

MEETING NOTICE

The next meeting of the Gunnison Valley Rural Transportation Authority will be:

November 9, 2007 at 8:00 a.m.
in the Commissioners Room
in the Gunnison County Courthouse
200 E. Virginia Ave., Gunnison, CO.

For copies of the agenda and minutes of previous meetings, please call Scott Truex at 970-275-0111.

Two or more County Commissioners may be in attendance at this meeting.

AGENDA
GUNNISON VALLEY RURAL TRANSPORTATION AUTHORITY
November 9, 2007
8:00AM – GUNNISON COUNTY COURTHOUSE

- 8:00 A. INTRODUCTION
- 8:01 B. APPROVAL OF THE OCTOBER, 2007 MINUTES
- 8:03 C. EXECUTIVE DIRECTOR'S OPERATIONAL AND FINANCIAL REPORT
- 8:14 D. CORRESPONDENCE

GENERAL RTA ISSUES

- 8:15 E-1. OLD BUSINESS
 - 1) Tax reauthorization discussion

- 8:30 F-1. NEW BUSINESS
 - 1) D&O Insurance
 - 2) Report from Tourism Association
 - 3) Comments from Citizen Advisory Committee

AIR SERVICE ISSUES

- 8:45 E-2. OLD BUSINESS
 - 1) 2007-2008 air service update

- F-2. NEW BUSINESS
 - 1) 2008-2009 air service discussion

GROUND TRANSPORTATION ISSUES

- 9:00 E-3. OLD BUSINESS
 - 1) Gunnison – CB update
 - 2) Gunnison – Denver update
 - 3) Grant updates

- 9:30 F-3. NEW BUSINESS
 - 1) CDOT Section 5311 Contract – Authorization for Signature

- 9:45 G. COMMENTS FROM BOARD MEMBERS
- 10:00 H. PUBLIC COMMENT PERIOD
- I. ADJOURNMENT

Next Meeting – December 14th, 8:00 a.m. in Crested Butte

All times are approximate – the meeting may move more quickly or more slowly than indicated.

Gunnison Valley Rural Transportation Authority
Meeting Minutes
October 19, 2007

Members Present:

Scott Truex, Executive Director
Kent Myers, Airplanners LLC
Jim Starr, Gunnison County
Hap Channell, Gunnison County
Skip Berkshire, Town of Crested Butte
Chris Morgan, Town of Mt. Crested Butte
Bill Babbitt, Town of Mt. Crested Butte

Several other community members were present in the audience including representatives from the Town of Mt Crested Butte, Crested Butte Mountain Resort, the Tourism Association, the RTA Citizens Advisory Committee, Alpine Express, and the Crested Butte News.

A. INTRODUCTION: The meeting was called to order by Chris Morgan (initially without a quorum, but a quorum was subsequently achieved).

B. APPROVAL OF THE August, 2007 MINUTES: Hap Channell moved to approve the minutes of the September RTA meeting. Jim Starr seconded the motion. The motion was approved unanimously.

C. EXECUTIVE DIRECTOR'S OPERATIONAL AND FINANCIAL REPORT: Scott Truex summarized items from his written report. The RTA YTD tax revenue is about 3% ahead of budget. Scott noted that the guarantee to UA for the '06/'07 contract has been paid. He also noted that the \$650 fee for the AA Letter of Credit has also been paid. He then briefly discussed the CB South circulator bus meeting. The outcome of the meeting was that the affected stakeholders would need to fund at least half of the expected cost of the service (~\$200K of the \$400K total). Scott then updated the RTA Board on the status of upcoming bus service from Gunnison to Mt. CB. The busses will begin arriving around November 7th with 1 per week for the following three weeks. Scott is working to resolve a possible issue of a gap in insurance coverage.

D. CORRESPONDENCE: Scott noted receipt of an e-mail from the Water Wheel Inn in Gunnison requesting that bus service be extended to their location. After a brief discussion it was the consensus of the RTA Board that the schedule timeline for the buses could not accommodate extending service to the Water Wheel Inn at this time.

GENERAL RTA ISSUES

E-1. OLD BUSINESS:

1. Tax reauthorization discussion: Scott reported that the legal opinion is that we can base approval for reauthorization on the majority of all four districts combined and not on a majority of each individual district. Scott also noted that the Board also needs to decide on whether to seek an increase in the tax increment. A discussion followed on the need to have more regular attendance by RTA Board members and the impacts due to not having a quorum at meetings. Kent Myers also briefly discussed the question of how Telluride's public-private arrangement works. Chris Morgan re-iterated the challenge of formulating the RTA strategy for moving forward on the RTA reauthorization issue.

2. Tax collection discussion: Scott provided a brief update on the erroneous tax collection issue. GCEA will be coming forward with a refund program. City of Gunnison is TBD. ATMOS will not refund—amount too small. RTA will be able to absorb the payback. There is an open issue that the State may not refund the erroneously collected taxes to the affected entities.

F-1. NEW BUSINESS:

1. Report from the Tourism Association: Jane updated the Board on marketing and advertising efforts by the TA. Focus has been on the mid-west and rocky mountains. They are pushing the ski-free promotion. Kent added some thoughts on 'soft' bookings—seems to be affecting many resorts. It seems that no one really can pinpoint the cause. Kent also commented on recent discussions with Continental. They are interested in future discussions with the RTA; perhaps in February or March of 2008. Scott took the opportunity to inform the Board that airline vouchers would be granted to the TA for a promotional prize. The Board did not have any issues with this.

2. Comments from the Citizen Advisory Committee: None

AIR SERVICE ISSUES

E-2. OLD BUSINESS

1. 2007-2008 Air service update: See F-1-1, above.

F-2. NEW BUSINESS

1. Report on trips to Dallas and Houston: See F-1-1, above.

GROUND TRANSPORTATION ISSUES

E-3. OLD BUSINESS

1. Brush Creek Parcel discussion: Scott presented two conceptual drawings of how the Brush Creek Parcel might be used, one from the County and one from CB. No action was proposed at this time. This was informational only.

2. Title Six Certifications: After a brief discussion Hap Channel moved to authorize Chris Morgan and Scott to provide the Title Six Certifications to the State as

required for State funding. Jim Starr seconded the motion. The motion passed unanimously.

F-3. NEW BUSINESS

1. Grant updates: Scott provided an update on grants. He is working on some technical issues regarding payments from the State. He also noted that the RFP for the Denver bus service has been released and that a pre-bid conference is scheduled for November 1st. A brief discussion followed regarding the financial support from the other 'partner' communities involved in the Denver bus service.

2. Resolution #1, Series 2007: Following a brief discussion Hap Channell moved to authorize the RTA Chairman to enter into an IGA with the State for provision of public transportation services (Section 5311). Jim Starr seconded the motion. The motion passed unanimously.

3. Resolution #2, Series 2007: Following a brief discussion Hap Channell moved to authorize the RTA Chairman to enter into an IGA with the State for provision of intercity public transportation services (Section 5311.f). Jim Starr seconded the motion. The motion passed unanimously.

4. Authorize contract with Alpine Express: Scott summarized the proposed contract with Alpine Express and recommended modifying the contract to include clarification of a needed ADA option to deviate from the proposed route for disabled passengers. Jim Starr moved to authorize the RTA Chairman to finalize the contract with Alpine Express without substantive changes based on agreement between Scott, Alpine Express, and the Alpine Express attorney. Hap Channel seconded the motion. The motion passed unanimously.

G. COMMENTS FROM BOARD MEMBERS: None

H. PUBLIC COMMENT PERIOD: None

I. ADJOURNMENT: The meeting was adjourned.

The next meeting is scheduled for Friday, November 9th, 8:00 a.m., in Gunnison.

September Financial Report:

Gunnison Valley Transportation Authority Financial Report - September, 2007

Revenues	2007	2007	% of	FINAL	Tax Rev.
	Actual	Budget	Budget	2006 Actual	2007 percent of 2006
Starting Fund Balance 1/1	\$ 892,400.00			\$431,129.39	
Jan	\$ 105,608.67	\$ 101,000	104.6%	\$ 104,475.19	101%
Feb	\$ 107,137.22	\$ 111,000	96.5%	\$ 111,781.13	96%
Mar	\$ 119,164.14	\$ 124,000	96.1%	\$ 125,560.34	95%
April	\$ 71,328.11	\$ 65,000	109.7%	\$ 66,185.83	108%
May	\$ 83,999.74	\$ 78,000	107.7%	\$ 79,464.00	106%
June	\$ 120,934.06	\$ 107,000	113.0%	\$ 108,095.82	112%
July	\$ 138,043.54	\$ 135,000	102.3%	\$ 135,844.54	102%
Aug	\$ 132,279.12	\$ 135,000	98.0%	\$ 136,139.22	97%
Sept		\$ 124,000	0.0%	\$ 125,069.43	0%
Oct		\$ 85,000	0.0%	\$ 86,497.44	0%
Nov		\$ 58,000	0.0%	\$ 59,088.75	0%
Dec		\$ 137,000	0.0%	\$ 145,143.55	0%
Year to Date Tax Revenues	\$ 878,494.60	\$ 856,000.00	102.6%	\$ 867,546.07	101%
Full Year - Tax Revenues	\$ 878,494.60	\$ 1,260,000	69.7%	\$ 1,283,345.24	
RTA Tax - Clerk	\$ 7,409.08	\$ 9,000	82.3%	\$ 10,727.23	
Grant Revenues		\$ 993,000	0.0%		
Interest Revenue	\$ 33,073.47	\$ 15,000	220.5%	\$ 20,922.52	
Total Revenue	\$ 918,977.15	\$ 2,277,000	40.4%	\$ 1,314,994.99	
Expenses					
Conference Calls		\$ -	0.0%	\$ -	
Postage	\$ 24.18	\$ -	0.0%	\$ -	
Photocopy		\$ -	0.0%	\$ -	
Professional Services	\$ 106,132.76	\$ 136,000	78.0%	\$ 109,187.37	
Audit Cost	\$ -	\$ 2,000	0.0%	\$ 2,037.00	
Revenue Collection Fee	\$ 22,095.00	\$ 30,000	73.7%	\$ 37,573.00	
Airline Guarantees	\$ 750,000.00	\$ 750,000	100.0%	\$ 512,775.13	
Airline Startup Costs	\$ -	\$ -	0.0%	\$ 67,713.49	
Ground Transportation	\$ 106,487.71	\$ 160,000	66.6%	\$ 90,944.22	
Advertising	\$ 662.44	\$ 750	88.3%	\$ 1,089.30	
Travel & Transportation	\$ 646.38	\$ 250	258.6%		
Meals & Lodging	\$ 1,695.66	\$ 3,500	48.4%	\$ 3,132.83	
Dues & Meetings	\$ 3,778.00	\$ 4,000	94.5%	\$ 2,921.00	
Vehicles	\$ -	\$ 1,100,000	0.0%		
Construction Costs	\$ -	\$ 170,000	0.0%		
Interest	\$ 650.00	\$ -	100.0%		
Treasurer's Fees	\$ 12,214.29	\$ 15,000	81.4%	\$ 12,351.00	
Transfer to General Fund	\$ 4,200.03	\$ 5,600	75.0%	\$ 14,000.04	
Total Expenses	\$ 1,008,586.45	\$ 2,377,100	42.4%	\$ 853,724.38	
Revenues Over (Under) Expenses	\$ (89,609.30)	\$ (100,100)		\$ 461,270.61	
Balance Remaining	\$ 802,790.70			\$ 892,400.00	

Report shows revenues through August and expenditures through September.

**The following is the attachment to the contract with CDOT
(The contract is a separate pdf document sent with the packet)**

**EXHIBIT A
SCOPE OF WORK AND CONDITIONS
GUNNIESON VALLEY RURAL TRANSPORTATION AUTHORITY**

A. Standards of Performance

1. The Grantee will provide a minimum of 35,000 one-way passenger trips per year, at a maximum fully-allocated cost (operating, capital, and administrative cost) of \$11.14 per one-way passenger trip, a maximum cost of \$2.47 per mile and a maximum cost of \$76.47 per vehicle hour. Standards of performance will be measured, reported and averaged at least quarterly. Measurement of these standards will commence with the presentation of the Grantee's first monthly report and request for reimbursement.

2. Performance will be reviewed quarterly. The State will begin its review no later than 30 calendar days after each performance quarter. If the State's review determines the Grantee's performance does not meet the standards of performance set forth above in paragraph A.1., the following steps will be taken:

- a. The State will notify the Grantee in writing that performance does not meet the requirements of this Agreement.
- b. Thirty (30) calendar days after date of such notification, the Grantee will submit to the State a written explanation of the cause(s) of the substandard performance, which shall include a written plan for improving performance.
- c. The State will review the plan for improvement and notify the Grantee of its approval within 21 days.
- d. If the plan is approved by the Department, the Grantee will implement the plan immediately upon receipt of the State's notification. If the plan is not approved by the Department remedial measures will be determined on a case by case basis. Such remedial measures may include termination of this Agreement and return of the grant funds or capital equipment purchased with such funds, in accordance with the terms of Section 8.

B. Project Budget

1. The net Project cost is estimated to be and shall be shared as follows:

	Administrative Costs WBS Element (CO-18-50XX.GRTA)	Operating Costs WBS Element (CO-18- 40XX.GRTA)
Federal Share	(80%) \$24,000	(50%) \$80,000
Local Share	(20%) <u>\$ 6,000</u>	(50%) <u>\$80,000</u>
TOTAL	\$30,000	\$160,000

2. The Project Cost shall not exceed the maximum allowable cost of \$190,000. The State will pay no more than 80% of the eligible, actual administrative costs up to the maximum federal amount of \$24,000 and no more than 50% of the eligible, actual operating costs up to the

maximum federal amount of \$80,000. The Grantee shall be solely responsible for all costs incurred in the Project in excess of the amount paid by the State from federal funds for the federal share of eligible, actual costs. In the event the final, actual Project cost is less than the maximum allowable cost of \$190,000, the State is not obligated to provide any more than 80% of the eligible, actual administrative nor any more than 50% of the eligible, actual operating costs and shall retain the remaining balance of the federal share.

3. Up to one half of the Grantee's share for administrative and operating expenses may be provided from unrestricted federal funds. At least one half must be from sources other than federal funds. The Grantee's Share, together with the Federal share, shall be in an amount sufficient to assure payment of the net Project cost. The State shall have no obligation to provide State funds for use on this Project. The State will administer federal funds for this Project under the terms of this Agreement, provided that the federal share of FTA funds to be administered by the State are made available and remain available. In no event shall the State have any obligation to provide State funds or provide federal FTA funds for the Grantee's share of the Project. The Grantee shall initiate and prosecute to completion all actions necessary to enable the Grantee to provide its share of the Project costs at or prior to the time that such funds are needed to meet Project costs.

4. No refund or reduction of the amount of the Grantee's Share to be provided will be allowed unless there is at the same time a refund or reduction of the federal share of a proportionate amount.

5. Federal funds shall not reimburse the Grantee for expenses not incurred in cash (e.g., donated or in-kind goods and services), though such expenses may be used as the Grantee's share. No more than 20 percent of Project administrative expenses and no more than 50 percent of Project operating expenses may be attributed to non-cash, donated, or in-kind expenses.

C. Reimbursement eligibility

Requests for reimbursement for project costs will be paid to the Grantee upon presentation of invoice(s) to the State for eligible costs incurred through December 31, 2008 and within the limits of Section 2 of this Agreement. The Grantee may request reimbursements no more than monthly, and will be reimbursed based on the ratio of Federal Share and Local Share set forth in Project Budget above. However, if the Grantee is designated by the State as a "High Risk Grantee," as set forth in its State Management Plan, the State reserves the right to limit its reimbursement to the Grantee in any given month to 10% of the total grant award in order to ensure that Project services could be provided throughout the year in the event the Grantee encounters financial instability. The final invoice shall be submitted no later than sixty (60) days after the above date.

D. Contract Expiration

The Agreement shall expire when the capital equipment no longer has a federal interest, as determined by the State. If no capital equipment is obtained, the contract shall expire upon final reimbursement by the State, within the limits of Section C. above.

E. Project Description

The Grantee shall perform all Project activities described in Section D, 4.1 and 4.2, in the application submitted to the State on June 22, 2007 and as specifically described below. The application is incorporated herein by reference to the extent consistent with this Agreement.

Grant Recipient (Grantee)

The Gunnison Valley Rural Transportation Authority (RTA) provides **deviated fixed route regional bus service** between the City of Gunnison and the Town of Mt. Crested Butte. Gunnison Valley RTA contracts with a private transit provider, Alpine Express, to operate this service. The route is thirty-one (31) miles in each direction and circles the City of Gunnison before continuing north on Highway 135 to Crested Butte and Mt. Crested Butte, offering connections to the free *Mountain Express* local bus service in both towns. Service levels fluctuates seasonally, is offered from 6:00 AM to 9:00 PM, 7 days a week, 52 weeks per year.

ADA complimentary paratransit requirements are met by route deviation up to $\frac{3}{4}$ miles for ADA eligible clients. All vehicles used on the route will be fully accessible.

Section 5311 Project

Section 5311 funds are provided to expand the services described above from the current level of 10 one-way trips (5 round trips) during the peak winter season and 2 one-way trips (1 round trip) during spring, summer, and fall to 6 one-way trips (three round trips) in the spring, summer, and fall and 24 one-way trips (12 round trips) in the winter of 2008. Section 5311 funds will support an additional 4,062 annual hours of service and 125,636 annual route miles of service in calendar year 2008.

This grant is expected to support the Gunnison Valley RTA offering approximately 5,100 annual service hours and 158,000 annual route miles for calendar year 2008 (January 1 – December 31), as proposed in the application.

F. Special Conditions of the Project

1. The Grantee will execute an agreement between itself and other entities participating in project activities, and shall comply with the requirements in Section 2 (d) of this contract to extend federal requirements to third parties involved in project activities of this requirement.
2. The Grantee will advertise its fixed route and/or rural based service as available to the general public and service will not be explicitly limited by trip purpose or client type.
3. The Grantee will provide comparable transportation services to persons with disabilities according to the Americans with Disabilities Act of 1990.
4. The Grantee will comply with the Federal Transit Administration Drug and Alcohol Regulations.
5. Any costs reimbursed to the Grantee from other grant programs funds may not be listed as a cost to be shared by FTA on a reimbursement request (i.e., no double billing).
6. The Grantee shall maintain and report annually through submission of an annual report all information required by the National Transit Database and any other financial, fleet, service data set forth by the State for the purpose of annual reporting required of the State.
7. If the Grantee is unable to perform the activities described under paragraph E., Project Description of this section or must significantly change its level of service described herein, the Grantee shall notify the State in writing.

8. The Grantee must have State approval if FTA funds are to be used for payment of a lease or third-party contracts.
9. The Grantee shall not purchase, issue a purchase order, or lease capital equipment before the contract with the State has been executed.

F. Safety Data

The Grantee shall maintain and submit, as requested, data related to bus safety. This may include, but not be limited to, the number of vehicle accidents within certain measurement parameters set forth by the State; the number and extent of passenger injuries or claims; and, the number and extent of employee accidents, injuries and incidents.

G. Training

In an effort to enhance transit safety, the grantee shall make a good faith effort to ensure that appropriate training of agency personnel is occurring and that personnel are update in appropriate certifications. In particular, the grantee shall ensure that driving personnel are provided professional training in defensive driving and training on the handling of mobility devices and elderly and disabled persons.