services to be provided by the RTA
- Policy Development
 - o Evaluate value/benefits of transportation services/improvements
 - o Research funding sources to meet service goals as identified by the Formation and Technical committees
 - o Develop cost estimates
- Stakeholder and Community Engagement
 - o Develop public materials including web site, handouts, PowerPoints and other materials to communicate RTA's goals to stakeholders and community members
 - o Help analyze and present findings to committee members and stakeholders.
 - o Use results for messaging, community outreach and ballot question development
- Legal Oversight
 - o Manage contract and workflow of contracted legal firm
 - o Work with Formation Committee members, local government staff, independent legal counsel, County Attorney's office and municipal attorneys to develop Intergovernmental Agreement (IGA) for RTA formation

The RFQ deadline is August 22. The submittals will be distributed to the Formation Committee and a selection committee will review and make a recommendation for selection.

It will also be necessary to obtain outside legal counsel from legal firms experienced with the creation of RTAs. There are very specific legal requirements within the RTAs operating agreement, as well as the IGA between the participating entities. Once an overall project consultant has been selected, the Formation Committee will issue an Request for Proposal (RFP) from legal firms to assist in this process.

Cost Sharing Agreement

Based on research from the recently formed Eagle Valley Transportation Authority that utilized a similar process, it is estimated that the cost of the project consultant and legal consultants is \$175,000-\$250,000. The Formation Committee has agreed these are necessary costs and has conceptually agreed upon a cost sharing arrangement with the following terms:

- City of Steamboat Springs has agreed to contribute no more than \$75,000 of the cost of the contracts and to serve as the fiscal agent for the contracts for both RTA formation consulting and legal support
- Routt County has agreed to contribute no more than \$75,000
- City of Craig has agreed to contribute no more than \$30,000
- Town of Hayden has agreed to contribute no more than \$30,000
- SSRC has agreed to contribute no more than \$25,000
- Oak Creek and Yampa are still evaluating potential contributions

- Moffat County is unsure of their future involvement with the RTA, so they are not committing to a contribution at this time

The timing of payment by the participating entities is still being discussed as none of the entities have these funds budgeted for 2024. In order to get a contract executed with the lead consultant, the City of Steamboat Springs may need to do a supplemental appropriation and then request reimbursement from the other entities. The Cost Sharing Agreement is still being reviewed by all the entities, and it's important to note that all funding decisions will need to be approved by each entity's governing body.