



**Garden
Spot of
Colorado**

MEETING OF THE TOWN BOARD

Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, January 24, 2023, 6:30 p.m.

**This is an IN-PERSON meeting at the location and time noted above.
You may also join virtually using Zoom:**

Phone: 1-346-248-7799 or 301-715-8592

Web: www.zoom.us/join

Use this Meeting ID: 210 035 9423

Please note that you will need to call into the meeting if you wish to speak and do not have a microphone on your computer. If you are using a mobile device, it is highly recommended that you download the Zoom app.

The Town Board may take action on any of the following agenda items as presented or modified prior to or during the meeting and items necessary or convenient to effectuate the agenda items.

- I. REGULAR MEETING CALLED TO ORDER – Mayor William Karspeck**
- II. PLEDGE OF ALLEGIANCE – Mayor William Karspeck**
- III. ROLL CALL – Mayor William Karspeck**
- IV. CITIZEN PARTICIPATION**
- V. SCHEDULED ITEMS and ESTIMATED TIMES FOR DISCUSSION**

- 1. Consent Agenda (Christian Samora) (5 Min)**
Consent Agenda items are considered to be routine by the Town Board and will be enacted with a single vote. There will be no separate discussion of these items. If discussion is deemed necessary, that item should be removed from the Consent Agenda and considered separately.
 - a) January 24, 2023, Meeting Agenda**
 - b) January 10, 2023, Meeting Minutes**
 - c) December 2022 Board Report**
 - d) Resolution Supporting Housing Project ARPA**
 - e) Cancellation of Temporary Water Use Permit**
- 2. Veteran Flag Program Proclamation (Town Board) (5 Min)**
- 3. Flock Neighborhood Camera Presentation (Deputy Anderson) (30 Min)**
- 4. Oil and Gas Regulations (Mike Foote) (45 Min)**
- 5. Transit Study Presentation (Kelly Leadbetter) (45 Min)**
- 6. 2022 In Review (Chris Kirk) (15 Min)**

VI. ELECTED OFFICIAL REPORTS (10 Min)

- 1. Town Board – Tim Hardy, May Soricelli, Mike Grace, Sean Murphy, Karl Ayers, and Jeff Butler.**
- 2. Mayor – William Karspeck**
- 3. Staff – Town Administrator, Attorney**

January 24, 2023, Meeting Agenda

The order of agenda items listed above is approximate and intended as a guideline for the Town Board. Individuals needing special accommodation may request assistance by contacting the Town Clerk 807 Mountain Avenue, Berthoud, Colorado 80513, 970-532-2643 at least 24 hours in advance.

VII. ADJOURN

Town Clerk or Deputy Town Clerk

William Karspeck, Mayor

January 24, 2023, Meeting Agenda

The order of agenda items listed above is approximate and intended as a guideline for the Town Board. Individuals needing special accommodation may request assistance by contacting the Town Clerk 807 Mountain Avenue, Berthoud, Colorado 80513, 970-532-2643 at least 24 hours in advance.



BOARD OF TRUSTEES INFORMATION

ADMINISTRATION DEPARTMENT

Meeting Date:	January 24, 2023
Agenda Title/Subject:	Consent Agenda
Type of Item:	Regular Item
Purpose:	The Consent Agenda contains routine items that can be approved with a single action by the Board.
Presented by:	Christian Samora

ATTACHMENTS:

- a) January 24, 2023, Meeting Agenda
- b) January 10, 2023, Meeting Minutes
- c) December 2022 Board Report
- d) Resolution Supporting Housing Project ARPA
- e) Cancellation of Temporary Water Use Permit

BACKGROUND:

"Consent Agenda" is a group of routine matters to be acted on with a single motion and vote. The Mayor will ask if any Board Member wishes to remove an item for separate discussion. Items removed from the consent agenda should be considered immediately following adoption of the amended Consent Agenda.

UPDATE/NEXT STEPS:

Any updates or next steps for the items on the Consent Agenda will be articulated in the information sheet provided for each item on the Consent Agenda.

FISCAL IMPACT AND FUND SOURCE:

Any fiscal information for the items on the Consent Agenda will be articulated in the information sheet provided for each item on the Consent Agenda.

COMMUNITY TOUCHSTONES:

Any Community Touchstones for the items on the Consent Agenda will be articulated in the information sheet provided for each item on the Consent Agenda.

RECOMMENDED ACTION(S):

"Move to combine and approve the items on the Consent Agenda."

Followed by a second and a vote.



**Garden
Spot of
Colorado**

MEETING MINUTES OF THE TOWN BOARD

Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, January 10, 2023, 6:30 p.m.

I. REGULAR MEETING CALLED TO ORDER – Mayor William Karspeck

Mayor Karspeck called the meeting to order.

II. PLEDGE OF ALLEGIANCE – Mayor William Karspeck

Mayor Karspeck led the Pledge of Allegiance.

III. ROLL CALL – Mayor William Karspeck

The following Board Members were present:

William Karspeck, Mayor
Mike Grace, Mayor Pro-Tem
Karl Ayers, Trustee
Tim Hardy, Trustee
May Soricelli, Trustee
Jeff Butler, Trustee

The following Board Member was absent:

Sean Murphy, Trustee

The following were also present:

Chris Kirk, Town Administrator
Christian Samora, Town Clerk
Erin Smith, Town Attorney
Michelle Adams, Deputy Town Clerk

IV. CITIZEN PARTICIPATION

Sarah Lincoln and Butch Hause spoke regarding Newell Farm.

V. SCHEDULED ITEMS and ESTIMATED TIMES FOR DISCUSSION

1. **Consent Agenda** **(Christian Samora) (5 Min)**
Consent Agenda items are considered to be routine by the Town Board and will be enacted with a single vote. There will be no separate discussion of these items. If discussion is deemed necessary, that item should be removed from the Consent Agenda and considered separately.
 - a) January 10, 2023, Meeting Agenda
 - b) December 13, 2022, Meeting Minutes
 - c) Resolution Designating Official Posting Place of Public Meetings
 - d) November 2022 Financial Information
 - e) November 2022 Board Update

Mayor Pro-Tem Grace moved to combine and approve the Consent Agenda with exception of item “c”. Trustee Ayers seconded the motion. In a 6-0 Roll Call vote, THE MOTION CARRIED.

Resolution Designating Official Posting Place.

Trustees Butler received clarification regarding the resolution.

January 10, 2023, Meeting Minutes

Trustee Butler moved to approve Resolution 2023-01, a resolution of the Town Board of the Town of Berthoud designating the official posting place of notices for Town Board Meetings and other official notices. Mayor Pro-Tem Grace seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

2. Metro District Policy (Chris Kirk) (90 Min)

The Town Board provided direction to the Town Administrator regarding changes to the proposed policy and to bring the item back with changes.

3. Introduction of Ordinance Adopting Codes by Reference (Chris Kirk) (15 Min)
Ordinance 1315 – An Ordinance amending Chapter 11, of the Municipal Code of the Town of Berthoud, for the purposes of adopting the 2021 International Building Code by reference with amendments and the 2021 International Residential Code by reference with amendments.

Trustee Soricelli moved to schedule a public hearing to occur on February 14th, 2023 at 6:30 P.M., or as soon thereafter as possible, for the purpose of considering adoption of codes by reference as provided by Ordinance 1315 and ordering notice of such hearing to be published in accordance with CRS Section 31-16-203. Trustee Hardy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

VI. ELECTED OFFICIAL REPORTS (10 Min)

1. Town Board – Tim Hardy, May Soricelli, Mike Grace, Sean Murphy, Karl Ayers, and Jeff Butler.

Trustee Soricelli Reported:

Parents have expressed concerns regarding the Rec Center, including fees for non-residents and water temperatures. Administrator Kirk provided clarifications and will follow up with staff.

Trustee Hardy Reported:

Hardy referenced an email regarding pickleball courts.

Hardy reported that SnowFest was canceled due to low participation.

Trustee Ayers Reported:

Ayers asked when Town Park would be moving for. Kirk stated that the new pickleball courts should be out to bid by the end of January.

Trustee Butler Reported:

Trustee Butler asked what the status was regarding filling the vacant staff positions in the Planning Department. Kirk stated that two initial interviews have been completed.

Butler asked about the status of the Jaskowski property. Ayers provided an update regarding the efforts made to receive an approval from Colorado Open Lands for a plan.

Mayor Pro-Tem Grace moved to extend the Board Meeting past 9:30 P.M., until the conclusion of the Executive Session. Trustee Soricelli seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

Butler asked how the work of ProCode is verified. Kirk stated that ProCode is performing inspections on behalf of the Town.

Butler asked about the possibility of having work sessions prior to the regular Board

Meeting. Kirk indicated that the topic will be on the agenda for the 1/17/2023 Study Session.

Mayor Pro-Tem Grace reported that the Youth Advisory Commission had their first meeting and participated in an escape room event.

2. Mayor – William Karspeck

Mayor Karspeck thanked Kirk for hosting the County and City of Loveland at the Rec Center.

Karspeck reported that Loveland has designated specific places to provide safe locations for the homeless population to stay.

Karspeck indicated that he would like to see the water policy change to require the developer to provide water instead of the builder.

Karspeck stated that the administrator's review has started and will be available for two weeks.

3. Staff – Town Administrator, Attorney

Kirk reported that there will be a Study Session on January 17, 2023 regarding an economic development update and a presentation regarding downtown development authorities.

VII. EXECUTIVE SESSION

Mayor Pro-Tem Grace moved to enter into Executive Session pursuant to C.R.S. § 24-6-402(4)(b) for a conference with legal counsel for the purpose of receiving legal advice on specific legal questions. And the following details are provided: Potential litigation. Trustee Soricelli seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

VIII. ADJOURN

The meeting adjourned at 10:25 P.M.

Town Clerk or Deputy Town Clerk

William Karspeck, Mayor

Berthoud Board Update

January 2023



RECREATION

Recreation had another fun and busy month with kids out of school for winter break, our membership special still going on, and three special events offered to our amazing community and members.

Our first event in December was the very successful craft show. With 55 vendors selling their unique products, more than 1,000 customers attended the event. Feedback was enthusiastically positive and we're already planning for similar events in 2023.



On December 4th, Santa came to visit the Recreation Center! With support from operations and other members of the rec team, aquatics welcomed Santa to the Recreation Center for a few hours of Cocoa with Claus. Kids of all ages came to sit on his lap, visit, and take a picture. More than 175 families enjoyed this free opportunity to talk with Santa. This event doubled as a canned food drive and we are proud to say we collected about 100 lbs of canned goods which was then donated to the House of Neighborly Service.



The Operations team sold a record number of memberships during December, selling 118, equaling \$13,382 with \$11,000 coming from annual memberships. We also hosted a record number of rentals this month, totaling 29. Lastly, the recreation center welcomed 9,645 visitors.

Aquatics and the Recreation Department hosted its first Glow Swim event in the pool on December 17th. The aquatics team turned off enough lights for the kids to have fun in the dark but left enough on to keep the pool safe. Seven lifeguards supervised and supported 116 kids of all ages and their families as they dove around to collect hundreds of glow sticks spread throughout the pool area.



December brought some of the strongest numbers in the pool area since summertime. Kids and families piled into the pool over their winter vacations. December saw just under 4,500 swimmers, with almost 2,800 of those swimmers coming in the last two weeks of the month. During that time, the lifeguard team responded to nine swimmers in distress and one medical emergency requiring support from the local fire department and paramedics.



STREETS

The Streets Department's mission for the month of December was to perform routine maintenance such as sign replacement, shouldering, and alley repair.

Throughout 2022, Streets Department installed 245 regulatory, warning, and school signs, used 14,000 pounds of cold patch to fill in potholes throughout town, and applied 832,000 pounds of ice slicer.



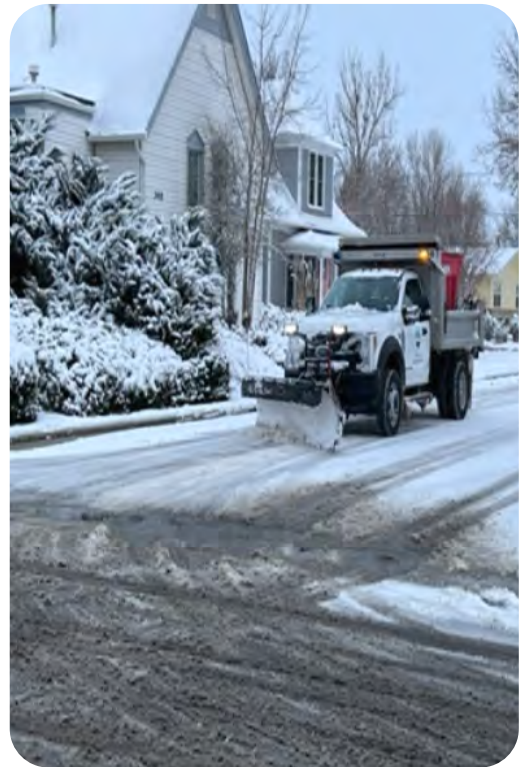
To prepare for the snowstorm, the Streets team did a run with the sweeper.



Once the snowstorm arrived, it was time to plow snow.



And plow snow.



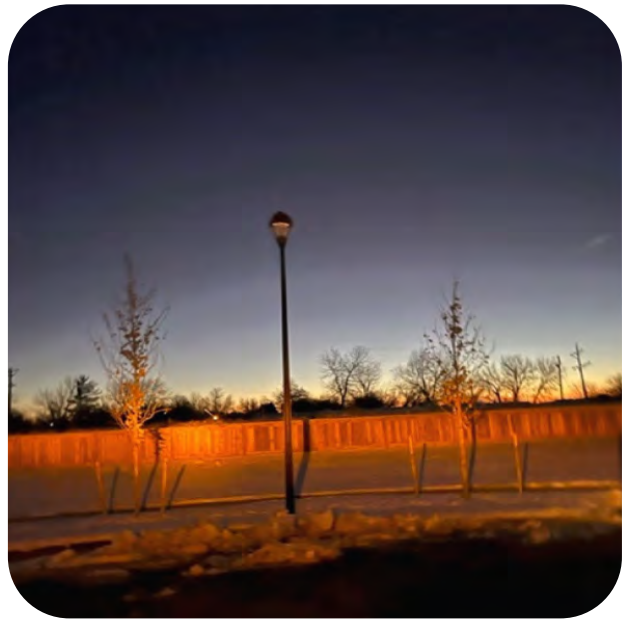
And plow more snow.



And then, finally,
haul away the plowed snow.



The short days in December gave the Streets team a chance to check overhead streetlights. The team came in early and checked the streetlights in every Berthoud neighborhood. All told, 41 repair tickets were submitted for streetlights that were not working properly.



Streets crew filled holes left after repairs to water pipes were made. Millings were used, but once it warms up, that will be replaced by asphalt patches.





FORESTRY & OPEN SPACE

Primary objectives for the Forestry and Open Space departments this December were keeping up with snow removals and keeping the holiday lights on in our parks.



Along with Parks, the Forestry, and Open Space teams made sure the amenities at our open spaces remain clear and accessible even through the heavy snowfall and -10° cold snaps.





Maintaining the holiday lights is a weekly task. The lights on the Fickel Park trees are loved by squirrels and often need to be replaced. The Forestry staff use its bucket truck to reach and replace higher up strands to keep all of the lights running and looking good throughout the month.



Forestry's Christmas Tree Recycling program kicked off right after Christmas. Running from December 26 until January 7, residents were encouraged to drop off their unadorned Christmas trees at the Parks & Forestry Building where they would be shredded. Information about the event was spread through the local paper, regional blogs, and town social media channels.



OPEN SPACE

Open space worked to keep our green spaces tidy and in good repair.



Split rail fence repair at the new Waggener Recreation Center Skate Park



The Open Space staff broke up and restored the area at the Nielson Greenway where a firepit was set up.



PARKS

With three different snow storms this month, Parks spent a lot of time on snow removal to keep the sidewalks and aprons safe for the residents of Berthoud. But for the time we weren't assisting with snow removal, the Parks Team worked on maintaining and improving our parks.

Sidewalks were cleaned up and edged.
Trails were repaired and an additional trail was added to the Dog Park.



Tumbleweed and leaves that collect in fence-lined corners after big wind events were collected.



The Parks Department assisted the Forestry and Open Space Departments with the removal of several ill birds from the Roberts Lake Park pond.



Like the Streets, Forestry, and Open Space departments, the Parks team spent time plowing snow.



Bike Park Construction is Underway



Phase 1 of the Bike Park construction is currently underway. Phase 1 park improvements consist of the park entry road with entrance gate, parking lot, full, four-season restroom, and utility hook-ups. We are anticipating the completion of Phase 1 by mid-February.

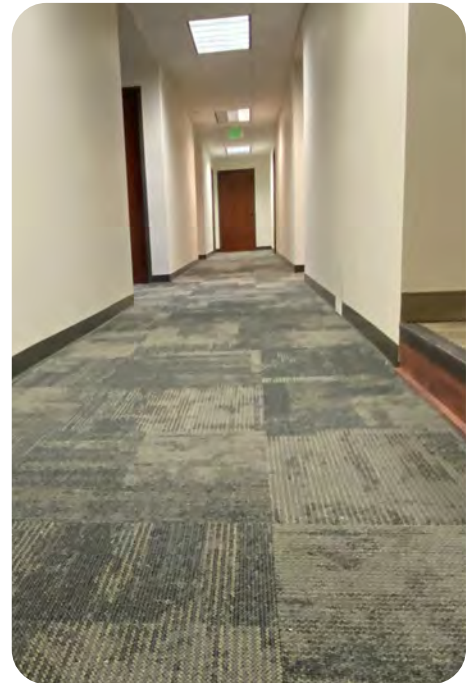
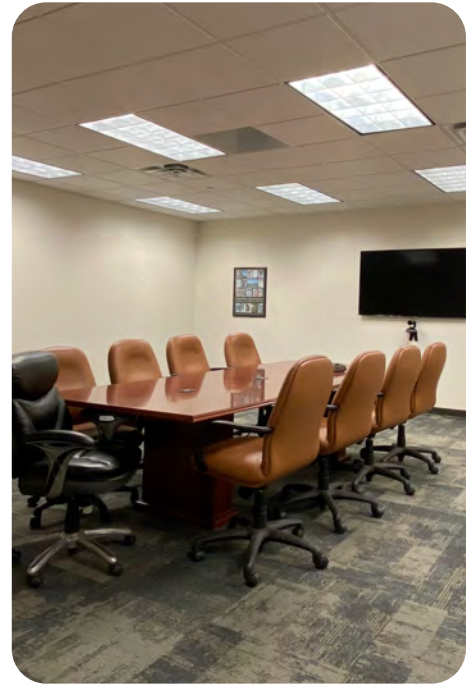


ADMINISTRATION

Carpet Replacement Project

Town Hall staff completed the 2022 Town Hall Carpet Replacement Project. The project encompassed the 2nd floor, basement and Sheriff's offices at Town Hall. Along with a much-needed update, it was an opportunity to reorganize and clean out many spaces throughout the building.

Staff from Town Hall and Public Works collaborated to clear out old furniture, electronics and building supplies that were unused and rendering several spaces unusable for day to day business. Approximately 918 pounds of obsolete electronics were recycled. Upon completion of the project, staff was also able to set up a new training room in the basement for the Board and staff to use for various purposes.





WATER



January 9th, 1875, was the coldest day ever recorded in Denver at a chilling -29°. While we didn't reach that record, we did see a brisk -20°. Temperatures that low can wreak havoc on pipes; thankfully, we saw only a handful of issues. Some of those included a line break between Hays Market and American Family Insurance, frozen toilets at TPC Colorado, and frozen pipes at Creekside Townhomes. The Town was there to try and help in these situations the best we could. As you know, the Town is responsible for the main lines up until the meter. While these frozen pipes were out of our jurisdiction, we helped the best we could by assisting with shutoffs and bringing supplies to those who had been without water for several days.



After the freeze came the thaw. The Water team did their best to assist with broken pipes in the community to help avoid extensive water waste.



Economic Development

The Town hosted a breakfast for the executives from local manufacturers. This business retention event is held at least once a year to thank Berthoud's manufacturers for locating and operating in our town. We update them on Berthoud's budget and significant activity and allow the business executives time to discuss any item, concern, or issue they may be experiencing. Also in attendance was a member of the Larimer County Economic & Workforce Development team to provide valuable insight about hiring and retaining employees. This informal event has been well received by our manufacturers since we initiated it several years ago.



ACCOLADES

Tyler Parker, Open Space Lead, and Brandon Koons, Forestry Tech, both tested to receive their Colorado Department of Agriculture Certified Operator Pesticide Applicator Licenses and passed! These certifications ensure the safe and responsible use of pesticides and herbicides we handle in town.



Brandon Koons



Tyler Parker



LONGEVITY

We want to acknowledge and express our appreciation for those members of our team who have been with us for a while. In order of seniority, we want to thank those with January anniversaries for helping to make Berthoud the fantastic place it is.

Adam Laso, B.A.T.S. Supervisor - 27 years

Jeremy Olinger, Deputy Town Administrator - 20 years

Cindy Leach, Director of Finance and HR - 8 years

Keith Knoll, Public Works Operations Manager - 5 years

Chris Kirk, Town Administrator - 5 years

Brandon Keegan, Streets Supervisor - 5 years

Thank you for all that you do!



**RESOLUTION NO. 02
SERIES OF 2023
TOWN OF BERTHOUD, COLORADO**

A RESOLUTION SUPPORTING THE GRANT APPLICATION AND EFFORTS TO SUSTAIN THE OPERATIONS OF A YOUTH SHELTER IN NORTHERN COLORADO

WHEREAS, a regional collaboration focused on providing youth and young adults experiencing homelessness a drop-in center to access resources and support along with an overnight shelter to support safety and well-being for this vulnerable population; and

WHEREAS, the Town of Berthoud recognizes the youth shelter and drop-in centers will serve some of the most vulnerable youth and young adults in our region and provide essential wrap-around supportive services and resources; and

WHEREAS, in Northern Colorado in 2021-2022 school districts identify over 300 students who were unaccompanied in our region; and

WHEREAS, the Town of Berthoud intends this Resolution to be a show of support for the Youth Shelter and Drop-in Center to be located at Monroe Early Childcare Building (Thompson School District) 814 E. 16th St. Loveland, Colorado; and

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Berthoud as follows:

Section 1. That the Town of Berthoud hereby supports the grant application and efforts to sustain the operations of a Youth Shelter in Northern Colorado. Such a shelter provides a transformational opportunity for students to continue their education and decrease the future possibility of adult homelessness.

PASSED, ADOPTED AND APPROVED this' _____ day of _____, 2023,
by the Board of Trustees of the Town of Berthoud, Colorado.

TOWN OF BERTHOUD

By: _____
William Karspeck, Mayor

ATTEST:

Christian Samora, Town Clerk

**RESOLUTION NO. 03
SERIES OF 2023
TOWN OF BERTHOUD, COLORADO**

A RESOLUTION TO APPLY FOR AN ANNUALLY RENEWABLE PERPETUAL WATER CONTRACT FOR THE RIGHT TO USE COLORADO BIG THOMPSON PROJECT WATER AND FOR CANCELLATION OF TEMPORARY USE PERMIT

WHEREAS, the Town of Berthoud relies upon water from the Colorado-Big Thompson ("CBT") Project to provide water within the Town; and

WHEREAS, the Northern Colorado Water Conservancy District operates pursuant to a procedure under which municipalities are granted Temporary Use Permits when CBT Units are acquired. At the beginning of each calendar year, municipalities are required to convert those Temporary Use Permits to Annually Renewable Perpetual Water Contracts by applying to cancel the Temporary Use Permits and entering into a Perpetual Contract; and

WHEREAS, this procedure is required for a total of 50 CBT Units acquired during 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF BERTHOUD, AS FOLLOWS:

Section 1. The Board of Trustees for the Town of Berthoud ("Board") hereby authorizes the Mayor and Town Clerk to execute an Application to the Northern Colorado Water Conservancy District for an Annually Renewable Perpetual Water Contract for the Right to Use Colorado Big Thompson Project Water under C.R.S. § 37-45-131, which contract shall be entered into in the name of the Town of Berthoud acting by and through its Town of Berthoud Water Activity Enterprise.

Section 2. The Board hereby authorizes the Mayor and Town Clerk to execute an Application to the Northern Colorado Water Conservancy District for cancellation of the Town's current Temporary Use Permit for 50 acre-feet.

Section 3. The Board hereby authorizes the Mayor and Town Clerk to also execute any other necessary documentation prescribed by the Northern Colorado Water Conservancy District to complete the transactions described herein.

PASSED, ADOPTED AND APPROVED this _____ day of _____, 2023,
by the Board of Trustees of the Town of Berthoud, Colorado.

TOWN OF BERTHOUD

By: _____
William Karspeck, Mayor

Attest:

Christian Samora, Town Clerk

APPLICATION TO
NORTHERN COLORADO WATER CONSERVANCY DISTRICT
FOR ANNUALLY RENEWABLE
PERPETUAL WATER CONTRACT FOR RIGHT TO USE
COLORADO-BIG THOMPSON PROJECT WATER
UNDER C.R.S. 37-45-131

Applicant, Town of Berthoud, a Colorado municipal corporation acting in its governmental capacity or a water activity enterprise (circle capacity in which applicant is acting), hereby applies to Northern Water, a political subdivision of the State of Colorado, organized and existing by virtue of Title 37, Article 45, Colorado Revised Statutes, for a contract for the right to beneficially use Colorado-Big Thompson Project water under the following terms and conditions:

1. The quantity of water herein requested by Applicant for annual application to beneficial use is 50 acre-feet to be used so long as the Applicant fully complies with all of the terms, conditions, and obligations hereinafter set forth.
2. It is understood and agreed by the Applicant that any water provided for use under this contract by the Board of Directors of Northern Water shall be primarily for municipal, domestic, irrigation, or industrial use within or through facilities or upon lands owned or served by said Applicant, provided however, that all lands, facilities, and serviced areas which receive benefit from the use of water (whether water service is provided by direct delivery, by exchange, or otherwise) shall be situated within the boundaries of Northern Water.
3. Applicant agrees that an acre-foot of water as referred to herein is defined as being one-three-hundred-ten-thousandth ($1/310,000$) of the quantity of water annually declared by the Board of Directors of Northern Water to be available for delivery from the water supplies of Northern Water. Applicant agrees that such water shall be delivered from the works of Northern Water at such existing Northern Water delivery point or points as may be specified by the Applicant and that the water delivery obligation of Northern Water shall terminate upon release of water from said works. Further, the Applicant agrees that on November 1 of each year, any water undelivered from the annual quantity made available to the Applicant shall revert to the water supplies of Northern Water.
4. Applicant agrees to pay annually in advance for the amount of water herein provided for use under this contract by the Board of Directors of Northern Water at a price per acre-foot to be fixed annually by said Board; and, further, agrees that the initial annual payment shall be made, in full, within fifteen (15) days after the date of notice from Northern Water that the initial payment is due hereunder. Said notice will advise the Applicant, among other things, of the water year to which the initial payment shall apply and the price per acre-foot which is applicable to that year. Annual payments for each water year thereafter shall be made in advance by the Applicant on or before each October 1, 31 days prior to the start of the water year, at the rate per acre-foot

established by the Board for municipal water use in that water year. For the purpose of this water contract, the water year is defined to be from November 1 to October 31 of the following year.

If an annual payment as herein provided is not made by due date, written notice thereof, by certified mail, will be given by Northern Water to the Applicant at the following address: P.O. Box 1229, Berthoud, Colorado 80513.

Water deliveries shall be suspended as of November 1 of the new water year until payment of the delinquency is made. If payment is not made within ninety (90) days after the date of mailing of said written notice, Applicant shall have no further right, title, or interest under this contract; and the right of use of water as herein made, shall be disposed of at the discretion of the Board of Directors of Northern Water. Any proceeds from any sale of the right of use to another allottee shall be paid to Applicant over and above Northern Water's actual expense in terminating and disposing of the contract right of use.

5. This right of use shall be perpetual on an annually renewable basis. If the annual payment is made as provided in this application, the right of use shall be automatically renewed another water year without any further notice of Northern Water; if the annual payment is not timely made, as provided above, the right of use shall terminate.
6. Applicant agrees that the water allocation shall be beneficially used for the purposes and in the manner specified herein, and that this right of use is made for the exclusive benefit of the Applicant and shall not inure to the benefit of any successors or assigns of said Applicant without prior specific approval of the Board of Directors of Northern Water.
7. Applicant agrees to be bound by the provisions of the Water Conservancy Act of Colorado; the rules, regulations and policies of the Board of Directors of Northern Water as they now exist or as they exist in the future; and by the Repayment Contract of July 5, 1938, between Northern Water and the United States and all amendments thereof and supplements thereto.
8. Applicant agrees, as a condition of this contract, to enter into an "Operating Agreement" with Northern Water if and when the Board of Northern Water finds and determines that such an agreement is required by reason of additional or special services requested by the Applicant and provided by Northern Water. Said agreement may contain, but not be limited to, provision for water delivery at times or by means not provided within the terms of standard contracts of Northern Water; additional annual monetary consideration for extension of Northern Water delivery services and for additional administration, operation and maintenance costs; or for other costs to Northern Water which may arise through provision of services to the Applicant.

9. Acquisition of this annually renewable perpetual right of use water contract for the Colorado-Big Thompson Project water from Northern Water and the right to the beneficial use of water thereunder by the Applicant is necessary; the continued acquisition and use of this water supply is essential for the well-being of the community and for the preservation of the public peace, health, and safety; and the adequate protection of the health of the inhabitants of the community.
10. The governing body of Applicant has duly approved this Application in accordance with all legally required procedures.

Signed this _____ day of _____, A.D., 2023.

TOWN OF BERTHOUD

By _____

ATTEST:

(SEAL)

ORDER ON APPLICATION

Application having been made by or on behalf of all parties interested in this allocation of the right to use Colorado-Big Thompson Project water and after a Hearing by the Board, it is hereby ORDERED that the above application be granted and an allotment contract for 50 acre-feet of water is hereby made to the Town of Berthoud, a Colorado municipal corporation, for the beneficial uses set forth in said application upon the terms, conditions, and manner of payment as therein specified.

NORTHERN COLORADO WATER CONSERVANCY DISTRICT

By _____
President

I hereby certify that the above Order was entered by the Directors of Northern Colorado Water Conservancy District on the _____ day of _____, A.D., 2023.

ATTEST: _____
Secretary

**APPLICATION TO
NORTHERN COLORADO WATER CONSERVANCY DISTRICT
FOR CANCELLATION OF TEMPORARY USE PERMIT**

The Town of Berthoud hereby applies for the cancellation of the following Temporary Use Permit:

<u>Permit Dated</u>	<u>Acre-Feet</u>
July 14, 2022	<u>50</u>
Total Quantity to be Released	50

Dated at Berthoud, Colorado this _____ day of _____, 20____.

TOWN OF BERTHOUD

By _____

ATTEST:

(SEAL)

ORDER ON APPLICATION

Application having been made by the Town of Berthoud for the cancellation of the above Temporary Use Permit, and Hearing having been held by the Board of Directors of Northern Colorado Water Conservancy District, it is hereby ORDERED that the above Temporary Use Permit be canceled.

Dated the _____ day of _____, 20____.

NORTHERN COLORADO WATER
CONSERVANCY DISTRICT

President

ATTEST:

Secretary

Proclamation

Recognition of Contributions to Veterans and Community

WHEREAS, Laurel Downer served as President of the American Legion Auxiliary Unit #67, and;

WHEREAS, Laurel Downer has facilitated the Street of Flags Program in the Town of Berthoud to honor veterans for the past nine years, and;

WHEREAS, During that time, the program honored approximately 50 veterans by way of placing dog tags with the flags that lined Mountain Avenue, and;

WHEREAS, The program was designed to honor all veterans;

WHEREAS, The program was funded by donations and annual fundraising to cover the cost of replacement flags, and;

WHEREAS, Laurel Downer has managed the Wreaths Across America program at the Greenlawn Cemetery for 3 years, and;

WHEREAS, The Wreaths Across America Program places wreaths at the headstones of veterans in the Greenlawn Cemetery, and;

WHEREAS, by managing these programs, Laurel Downer provided an extraordinary contribution to recognize veterans in the community.

NOW THEREFORE, I, William Karspeck, Mayor of the Town of Berthoud, hereby recognize:

Laurel Downer

For

Extraordinary Contributions to Veterans and the Berthoud Community

Given under my hand in these free United States in the Town of Berthoud, on this 24th day of January 2023, and to which I have caused the Seal of the Town of Berthoud to be affixed and have made this proclamation public.

William Karspeck, Mayor



BOARD OF TRUSTEES INFORMATION

PUBLIC SAFETY

Meeting Date:	January 24, 2023
Agenda Title/Subject:	Flock Neighborhood Camera Presentation
Type of Item:	Presentation
Purpose:	Informational Presentation
Presented by:	Deputy Zach Anderson

BACKGROUND:

This item will be an informational presentation. There may be additional information distributed during the presentation.



BOARD OF TRUSTEES INFORMATION

ADMINISTRATION DEPARTMENT

Meeting Date:	January 24, 2023
Agenda Title/Subject:	Oil and Gas Regulations
Type of Item:	Regular Item
Purpose:	Review Proposed Changes
Presented by:	Chris Kirk / Mike Foote

ATTACHMENTS:

- Oil and Gas Regulations Draft Ordinance

BACKGROUND:

The attached ordinance has been revised address feedback received from the Board at the November 22, 2022 Town Board Meeting. Mike Foote will be present at the January 24, 2023 Town Board Meeting to provide an update and presentation regarding the changes and what to expect moving forward in the process.

UPDATE/NEXT STEPS:

This item is not a request for final approval, but is rather to present an update and solicit additional feedback from the Board.

RECOMMENDED ACTION(S):

Review revisions and provide any additional feedback.

Berthoud ordinance language drafts [last revised 1.18.23]

New ordinance

- § 30-11-101 Purpose and authorities
- § 30-11-102 Definitions
- § 30-11-103 Existing Facilities
- § 30-11-104 Seismic operations and existing well modifications
- § 30-11-105 New location applications**
- § 30-11-106 Location restrictions for new facilities**
- § 30-11-107 Location restrictions from existing facilities
- § 30-11-108 Public Health, Safety, Welfare, Environmental, and Wildlife standards
- § 30-11-109 Financial assurances and insurance
- § 30-11-110 Fees, inspections, enforcement, and fines
- § 30-11-111 Abandonment, decommissioning, and reclamation
- § 30-11-112 Variances and informed consent
- § 30-11-113 Judicial Review
- § 30-11-114 Procedures following approval

Section 30-11-105: Location restrictions for new facilities.

- A. Oil and gas facilities will be located to avoid or sufficiently minimize and mitigate adverse impacts to surrounding land uses and protect public health, safety, and welfare, the environment, and wildlife resources. The Town may deny a new location permit if it determines the proposed location is not consistent with the protection of public health, safety, welfare, the environment, and wildlife resources even if the applicant meets other requirements as set forth in Sections 30-11-105 through 30-11-109.
- B. Oil and gas facilities are allowed only in the following zoning districts as set forth in Berthoud Development Code § 30-3-101 *et al.*: Agricultural District (AG), Light Industrial (M1), and Industrial (M2).
- C. Within zoning districts where oil and gas facilities are allowed, oil and gas facilities must be located **2000** feet from: the property line of an existing or platted Residential Unit; the property line of a School or licensed Child Care Center; the property line of athletic fields, auditoriums, amphitheaters, hospitals, event centers, recreational facilities, nursing homes and life care institutions, public parks; **public trails and trailheads** owned and maintained by the Town; and the property line of workplaces located in Agricultural, Light Industrial, and Industrial zoning districts.
- D. Within zoning districts where oil and gas facilities are allowed, oil and gas facilities must be located **2000** feet from public water supply wells and the center line of surface water bodies including rivers, streams, and reservoirs.
- E. Within zoning districts where oil and gas facilities are allowed, off-location flowlines and gathering lines shall be sited to avoid areas containing existing or proposed residential, commercial, and industrial buildings; places of public assembly; surface water bodies; and Town open space and parks.
 - 1. Off-location flowlines and gathering lines shall be located a minimum of **150** feet from residential, commercial, and industrial buildings and the high-water mark of

any surface water body. This distance shall be measured from the nearest edge of the off-location flowline or gathering line.

- F. Locating oil and gas facilities within a Federal Emergency Management Agency (FEMA) designated 100-year flood plain shall not be allowed.
- G. For the purposes of this section, the setback measurement shall occur from the edge of the working pad of the oil and gas location.
- H. Class II Water Disposal Wells shall only be allowed in Industrial (M2) zones and are subject to the permit application processes and provisions as outlined in this chapter.

Section 30-11-106: Location restrictions from existing oil and gas facilities.

- A. For permitted or existing oil and gas locations where all permitted wells have not entered completions, no new residential, commercial, or mixed-use building units shall be constructed within 2000 feet of such oil and gas location.
- B. No new residential, commercial, or mixed-use building units shall be allowed to be constructed within 2000 feet of permitted or existing working pad surfaces for one year after the final well permitted for the location has been put into production.
- C. For permitted working pad surfaces where all permitted wells have been in production for more than one year, or the permit has otherwise lapsed, been revoked, or forfeited, and is not subject to renewal or reissuance, no new residential, commercial, or mixed-use building units may be constructed within 250 / 500 feet of such oil and gas location.
 - I. The setbacks in subsection (C) shall not apply to:
 - a. Residential units constructed prior to the effective date of the ordinance;
 - b. Residential lots within a plat approved prior to the effective date of the ordinance;
 - c. Residential lots / units planned within a site development plan approved prior to the effective date of the ordinance; and
 - d. Residential lots / units within a planned unit development plan approved prior to the effective date of the ordinance.
- D. For oil and gas locations that have been plugged, abandoned, and reclaimed, no residential, commercial, or mixed-use building unit may be placed within 250 feet of the oil and gas location.
- E. The setback from any flowline or gathering line shall be a minimum of 150 feet. Flowlines or gathering lines removed prior to the construction of a residential, commercial, or mixed-use building unit as part of the oil and gas location's plugging, abandonment, and reclamation shall be excepted from this requirement.
- F. For the purposes of this section, the setback measurement shall occur from the edge of the working pad of the oil and gas location.



BOARD OF TRUSTEES INFORMATION

ADMINISTRATION DEPARTMENT

Meeting Date:	January 24, 2023
Agenda Title/Subject:	Transit Assessment Update
Type of Item:	Regular Item
Purpose:	Approve Town of Berthoud Transit Assessment
Presented by:	Kelly Leadbetter

ATTACHMENTS:

- Transit Assessment Final Draft

BACKGROUND:

The Transit Assessment has been underway since late 2021 with support from Felsburg Holt & Ullevig, a transportation planning consulting firm. This assessment is developing an overall vision for transit in Berthoud. The process has culminated in recommendations to guide the implementation of enhanced transit services and mobility options.

One of the first major milestones was to complete an Existing Conditions Report. The report included a summary of existing plans, an inventory of existing transit services, a demographic summary, travel pattern data, and emerging mobility trends for consideration. The Draft Existing Conditions Report was presented to the Town Board in 2022.

Community engagement occurred after the completion of the existing conditions. The engagement phase introduced the planning effort and included education and information gathering from the public about existing transportation and mobility challenges and opportunities. The project team worked to understand how transit mobility in Town and around the Region could better meet community needs and align with community values.

Since that time, the project team conducted an in-depth assessment of the operations, finance, and governance of the Berthoud Area Transportation System (BATS) and the Rural Alternative For Transportation (RAFT) services. This analysis became the basis for developing optional service scenarios to identify a preferred alternative. These options were presented to the Town Board for review and feedback.

The final draft report will be presented to the Board at the January 24, 2023, Town Board meeting for feedback and approval.

UPDATE/NEXT STEPS:

Next steps are outlined in the Transit Assessment document.

FISCAL IMPACT AND FUND SOURCE:

There is not any anticipated fiscal impact related to the approval of the Transit Assessment. However, future transportation projects may have additional fiscal impact.

COMMUNITY TOUCHSTONES:

This item pertains to *Sustainability* by providing additional long term transportation options for the community.

RECOMMENDED ACTION(S):

A Board Member may move to approve the Town of Berthoud Transit Assessment.



Berthoud Transit Assessment

Draft Executive Summary | January 2023



Introduction to the Berthoud Transit Assessment

The Town of Berthoud is a rapidly-growing community in Northern Colorado and as of 2020, home to approximately 10,000 residents, with an additional 3,000 residents in the Town's greater Growth Management Area (GMA). By 2040, the Town's population is forecasted to grow to over 27,000 residents, with commercial and retail development expected to continue in areas along US 287, near the I-25 interchange, and the 1st Street Innovation District. In preparation for this anticipated growth, and as a follow up to the adoption of the Comprehensive Plan in July 2021, the Town initiated a transit to evaluate how to provide improved transit service to current and future residents, employees, commuters, and visitors. Improving transit provides more efficient and accessible service to connect to daily, essential, and recreational destinations in and around the Town and across the northern Front Range.

This Transit Assessment summarizes the Town's demographic characteristics and travel trends, evaluates the operations of the Berthoud Area Transportation System (BATS) and the Rural Alternative for Transportation (RAFT), articulates the Town's overall vision for transit, and evaluates potential service scenarios for improving transit services. The assessment results in the identification of a recommended transit service model to best meet the needs of the growing Berthoud community. The Transit Assessment was completed in consultation with a group of key local and regional stakeholders as well as with the community through community engagement.

The recommendations in this Assessment provide a framework for advancing next steps and informed decision-making by elected officials, staff, and community members.

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Summary of Previous Plans

Understanding the previous work and wide-ranging planning efforts in the Town and region provided a foundation for the development of this Transit Assessment. This work was meaningfully integrated into the planning process and ensured this assessment is aligned with and reflects community values.

2021 Berthoud Comprehensive Plan

In 2021, the Town of Berthoud updated their Comprehensive Plan to establish an overall vision and accompanying goals and strategies for different elements of the Town, including transportation. Transit specific goals, strategies, and actions outlined in the Plan included continuing local and regional transit planning efforts, such as implementing the Berthoud Mobility Hub and coordinating with regional agencies on Front Range Passenger Rail.

2045 North Front Range Metropolitan Planning Organization (NFRMPO) Regional Transit Element

This 2045 Plan establishes a long-range vision for transit within the NFRMPO. A series of recommendations were developed to ensure continued work on connecting North Front Range communities with accessible and reliable mobility options. Transit specific recommendations identified in the plan include further study and possible build-out of proposed transit connections along SH 1, US 287, US 85, US 34, coordination on planning efforts, equitable transit investment, implementation of projects identified in the Colorado Department of Transportation's (CDOT) 10-Year Plan, and adapting to technological advancements.

North I-25 Environmental Impact Statement (EIS)

In cooperation with the Federal Highway Administration (FHWA), CDOT prepared the North I-25 EIS to evaluate potential multimodal improvements along the I-25 corridor. The study area spans from the Fort Collins/Wellington area to Denver. Three multimodal build packages and a No-Action Alternative were evaluated. The preferred alternative will be split into three phases. Several recommendations from the North I-25 EIS were advanced in Berthoud's Comprehensive Plan including support for the Berthoud mobility hub and Front Range Passenger Rail. Additionally, a connector shuttle along SH 56 between downtown and the newly constructed mobility hub was also recommended as a part of the preferred alternative.

Existing Transit Service

Local Service Overview & Operating Assessment

Berthoud Area Transportation Service (BATS) is open to the public and provides service in the Town of Berthoud and limited service to Longmont and Loveland. The agency provides door-to-door and on-demand service, Monday through Friday from 8:00 AM to 4:00 PM. To schedule a ride, passengers must call ahead before 4:00 PM the business day prior to the requested ride date. On-demand trips are prioritized according to need and purpose. Medical trips are prioritized, followed by employment and educational trips. The two BATS transit vehicles are ADA accessible and can hold up to 12 passengers. More detailed information about BATS is provided below.

BERTHOUD AREA TRANSPORTATION SYSTEM (BATS)

Service Area	Type of Service	Span of Service	Fares	2018-2019 Ridership
Within Berthoud Town limits, limited service to Longmont and Loveland	Door-to-Door On-Demand	Town of Berthoud M-F: 8:00 AM - 4:00 PM	One-way, in-town: \$1.00	5,545
		Outside of Town of Berthoud Longmont: M: 8:00 AM - 11:30 AM (back in town by noon)	One-way, out of town: \$4.00	
		Loveland: Tu-F: 8:00 AM - 11:30 AM (back in town by noon) Th: 11:30 AM - 3:00 PM	Older adults (60+) ride free	

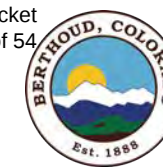
Source: Berthoud Area Transportation System (BATS)

The Rural Alternative for Transportation (RAFT) service provides on-demand, door-to-door, and door-through-door transportation services for older adults (60+) and adults with disabilities. Eligibility for adults with disabilities must be verified through documentation from a doctor or clinic during the transportation registration process. Volunteer drivers provide service for people residing in the Berthoud Fire District and takes riders to nearby towns/cities including Berthoud, Loveland, and Longmont and adjacent areas, as needed, for non-emergency medical purposes.. ADA accessible vehicles are available for passengers, however riders are responsible for managing their own mobility device or must ride with someone that can help manage the mobility device. More detailed information about RAFT services is provided below.

BERTHOUD RURAL ALTERNATIVE FOR TRANSPORTATION (RAFT)

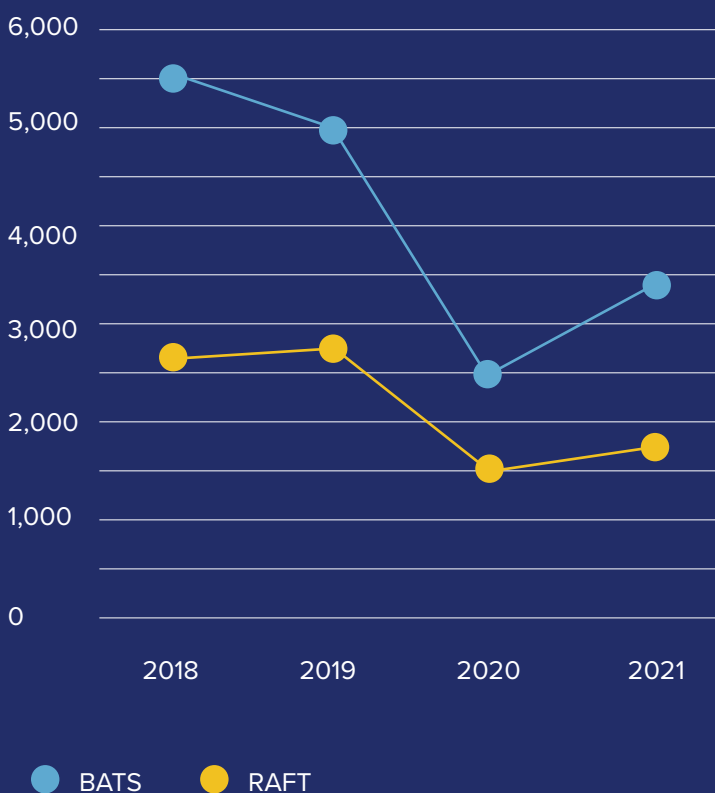
Service Area	Type of Service	Span of Service	Fares	2018-2019 Ridership
Berthoud Fire Protection District, Longmont, Loveland, and some adjacent areas	On-Demand, Door-to-Door, Door-through-Door	Weekdays, except holidays	Free, donations are encouraged	2,602

Source: Larimer County Office on Aging



Ridership

In 2018, BATS provided 5,545 rides and RAFT provided 2,602 rides. The COVID-19 pandemic reduced transit ridership not only for both BATS and RAFT, but for all transit agencies across the country. Because of the pandemic, BATS and RAFT ridership dropped about 45 to 50 percent in 2020. Ridership has gradually increased from 2020 levels but remains significantly lower than pre-pandemic levels. BATS ridership increased more than RAFT's ridership in 2021. This could be a result of the vulnerability of RAFT riders (older adults and adults with disabilities) not using transit during the latter half of the pandemic. Ridership data by year for BATS and RAFT is presented below.



● BATS ● RAFT

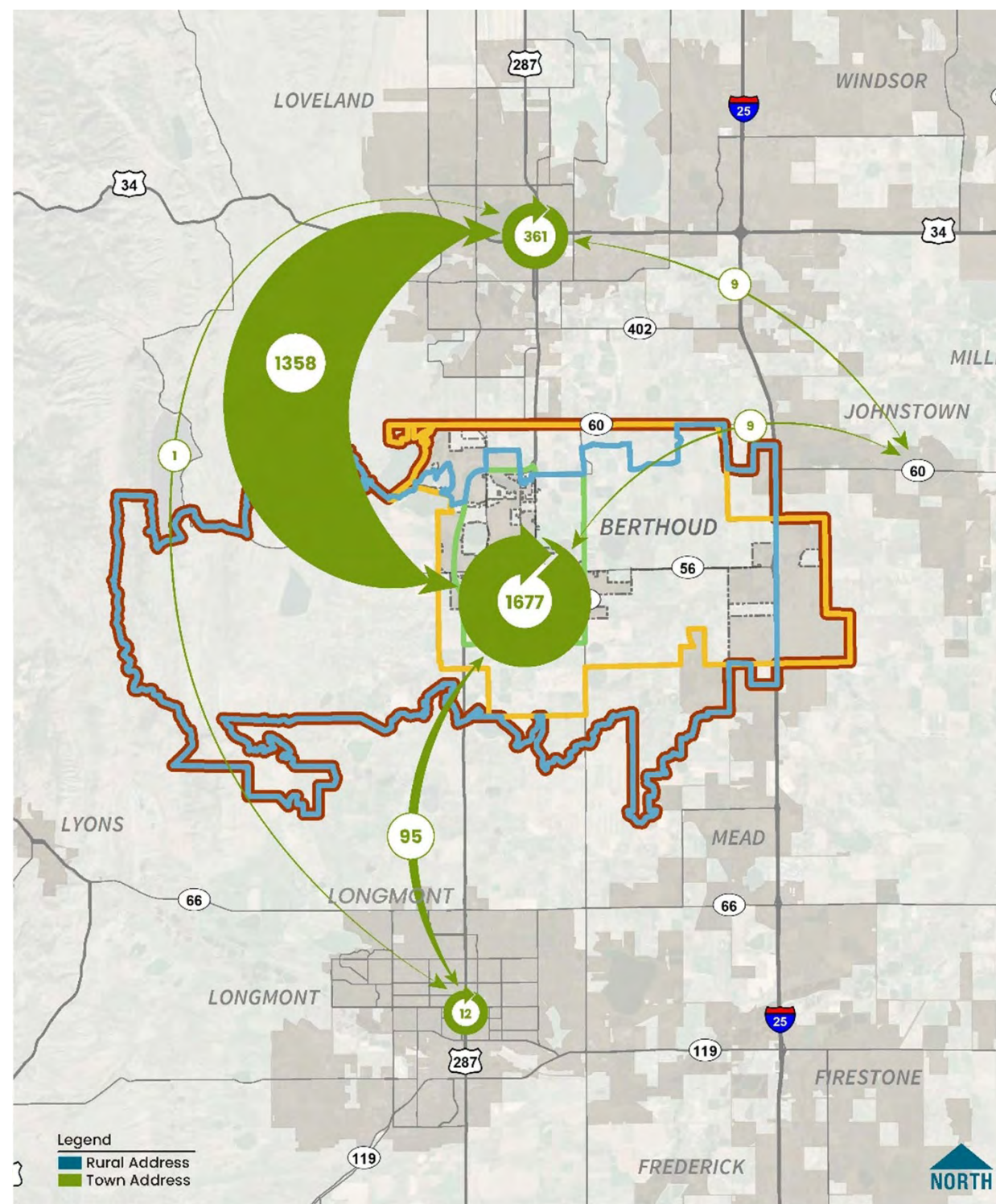
Trips

Both BATS and RAFT keep a well-maintained trip log documenting trip origins and destinations. The following maps show the trip patterns for each agency, indicating how many trips are going to and from the Berthoud area to other destinations within Berthoud or to destinations in adjacent communities.

The highest number of BATS trips start and end within the Town of Berthoud (e.g., going from a home address in Berthoud to Hays Market). The second highest trip pattern was between Berthoud to destinations in Loveland. The top three origin-destination trips for BATS between October 2020 and October 2021 were: (1) Berthoud–Berthoud, 1,677 trips; (2) Berthoud–Loveland, 1,358 trips; and (3) Loveland–Loveland, 361 trips.

Over the years, RAFT has experienced an increase in trips to destinations in Longmont. This comes from the closure of services and programs in the Loveland area. In Loveland, a day facility for adults closed, an ARC thrift store shifted operations to Longmont, dialysis trips were moved to Longmont, and other programs for aging adults have closed or were restructured in Larimer County. The top three origin-destination trips for RAFT between January 2021 and September 2021 were: (1) Berthoud Rural Area–Longmont, 760 trips; (2) Town of Berthoud–Loveland, 386 trips; and (3) Berthoud Rural Area–Loveland, 246 trips.

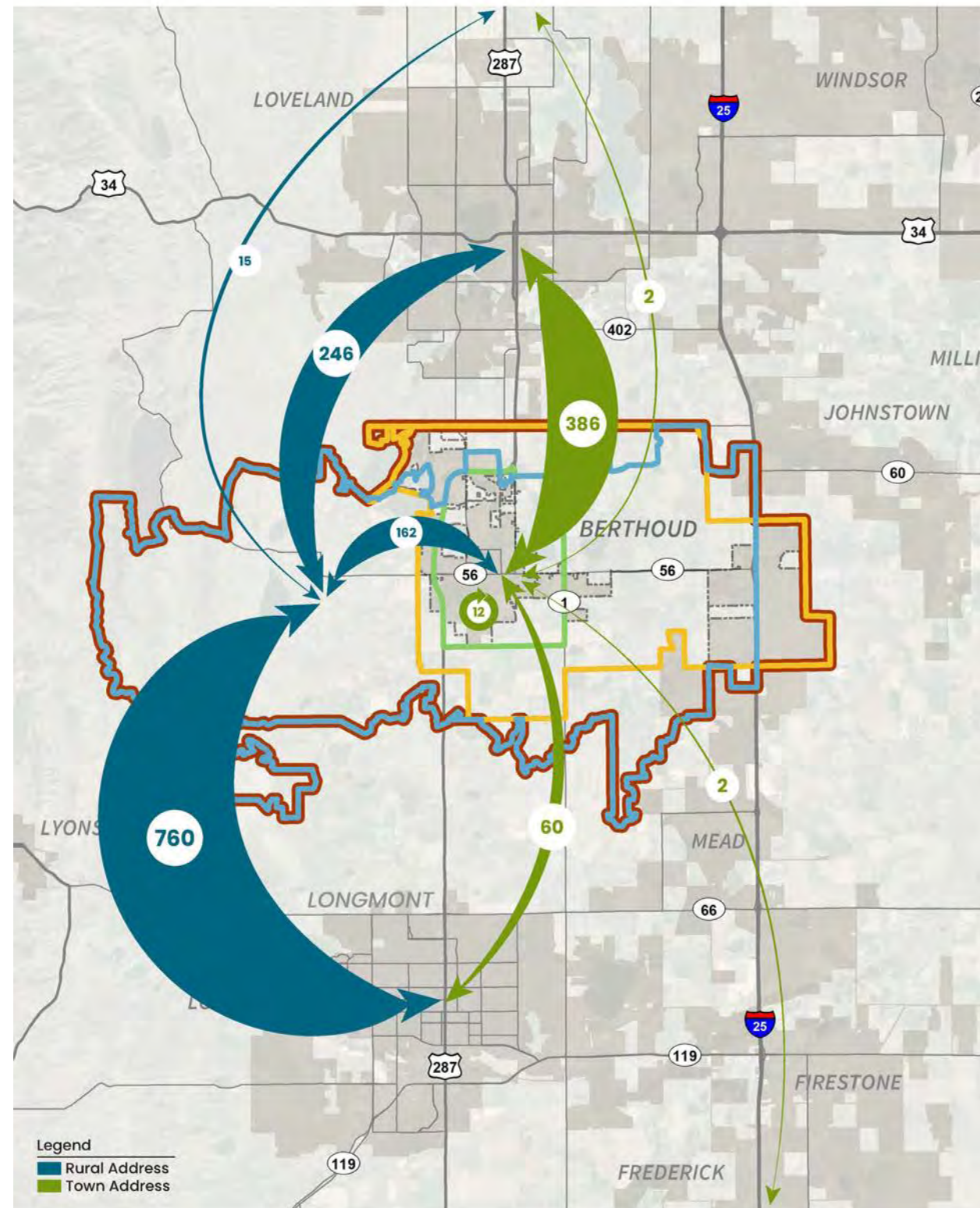
BATS TRIPS AND ORIGIN-DESTINATION PATTERNS



Reflects BATS completed trips between October 2020 and October 2021.



RAFT TRIPS AND ORIGIN-DESTINATION PATTERNS



Reflects RAFT completed trips between January 2021 and September 2021.

Key Performance Indicators

Key performance indicators (KPIs) are metrics that indicate how a transit agency is performing. These performance indicators are common benchmarks across transit service agencies. KPIs consider ridership data, expenses, miles traveled, hours of service, fares (or relative fare form).

For comparison, KPIs from other transit agencies in the region were referenced. The Regional Transportation District (transit service provider in the Denver-Boulder metro area) offers a dial-a-ride service, and their cost per boarding (or trip) was \$22.60 in 2019. RTD also provides a paratransit service (called Access-a-Ride) that has a cost per boarding of \$54 in 2019. Another transit service provider offering paratransit service in the Boulder and Longmont area is Via Mobility Services (Via). The cost per paratransit trip for Via was \$69.74 in 2020 (COVID pandemic year).

BATS Key Performance Indicator	2018	2019	2020	2021
Miles Traveled	29,072	28,233	13,932	17,774
Cost/Trip	\$20.73	\$23.18	\$40.22	\$27.71
Cost/Hour	\$51.28	\$50.73	\$66.76	\$51.58
Cost/Mile	\$7.02	\$7.26	\$9.65	\$6.86
Fares	\$5,493.58	\$5,474.91	\$2,123.60	\$2,650.90
Avg Fare/Trip	\$1.42	\$1.60	\$1.16	\$1.93
Avg Trip/Hour	2.5	2.2	1.6	1.8
RAFT Key Performance Indicator	2018	2019	2020	2021
Miles Traveled	–	41,226	27,337	27,621
Cost/Trip	–	\$26.47	\$31.92	\$27.65
Cost/Hour	–	\$21.33	\$19.08	\$23.86
Cost/Mile	–	\$3.05	\$3.77	\$2.88
Rider Donations	\$3,225	\$7,286	\$7,653	\$2,335
Avg Donation/Trip (of donations)	\$1.24	\$2.59	\$4.90	\$1.42
Avg Trip/Hour (of donations)	1.29	1.39	0.78	0.82

Existing Service Assessment Key Takeaways

- BATS primarily provides trips in-Town and to Loveland while RAFT primarily provides rides out of Town.
- RAFT service tends to focus more on transportation to reach resources/services in nearby towns/cities and as a result require longer distance travel than BATS.

Regional Service

Transfort (FLEX Longmont Regional Service)

Transport's FLEX Longmont Regional Service provides fixed-route bus service between Fort Collins and Longmont and has one stop in the Town of Berthoud (Stop 1457, Mountain and 2nd). Service operates Monday through Friday from 6:39 AM to 8:01 PM (northbound) and from 5:41 AM to 6:55 PM (southbound). Saturday service runs from 10:30 AM to 8:19 PM (northbound) and from 9:24 AM to 7:22 PM (southbound). [Appendix X](#) provides a detailed overview of regional service in and around the Town of Berthoud.

CDOT Bustang (North Line)

CDOT's Bustang North Line provides fixed-route bus service between Fort Collins and Denver. The North Line operates service Monday through Friday from 7:35 AM to 7:55 PM (northbound) and 5:40 AM to 5:00 PM (southbound). Saturday/Sunday and Holiday service operates from 9:45 AM to 8:55 PM (northbound) and 7:00 AM to 1:15 PM (southbound).

Potential Front Range Passenger Rail

The Front Range Passenger Rail District, along with CDOT, is in the planning stages of developing a Front Range Passenger Rail service. The 173-mile service would connect Pueblo, Colorado Springs, Denver, and Fort Collins and is being planned as the “transportation spine” along the Front Range. Mobility hub projects, which would provide enhanced amenities and seamless connections along the I-25 corridor, are also in development. The mobility hub in Berthoud is one of two mobility hub projects in Northern Colorado currently under construction.

Human Services Transportation Providers

Ten human services agencies operate transportation service in or around the Town of Berthoud. Service areas vary from local service within a defined proximity to a city, as seen with the Berthoud Rural Alternative for Transportation (RAFT) service, to more regional service provided by agencies like Foothills Gateway, Inc, Heart & Soul Paratransit, and Via Mobility Services. Other agencies offer transportation services in one county, such as Senior Resource Services (60+ Rides), Disabled American Veterans, A Little Help, and the Weld County Area Agency on Aging.

Most human service transportation providers in the area offer demand-response, door-to-door service. RAFT also provides through the door service and the Weld County Area Agency on Aging contracts with another provider. Foothills Gateway, Inc provides the most service options, offering fixed-route bus and demand-response services. The agency also contracts with other providers.

Span of service varies by agency, but most offer daily or weekday service. Passengers can often access most of these services free of charge. Eligibility depends on socioeconomic characteristics including whether a person is an older adult, has a disability, and/or is a medicaid recipient.

Demographic Summary

Transit Assessment Study Area

To provide a forward-looking assessment that will meet the needs of current and future residents, employees, and visitors of the Town of Berthoud, it was critical to not only capture demographic data within the Town, but also ensure community members residing outside of the Town boundary are considered for any type of long-range transit assessment. For this assessment, a unique study area boundary was developed and spans to the outer most extent of the Town boundary, growth management boundary, and RAFT boundary. The following demographic data is presented within the transit assessment study area.

Population and Household Data

The U.S. Census Bureau's American Community Survey and Colorado's State Demographer data shows the estimated population for the Town of Berthoud is approximately 15,000 people, including people living within both the Town limits and growth management area. It is estimated that there are approximately 5,660 households within Berthoud. Population and household numbers in the Town are projected to more than double over the next 20 years. Transit and other mobility options will need to adapt to meet current and future community needs.



Source: U.S. Census Bureau, State Demographer, THK Associates, Inc.



Historically Underrepresented and Overburdened Populations

Planning for a transit system that is able to accommodate and address the needs of community members requires that historically and frequently underserved communities are given particular attention to develop an inclusive and universally designed multimodal network. The following information from the American Community Survey (ACS) provides an overview of different population and demographic characteristics, including older adults (65+), Communities of Color, populations with low-incomes, people with disabilities, zero-vehicle households, populations with limited English proficiency, and housing and transportation (H+T) index scores.

Older Adults (65+)



Focusing improvements and increased accessibility for mobility options to support aging in place and active older adult lifestyles is critical in developing a sustainable transit system. The analysis shows a higher number of older adults reside in the central and southern areas of the study area. Approximately 14 percent of residents are over the age of 65. The number of older adults living in the study area is anticipated to gradually increase in the future. These changing demographic compositions should be considered for enhancement and/or expansion of the transit system to meet the mobility needs of older adults.

Children (Under 18)



Children (people under the age of 18) make up approximately 22 percent of the study area population. A higher distribution of young people reside along the eastern half of the study area. Ensuring children and young adults have access to safe modes of transportation to reach schools, community facilities, and social/recreational destinations is vital in developing a transit system that values and prioritizes the safety and well-being of the community's youngest residents.

People with Disabilities



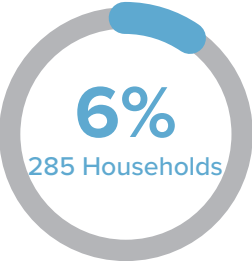
Approximately 11 percent of the study area population are people with disabilities. Disabilities can include either a vision or hearing impairment, a cognitive or learning disability, or mobility or physical impairment, or other type of disability. A greater number of people with disabilities reside in the central portion of the study area. When disaggregating these data by age range, over 90 percent of people with disabilities in the study area are older adults. Creating an equitable and inclusive transportation system means that transit service and the infrastructure that connects these networks can be accessed by every person.

Communities of Color



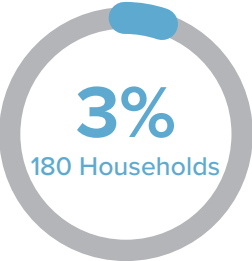
Communities of Color, which includes people who identify as Black and/or African American, non-white Hispanic/Latinx, Asian, American Indian or Native Alaskan, Native Hawaiian or Pacific Islander, or mixed race have historically been underserved by transportation systems, and have often been overburdened with the negative consequences of higher pollution and emissions, inadequate and lacking infrastructure, and disinvestment. Approximately 12 percent of the study area's population identifies as a Person of Color. To ensure the Town plans for equitable mobility access, it is important that there is an understanding of the different communities that are a part of the study area and potentially differing mobility needs.

Populations with Low-Income



Low-income populations include people whose median household income is below the federal poverty guidelines. In the study area, six percent of the households are considered a household with low-income. Understanding the transportation gaps and needs that exist for some community members who may not have reliable access to a vehicle, disposable income, or flexibility in time is vital for developing a more efficient and responsive transit network. Further, ensuring that utilizing transit services can be done reliably, affordably, and safely is necessary to better meet the needs of those who live and work in the study area.

Zero-Vehicle Households



Approximately three percent of residents in the study area do not have access to a vehicle. Vehicle access is more prevalent in the eastern half of study area, with more zero-vehicle households in the central area of the Town. Information about vehicle accessibility provides an understanding of how people are traveling within the Town and across the North Front Range, and can provide a more complete picture of where other modes of transportation may be used at higher frequencies. Zero-vehicle households can encompass a variety of groups, including households that cannot afford a vehicle, choose to not have a vehicle, or have a disability which makes driving inaccessible.

Limited English Proficiency (LEP) Households



Populations with LEP and proficiency in another language in the study area reside in the western and eastern portions of study area and make up approximately two percent of the population. Populations that may be more comfortable speaking another language are important to consider when enhancing and/or expanding transit service to ensure information about utilization, service changes, and other information is accessible to all users.



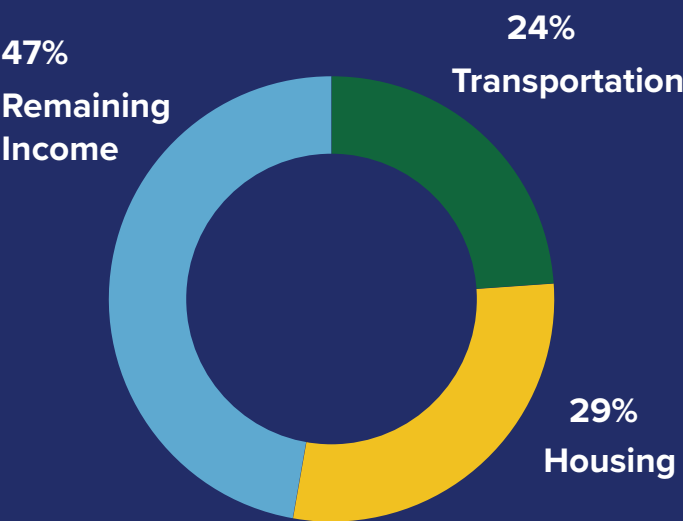
Housing & Transportation (H+T) Affordability Index

The **Housing and Transportation (H+T) Affordability Index** presents information regarding the often overlooked expenditures that come with driving and owning a vehicle or utilizing public transportation. This information helps provide a clearer picture for how housing and transportation interact and ultimately impact the affordability of a community. It is important to consider how different parts of the built environment influence the livability of a place to inform recommendations for developing a more affordable and accessible transit system for the Town of Berthoud.

The H+T Index measure defines affordability as both housing and transportation costs totaling no more than 45 percent of household income. Berthoud residents, on average, spend 29 percent of their household income on housing and 24 percent of their household income on transportation. Combined, the H+T index is 53 percent, almost 10 percent higher than what is considered affordable by the Center for Neighborhood Technology (CNT). Owning a personal vehicle is the single biggest transportation cost factor for households, which is followed by insurance and repairs. On average residents spend nearly \$15,000 on transportation each year.

53%

THE PERCENT OF HOUSEHOLD INCOME SPENT ON HOUSING AND TRANSPORTATION, COMBINED. THIS IS ALMOST 10% HIGHER THAN THE RECOMMENDED THRESHOLD OF AFFORDABILITY OF 45%.



\$14,626 in Annual Transportation Costs



Employment Travel Pattern Data

The experience community members have with the transportation system, particularly in how they commute to work, the travel time spent getting to and from destinations, and general travel pattern data tell an important story about the choices, convenience, and accessibility of different mobility options. This section provides an overview of how Berthoud residents commute to work, to which location, and other employment travel pattern data. This data reflects pre-pandemic travel patterns.

Means of Transportation to Work

The data represented here only highlights mode share rates for getting to work and not other destinations. The data provides a snapshot of how residents evaluate and make decisions about accessibility and convenience of transportation options.

- 81% - Car (drove alone)
- 9% - Worked from home
- 8% - Carpool
- 1% - Public transportation
- 1% - Taxicab, motorcycle, or other means
- 0% - Biked
- 0% - Walked

Source: U.S. Census Bureau, American Community Survey 2015-2019

Travel Time to Work & Inflow/Outflow Patterns

Average Travel Time to Work for Berthoud Residents	29.7 minutes
Statewide Average Travel Time to Work	25.8 minutes

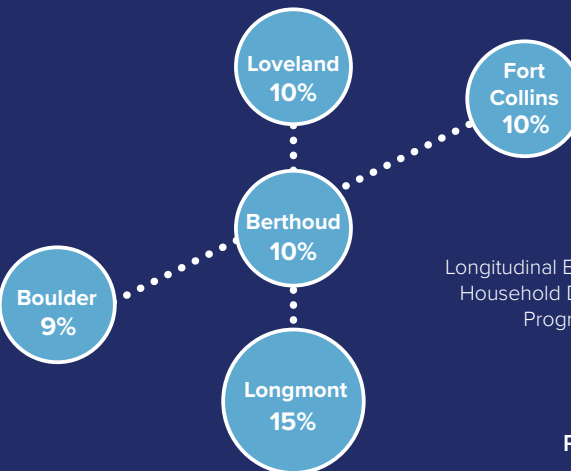
Source: Longitudinal Employer-Household Dynamics Program, 2018

Commuter Inflow/Outflow Daily Population Change

Total Population: 15,052
Daily Decrease: 1,015



Top Locations Berthoud Residents Commute To

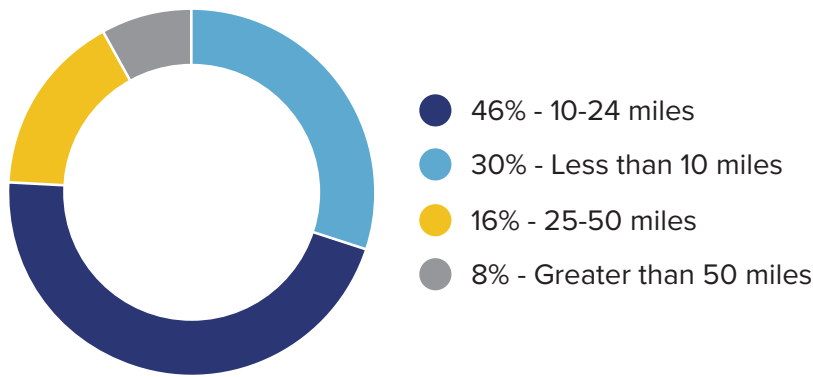


Source: Longitudinal Employer-Household Dynamics Program, 2018



How Far do People Travel for Work?

The distance residents have to travel to work provides important context for which transit and mobility choices could meet the needs of daily travelers in the Town of Berthoud. Most Berthoud residents, 46 percent, travel between 10 and 24 miles for work, followed by 30 percent who commute less than 10 miles. About 16 percent of residents travel between 25 to 50 miles and less than 10 percent commute greater than 50 miles to reach their work destination.



Source: Longitudinal Employer-Household Dynamics Program, 2018

Where do People who Work in Berthoud Live?

Another important consideration for transit service enhancements and expansion is understanding where people are commuting from. People who work in the Town of Berthoud commute from a wide range of cities and towns; the data shows that more than 40 percent of people who work in Berthoud commute from "all other destinations". Approximately 15 percent of people employed in the Town commute from Loveland, followed by 9 percent who travel from Longmont. Fort Collins and Greeley round out the top five commute origin locations at four and three percent, respectively. The full list of where people are commuting from is provided below.

Distance	Number	Percentage
Loveland city, CO	336	15%
Berthoud town, CO	318	14%
Longmont city, CO	205	9%
Fort Collins city, CO	134	6%
Greeley city, CO	89	4%
Denver city, CO	62	3%
Johnstown town, CO	58	3%
Windsor town, CO	47	2%
Milliken town, CO	33	2%
Thornton city, CO	32	1%
All Other Locations	948	42%
Total	2,262	100%

Source: Longitudinal Employer-Household Dynamics Program, 2018

Emerging Mobility Trends

Mobility hubs, emerging transportation technology, and connected and thoughtfully planned infrastructure that supports healthy, accessible, and inclusive mobility options will all play a significant role in shaping transportation in the coming years. Additionally, a growing population and expanding employment sector, alongside increasing levels of emissions and pollution, demonstrate the urgent need for innovative and effective transportation solutions.

Zero Emission Vehicles (ZEV)

The **Colorado Electric Vehicle Plan** outlines a series of transit-specific goals to support the State's clean energy transition, including working with [CDOT's Division of Transit and Rail](#) to increase the number of electric transit vehicles and providing education and outreach on the availability of funding for electrified transit options. Several transit agencies that provide service to Berthoud residents have transitioned a portion of their fleets to ZEVs, including Transfort and Via Mobility Services. As the ZEV market develops, transit agencies should work with local, regional, and state partners to adequately prepare for funding, operating, and maintaining ZEVs.

Mobility Hubs

CDOT is planning for and constructing mobility hubs along the I-25 corridor to serve Bustang North and South Lines and potentially Front Range Passenger Rail in the coming years. One of these mobility hubs is located in the Town of Berthoud and will support Bustang service from Fort Collins and Denver. Berthoud's mobility hub is classified as a Type II hub, which includes a wide range of amenities such as real-time transit information and EV charging stations. Berthoud's mobility hub is one of two that are currently under construction. In total, 20 mobility hubs are currently planned, under construction, or completed across the Front Range.



Public Engagement Approach

Project Awareness Strategy & Engagement Tools

To ensure a wide-range of community members were able to provide feedback, engagement tools were provided online and at an in-person event. Engagement tools included a survey focused on transit priorities and an interactive vision wall. These tools encouraged community members to provide input on who transit should serve, where transit service should connect to, and the types of trips people would like to take by transit.

Several educational materials were also provided through the project webpage, berthoudtransitassessment.com, and at the in-person event at the grand opening of the Berthoud Recreation Center (November 20, 2021). These materials included a one-page project fact sheet that presented a brief overview of the project context, schedule, and website along with key highlights from the existing conditions report. It also included an informational outline of transit service in and around Berthoud and different transit service types and categories.

Public Engagement by the Numbers



Public Engagement Key Takeaways & Findings



Community members were most concerned with destinations/regions that transit service could connect to.



There was particular interest in being able to connect to regional service or direct service to Denver, the Denver International Airport, and Boulder.



Most community members that participated in the first phase of engagement were not familiar with BATS or RAFT, and a larger portion had not utilized either service.



Fixed-route transit service that is linked through accessible and inclusive multimodal options is viewed favorably.



Commuting/school was the top type of trip community members would use transit services for.



It was communicated that a balance between frequent service and longer service hours is needed to accommodate the needs of transit dependent populations and commuters.



Over 90% of respondents indicated that they would be open to using transit service to get around town or to connect to other areas in the region.



Vision

This vision statement serves as an aspirational guide for future transit growth and investment.

The Town of Berthoud has accessible and efficient transit service, providing community members transportation options to reach local and regional destinations as well as connect to regional transit services.

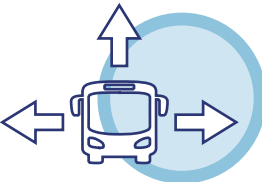
Goals

The goal of this Transit Assessment is to evaluate and identify the best suited transit service for the Town of Berthoud both now and into the future. A transit service that is:



Transit vehicles and supporting infrastructure are safe, comfortable, and easy to use by people of all ages and abilities

ACCESSIBLE



Transit serves the current needs of the community today and evolves to meet the needs of a growing community and region

ADAPTABLE



Transit efficiently connects to local destinations, regional destinations, and other transit services

CONNECTED



Utilizes current and future financial resources to maximize ridership

EFFICIENT



Information on local and regional transit service is readily available and easy to access

INTEGRATED



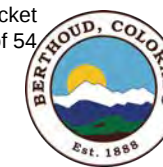
Transportation and land use plans include multimodal infrastructure and support future transit service needs

INTENTIONAL



Transit service is dependable and an attractive mobility option

RELIABLE



Service Scenarios

This section summarizes the analysis of three potential service scenarios for public transit services within the Town of Berthoud, including:

- 1 Point-to-point on-demand service
 - Offered by optimizing the current BATS service
 - Contracting with a Ride Hailing Provider (e.g., Uber or Lyft)
- 2 Microtransit service
- 3 Commuter service to the mobility hub at State Highway (SH) 56 and I-25

These three service scenarios were identified as the most feasible options for the Town as part of an initial screening process and through discussions with Town staff. Different options within each service scenario are summarized, preferred scenarios are identified, and an initial plan for implementation and next steps are described.

It should be noted that these service scenarios assume that the existing Rural Alternative for Transportation (RAFT) volunteer driver service would continue to operate. Demand for RAFT's services may shift with the implementation of these service scenarios as some users opt for these public transit options, but given the specialized nature of RAFT's service and riders, it is anticipated that RAFT's service will still be needed in addition to the public transit service offered in Town.

1

Service Scenario: Point-to-Point On-Demand Service

This scenario looks to supplement current operations with new booking technologies to make the current service more efficient and accessible. Under this service scenario, riders request a ride and are picked up at their origin within a defined service area, such as the Town limits, and dropped off at their destination within the service area, similar to the current Berthoud Area Transportation System (BATS) service. However, exceptions could be made for out-of-town trips similar to the current BATS service (e.g., Uber or Lyft). This service scenario looks to supplement current operations with new booking technologies to make the current service more efficient and accessible.

2

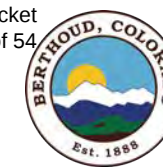
Service Scenario: Microtransit Service

Microtransit is a form of demand response transit that leverages smartphone technology using a smartphone app to match trip requests in real-time to dynamic routes within a defined service area. For users, it is like using a ride-hailing service such as Uber or Lyft with the ability to request a trip within a short timeframe (typically 15 minutes or less) and be picked up and dropped off within a short distance of their origin and destination points (typically 1-2 blocks or less). Microtransit typically operates with smaller vehicles such as cars, vans, or shuttle buses.

3

Service Scenario: Commuter Service Connection

This section details options for establishment of a commuter service connector between the Town of Berthoud and the Mobility Hub at I-25 and SH 56 in addition to the microtransit service. This commuter option assumes that CDOT's Bustang North Line serve the Mobility Hub within the next two years.



1. Service Scenario: Point-to-Point On-Demand Service



Under this service scenario, riders request a ride and are picked up at their origin within a defined service area, such as the Town limits, and dropped off at their destination within the service area, similar to the current BATS service. However, exceptions could be made for out-of-town trips similar to the current BATS service.

Service Models

Two different point-to-point on-demand service scenarios were evaluated as part of this analysis, the first assumes that the Town maintains its role as a service provider, and the other assumes that the Town contracts with a private transportation network company (TNC) provider.

Expanding And Optimizing BATS System

The Town currently offers point-to-point service within Berthoud, along with weekly rides to the City of Loveland and the City of Longmont. Under the current program, riders are required to be registered, and riders must call before 4:00 PM at least one business day before the needed trip. Trips are also prioritized based on type. Medical trips have top priority, then employment trips, followed by education trips. Under an expanded and optimized model, anyone would be eligible to use the service and requests could be made the same day up to 30 minutes before the trip is needed.



Eligibility

Open to all users; trips no longer prioritized by trip type



Service Area

Maintain BATS's current service area, State Highway 287 on the north and west, County Road 4E on the south and County Line Road to the east (approximately 9 square miles)



Service Hours

Expand the service hours from 8 AM to 4 PM to 7 AM to 7 PM. Ridership in the early morning and evening hours should be monitored to determine if evening service hours should be refined in the long-term



Trip Booking

Optimize the program's booking technology to an on-demand software that can utilize both a dispatcher through a call service or smart phone applications. Multiple booking platforms allow for same-day, on-demand trip booking, potentially within 30 minutes or less, and can be tailored to meet the Town's needs



Fares

Maintain \$1.00 fare for a one-way trip; it is recommended that the Town offer fare-free service, at a minimum, under a pilot program to maintain existing ridership and encourage additional ridership

Contracting with a Ride Hailing Provider

Under this model, the Town would contract with a ride hailing company (such as Lyft, Uber, HopSkipDrive, etc.) to provide service. Ride hailing companies match riders with drivers who use their personal vehicle through an online-enabled web application. Ride hailing companies also typically offer a less expensive shared-ride option that will match riders going in a similar direction (such as Lyft Line and UberPool).



Eligibility

Open to all users; trips no longer prioritized by trip type



Service Area

Maintain BATS's current service area, State Highway 287 on the north and west, County Road 4E on the south and County Line Road to the east (approximately 9 square miles)



Service Hours

Expand the service hours from 8 AM to 4 PM to 7 AM to 7 PM. Ridership in the early morning and evening hours should be monitored to determine if evening service hours should be refined in the long-term



Trip Booking

Provide an on-demand booking mechanism that can utilize smart phone applications. A contracted ride-hailing service such as Lyft or Uber would have an average wait time of 15 minutes between booking a ride and being picked up

Potential Ride Types:

- *Regular, unshared ride* – traditional ride hailing that carries one user or user group at a time
- *Shared ride* – this ride opens a ride request to other users who are requesting a ride with a similar route at a similar time, allowing the vehicle to carry multiple passengers



Fares

Maintain \$1.00 fare for a one-way trip under a flat fee subsidy or other fare structures could be considered for ride-hailing service

- *Flat fee subsidy* – charges riders a flat cost for each ride
- *Percentage subsidy* – subsidizes a percentage of each ride up to a certain amount
- *Full subsidy* – makes the ride-hailing service free for all users

Expanding And Optimizing BATS System Considerations

- Optimizing the existing service with a new booking technology while leaving many of the current service parameters in place would require the least amount of investment and come with the least amount of risk.
- The existing BATS service already has some name recognition, ridership, and a client base. Continuing to build on that with expanded marketing and an easier to use system may increase the intuitiveness for current users and attract new riders.
- Collecting and monitoring data is easier and more accessible when the Town is the operator. Other agencies have faced challenges in receiving data in a timely and detailed manner when working with ride hailing agencies.



Contracting with a Ride Hailing Provider Considerations

- Contracting with a ride hailing provider is more of a turn-key solution, transferring the financial risk and staff resource requirement from the Town onto the provider.
- A ride-hailing company would bring experience and efficiencies. Ride hailing providers have the benefits that come with economies of scale in the development and application of technologies, pool of drivers, and marketing that the Town currently lacks.
- The cost to provide the services through a ride hailing provider is estimated to be lower per rider than the current BATS program, meaning the service would be more cost effective. However, an up-front cost should be expected by the Town to attract a ride-hailing provider to enter the Berthoud market and maintain adequate service levels. And, since ride hailing companies remain subsidized by investors, the cost per ride might change into the future as the financial models and market for ride hailing providers evolves in the region and around the country.
- Developing a contract with a new provider may require going out to bid, and additional resources and time.
- It may not be feasible to get a contract with a ride hailing company. Nationally, ride hailing providers are reluctant to create partnerships in less dense, outlying communities. The Town will need to further explore whether a ride hailing partnership is an option.

Recommendations & Next Steps

Based on the analysis, both expanding and optimizing BATS with new booking technologies or contracting with a ride hailing agency to provide point-to-point on-demand service would be an effective way to meet the Town's goals and would result in a similar service. However, the ability to secure a contract with a ride hailing company remains a primary unknown.

Given these unknowns, **it is recommended as the next step that the Town initiate conversations with potential providers (both booking technology software providers and ride hailing companies)** to determine whether the service assumptions are feasible and what tradeoffs would need to be made.

On-Demand Recommendations

Assuming both on-demand models are feasible, the recommendation from this report is to pursue a contract with a ride hailing agency. Because ride hailing agencies offer both individual and shared rides, generally have a lower pricing model, and a fully established online booking and payment platform, contracting with a ride hailing agency is anticipated to result in higher overall ridership at a lower cost per ride compared to the current BATS program. Ride hailing agencies also have already established platforms that can more easily be leveraged for marketing the program. However, as noted previously, there are some risks to contracting with a ride hailing agency. Risks include reliability of drivers to meet demand and unknowns regarding the long-term sustainability of their model.

2. Service Scenario: Microtransit Service



Microtransit is a form of demand response transit that leverages smartphone technology using a smartphone app to match trip requests in real-time to dynamic routes within a defined service area. For users, it is like using a ride-hailing service such as Uber or Lyft with the ability to request a trip within a short timeframe (typically 15 minutes or less) and be picked up and dropped off within a short distance of their origin and destination points (typically 1-2 blocks or less). Microtransit typically operates with smaller vehicles such as cars, vans, or shuttle buses.

Success Factors

In the past decade, microtransit has developed and matured into a feasible public transportation service option for many communities. As a result, many lessons have been learned about what success factors contribute to a successful microtransit program:

- ✓ A defined service area, utilizing one vehicle for every two to five square miles (depending on density)
- ✓ Mix of population densities within service area, often matching low to medium density housing with higher density commercial areas
- ✓ Key destinations within the service area, such as shopping/retail, employment centers, transit hubs or high frequency transit, medical services, and social services
- ✓ Ability to group trips to/from key destination at similar times
- ✓ Robust marketing and public education
- ✓ ADA accessible vehicles and call-in option for those without smartphones
- ✓ Fare structure that balances convenience, affordability, and ridership goals

Service Delivery Models

Microtransit has two primary models for delivery of service: agency operated and turn-key contracts.

- Agency operated models are when a municipality or public transit agency operate and manage the service directly with agency-owned vehicles and agency-employed drivers, but the technology platform to enable real-time ride-matching would be purchased. This is often called Software as a Service (SaaS) model and is on a subscription basis per vehicle operated.
- Under turn-key contracts, a municipality or public transit agency contracts with a vendor who provides and manages all aspects of the microtransit service including marketing and promotion, provision of vehicles and drivers, technology platform, reporting, and program administration.



Town-Operated Microtransit

Town-operated microtransit is less expensive and provides for more control and oversight of the service, but it comes with higher capital equipment costs and requires Town organizational infrastructure. Town-operated microtransit provides the following advantages and disadvantages to a community or agency considering microtransit implementation:

Advantages

- Lower ongoing operational costs
- More control of service quality, customer experience, and operational procedures
- Allows Town to adapt or change service quickly without contractual limitations
- Simpler procurement and contracting process for ride matching software

Disadvantages

- Higher upfront and replacement vehicle capital costs
- Requires hiring and management of drivers, mechanics, and support staff
- Puts more compliance requirements onto Town
- Takes longer to plan and implement new service
- Requires Town to learn operational aspects of microtransit and build institutional knowledge

Contracted Microtransit

Contracted microtransit provides for a quick and easy implementation and an ongoing operational path for the Town, but comes with a higher cost and less control. Turn-key microtransit provides the following advantages and disadvantages to a community or agency considering microtransit implementation:

Advantages

- Can be deployed quickly
- Does not require public transportation knowledge or expertise
- Does not require hiring or management of drivers, mechanics, or administration staff
- Contractor accountability for service quality
- No (or low) vehicle capital costs
- Leverage of vendor's scale of operations
- Puts most compliance requirements onto vendor

Disadvantages

- Less overall control of service quality, customer experience, and operational procedures
- Higher ongoing operating cost
- Flexibility, responsiveness, and adaptability of service constrained to terms of contract
- Requires oversight by Town (or contractor)

Recommendations & Next Steps

Based on the analysis completed to-date, both town-operated and contracted turn-key microtransit would be feasible ways to meet the Town's goals. Of the two service scenarios, **the recommended model is turn-key microtransit since the path to implementation is quicker and more efficient.** Leveraging the experience and knowledge of a microtransit vendor will ensure quality and ease of implementation, as well as ongoing operations. As a next step, it is recommended that the Town initiate conversations with potential vendors to determine the relevant operational characteristics, including eligibility, service area, service hours, trip booking, and costs.



Eligibility

Open to all users; trips no longer prioritized by trip type.



Service Area

Maintain BATS's current service area, State Highway 287 on the north and west, County Road 4E on the south and County Line Road to the east (approximately 9 square miles); should the Town desire to expand the service area in the future, a phased approach is recommended.



Service Hours

Offer service from 7 AM and 7 PM, Monday through Saturday. Ridership in the early morning, evening hours, and on Saturdays should be monitored to determine if these service hours should be maintained and/or refined in the longer-term.



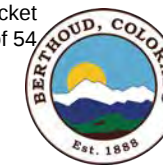
Trip Booking

Utilize an on-demand software that can manage trips through a call service or smart phone applications; these platforms allow for same-day, on-demand trip booking, potentially within 30 minutes or less and existing riders will still have the option of booking rides a day in advance to guarantee a ride.



Fares

It is recommended that the Town offer fare-free service in Town under a pilot program, at a minimum, particularly as a way to encourage ridership. Out of town trips should remain \$4 to \$5 per trip.



3. Service Scenario: Commuter Service Connection



This section details options for establishment of a commuter service connector between the Town of Berthoud and the Mobility Hub at I-25 and SH 56 in addition to the microtransit service. This commuter option assumes that CDOT's Bustang North Line will be available at the Mobility Hub within the next two years.

Microtransit Flex Route

A microtransit flex route would operate as microtransit within the Town on Berthoud, picking up and dropping off riders anywhere within the service zone, combined with an express, direct route segment along SH 56 to the Mobility Hub.

The express route segment would operate on a specific schedule, but the in-town pick up and drop off times would vary within a pre-determined time range to allow for time for the bus to react in real time to trip requests. For example, for a 7:00 AM southbound departure from Berthoud to Denver, the rider requirement would be that trip requests would need to be submitted before 6:30 AM and would be fulfilled between 6:30 AM and 6:55 AM, depending on pick up location. This would give riders the assurance that the trip will connect with the Bustang service and leave the Mobility Hub no later than 7:00 AM. Pick up and drop off locations would be within one to two blocks of the rider's address. It is also possible that the express segment of the route could start and end at a central location in downtown Berthoud.

This microtransit flex route would likely be run with vans or small shuttle buses and through a turn-key contract with a private provider capable of operating a bus route and providing the necessary microtransit technology.

Recommendations

The three transit service models, Point-to-Point On-Demand, Local Microtransit, and Commuter Service, are all feasible options for the Town of Berthoud. While each service model could be implemented independently and would support some of the needs and opportunities of the Town, **the recommended service scenario is microtransit, implemented through a turn-key contract.** This path forward is a streamlined and efficient way to meet the growing Town's needs while taking advantage of opportunities in the transit industry. Leveraging the experience and knowledge of a microtransit vendor will ensure quality and ease of implementation, as well as ongoing operations.

As a next step, it is recommended that the Town initiate conversations with potential contractors to determine the relevant operational characteristics, including eligibility, service area, service hours, trip booking, and costs.



Funding Considerations

Funding has not yet been identified to implement microtransit service in Town. With an understanding of feasible service models and planning level cost estimates, Town staff, elected officials, and the community are equipped to make informed decisions and determine if, how, and when to expand mobility options in Berthoud.

If the Town decides to move forward with its vision for microtransit, creativity and resourcefulness will be imperative for success. Transit funding comes in many forms. While there are number of funding opportunities at the state and federal levels, the availability of funds is limited and competitive. The following summarizes funding options for consideration at the federal, state, and local levels.

Federal Funding

Federal transit grants are managed and awarded by the Federal Transit Administration (FTA) and are split into two categories: formula grants and discretionary grants. Formula grants are awarded based on a formula, usually allocated according to population, ridership, and/ or system extent, and are not competitive. Additionally, capital infrastructure funds are available at the federal level for projects ranging from major busway and rail systems to stop and station improvements.

The following list of federal programs focuses on funds for technology and operations:

- FTA Section 5311 – Formula Grants for Rural Areas (CDOT is the designated recipient)
- FTA Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities
- FTA Enhancing Mobility Innovation (EMI) Program
 - Mobility On-Demand (MOD) Sandbox Program
 - Accelerating Innovative Mobility Initiative
 - Integrated Mobility Innovation Program
- FHWA's Advanced Transportation Technology and Innovation (ATTAIN)
- Congressionally Directed Spending requests

State Funding

State funding for transit projects is allocated through CDOT's Division of Transit and Rail. Annual funding availability can vary, and historically, state funds have been used to support the development of the interregional bus network and transit capital projects. State funding is highly competitive and typically local match is required. It is recommended the Town coordinate with CDOT, especially considering COVID-19 impacts, to determine potential funding to support microtransit service operations and regional transit connections in Berthoud.

Local Funding

Currently, the Town allocates funds from the 1998 sales tax to support transit services. The Town will need to evaluate competing transportation needs and priorities, including transit, in its budgeting process each year. In addition, the Town could consider other community-based funding initiatives such as transportation utility fees, and public-private-non-profit partnerships.





Implementation & Next Steps

Based on the assessment completed, both town-operated and contracted turn-key microtransit would be feasible ways to meet the Town's transit goals for the future. And, the community outreach indicates that most community members support transit in Berthoud and would use the service to get around Town and to connect to other areas in the Region. However, given that there is currently no additional funding in place to implement microtransit, several next steps are needed to move transit forward.

● CONFIRM SERVICE MODEL (SaaS OR TURNKEY)

Town led // Anticipated timing: 2 to 3 months

- Confirming the microtransit service model will clarify the funding needed and many of the future responsibilities (for Town staff and/or a contractor).

● CONDUCT ADDITIONAL RESEARCH

Town led // Anticipated timing: 2 to 4 months

- Conduct additional research on federal and state grant opportunities to determine which have the most potential; submit grant applications, as appropriate.
- Meet with CDOT and the NFRMPO to determine if any formula or discretionary grants are available to support operations.

● SECURE FUNDING

Town led // Anticipated timing: 2 to 12 months

- Funding could be secured as a temporary pilot program or permanently.

● DETERMINE SERVICE PROVIDER

Town led // Anticipated timing: 1 to 4 months

- The Town could either sole source the contract to a preferred vendor or issue a competitive request for proposals (RFP)

● FINALIZE SERVICE

Service provider (Town or contractor) led // Anticipated timing: 3 to 6 months

- Conduct stakeholder and public outreach for all phases of service implementation to gather feedback on proposed service delivery, operational characteristics, service area, fares, etc.
- Finalize service design and algorithm parameters (i.e., booking model, maximum wait times, walking connections, vehicle type(s), service hours, service zone)
- Vehicle procurement (if applicable)
- Refresh branding, marketing, and promotional activities

● LAUNCH SERVICE

Service provider (Town or contractor) led

The timing of implementation and next steps largely depends on funding availability. If the Town were to entirely fund the transition to microtransit service through a turnkey contract, the process could be expedited and completed in approximately 6 months. Steps like applying for federal grants and issuing a competitive request for proposals would extend to the implementation process.





BOARD OF TRUSTEES INFORMATION

ADMINISTRATION DEPARTMENT

Meeting Date:	January 24, 2023
Agenda Title/Subject:	2022 In Review
Type of Item:	Presentation
Purpose:	Informational Presentation
Presented by:	Chris Kirk

BACKGROUND:

This item will be an informational presentation. There may be additional information distributed during the presentation.