

GUNNISON VALLEY TRANSPORTATION AUTHORITY
GUNNISON COUNTY, COLORADO
ORGANIZATION AND PROCEDURAL GUIDELINES

Section 1: Organization

This organization is the Gunnison Valley Transportation Authority for the County of Gunnison, Colorado. It is created to administer and govern the Transportation Fund established by the passage of County Issue IA on November 5, 2002. The Board will be specifically guided by the ballot language which is incorporated into these Organizational and Procedural Guidelines as Appendix I and the Gunnison Valley Transportation Authority Intergovernmental Agreement dated August 20, 2002.

This organization is being referred to herein as “the Gunnison Valley Transportation Authority”.

Section II: Membership and Responsibilities

1. The Gunnison Valley Transportation Authority Board shall be comprised of eight regular members appointed as follows: Two appointed by the Board of County Commissioners, two appointed by the Gunnison City Council, two appointed by the Town Council of Crested Butte and two appointed by the Town Council of Mt. Crested Butte. Each appointing jurisdiction may appoint one or more alternates to the Gunnison Valley Transportation Authority Board. Each member and alternate must be an elected official of the appointing jurisdiction governing board, therefore they shall serve as long as they remain on the Governing Board or if the appointing jurisdiction decides it is in their best interest to make a different appointment. The alternates may only vote on issues if the member is absent or has been declared to have a conflict.
2. A vacancy created by the resignation or termination of a member’s term is filled by appointment by the appropriate appointing body.
3. A Gunnison Valley Transportation Authority Board member can be removed, with or without cause, by the appropriate appointing jurisdiction.
4. A Gunnison Valley Transportation Authority Board member may be compensated for necessary traveling and subsistence expenses related to occasional out-of-county workshops and meetings as pre-approved by the Transportation Authority Board.
5. Any member may resign from the Gunnison Valley Transportation Authority Board by giving written notice to the appropriate appointing jurisdiction.
6. Any expense over \$10,000 must be approved by the Executive Director and the Board Chairperson. Any expense over \$50,000 must be approved by the Transportation Authority Board.

7. A Gunnison Valley Transportation Authority Board member is responsible for the following:
 - Reviews all material received prior to meetings.
 - Attends all meetings, insofar as possible, and notifies the Chairperson or Executive Director of absences in advance of the meeting(s) to be missed.
 - Makes every effort to raise questions and concerns about a proposal as soon in the process as they become apparent.
 - Reviews recommendations and makes decisions on issues presented before the Board.
 - Assists new members of the Gunnison Valley Transportation Authority Board as needed.
 - The Gunnison Valley Transportation Authority will provide an annual report to the City of Gunnison, the Town of Crested Butte, the Town of Mt. Crested Butte and Gunnison County.

Section III: Officers and Duties

1. Officers of the Gunnison Valley Transportation Authority Board are a Chairperson, Vice-Chairperson, Secretary, and Treasurer.
2. Officers are elected annually by members at the Gunnison Valley Transportation Authority Board's first meeting of the calendar year, and shall elect the officers by a majority vote.
3. Each officer holds office for one calendar year after his\her election, and may succeed him\herself.
4. The Chairperson presides at all meetings of the Gunnison Valley Transportation Authority Board, and is the chief executive, performing duties which are usually associated with that position. The Vice-Chairperson serves in the absence or incapacity of the Chairperson, including in any event in which a conflict of interest prevents participation and vote by the Chairperson; and completes all such duties as are defined herein which are normally performed by the Chairperson.
5. All officers are voting members of the Board including the Chairperson.

Section IV: Meetings

1. The Gunnison Valley Transportation Authority Board shall meet the second Friday of each month or as necessary, to determine matters brought before it.
2. All Gunnison Valley Transportation Authority Board meetings, special meetings and work sessions must be preceded by published notice and held regularly and at the noticed times, are public meetings and open to the public at all times. By majority consent of members who are present, the Gunnison Valley Transportation Authority Board may go into executive session in accordance with and as is allowed statutorily by the State of Colorado (C.R.S.

24-6-402(4)). No final decisions or any formal action shall be rendered at any executive session.

3. Special meetings may be conducted at any time when called by the Chairperson or at the request of five or more Gunnison Valley Transportation Authority Board members. All members must be notified at least 48 hours in advance of a special meeting. Only items on the announced agenda are considered at a special meeting and no special meeting may be conducted without the appropriate public notice.
4. Work\study sessions may be scheduled as needed by the Gunnison Valley Transportation Authority Board Chairperson at least 48 hours in advance of any session, or as part of a regular meeting, to review an issue to a regular meeting or a public hearing, and to encourage unstructured discussion of specific issues and special projects. No official action takes place at these sessions, which must be preceded by notice and which is open to the public.
5. Notices for all meetings will be posted at the official posting place at the Gunnison County Courthouse and will be sent to the City and Town Clerks for posting. Regular meetings will also be advertised in both the Gunnison Country Times and the Crested Butte News.
6. At least one half of the regular meetings of the Gunnison Valley Transportation Authority Board are conducted in the Commissioners' Meeting Room of the Gunnison County Courthouse and one half of the regular meetings are conducted at the Crested Butte Town Hall, or any other public place designated by the Chairperson or agreed upon by the members as long as one half of the regular meetings are held at locations in the south end in of the County and one half of the regular meetings are held at the north end of the County.
7. A quorum of the Gunnison Valley Transportation Authority Board consists of five members. Action by a majority vote of the Board shall be required.
8. The Gunnison Valley Transportation Authority Board shall keep a permanent, public record of all proceedings as recorded in the usual form of minutes. Minutes shall not be construed to mean a transcript of a meeting.
9. Robert's Rules of Order shall otherwise govern the procedures of the Gunnison Valley Transportation Authority Board.
10. The order of business for each regular meeting of the Gunnison Valley Transportation Authority Board may include the following, so far as is applicable, and not necessarily in the order listed:
 - Call to order, verify public notice of meetings & public hearings and determination of quorum.
 - Minutes of previous meetings(s) for action.
 - Review and approval of financial report.
 - Individual scheduled application reviews.
 - Work sessions.
 - Reports by staff\Board members.

- Adjournment.
8. At least 5 business days prior to a meeting, the Executive Director will have available in the office or mail to each Board member all materials related to agenda items scheduled for that meeting.

Section V: Public Hearings

1. Any member may request a public hearing to consider a specific agenda item or issue. If the Board members concur, the time and location will be at the discretion of the requesting member. Public hearings shall be noticed within a minimum of 10 days of the scheduled public hearing date. The order of business for each public hearing conducted by the Gunnison Valley Transportation Authority includes , in order, the following:

- a. Open public hearing.
- b. Confirmation of adequate public notice.
- c. Applicant's presentation of proposal.
- d. Questions\comments by public.
- e. Questions\comments by Gunnison Valley Transportation Authority Board members.
- f. Closing comments by applicant, public.
- g. Close public hearing.

Section VI: Conflicts of Interest

1. In addition to the provisions of C.R.S. 24-18-101 et seq. as they may be amended, any member of the Board is considered in a position of conflict of interest if any of the following situations is evidence relative to a specific application scheduled for discussion:

- A. The member will be directly and substantially affected to his/her economic benefit or detriment by the action proposed to be taken on the subject application.

2. Any member who considers him\herself to be in a position of conflict of interest as defined above must declare such conflict as soon as it becomes evident and shall not participate in any discussion of the proposal and shall not vote on the proposal and shall absent him\herself from any meetings during which discussions of the subject application is taking place.

3. Questions of conflict of interest which fall outside the above-cited categories shall be referred to the County Attorney for evaluation; no action will be taken on the subject item, and any Gunnison Valley Transportation Authority Board member whose

relationship to the subject , must remove him\herself from any related discussion until a finding from the Attorney is received by the Chairperson.

Section VII: Amendments

These Guidelines and Procedures may be altered and amended, and new ones approved a vote of six or more members of the Gunnison Valley Transportation Authority Board at a regular meeting subsequent to notification of the proposed change.

Section IX: Approval

1. The above and foregoing Guidelines and Procedures were passed and adopted by the Gunnison Valley Transportation Authority Board on January 10, 2003, and last amended on June 12, 2009.

Appendix I

GUNNISON VALLEY TRANSPORTATION AUTHORITY (RTA) BALLOT QUESTION

SHALL GUNNISON VALLEY RURAL TRANSPORTATION AUTHORITY ("RTA") TAXES BE INCREASED \$806,754 IN 2003 AND BY WHATEVER ADDITIONAL AMOUNTS ARE RAISED ANNUALLY THEREAFTER FROM THE LEVY OF A 0.6% (SIX CENTS ON EACH \$10.00 PURCHASE) EXCEPT IN THE JURISDICTIONAL BOUNDARIES OF THE CITY OF GUNNISON WHERE THE RATE WILL BE 0.35% (THREE AND ONE HALF CENTS ON EACH \$10.00 PURCHASED) UPON EVERY TRANSACTION OR OTHER INCIDENT ON WHICH A SALES TAX IS LEVIED BY THE STATE (WHICH DOES NOT INCLUDE FOOD FOR HOME CONSUMPTION) PROVIDED THAT SUCH TAX SHALL COMMENCE ON JANUARY 1, 2003 AND NOT BE COLLECTED ON AND AFTER JANUARY 1, 2010 UNLESS EXTENDED BY THE RTA VOTERS AND PROVIDED THAT SUCH TAX SHALL NOT BE COLLECTED WITHIN THE BOUNDARIES OF ANY JURISDICTION WHICH WITHDRAWS FROM THE RTA PURSUANT TO THE GUNNISON VALLEY RURAL TRANSPORTATION AUTHORITY INTERGOVERNMENTAL AGREEMENT ("IGA") DATED AS OF AUGUST 20, 2002, AMONG GUNNISON COUNTY, THE TOWN OF CRESTED BUTTE, THE TOWN OF MT. CRESTED BUTTE, AND THE CITY OF GUNNISON; SHALL THE RTA BE ESTABLISHED FOR THE PURPOSE OF FUNDING AND PROVIDING EXPANDED MASS TRANSIT AND OTHER TRANSPORTATION SERVICES INCLUDING EXPANDED AIR SERVICE IN ACCORDANCE WITH THE IGA; SHALL ALL AMOUNTS RECEIVED BY THE RTA FROM SUCH TAXES AND OTHER REVENUES AND EARNINGS THEREON BE COLLECTED AND SPENT WITHOUT LIMITATION OR CONDITION, AS A VOTER-APPROVED REVENUE CHANGE UNDER ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION?