



CLEAN TRANSIT ENTERPRISE BOARD MEETING - JANUARY 24, 2023

SCHEDULE & AGENDA

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|--|-------------------------|
| I. Welcome, Roll Call, Agenda Review (5 minutes)
<i>Matt Frommer, Chair</i> | 1:00 - 1:05 p.m. |
| II. Action Agenda (5 min)
<i>Matt Frommer, Chair</i>
A. Approval of Minutes - November 9, 2022 CTE Board Meeting | 1:05 - 1:10 p.m. |
| III. Enterprise Financial Update (10 min)
<i>Kay Hruska & Celeste Kopperl (CDOT)</i> | 1:10 - 1:20 p.m. |
| IV. Program Administrator Update (10 min)
<i>Kay Kelly, Chief, Innovative Mobility (CDOT)</i> | 1:20 - 1:30 p.m. |
| V. CTE Match and Equity Approach Recommendations & Discussion (30 min)
<i>Michael King & Amber Blake (CDOT)</i> | 1:30 - 2:00 p.m. |
| VI. Data Reporting Discussion (30 min)
<i>Michael King & Sina Zhen (CDOT)</i> | 2:00 - 2:30 p.m. |
| VII. Funding opportunity schedule (10 min)
<i>Amber Blake (CDOT)</i> | 2:30 - 2:40 p.m. |
| VIII. Adjournment (5 min) | 2:40 - 2:45 p.m. |

Clean Transit Enterprise

November 9, 2022

Regular Board Meeting – Tuesday, November 9, 2022. 1:00 – 3:00pm, Virtual via Zoom Meeting

Video Recording: <https://youtu.be/9c-6Jm7j5as> (not available)

1. Call to Order, Roll Call (Matt Frommer) - Time 1:01

Director Dawn Block, Director Bonnie Trowbridge (indicated she'll be joining a little late), Director Mark Garcia, Director Cris Jones, Director David Averill (will be joining in late), Director Theresa Takushi, Director Kelly Blynn, and Director Richard Coffin. Chair Matt Frommer.

2. Action Agenda - Time 1:03

A motion by Chair Frommer to approve the meeting minutes from the last board meeting on October 4, 2022. Seconded by Director Coffin. Motion passes unanimously. No oppositions or abstentions.

3. Transit in Colorado (2022 Update) and Zero Fare for Better Air (Ann Rajewski) – Time 1:04

- Increased funding at the federal and state level.
- Colorado received funding for 6 transit projects last year through Congressionally Directed Spending process
 - This year's bill includes funding for 1 transit agency with a larger request. Current on continuing resolution status.
- Challenges facing transit:
 - Increase in material and construction costs.
 - Canceled/late deliveries of vehicles
 - Staffing at all levels
 - Affordable housing for employees
- Transit post COVID
 - Some resort areas (not all) had increased ridership during COVID due to more outdoor recreation in their community.
 - Rural agencies often carry more transit dependent riders and saw a dip during COVID but have mostly recovered to pre-COVID numbers.
- Zero Fare for Better Air Program (Summer 2022)
 - Facebook Ad developed for La Junta Transit for Zero Fare for Better Air
 - Tailored campaign to the specific city (mountains shown, city size)
 - 14 agencies participated (17 other agencies are already fare free year-round)
 - Some agencies could not participate due to lack of staff capacity, and/or not enough time to prepare.
 - Almost every agency that participated saw an increase in ridership.
 - Grant Requests and Reimbursements
 - Some agencies actual expenditures were below their request while others were quite a bit above. Due to short notice of the program and not everyone utilizing the funds, there is now enough funding to completely fund these agencies.
 - Debrief:
 - Most agencies found it easy to apply and get reimbursed.
 - Marketing package was helpful; however, it should start earlier.
 - Organizational planning should start earlier
 - Agencies underestimated ridership increase.

Matt Frommer: Thank you for showing the slide that compared ridership from July-August and August-September. I'm curious to see where ridership levels compared to pre-pandemic for the rural areas.

Ann Rajewski: Many of the rural areas are back to where they were before, if not above. I have talked to a transit agency in Montrose, and they are not back to 2019 numbers. It really depends on your community and how they are coming back and who's working in the office.

Rick Coffin: Interesting presentation. I noticed something on the slide about the cost increases for buses. I think the

small bus increase of 60% is surprising. Do you have an outlook for this, will costs continue to rise or go back at all?

Ann Rajewski: It has been really challenging. By the time all the paperwork for funding is completed, the costs have gone up by the time the awards come out. We are all riding the wave and hoping it evens out. We are wondering if maybe in the next 2 years the supply chain could catch up. In the U.S. we also don't make enough chassis for all the needs and we're all competing for some of the same parts. Also, transit vehicles don't make enough money for the manufacturing companies, so they are not a high priority for them. There have been 3 different Buy America waivers in the past few weeks with hopes to make it easier to access vehicles. We are trying to mitigate the challenge but there's no way to tell when things will start settling down.

4. CTE Financial Update (Kay Hruska, Celeste Kopperl, Kay Kelly) – Time 1:26

- 2023-2024 Draft Budget has a slight increase from last year, but not much deviation.
 - There is a small amount of contingency reserve based on the newness of the revenue stream. Could be an area that we can use to discuss cost estimations.
- CTE budget tries to follow and align with CDOT budget cycle
 - Proposed budget was approved in November for FY 2022-23 to submit to the Joint Budget Committee by December 15, 2022. The final budget allocation plan will be presented to the CTE Board in March and submitted to the Governor by April 15, 2023.
 - Kay Kelly: Ask the board to vote on this item

Mark Garcia: I had a question on our finances. On the expense sections, actuals vs budget. Are we going to see any staff salary increase in the budget?

Kay Hruska: Yes, I expect staff salaries to increase as CTE gets more involved and active and requires more of CDOT staff's time. If we decide to do board meetings in person, it will also cause an increase. With CTE being new last year, we had less staff hours, however this year we will need to increase them. Short answer is yes as we continue to do more.

Mark Garcia: On the revenue side of things, is there a lag?

Kay Hruska: The fees went into effect July 2022 so there wasn't much collected. It was in arrears as we have been collecting the fees from the months prior.

Mark Garcia: These revenue amounts, are they close to what was projected?

Kay Hruska: The forecasted to the actual slide should answer your questions.

Kay Kelly: I will pause here to ask the board to vote on this item.

Mark Garcia: I move to approve the budget of \$9,132,872.00.

Matt Frommer: I second. No opposition or abstention, unanimously approved.

- The unused proceeds for the initial TC loan fund is \$57,571 and will be transferred to the CTE Program Fund so we can utilize that amount. The TC loan was paid with interest. Now that we have revenue flowing, we are just doing some housekeeping.

Mark Garcia: So, the remaining loan balance is money from where we repaid the loan?

Kay Hruska: We transferred retail delivery fee dollars to that TC loan fund. So that \$57,000 is basically the unused cash of the paid loan, the remaining proceeds.

Matt Frommer: I make a motion to transfer the remaining loan proceeds to the Program Fund balance.

Mark Garcia: I second this and agree.

Matt Frommer: No abstentions or opposition, the transfer request is approved.

5. Program Administrator Update - Kay Kelly

- CTE's first required annual report to the legislature and Transportation Commission
- Straightforward report that summarizes everything we've done for the past year.
 - No specific dates.
 - Need to establish a basic reporting structure.
 - Should cover through Dec 1, 2022
- Remaining Decisions from 10-year plan
 - Project Scoring Criteria (require prior to issuing CTE funding opportunities)
 - Data reporting requirements (required prior to issuing CTE funding awards)

Matt Frommer: Are there any presentations that will be submitted or just submitting a piece of paper?

Kay Kelly: As of now we have only been requested to submit a piece of paper. It's possible we could be asked to give a presentation in the future, so we'll keep you updated with what we hear.

- Applicant Planning Requirements
 - Reviewed feedback from CTE board and stakeholders
 - Staff propose that:
 - ALL CTE grant applicants are required to answer questions aligned with FTA requirements. Applicants that provide planning documentation above FTA requirements will gain extra points.
 - Decision item:
 - Motion to approve aligning CTE planning requirements with current FTA requirements and give extra weight to applicants that provide documentation of ZEV transition planning above the FTA requirements

Matt Frommer: Not hearing any questions so I will make the motion to approve the requirements.

Theresa Takushi: I second.

Matt Frommer: No abstentions or opposition, motion is approved. Also, I would like to note that Director Trowbridge has been present in the last two votes and has approved.

- CDOT PD 1610: GHG Mitigation Measure Calculation table
 - Staff propose that CTE applicants utilize the PD1610 User Input methodology for estimating GHG emissions reductions associated with projects
 - Decision Item:
 - Motion to approve aligning the CTE GHG calculation methodology with CDOT Policy Directive 1610 GHG Mitigation Measures Calculation Table User Input Method

Matt Frommer: I have a question on the line that says, "Anticipated share of new riders who previously drove or used a taxi/TNC". Those numbers seem a little high to me, I'm just wondering where we get these numbers from?

Theresa Takushi: I'm not sure where these metrics exactly came from. A lot of these are cited research but I will take a deeper look to see. We are welcoming better information over time, so as we receive new data, we will bring that to the board for approval. We do recommend that we use the methodology as it is outlined here at this time.

Matt Frommer: Should we open up the decision to GHG emissions calculations in general, any questions or comments?

Rick Coffin: If we do wish to update it or make any changes, what's the process to do this?

Kay Kelly: The beauty of this is that PD1610 is the document at CDOT that covers this for all the transportation planning in the state. So, if anything comes up through the CTE we will funnel that through Theresa's team and put it out to all of CDOT. It goes through a pretty rigorous process; we are aligning with a process that's being instituted throughout the agency.

Matt Frommer: I will make a motion to approve aligning the CTE GHG calculation methodology with CDOT Policy Directive 1610 GHG mitigation calculation table user input method.

Rick Coffin: I second.

Matt Frommer: No abstentions or opposition. Motion has been approved unanimously.

6. CTE Match Approach (Mike King) – Time 2:02

- As a refresher, during the development of the 10-year plan, the board brought up the need for a grantee match strategy. We were also asked to consider the differences in resources for local agencies that should reflect in the required match rate.
- One approach explored over the 10-year plan period and in recent board meetings is to use something similar to the MMOF fund strategy. In the July CTE board meeting, Michael Snow from CDOT DTD shared the MMOF match formula that determines match percentages on 4 county/municipal level data points: median household income, median home value, poverty level, and population aged 65+.

- While this has been very successful for the MMOF, these data metrics don't connect directly to the daily operations of most transit agencies.
- Staff Proposal – 2 options
 - CTE could apply standard match percentage requirements across all agencies (such as 20% or 10%) with a process for seeking match relief when merited
 - CTE could develop a similar formula to MMOF but drawing on more transit relevant inputs.
 - In the last meeting the board did lean more towards option number one of a standard match approach, as opposed to the more complicated formula method.
- Options for CTE Match Approach
 - For Planning, Infrastructure, and Facilities grants, use a standard match requirement percentage but include a lower match requirement if a request for relief is approved.
 - Example:
 - Planning = 10 % (standard) or 5% (relief)
 - Infrastructure = 20% (standard) or 10% (relief)
 - Facilities = 50% (standard) or 25% (relief)
 - For Vehicle grants, fund a percentage of the total incremental cost but include potential “adders” for vehicle scrapping and/or an approved request for relief
 - Example:
 - Standard = 100% of incremental cost
 - Scrapping Bonus = + 10% of incremental cost
 - Relief Bonus = + 10% of incremental cost
 - Board members expressed general support but requested that the standard (and subsequent Scrapping and Relief) incentive amounts be increased (i.e. to 110%, etc.)
 - Board member also suggested considering a separate adder based on vehicle age, and also whether per vehicle grant caps should be included

7. CTE Equity Approach (Mike King)

- In trying to determine the best approach to achieving equity in CTE programs, staff considered two overarching factors: the basis for determining which applicants are prioritized and the means by which the equity need is addressed.
 - Basis of Determination could be Geographic, Demographic, Agency-Focused, or Other
 - Each approach has pros and cons in terms of the ability to determine eligibility and how well it aligns with actual need
 - Method of Addressing the need could be based on Decreased Match Requirement, Increased Funding Amount, Higher Application Score, a Statewide Equity Target, or a combination of the above
 - Likewise each approach has pros and cons in terms of how well they meaningfully address the barriers to transit electrification in target communities
 - Board members expressed a preference for Higher Application Score and a Statewide Equity Target as the means to address greater need among applicants statewide, as well as a Geographic basis for determination that accounts either for a specific transit route or an aggregate of all transit service areas
 - Other Board members suggested a simplified approach that would include an equity statement rather than a complex set of calculations that might confuse applicants and the public

8. Meeting Adjourned (Matt Frommer) - Time (3:00 PM)



COLORADO

Department of Transportation

Clean Transit Enterprise Board

January 24, 2023



AGENDA

Topic	Presenter
Welcome, Roll Call, Agenda Review (5 min)	Matt Frommer, Chair
Action Agenda (5 min) <ul style="list-style-type: none">Approval of Minutes - 11/09/22 CTE Board Meeting	Matt Frommer, Chair
Enterprise Financial Update (10 min)	Kay Hruska and Celeste Kopperl, CDOT
Program Administrator Update (10 min)	Kay Kelly, CDOT
CTE Match and Equity Approach (30 min)	Amber Blake and Mike King, CDOT
Data Reporting Discussion (30 min)	Mike King and Sina Zhen, CDOT
Funding Opportunity Schedule (5 min)	Amber Blake, CDOT
Adjournment	Matt Frommer, Chair

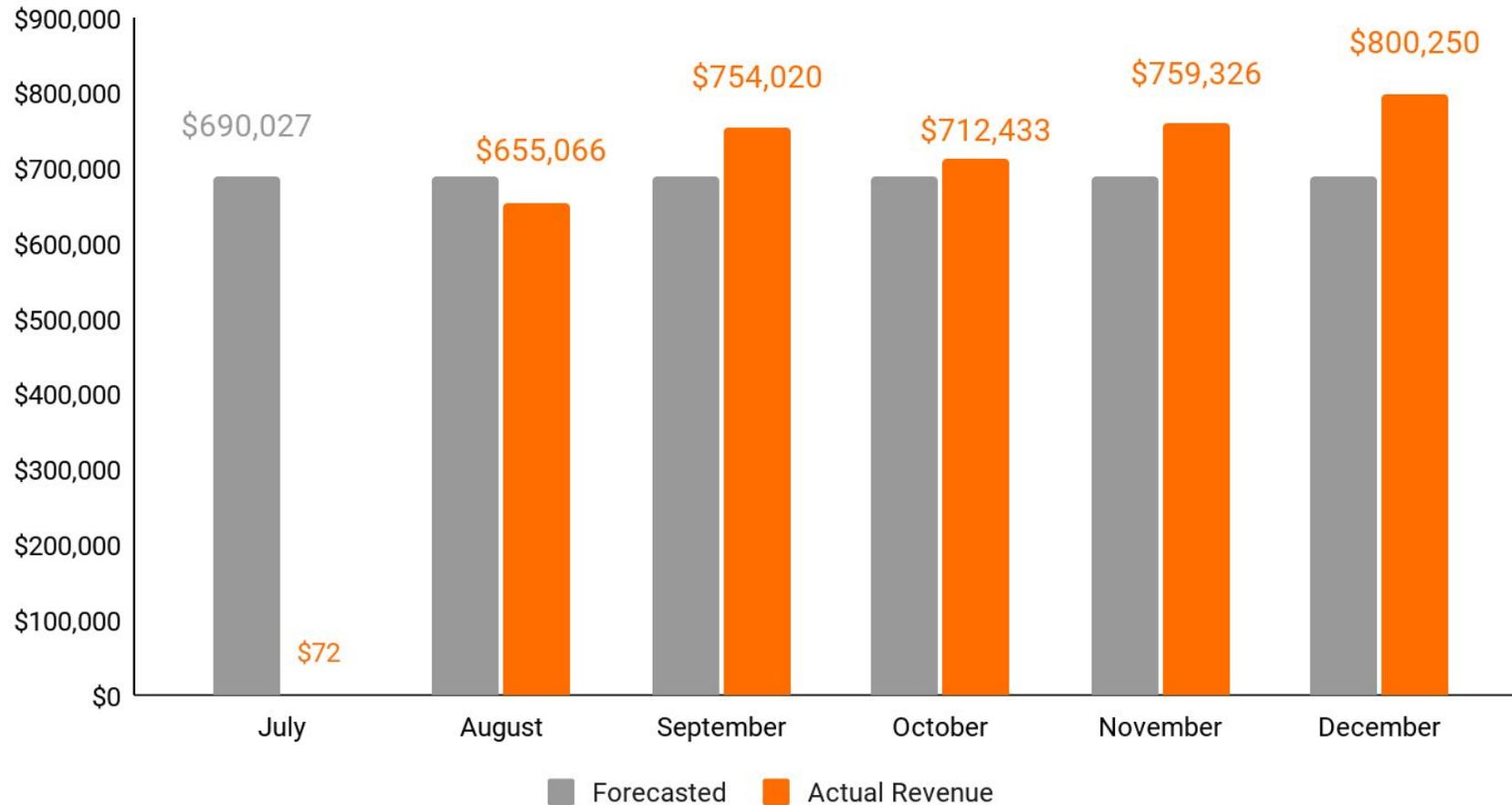


Enterprise Financial Update



Clean Transit Enterprise - Retail Delivery Fee

Clean Transit Enterprise Retail Delivery Fee Forecasted to Actual





Program Administrator Update



Program Administrator Update

General:

- Upcoming - Clean Transit Retail Delivery Fee Adjustments for Inflation

Remaining Decisions from 10 Year Plan:

- Project Scoring Criteria (required prior to issuing CTE funding opportunities)
 - Approach discussed at November meeting; Recommendation presented today; Vote in February
 - Match Structure/Match Relief Policy
 - Equity Approach
- Data Reporting Requirements (required prior to issuing CTE funding awards)
 - Informational discussion today



CTE Equity Approach - Match



CTE Match Approach Background

10 Year Plan Development

- During the development of the CTE 10 Year Plan, board members, stakeholders, and staff identified the need for a grantee match strategy that accounts for different types of projects (e.g. planning versus capital) and differences in available local resources
 - Without accounting for this element, larger and better resourced agencies would be able to take advantage of CTE funding opportunities, while smaller and more tightly constrained entities might be left behind
- In order to consistently and fairly determine the appropriate match level for a given agency, the formula model employed in CDOT's Multimodal & Mitigation Options Funds (MMOF) Program was suggested as a potential starting point



CTE Match Approach Background

- In the July CTE board meeting, Michael Snow from CDOT DTD shared the MMOF match formula, which determines match percentages for each county and municipality in the state based on a formula incorporating multiple data points
- During the October CTE board meeting, the directors indicated a preference for a more simplified approach using a standard match percentage for each type of project, plus a supplemental process for case-by-case match relief
- At the November CTE board meeting, the directors encouraged staff to further refine the proposed match and incentive levels - particularly for vehicle grants that include the scrapping of an existing ICE vehicle



Updated Options for CTE Match Approach

<i>Project Category</i>	<u>Planning</u>	<u>Infrastructure</u>	<u>Facilities</u>
<i>Standard Match Requirement</i>	10%	20%	50%
<i>Match Requirement with Relief Request</i>	5%	10%	25%

<i>Project Category</i>	<u>Vehicles</u>
<i>Standard Incentive Level</i>	100% of incremental cost
<i>Incentive Bonus with Scrapping of Existing Vehicle</i>	Additional 25% of incremental cost
<i>Incentive Bonus with Relief Request</i>	Additional 25% of incremental cost

- Match relief requests will be assessed based on predetermined criteria in line with existing CDOT policy, including the potential use of Toll Credits
- “Incremental cost” is defined as the difference between the cost of a “conventional” replacement vehicle and that of an equivalent zero-emission vehicle



CTE Equity Approach



Equity Approach Options

Basis of Determination	Pros	Cons
Geographic	<p>Data is clear and readily available</p> <p>Consistent with other state and federal equity approaches</p>	<p>Census boundaries don't align neatly with transit routes or service areas</p> <p>Geographic approach doesn't account for riders</p>
Demographic	<p>Potentially better aligned with actual riders and neighbors bearing the disproportionate impacts</p>	<p>Data is inconsistent or sparse</p> <p>Data may change over time to become less reflective of need</p> <p>Possible privacy concerns</p>
Agency Focused	<p>May better reflect the barriers to electrification if they are related to the agency rather than the geographic area</p> <p>Consistent metrics may be easier to identify</p>	<p>Agency staffing and resources aren't necessarily reflective of public needs and impacts</p> <p>Unclear if a consistent, meaningful measure exists</p>
Other	?	?



Overview of different equity definitions and tools

Tool/definition name	Agency	Summary	Considerations for use
SB21-260 disproportionately impacted definition	Legislature	Disproportionately impacted community (DIC) - census block group where <ol style="list-style-type: none"> 1. the proportion of households that are low income is greater than 40% 2. the proportion of households that identify as as minority is greater than 40%, or 3. the proportion of households that are housing cost-burdened is greater than 40% Cost-burdened: household that spends more than 30% of its income on housing Low income: median household income less than 200% of FPL	<ul style="list-style-type: none"> • Defined in statute, must be used in Enterprise-funded community programs at least in some way
CO Enviroscreen	CDPHE	Environmental justice mapping and health screening tool for Colorado that identifies areas with current/past environmental inequities, where DICs have a greater health burden and/or face more environmental risks, and DICs based on the definition in Colorado’s Environmental Justice Act (HB21-1266)	<ul style="list-style-type: none"> • Likely to be used by many CO state grant programs • Scores every block group with a percentile - have to decide what to use as a threshold
Electric Vehicle (EV) Charging Justice40 Map Disadvantaged Communities (DACs)	USDOT/ USDOE	Consistent with the Justice40 Interim Guidance, U.S. DOT and U.S. DOE developed a joint interim definition of disadvantaged communities (DACs) for the National Electric Vehicle Infrastructure (NEVI) Formula Program. The definition uses publicly available data sets that capture vulnerable populations, health, transportation access and burden, energy burden, fossil dependence, resilience, and environmental and climate hazards.	<ul style="list-style-type: none"> • Must be used in NEVI-funded programs, at least in reporting • Tract level, while others are at block group level
EV Equity Prioritization tool and indices	CEO	Includes several different indexes, including an overall “transportation equity” index. Identifies areas with different types of transportation burdens, such as exposure to freight pollution, lack of transit access, etc.	<ul style="list-style-type: none"> • May capture additional variables beyond Enviroscreen that are more focused on transportation



Map of different definitions and tools (statewide)

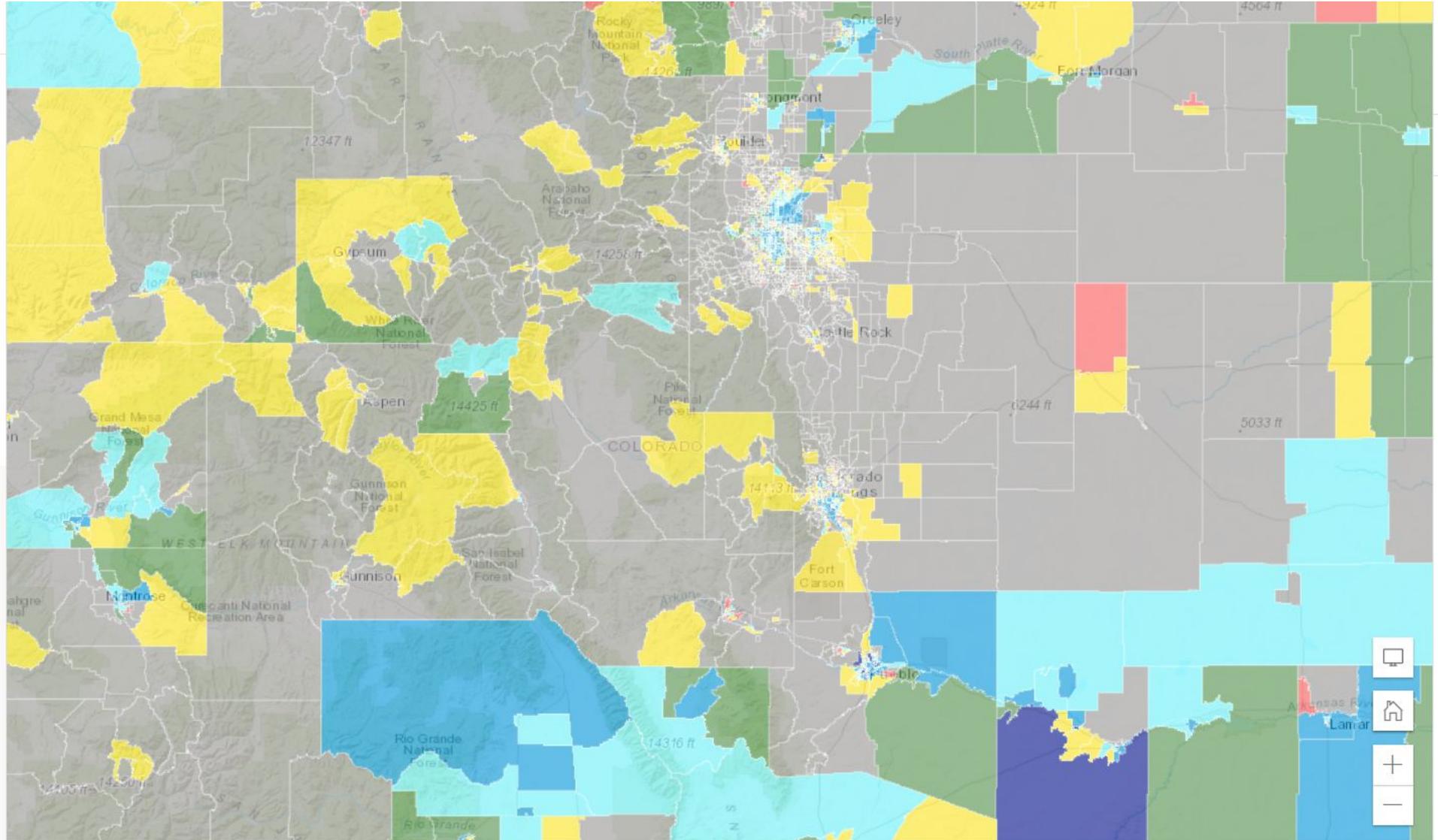
Legend



CO Blockgroups Disproportionately Impacted Communities Definitions

Classification

- All four criteria
- Three criteria
- Two criteria
- SB260 DIC only
- NEVI DAC Only
- Transport Equity 75th pctile Only
- None





Map of different definitions and tools (Denver metro)

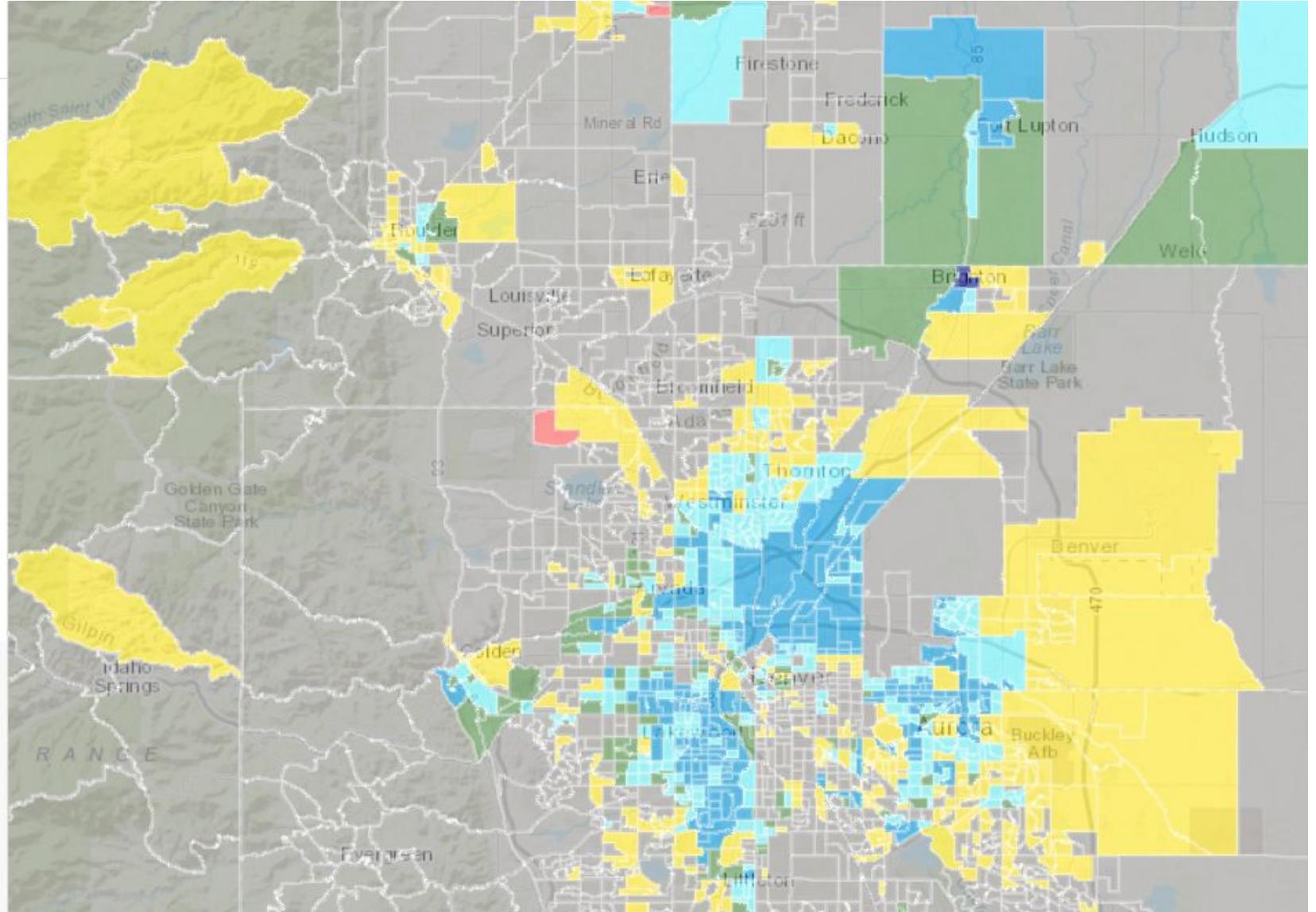
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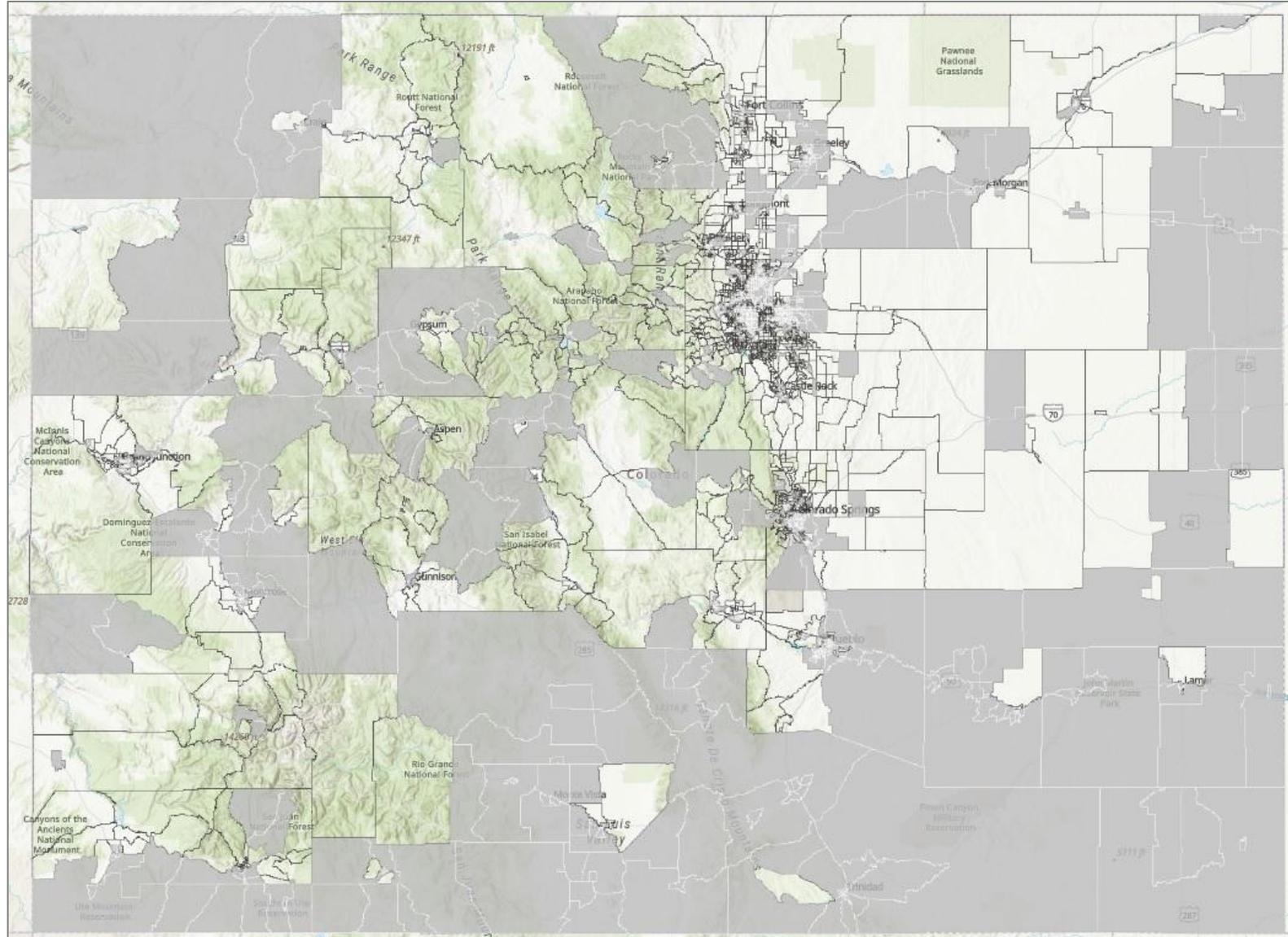


Enhanced Incentive Map

This Enhanced Incentives Map combines the 4 layers on the previous map and adds tribal area as a final input. Any parcel shown in grey is considered eligible for enhanced incentives in the Charge Ahead Colorado and DCFC Plazas grant programs.

For consistency, the CTE could consider a similarly broad definition of geographic equity need.

The challenge will be whether to use a point-based determination or a measure that accounts for routes and service areas.





Equity Approach Options

Method of Addressing	Pros	Cons
Decreased Match Requirement	Consistent with approach to scrapping and match relief, easy to understand	Doesn't make award more likely Combining 2 or more match changes may limit overall impact
Increased Funding ("Bonus")	Clear and direct support for project	Doesn't make award more likely Taken alone, could increase match amount
Higher Application Scoring	Directly increases likelihood of award for projects that support equity Could be combined with match relief	Taken alone, doesn't address match limitations
Statewide Equity Target	Takes focus off of individual application or applicant for a more holistic view Encourages staff to promote grants to more agencies statewide	Number, location, and equity status of applicants is out of CTE control
Other	?	?



Equity Approach Options

Method of Addressing	Pros	Cons
Decreased Match Requirement ✓	Consistent with approach to scrapping and match relief, easy to understand	Doesn't make award more likely Combining 2 or more match changes may limit overall impact
Increased Funding ("Bonus") ✓	Clear and direct support for project	Doesn't make award more likely Taken alone, could increase match amount
Higher Application Scoring ✓	Directly increases likelihood of award for projects that support equity Could be combined with match relief	Taken alone, doesn't address match limitations
Statewide Equity Target ?	Takes focus off of individual application or applicant for a more holistic view Encourages staff to promote grants to more agencies statewide	Number, location, and equity status of applicants is out of CTE control
Other	?	?



Data Reporting Discussion



Data Reporting Requirements

- Created a working group with experts from the CDOT Division of Transit and Rail (DTR), Colorado Department of Public Health and Environment (CDPHE), Colorado Energy Office (CEO) and the National Renewable Energy Lab (NREL) to explore what vehicle and/or charger data should grantee transit agencies be required to report to the CTE on a regular basis.
- Options considered include requirements similar to the National Transit Database (NTD), requirements similar to Volkswagen Settlement, a combination of both, and/or best practices from other agencies.
- Following the working group meeting, feedback from the Colorado Electric Vehicle Coalition (CEVC) Transit Subgroup was also solicited. Discussions with transit agencies indicate that most vehicles already have built-in telematics to aid with operation efficiency. Some platforms include automated reporting that can be easily submitted on a recurring basis. However, smaller and more rural agencies voiced concerns about the additional staff time required for robust data collection.



Response from Transit Agencies

Key Questions:

- What vehicle and/or charger data should grantee transit agencies be required to report to the CTE on a regular basis?
 - Collect basic usage data and not overburden agencies in the data collection process
- What vehicle and charger telematics are already being collected?
 - Energy used, miles and hours driven, regeneration rate, diesel saved, CO2 avoided, fleet utilization, and cost of maintenance
- How often should data be reported?
 - All respondents recommended annual reporting



Key Considerations:

- Main target is to measure GHG emissions reduction
- Collect basic vehicle usage data only so as not to overburden agencies in the process

Required: Transit agencies would be responsible for reporting energy usage and miles driven in ZEVs funded through the CTE

Optional: Agencies could choose to share all their onboard telematics data, since this additional information may be useful for statewide ZEV transition planning



CTE Funding Opportunity Announcement Schedule



Tentative NOFA Schedule

Notice of Funding Availability for Transit Grants is currently scheduled for April 2023, exact release date TBD.

More information to follow on future CTE Meetings.

The NOFA will be available once released on the DTR website at:

<https://www.codot.gov/programs/transitandrail>



Questions/Discussion



Upcoming Meetings

- Scheduling Poll forthcoming for February meeting
 - Decision on Equity Scoring, Match Structure and Data Reporting Requirements
 - Information from Dept of Revenue regarding Clean Transit Retail Delivery Fee inflation adjustments

Topics:

- Public accountability dashboard development
- Transit agency presentations
- Other topics at the board's pleasure



Clean Transit Enterprise Information



COLORADO
Department of Transportation

<https://www.codot.gov/programs/innovativemobility/cte>

Programs

Resources

- Clean Transit Enterprise
- Electric Vehicle Ride & Drive Event
- Electrification
- Mobility Services
- Mobility Technology
- Transit and Rail

Clean Transit Enterprise

To support Colorado's transit electrification through planning efforts, transit site upgrades, procurement of electric transit buses, and deployment of associated charging infrastructure.



About the Clean Transit Enterprise

This enterprise is created within the Colorado Department of Transportation (CDOT) to support public transit electrification planning efforts, facility upgrades, fleet motor vehicle replacement, as well as construction and development of electric motor vehicle charging and fueling infrastructure. The bill allows the enterprise to impose a clean transit retail delivery fee to fund its operations, and to issue grants, loans or rebates to support electrification of public transit.

Contact Us

codot_cleantransitenterprise@state.co.us

Resources

- [Board Appointments](#)
- [Enterprise Funds](#)
- [Board Powers & Duties](#)
- [Clean Transit Enterprise 10 Year Plan](#)
- [2021 Transit Zero Emission Vehicle \(ZEV\) Roadmap](#)
- [Clean Transit Enterprise Processes and Fees, 2 CCR 607-1](#)

Upcoming Meetings

Board of Directors Meeting
July 13, 2022
12:00-2:00 pm
[YouTube Link](#)
[Schedule & Agenda](#)

Prior Meetings

Board of Directors Meeting - January 31st, 2022
[Video Recording](#)

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