



COLORADO

Department of Transportation

Clean Transit Enterprise Board

February 20, 2024



AGENDA

Topic	Presenter
Welcome, Roll Call, Public Comments (5 min)	Matt Frommer, Chair
Action Agenda (5 min) <ul style="list-style-type: none"> Approval of Minutes - 10/10/23 CTE Board Meeting & 11/6/23 Ad Hoc Board Meeting 	Matt Frommer, Chair
Program Administrator Update (5 min)	Kay Kelly, CDOT
Election of CTE Chair and Co-Chair (5 min) <ul style="list-style-type: none"> Approval of CTE Chair and Co-Chair 	Kay Kelly, CDOT
Clean Transit Retail Delivery Fee Inflationary Adjustments (10 min) <ul style="list-style-type: none"> Determination and Approval of Enterprise Fee Levels for FY 25 	Kay Kelly, CDOT
Enterprise Financial Update (15 min) <ul style="list-style-type: none"> Approval of FY25 Final Budget 	Kay Hruska & Cassie Rutter, CDOT
CTE Public Accountability Dashboard (15 min)	Mike King, CDOT
Adjournment	Matt Frommer, Chair



Program Administrator Update



Program Administrator Update

- Update on First Round of CTE Funding Opportunities:
 - **Planning Award Contracting Status**
 - **Capital Notice of Funding Availability (including Vehicles, Infrastructure, Facilities)**
 - Estimated Release: March 2024
- FTA Region 8 Zero Emission Bus Listening Session - February 28th at 1:00pm



Program Administrator Update

- Board Member Feedback Summary
 - Clean Transit Enterprise Board is confident in their current leadership, including Chair and Vice-Chair
 - Interested in a once-per-year in-person meeting in Denver to improve connection among board members
 - Pleased with the progress of the Enterprise and the content covered in meetings
 - **Opportunities for Improvement:**
 - Round table updates; Shorter meeting notes
 - Increase engagement and understanding of small transit agencies in both their successes and barriers to the adoption of electric busses
 - Use knowledge, data, and examples to share the potential of electrification of buses with a wider audience and combat misinformation



CTE Board Elections



CTE Bylaws Concerning Board Officers and Appointees

The Chair and Vice-Chair shall be the officers of the Enterprise Board. The Enterprise Board shall appoint a Secretary who shall not be a Member of the Enterprise Board. The Chair and Vice-Chair shall be elected by the Enterprise Board at its meeting in January 2022 and shall serve two (2) year terms in office or until a successor is elected by a vote of the Members of the Enterprise Board. Thereafter, the Enterprise Board shall elect a Chair and Vice-Chair in January in even-numbered years. If the election of such officers is not held at such meeting, such election shall take place as soon thereafter as a meeting may be conveniently held.

The Secretary's term of office shall be at the will of the Enterprise Board.



Elected Positions

Chairperson: The principal duties of the Chairperson shall be to preside at all meetings of the Enterprise Board, to serve as the principal spokesperson for the Enterprise, and to aid the Secretary in coordination of meetings and agendas, and to perform all duties incident to the office

Vice-Chairperson: The principal duty of the Vice-Chairperson shall be, in the absence or disability of the Chairperson, to perform all the duties of the chairperson, and when acting shall have all the powers of the Chairperson. The Vice-Chairperson shall also have such powers and perform such duties as from time to time may be prescribed by the Membership

The Board may appoint other officers as it deems necessary and appropriate



Enterprise Board Action

Proposed Motion for Board of Directors Consideration:

Move for the Clean Transit Enterprise to appoint _____ as the CTE Chair and _____ as the CTE Co-Chair for two-year terms concluding in January 2026.



Clean Transit Retail Delivery Fee Levels for FY 25



2 CCR 607-1 Clean Transit Retail Delivery Fee

Statutory Authority for Fees

CRS 43-4-1203 (7)(b) Sets the Clean Transit Retail Delivery Fee

- originally set at \$0.03 per retail delivery

CRS 43-4-1203 (7)(c)(I) & (II) Describes Yearly Fee Level Adjustments

- Allows for the adjustment of the Clean Transit Retail Delivery Fee on an annual basis based on inflation
- New Fee levels must be approved by the Enterprise Board (no new rulemaking) and communicated to the Department of Revenue by March 15th



Total Retail Delivery Fee Amounts

Calendar Year Used for Inflation Adjustment	Community Access Retail Delivery Fee	Clean Fleet Retail Delivery Fee	Clean Transit Retail Delivery Fee	General Retail Delivery Fee	Bridge & Tunnel Retail Delivery Fee	Air Pollution Mitigation Retail Delivery Fee	Total Retail Delivery Fee
2021	\$0.0690	\$0.0530	\$0.0300	\$0.0840	\$0.0270	\$0.0070	\$0.2700
2022	\$0.0716	\$0.0550	\$0.0311	\$0.0870	\$0.0280	\$0.0073	\$0.2800
2023	\$0.0741	\$0.0569	\$0.0322	\$0.0903	\$0.0290	\$0.0075	\$0.2900



Current and Proposed Fee Levels

YEAR	ANNUAL CPI	INFLATION RATE	INFLATION RATE FOR FEES	FEE LEVEL FOR FISCAL YEAR	CLEAN TRANSIT RETAIL DELIVERY FEE
2021	281.845	3.54%	N/A	2022-23	\$0.0300
2022	304.424	8.01%	3.86%	2023-24	\$0.0311
2023	320.300	5.22%	4.86%	2024-25	\$0.0322

Recommendation for Fee Level Adjustment:

- Increase the Clean Transit Retail Delivery Fee from \$0.0311 to \$0.0322 for FY 25 (Colorado Fiscal Year starting July 1, 2024 and concluding on June 30, 2025)



Enterprise Board Action and Next Steps

Proposed Motion:

Move for the Clean Transit Enterprise to adopt a new retail delivery fee level of three and twenty-two one-hundredths cents (\$0.0322) for fiscal year 2025, based on the recommendation from the Department of Revenue and Enterprise staff.

Next Steps:

- 1) Program Administrator will send memorandum to the Department of Revenue outlining the Board's Decision of Fiscal Year 2025 fee levels.
- 2) Updated Enterprise fee level and fee collection forecasts developed for review by the Board of Directors.
- 3) Fee level adjusted by the Department of Revenue starting on July 1, 2024.



Enterprise Financial Update



CTE Accounting Update - Year-To Date Figures Through December 2023

Fiscal Year 2023-24 Budget to Actual for Fund 540						
Clean Transit Enterprise						
Line Item		Approved Budget	Total Quarter 1	Total Quarter 2	Total	Remaining Funds
1	Fiscal Year Revenues					
2	Clean Transit Retail Delivery Fee	\$ 8,982,450	\$ 2,218,860	\$ 2,691,889	\$ 4,910,750	
3	Interest Revenue	-	54,580	99,763	154,343	
4	Total FY 2023-24- Revenue	\$ 8,982,450	\$ 2,273,440	\$ 2,791,652	\$ 5,065,093	\$ 3,917,357
5	Fiscal Year Allocations					
6	Administration & Agency Operations					
7	Administration and Agency Operations					
8	Staff Salaries	\$ 275,895	\$ -	\$ 3,817	\$ 6,143	\$ 269,752
9	Attorney General Fees	1,000	387	507	893	107
10	Office of the State Audit-Annual Financial Audit	2,000	-	-	-	2,000
11	Professional Services	100,000	-	-	-	100,000
12	Language Translation Services	25,000	-	-	-	25,000
13	Board/Staff Travel	5,000	-	-	-	5,000
14	Board Meeting Expenses	600	-	-	-	600
15	Miscellaneous	1,000	-	-	-	1,000
17	Total Administration and Agency Operations	\$ 410,495	\$ 387	\$ 4,324	\$ 7,036	\$ 403,459
18	Contingency Reserve					
19	Board Reserve Fund (10%)	\$ 913,287	\$ -	\$ -	\$ -	913,287
20	Total Reserve Funds	\$ 913,287	\$ -	\$ -	\$ -	\$ 913,287
21	Programmed Funds					
22	Programmed Funds	\$ 7,658,668	\$ -	\$ -	\$ -	7,658,668
23	Total Programmed Funds	\$ 7,658,668	\$ -	\$ -	\$ -	\$ 7,658,668
24	Total FY 2023-24 Budget	\$ 8,982,450				
25	Total FY 2023-24 Allocations	\$ 8,982,450				



Revenue Forecast - Retail Delivery Fee

FY 2022-23 Revenue (\$0.03 fee):

- Total Forecasted: \$8,280,329
- Total Collected: \$9,335,275
- Difference: \$1,054,946

FY 2023-24 Revenue (\$0.0311 fee):

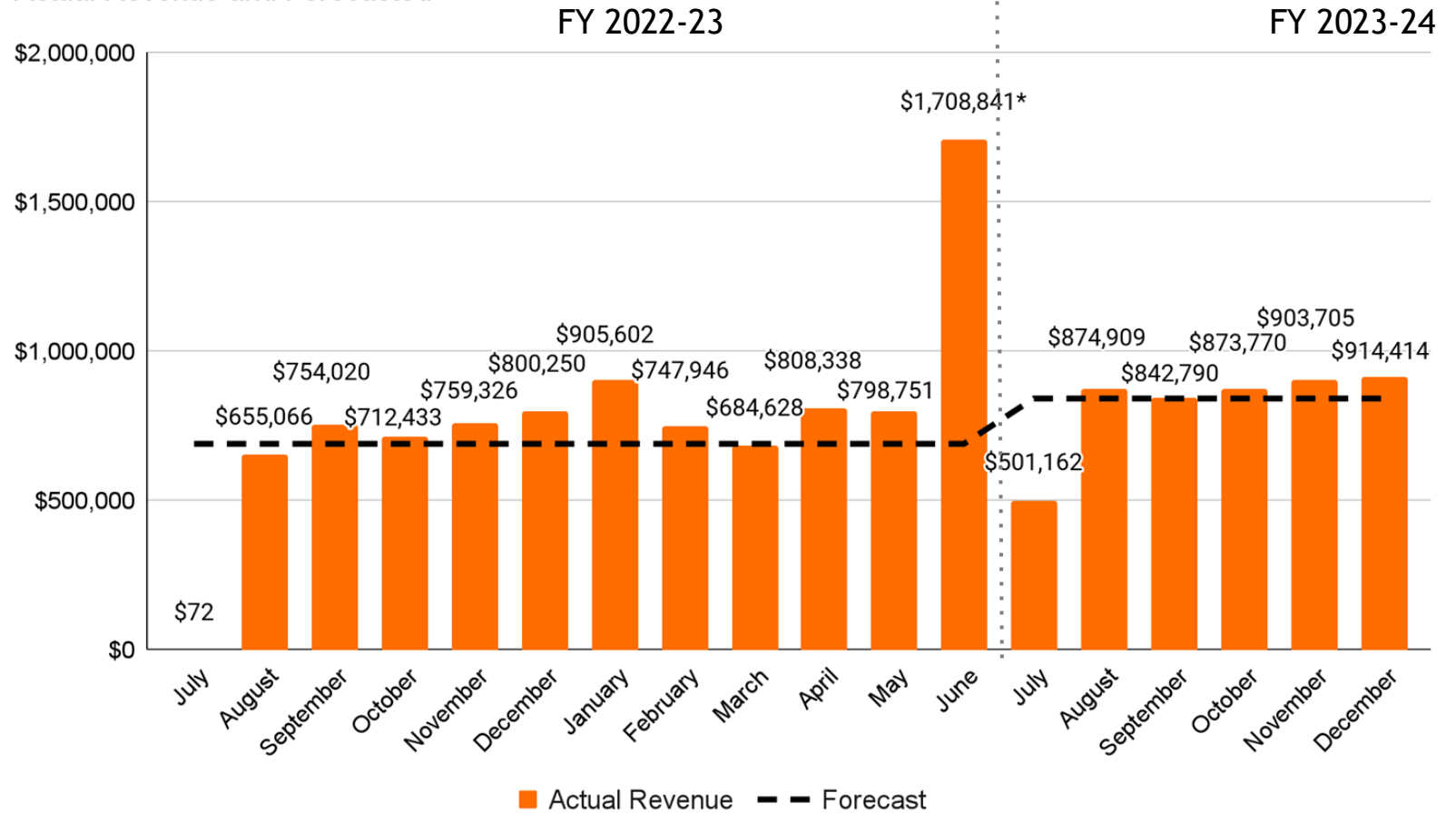
- Total Forecasted: \$8,982,450
- Collected YTD: \$4,910,750

FY 2024-25 Revenue (\$0.0317 fee*):

- Total Forecasted: \$9,902,388

*projected fee adjustment for inflation to \$0.0322; Board action is required prior to 3/15/24

Actual Revenue and Forecasted



*June 2023 includes \$928,515.29 in Period 13 accruals



Clean Transit Enterprise Cash Fund Status

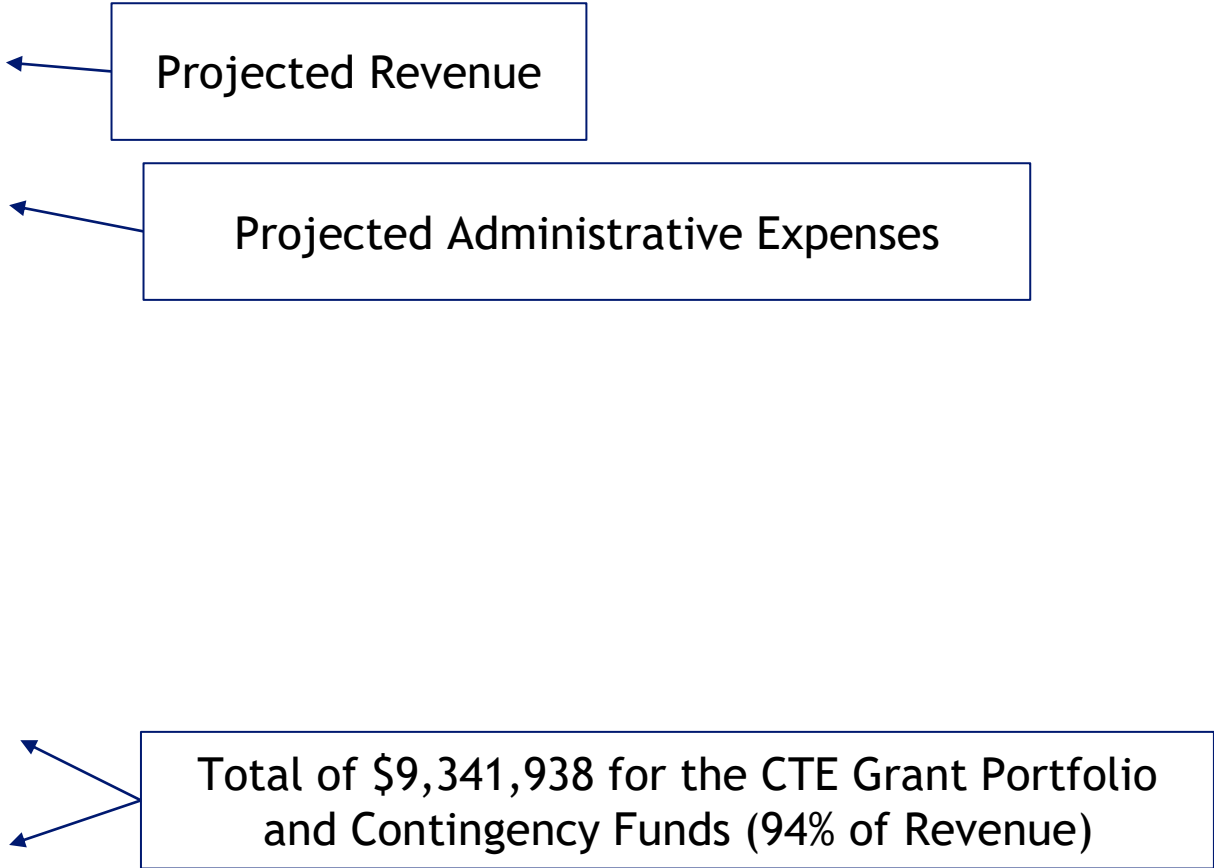
Clean Transit Enterprise Cash Fund balance as of Feb 2024: \$14.8M

Actual FY 2022-23 Year Ending Cash Balance	\$8,648,494.48
FY 2023-24 Forecasted Revenue	\$8,982,450.00
Forecasted FY 2023-24 Year Ending Cash Balance	\$17,630,944.48



CTE Proposed FY25 Budget - adopted in Nov 2023

LINE ITEM	FY 2024-25
TOTAL REVENUES	\$ 9,902,388
Clean Transit Retail Delivery Fee	\$ 9,902,388
ADMINISTRATION & AGENCY OPERATIONS	\$ 560,450
Staff Salaries	\$ 450,250
Attorney General's Office Fees	\$ 5,000
Office of State Audit - Annual Financial Audit	\$ 2,000
Professional Services	\$ 100,000
Administrative Expenses	\$ 3,200
Board/Staff Travel	\$ 2,000
Board Meeting Expenses	\$ 200
Supplies/Registration Fees/Etc.	\$ 1,000
CONTINGENCY RESERVE	\$ 990,239
Board Reserve Fund (10.00%)	\$ 990,239
PROGRAMMED FUNDS	\$ 8,351,699
Programmed Funds	\$ 8,351,699
TOTAL - CTE	\$ 9,902,388





Increasing CTE Spending Authority for FY25

Legislative Budget Process:

- Spending authority is granted to CTE by the Colorado Legislature based on the annual revenue forecast
- CTE's initial request for spending authority that submitted with the Governor's FY25 Budget Request November 1, 2023 was based on the forecasted \$9.9M in revenue for FY25
- CTE requested a budget amendment on January 2, 2024 to increase the spending authority by \$8.2M to a total of \$18.1M for FY25.
- **The Joint Budget Committee met on February 8, 2024 to conduct figure setting for CDOT and the enterprises, and formally adopted CTE's request.**

Next Steps:

- The Long Bill will need to be adopted by the full legislature and signed by the Governor
- The CTE Board will need to adopt a final FY25 budget that reflects the increased spending authority.



FY25 Legislative Budget Request

Current FY25 Spending Authority for CTE: \$18.1M

CTE Spending Authority Request submitted November 1	\$9,902,388
Budget Amendment submitted January 2	\$8,231,933
Total FY25 Spending Authority Adopted by Joint Budget Committee 2/8/24	\$18,134,321



CTE Final FY25 Budget (FY starts 7/1/24)

LINE ITEM	FY 2024-25
TOTAL SPENDING AUTHORITY	\$18,134,321
Clean Transit Retail Delivery Fee	\$18,134,321
ADMINISTRATION & AGENCY OPERATIONS	\$ 560,450
Staff Salaries	\$ 450,250
Attorney General's Office Fees	\$ 5,000
Office of State Audit - Annual Financial Audit	\$ 2,000
Professional Services	\$ 100,000
Administrative Expenses	\$ 3,200
Board/Staff Travel	\$ 2,000
Board Meeting Expenses	\$ 200
Supplies/Registration Fees/Etc.	\$ 1,000
CONTINGENCY RESERVE	\$ 990,239
Board Reserve Fund (10.00% of FY25 revenue)	\$ 990,239
PROGRAMMED FUNDS	\$16,583,632
Programmed Funds	\$ 16,583,632
TOTAL - CTE	\$18,134,321

Projected Revenue (including increased spending authority)

Projected Administrative Expenses

Total of \$17,573,871 remaining for the CTE Grant Portfolio and Contingency Funds (97% of Revenue)



Enterprise Board Action

Proposed Motion for Board of Directors Consideration:

Move for the Clean Transit Enterprise to adopt the fiscal year 2025 FINAL budget as presented by Enterprise staff.



CTE Public Accountability Dashboard



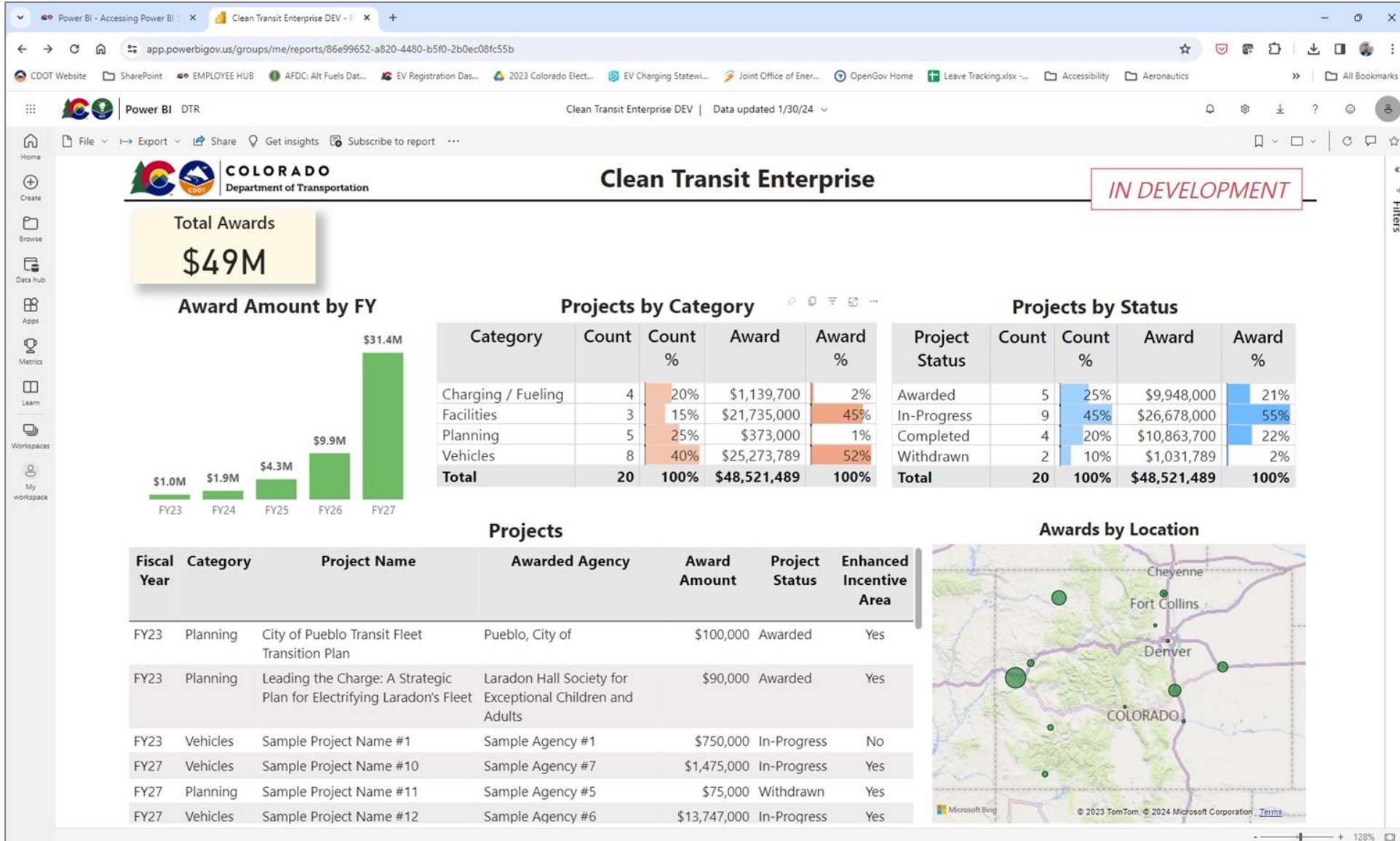
Requirements in SB21-260

The Clean Transit Enterprise is required to:

“Create, maintain, and regularly update on its website a public accountability dashboard that provides, at a minimum, accessible and transparent summary information regarding the implementation of its Ten-Year Plan, the funding status and progress towards completion of each project that it wholly or partly funds, and its per project and total funding and expenditures;”



Requirements in SB21-260





Feedback & Discussion





Upcoming Meetings and Topics

Upcoming Meetings:

- May/June 2024 - TBD

Topics:

- Capital Award Recommendations
- Planning for Round 2 of CTE Planning Awards
- Other topics at the Board's pleasure



Clean Transit Enterprise Information

Home Travel News Safety Performance Business **Programs** Projects About CDOT

Select Language ▼

Search...

Search

A-Z



COLORADO
Department of Transportation

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

Programs

Home | Programs | **Innovative Mobility** | Clean Transit Enterprise

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

cdot_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](#)

Subscribe for CTE Updates

* indicates required

Email Address *

First Name

Last Name

Organization/Affiliation

Subscribe



THANK YOU!



Clean Transit Enterprise Board Meeting

Regular Board Meeting – Tuesday, February 20, 2024. 1:30 – 3:30pm, Virtual via Zoom Meeting

Video Recording: <https://www.youtube.com/watch?v=HBv48yreUB4>

1. Call to Order, Roll Call (Kay Kelly/Vice-Chair Averill) - Time 10:42

Chair Matthew Frommer,

Vice-Chair David Averill,

Director Erik Sabina,

Director Bonnie Trowbridge,

Director Dawn Block,

Director Mark Garcia,

Director Rick Coffin,

Director Cris Jones,

Director Kelly Blynn.

Confirmed: No public comments for this meeting.

2. Action Agenda (Chair Frommer) - Time 12:35

Proposed Motion: A motion by Director Garcia to approve the meeting minutes from the October 10, 2023 board meeting. Seconded by Director Trowbridge. Motion passes unanimously. No oppositions or abstentions.

Proposed Motion: A motion by Chair Frommer to approve the meeting minutes from the November 6, 2023 ad hoc board meeting. Seconded by Director Jones. Motion passes unanimously. No oppositions or abstentions.

3. Program Administrator Update (Kay Kelly) - Time 14:00

3.1 Update on First Round of CTE Funding Opportunities: Planning awards are in the award making process and will be fully awarded this fiscal year. Two awards within DRCOG (Laradon Hall Society for Exceptional Children and Adults and Via Mobility) are being added to DRCOG TIP prior to award.

3.2 Update on Second Round of CTE Funding Opportunities: Capital funding for vehicles, infrastructure and facilities is expected to be released on March 4, 2024 by the Division of Transit and Rail (DTR). Agencies will have 60 days to apply. Submitted applications will be reviewed at the spring CTE board meeting. The Consolidated Capital Call also includes \$16.8M from Volkswagen Settlement Funds for Zero Emissions (ZEV) Transit Buses. Any unused VW Funds will be returned to the Colorado Department of Public Health and the Environment (CDPHE) where they will be made available to school bus fleets.

3.3 Upcoming ZEV Listening Session: Hosted by FTA Region 8 on February 28, 2024 at 1:00pm. The call will address concerns about electric bus fleets, issues with electric bus manufacturers and how FTA can help provide guidance.

3.4 National Renewable Energy Laboratory (NREL) recently announced \$5M for [Clean Bus Planning Awards](#): Grants are from the Joint Office of Energy and Transportation (managed by NREL) and will provide free technical assistance for comprehensive bus transportation plans for agencies across the US. No further questions.

Action Item: *CDOT to reach out to NREL to join for a future CTE meeting.*

3.5 Board Member Feedback Summary: Zia O'Neill conducted individual check-ins with Board Members between February 7, 2024 and February 14, 2024. The key takeaways (provided anonymously) from the check-ins included:

1) Clean Transit Enterprise Board is confident in their current leadership, including Chair and Vice-Chair and grateful for work of CDOT staff.

2) Interested in a once-per-year in-person meeting in Denver to improve connection among board members.

3) Pleased with the progress of the Enterprise and the content covered in meetings.

4) Opportunities for Improvement: Round table updates; shorter meeting notes, increase engagement and understanding of small transit agencies in both their successes and barriers to the adoption of electric buses, use knowledge, data, and examples to share the potential of electrification of buses with a wider audience and combat misinformation.

Action Item: *CDOT staff will work to implement improvements and determine an in-person meeting for 2024.*

4. Election of CTE Chair and Co-Chair (Kay Kelly) - Time 23:35

4.1 Elections of Board Chair and Vice Chair: Per the bylaws of CTE, there are two elected positions (Chair and Vice Chair) and one appointed position (Secretary) on the board. Chair and Vice-Chair are to be elected every two years at the January meeting (or soon thereafter) of even-numbered years. The Secretary serves at the will of the board and Deseri Scott (Secretary) will continue in the capacity. Based on check-ins with board members there was a vote of confidence in current leadership and no other volunteers stepped forward. Director Garcia noted that he appreciated the work of both leaders and moved to nominate Chair Frommer and Vice-Chair Averill for a second two-year term. Both leaders voiced appreciation for the group and for the vote of confidence. Kay Kelly congratulated both for their service and continued work with CTE.

Proposed Motion: A motion by Director Garcia to appoint Matthew Frommer as CTE Chair and David Averill as CTE Vice-Chair for two-year terms concluding in January 2026. Seconded by Director Block. Motion passes unanimously. No oppositions or abstentions.

5. Clean Transit Retail Delivery Fee

Inflationary Adjustments (Kay Kelly) - Time 28:25

5.1 Proposal to Increase the Retail Delivery Fee: CTE has the statutory authority to perform annual adjustments to the CTE retail delivery fee based on inflation and the consumer price index. The CTE board has to communicate these fees to the Department of Revenue (DOR) by March 15th in order to start collecting the new fee on July 1st, 2024. The initial fee was set to \$0.0300 and last year we raised it to \$0.0311. DOR is now asking us to do another adjustment to \$0.0322 for the fiscal year that starts on July 1, 2024. Director Garcia inquired if the other six groups that receive funding from the delivery fees also plan to increase their fees and Kay Kelly indicated that it is the intention of all other boards to increase their fees.

Proposed Motion: A proposed motion by Chair Frommer for the Clean Transit Enterprise to adopt a new retail delivery fee level of three and twenty-two one-hundredths cents (\$0.0322) for fiscal year 2025, based on the recommendation from the Department of Revenue and Enterprise staff. Seconded by Vice-Chair Averill. Motion passes unanimously. No oppositions or abstentions.

Action Item: Program Administrator to send the memorandum to the Department of Revenue this week outlining the Board's Decision of Fiscal Year 2025 fee levels beginning July 1, 2024.

Action Item: Update Enterprise fee level and fee collection forecasts developed by financial staff to be ready for review by the Board of Directors at the next CTE meeting.

6. Enterprise Financial Update (Kay Kelly) -

Time 35:00

6.1 Year to Date Figures Through December 2023: Presented by Kay Hruska (Enterprise Controller) and Cassie Rutter (Budget and Policy Analyst). Through the month of December (January is not yet finalized), CTE collected \$4.5M, with interest earnings of \$1,054. Most of the costs to date are associated with staffing and Attorney General Fees. Director Garcia inquired about the awarded grants thus far and Kay Hruska answered that they will only be reflected on

the Budget to Actuals tracking once the funding physically leaves CDOT.

6.2 Actual Revenue vs Forecasted Revenue: The below chart displays the updated revenue forecast for retail delivery fees. This does not include the new proposed rate for FY25 that will be worked into the next quarterly forecast in March. We are on track with our forecast model and actuals. At the November 2023 meeting, the CTE Board approved spending authority on the cash balance moving forward. This increases the total amount available to spend from \$9,902,388 to \$18,134,32, with a current cash balance of ~\$14.8M.

6.3 Initial Proposed FY25 Budget: Actual revenue for FY23 was \$8.6M and this year the forecast is just under \$9M. This leaves \$17M that is available for future spending. The below budget was approved in FY23 based on a forecast for FY25 but it was recently revised to account for an increase in spending authority and actual fund balances. Spending authority for CTE is granted by the legislature based on forecasted revenue. For FY25, the original request was for \$9.9M and on January 2, 2024, a budget amendment was submitted to increase the spending by \$8.2M to a total of \$18.1M for FY25.

6.4 Updated FY25 Proposed Budget: On February 8, 2024, the Joint Budget committee formally adopted CTE's request for the FY25 Budget to reflect the \$18.1M updated spending authority. The full increase is reflected in the Programmed Funds category. The budget will only become official once the Long Bill goes through the legislature and is signed by the Governor. After the Long Bill is signed, the CTE board will adopt the Final FY25 budget that reflects the increased spending authority (Increase from \$8.2M to \$18.1M). Director Frommer asked a question about Prop 117, which placed a \$20M limit on the total amount of revenue for the first five years of the enterprises. Cassie Rutter clarified that the limit just applies to revenue collected and the spending authority amount is separate from that.

Proposed Motion: A proposed motion by Director Garcia for the Clean Transit Enterprise to adopt the FY25 FINAL budget as presented by Enterprise staff. Seconded by Chair Frommer. Motion passes unanimously. No oppositions or abstentions.

7. CTE Public Accountability Dashboard (Mike King) - Time 44:05

7.1 Demonstration of CTE Public Accountability Dashboard: Presentation of the draft of the CTE Public Accountability Dashboard. Per SB21-260: The Clean Transit Enterprise is required to: “Create, maintain, and regularly update on its website a public accountability dashboard that provides, at a minimum, accessible and transparent summary information regarding the implementation of its Ten-Year Plan, the funding status and progress towards completion of each project that it wholly or partly funds, and its per project and total funding and expenditures.” The purpose of the dashboard is to provide users a high level overview of where funding is going in the state and what the status of projects are so that they can have confidence that taxpayer money is being well spent or learn more about projects. Enterprise staff have been working with CDOT colleagues to create a mockup of this public facing dashboard. The dashboard included sample data. Once it’s published online, it will be regularly updated with award information. After the demonstration, there was an opportunity for board members to provide feedback.

Mike King conducted a demonstration of a mock-up of the CTE dashboard with sample datasets - Time 47:30

7.2 Features of the dashboard include: 1) Table with fiscal year, category, project name, awarded agency, award amount, project status, and enhanced incentive area (measure of equity of project). 2) Map with the locations of the projects and the size of the circle demonstrates the size of the project. Includes the ability to zoom in and out and click on projects. 3) Graphs that represent the distribution of funding between the four categories, the number of awards, and the total dollar amounts. Graphs also represent the amount of awards over each year, the projects by category, and the projects by status. The dashboard has the ability to filter based on selections a user makes. Meant to be interactive and future potential features include photos of projects and case studies.

7.3 Board Discussion on Dashboard: Director Garcia recommended adding narrative to help people understand the filters and navigate the dashboard. Director Block recommended adding

contact information for projects so that small agencies can communicate with successful applicants about how they completed their grant applications. After some discussion led by Kay Kelly, it was decided that a general CTE email through CDOT would be appropriate to provide on the web page to minimize excess emails to smaller agencies. Director Garcia asked about the export button and how that impacts the user experience. Mike King clarified that the export button was for placing the module itself on the website. However, it led to a conversation by Vice-Chair Averill about ensuring that the raw data was available for download by the public as a step towards transparency and a way to reduce CORA requests by the media or researchers. Chair Frommer asked about the Transit Emissions Dashboard that was previously on the CDOT website and requested clarification between the two dashboards. Mike King explained that the intent of the Transit Emissions Dashboard was to document the value of transit services on reducing carbon emissions both from electrifying vehicles and the daily use of transit to reduce single vehicle trips but it has not been maintained. It would be worth returning to the question of is there a way to integrate more data into this dashboard or another dashboard to show the full benefit of transit beyond just these funding sources. Within the Zoom chat, Director Sabina, Vice-Chair Averill, and Director Coffin expressed approval of the proposed dashboard.

Action Item: Mike King to work with the team to post the initial version on the CTE Transit webpage, remove all sample dummy data, and add narrative on utilizing the filters.

8. Meeting Adjourned (Kay Kelly and Matt Frommer) - Time 1:01:00

8.1 Final Meeting Items: The next board meeting will be in the May/June timeframe to discuss capital recommendations (applications due in May). The meeting will also discuss round 2 of Planning grants to be released in Fall 2024. Space was provided for CTE Board members to share out in a round table, there were no responses. Meeting adjourned by Chair Frommer and seconded by Sabina.

Action Item: CTE staff will be looking closely at the feedback from the board members from the interviews to incorporate into future meetings. This includes reaching out to small rural agencies for presentations or the team at NREL to present on the ZEV planning projects.

Action Item: Board members to reach out if they have any questions or suggestions.