

# MEETING NOTICE

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

March 14, 2008 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  
**March 14, 2008**  
8:00AM – GUNNISON COUNTY COURTHOUSE

- 8:00 A. INTRODUCTION
- 8:01 B. APPROVAL OF THE FEBRUARY, 2008 MINUTES
- 8:03 C. EXECUTIVE DIRECTOR'S OPERATIONAL AND FINANCIAL REPORT
- 8:15 D. CORRESPONDENCE

**GENERAL RTA ISSUES**

- 8:16 E-1. OLD BUSINESS
  - 1) Tax reauthorization election schedule and survey discussion
  - 2) D&O insurance update
  
- 8:30 F-1. NEW BUSINESS
  - 1) Health Care Center Evacuation Plan
  - 2) Report from Tourism Association
  - 3) Comments from Citizen Advisory Committee

**AIR SERVICE ISSUES**

- 8:40 E-2. OLD BUSINESS
  - 1) 2007-2008 air service update
  
- F-2. NEW BUSINESS
  - 1) 2008-2009 air service discussion
  - 2) Possible executive session to discuss negotiations with airlines
  - 3) Contracts with individual airlines – possible authorization of contracts
  - 4) Contract with CBMR – payment for 2009 MRG contracts – possible authorization of contract

**GROUND TRANSPORTATION ISSUES**

- 9:20 E-3. OLD BUSINESS
  - 1) Gunnison – CB update (and mechanical update on buses)
  - 2) New Bus Purchase update
  - 3) Bus Stops at Cement Creek and Brush Creek discussion
  - 4) Transportation Plan – authorization to begin plan update
  
- 9:40 F-3. NEW BUSINESS
  - 1) Summer bus schedule

9:45 G. COMMENTS FROM BOARD MEMBERS

9:50 H. PUBLIC COMMENT PERIOD

I. ADJOURNMENT

Next Meeting – April 11<sup>th</sup>, 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  
February 8, 2008

Members Present:

Scott Truex, Executive Director  
Kent Myers, Airplanners LLC  
Jim Starr, Gunnison County  
Jonathan Houck, City of Gunnison  
Skip Berkshire, Town of Crested Butte  
Kimberly Metsch, Town of Crested Butte  
Chris Morgan, Town of Mt. Crested Butte

Several other community members were present in the audience including representatives from Crested Butte Mountain Resort, the Town of Mt. Crested Butte, the Crested Butte South Property Owner's Association (POA), 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.

B. APPROVAL OF THE JANUARY, 2008 MINUTES: Jim Starr moved to approve the minutes of the January RTA meeting. Jonathan Houck seconded the motion. The motion was approved unanimously.

C. EXECUTIVE DIRECTOR'S OPERATIONAL AND FINANCIAL REPORT: Scott Truex summarized his written report to the board. The RTA revenues were up ~3% in November (possibly due to ski free). This translates to 2.6% above budget for the RTA. The RTA is ~\$48K over budget on bus expenses due to starting the service in November. Scott noted that a small parcel of land near the entrance to CB South has been offered for purchase to the RTA. The consensus of the Board is that the property is too small for our needs. Scott asked the board to authorize him to register the busses with the County Clerk. Jim Starr moved to authorize Scott to register the busses. Jonathan Houck seconded the motion. It was approved unanimously. Scott also requested an executive session at the end of the meeting. The subject of D&O insurance was continued to the next meeting in order to research other possible underwriters.

D. CORRESPONDENCE: Scott noted that an e-mail had been received regarding the temperature inside the RTA busses. Alpine Express will provide a response.

**GENERAL RTA ISSUES**

#### E-1. OLD BUSINESS:

1. Tax reauthorization and survey discussion: Kent and Scott met with the faculty and students at WSC regarding the survey. Kent and Scott will review the final survey questions prior to the survey being conducted. Preliminary results may be available by the next RTA meeting. Chris Behan from the CB South POA noted that 300 residents responded to a recent CB South POA survey regarding increasing POA dues to support CB South specific bus service. The majority response was not in favor of a dues increase. Following a general discussion of the re-authorization, Jim Starr requested a schedule of tasks to be accomplished from now to the vote in November.

#### F-1. NEW BUSINESS:

1. Report from the Tourism Association: Jane Chaney recapped recent marketing and advertising efforts. The TA database of contacts is now at 16,000. Ken Stone noted that Nathan Bilow is under contract with CBMR to get CB photos into print media, especially newspapers.

2. Comments from the Citizen Advisory Committee: Joe Fitzpatrick expressed concern about communication on days when the RTA busses don't go up to Mt. Crested Butte. Scott noted that coordination with Mountain Express and Alpine Express should be in place to fix this concern.

### **AIR SERVICE ISSUES**

#### E-2. OLD BUSINESS

1. 2007-2008 Air service update: Kent presented a summary of UA and AA flights. He also presented a summary of cancelled and diverted flights from mid December to early February. He also included a proposed 'diversion' policy.

#### F-2. NEW BUSINESS

1. 2008-2009 air service discussion: Deferred to Executive Session.

### **GROUND TRANSPORTATION ISSUES**

#### E-3. OLD BUSINESS

1. Gunnison-CB update (and mechanical update on busses): All busses have been delivered. The 'regenerator' filter issue is still in work. A test cleaning procedure is being implemented. Scott also discussed a possible 'storm schedule'. In general Scott felt that an alternate route was not viable.

2. New Bus Purchase Update: See E-3.1, above.

3. Bus Stops at Cement Creek and Brush Creek discussion: Scott expressed the need for support from the County with respect to working with the State (CDOT) regarding the rework of the Cement Creek and Brush Creek intersections, specifically, bus pull outs.

4. Transportation Plan Update: Scott presented questions from Charlier on the Transportation Plan update. The RTA Board discussed the questions and gave Scott clarification to provide to Charlier.

#### F-3. NEW BUSINESS

None

G. COMMENTS FROM BOARD MEMBERS: Jonathan gave a brief update on the possible use of the former City Market property (currently owned by a church) as an interim location for a park and ride lot.

H. PUBLIC COMMENT PERIOD: None

EXECUTIVE SESSION: An executive session was held to discuss 2008-2009 air service (F-2.1, above)

I. ADJOURNMENT: The meeting was adjourned.

**The next meeting is scheduled for Friday, March 14<sup>th</sup>, 8:00 am in Gunnison.**

**Financial Report:** Below is the initial year-end report for 2007. This report will change slightly as expenses get placed into the proper year. Overall, we came out with a positive cash flow and our fund balance is healthy. I will have a final year end report in April or May.

**Gunnison Valley Transportation Authority  
Financial Report - December, 2007**

	<u>2007 Actual</u>	<u>2007 Budget</u>	<u>% of Budget</u>	<u>FINAL 2006 Actual</u>
<b>Revenues</b>				
Starting Fund Balance 1/1	\$ 892,400.00			\$431,129.39
Jan	\$ 105,608.67	\$ 101,000	104.6%	\$ 104,475.19
Feb	\$ 107,137.22	\$ 111,000	96.5%	\$ 111,781.13
Mar	\$ 119,164.14	\$ 124,000	96.1%	\$ 125,560.34
April	\$ 71,328.11	\$ 65,000	109.7%	\$ 66,185.83
May	\$ 83,999.74	\$ 78,000	107.7%	\$ 79,464.00
June	\$ 120,934.06	\$ 107,000	113.0%	\$ 108,095.82
July	\$ 138,043.54	\$ 135,000	102.3%	\$ 135,844.54
Aug	\$ 134,640.12	\$ 135,000	99.7%	\$ 136,139.22
Sept	\$ 113,222.43	\$ 124,000	91.3%	\$ 125,069.43
Oct	\$ 80,174.84	\$ 85,000	94.3%	\$ 86,497.44
Nov	\$ 77,797.14	\$ 58,000	134.1%	\$ 59,088.75
Dec	\$ 125,118.91	\$ 137,000	91.3%	\$ 145,143.55
Year to Date Tax Revenues	<u>\$ 1,277,168.92</u>	<u>\$ 1,260,000.00</u>	<u>101.4%</u>	<u>\$ 1,283,345.24</u>
Full Year - Tax Revenues	<u>\$ 1,277,168.92</u>	<u>\$ 1,260,000</u>	<u>101.4%</u>	<u>\$ 1,283,345.24</u>
RTA Tax - Clerk	\$ 10,238.14	\$ 9,000	113.8%	\$ 10,727.23
Grant Revenues	\$ 428,824.00	\$ 993,000	43.2%	
Interest Revenue	<u>\$ 45,257.04</u>	<u>\$ 15,000</u>	<u>301.7%</u>	<u>\$ 20,922.52</u>
Total Revenue	<u>\$ 1,761,488.10</u>	<u>\$ 2,277,000</u>	<u>77.4%</u>	<u>\$ 1,314,994.99</u>
<b>Expenses</b>				
Conference Calls		\$ -	0.0%	\$ -
Postage	\$ 24.18	\$ -	0.0%	\$ -
Photocopy		\$ -	0.0%	\$ -
Professional Services	\$ 137,391.01	\$ 136,000	101.0%	\$ 109,187.37
Audit Cost	\$ 2,115.00	\$ 2,000	105.8%	\$ 2,037.00
Revenue Collection Fee	\$ 31,433.00	\$ 30,000	104.8%	\$ 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	\$ 208,155.96	\$ 160,000	130.1%	\$ 90,944.22
Advertising	\$ 932.63	\$ 750	124.4%	\$ 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	\$ 536,030.00	\$ 1,100,000	48.7%	
Construction Costs	\$ -	\$ 170,000	0.0%	
Interest	\$ 650.00	\$ -	100.0%	
Treasurer's Fees	\$ 19,704.18	\$ 15,000	131.4%	\$ 12,351.00
Transfer to General Fund	<u>\$ 5,600.04</u>	<u>\$ 5,600</u>	<u>100.0%</u>	<u>\$ 14,000.04</u>
Total Expenses	<u>\$ 1,698,156.04</u>	<u>\$ 2,377,100</u>	<u>71.4%</u>	<u>\$ 853,724.38</u>
Revenues Over (Under) Expenses	\$ 63,332.06	\$ (100,100)		\$ 461,270.61
Balance Remaining	\$ 955,732.06			\$ 892,400.00

Report shows revenues through December and expenditures through December.

The January report is very preliminary and is below:

**Gunnison Valley Transportation Authority  
Financial Report - January, 2008**

	<b>2008 Actual</b>	<b>2008 Budget</b>	<b>% of Budget</b>	<b>FINAL 2007 Actual</b>
<b>Revenues</b>				
Starting Fund Balance 1/1	\$ 955,732.06			\$ 892,400.00
Jan		\$ 107,000	0.0%	\$ 105,608.67
Feb		\$ 109,000	0.0%	\$ 107,137.22
Mar		\$ 121,000	0.0%	\$ 119,164.14
April		\$ 72,000	0.0%	\$ 71,328.11
May		\$ 85,000	0.0%	\$ 83,999.74
June		\$ 123,000	0.0%	\$ 120,934.06
July		\$ 140,000	0.0%	\$ 138,043.54
Aug		\$ 137,000	0.0%	\$ 134,640.12
Sept		\$ 115,000	0.0%	\$ 113,222.43
Oct		\$ 81,000	0.0%	\$ 80,174.84
Nov		\$ 79,000	0.0%	\$ 77,797.14
Dec		\$ 127,000	0.0%	\$ 125,118.91
Year to Date Tax Revenues	<u>\$ -</u>	<u>\$ 1,296,000.00</u>	<u>0.0%</u>	<u>\$ 1,277,168.92</u>
Full Year - Tax Revenues	<u>\$ -</u>	<u>\$ 1,296,000</u>	<u>0.0%</u>	<u>\$ 1,277,168.92</u>
RTA Tax - Clerk	\$ 482.80	\$ 9,000	5.4%	\$ 10,238.14
Denver Bus Partners	\$ -	\$ 29,500	0.0%	\$ -
Grant Revenues	\$ -	\$ 530,558	0.0%	\$ 428,824.00
Interest Revenue	<u>\$ 3,039.73</u>	<u>\$ 25,733</u>	<u>11.8%</u>	<u>\$ 45,257.04</u>
Total Revenue	<u>\$ 3,522.53</u>	<u>\$ 1,890,791</u>	<u>0.2%</u>	<u>\$ 1,761,488.10</u>
<b>Expenses</b>				
Postage	\$ -	\$ -		\$ 24.18
Photocopy	\$ -	\$ -		\$ -
Professional Services	\$ 16,014.00	\$ 142,000	11.3%	\$ 137,391.01
Audit Cost	\$ -	\$ 2,155	0.0%	\$ 2,115.00
Revenue Collection Fee	\$ -	\$ 17,590	0.0%	\$ 31,433.00
Airline Guarantees	\$ -	\$ 781,500	0.0%	\$ 750,000.00
Airline Startup Costs	\$ -	\$ 50,000	0.0%	\$ -
Ground Transportation	\$ -	\$ 350,000	0.0%	\$ 208,155.96
Denver Bus Service	\$ -	\$ 230,000	0.0%	\$ -
Advertising	\$ 36.00	\$ 5,000	0.7%	\$ 932.63
Travel & Transportation	\$ -	\$ 1,200	0.0%	\$ 646.38
D&O Insurance	\$ 3,238.00	\$ -		\$ -
Meals & Lodging	\$ 217.03	\$ 3,500	6.2%	\$ 1,695.66
Dues & Meetings	\$ 2,964.00	\$ 4,500	65.9%	\$ 3,778.00
Repair & Maintenance - Vehicles	\$ 1,734.43	\$ 10,000	17.3%	\$ -
Vehicles	\$ -	\$ -		\$ 536,030.00
Construction Costs	\$ -	\$ 300,000	0.0%	\$ -
Interest	\$ -	\$ -		\$ 650.00
Treasurer's Fees	\$ 763.94	\$ 12,500	6.1%	\$ 19,704.18
Transfer to General Fund	<u>\$ 1,025.83</u>	<u>\$ 12,310</u>	<u>8.3%</u>	<u>\$ 5,600.04</u>
Total Expenses	<u>\$ 25,993.23</u>	<u>\$ 1,922,255</u>	<u>1.4%</u>	<u>\$ 1,698,156.04</u>
Revenues Over (Under) Expenses	\$ (22,470.70)	\$ (31,464)		\$ 63,332.06
Balance Remaining	\$ 933,261.36			\$ 955,732.06

Report shows posted expenditures through January.

### **Tax reauthorization election schedule and survey discussion:**

These are the deadlines I was able to find that *might* be pertinent.

May 9 – Deadline for submitting draft to title board for initiatives to be voted on in 2008

May 21 – Last meeting for measures that will appear on the 2008 general election ballot

June 13 – The designated election official of each political subdivision that intends to conduct an election shall certify the order of the ballot and ballot content

July 25 – If a political subdivision has decided to participate in the general elections, they must notify the county clerk of their participation

August 4 – Last day to file an initiative petition with the secretary of state for the 2008 general election

August 26 – Intergovernmental agreements to be signed by county clerks and political subdivisions

September 19 – Last day to file pro/con comments pertaining to local ballot issues

September 23 – Last day for the designated election official to deliver ballot issue notices to the county clerk

October 3 – Ballots for eh general election must be printed and in possession of designate election official

October 3 – Last day to mail notice of election ballot issues

October 10 – County Clerk will mail voter information cards

November 4 – General Election

### **Survey Discussion:**

The survey has been completed. The results will be available at the next board meeting

Initial comments from Professor Mitchell:

People are aware of the RTA (particularly the bus)

Happy with bus

Air service issues may be a problem

Not aware of how we are funded

Support continued tax (if it's made clear that the tax is already in place)

Don't support increase

### **D&O Insurance**

We (you) are now covered by the original policy... they dropped the request for an antidiscrimination policy.

### **Health Care Center Evacuation Plan**

I've offered our vehicles to help the nursing home evacuate in case of flood. They would need to move people in wheelchairs across town. I've discussed this with Stewart and he's willing to help.

## Bus Operations

Ridership in February was phenomenal:

Ridership on the RTA Gunnison - Crested Butte Route

Year	Month	Operating Cost	Riders	Bus Trips	Miles	Days	ADA Trips	Riders per trip	Riders per day	Cost per bus trip	Cost per mile	Cost per passenger
2007	November	\$ 30,240	3,120	308	9,856	15	-	10.13	208.0	\$ 98.18	\$ 3.07	\$ 9.69
2007	December	\$ 60,585	12,549	712	22,784	31	-	17.63	404.8	\$ 85.09	\$ 2.66	\$ 4.83
2008	January	\$ 55,478	10,867	688	22,016	31	-	15.80	350.5	\$ 80.64	\$ 2.52	\$ 5.11
2008	February	\$ 45,191	11,861	638	20,416	29	-	18.59	409.0	\$ 70.83	\$ 2.21	\$ 3.81
Total		\$191,494	38,397	2,346	75,072	-	-	16.37		\$ 81.63	\$ 2.55	\$ 4.99

February ridership per day was higher than December (ski free). This is in part because the mechanical issues have been fixed and the buses are running properly. Therefore, our cost has decreased (we're using our own vehicles) and the cost per passenger has dropped to less than \$4 in February.

### New bus purchase update

We have paid for and received our grant reimbursement for all four vehicles. This will show up in the February and March financial reports.

### Transportation Plan Update

I have attached the final scope of work from Charlier. The budget for this project is \$80,000. It would have come in higher, but we were able to delete a few extra trips to the valley by employees of Charlier and streamline the process a bit. We need to get started as soon as possible in order to meet our timeline of completion in October. Charlier would like to start on Monday and have the first round of meetings during the first week of April.

### Summer Bus Schedule

I would like to propose that we increase the summer schedule substantially for the period of June 2<sup>nd</sup> to September 8<sup>th</sup>. This is a total of 99 days. The reason for the increase is twofold. First, we will not be spending the entire airline guarantee budget and will have extra funds available. Second, I think the extra buses running through Gunnison will really help in the election next fall.

I would suggest that we provide nine round trips per day during this period. This would be an increase above budget of six round trips over the initial schedule we had in the contract. Each trip would cost an additional \$151 per the contract. This would amount to \$89,694 additional for the summer. Blair's conservative estimates place the guarantees at around \$600,000 for 2008. This is \$181,500 less than budgeted. Therefore, we would be

spending about half of the savings from the air program on additional ground transportation.

During the spring and fall, I believe that three trips per day are appropriate.

The revised budget on the next page shows how this will affect our bottom line. Initially, we had projected a year end fund balance of \$860,367.

Since we did not pay for two of the buses in 2007, our starting fund balance was higher than projected. We paid for them in February and received the grant in March. The revised budget shows this.

We also will not be paying for Denver bus service nor will we receive the associated grant and partner contributions.

The increase in cost for ground transportation is offset by the decrease in cost of airline guarantees.

The end result is a projected fund balance of \$919,266. So even with funding the extra service, we end up with \$59,000 more in fund balance than we expected when we passed the budget.

Please look at the revised draft budget and consider this request... I think it would have an impact on the elections next fall.

**Revised Budget with additional summer service, no Denver bus and revised capital grant schedule:**

	<b>Original 2008 Budget</b>	<b>Revised 2008 Budget</b>	<b>Change</b>
<b>Revenues</b>			
Starting Fund Balance 1/1	\$ 891,831	\$ 955,732	\$ 63,901
Jan	\$ 107,000	\$ 107,000	
Feb	\$ 109,000	\$ 109,000	
Mar	\$ 121,000	\$ 121,000	
April	\$ 72,000	\$ 72,000	
May	\$ 85,000	\$ 85,000	
June	\$ 123,000	\$ 123,000	
July	\$ 140,000	\$ 140,000	
Aug	\$ 137,000	\$ 137,000	
Sept	\$ 115,000	\$ 115,000	
Oct	\$ 81,000	\$ 81,000	
Nov	\$ 79,000	\$ 79,000	
Dec	\$ 127,000	\$ 127,000	
Full Year - Tax Revenues	<u>\$ 1,296,000</u>	<u>\$ 1,296,000</u>	
RTA Tax - Clerk	\$ 9,000	\$ 9,000	
Denver Bus Partners	\$ 29,500	\$ -	\$ (29,500)
Grant Revenues	\$ 530,558	\$ 772,824	\$ 242,266
Interest Revenue	<u>\$ 25,733</u>	<u>\$ 25,733</u>	
Total Revenue	<u>\$ 1,890,791</u>	<u>\$ 2,103,557</u>	<u>\$ 212,766</u>
<b>Expenses</b>			
Postage	\$ -	\$ -	
Photocopy	\$ -	\$ -	
Professional Services	\$ 142,000	\$ 142,000	
Audit Cost	\$ 2,155	\$ 2,155	
Revenue Collection Fee	\$ 17,590	\$ 17,590	
Airline Guarantees	\$ 781,500	\$ 600,000	\$ (181,500)
Airline Startup Costs	\$ 50,000	\$ 50,000	
Ground Transportation	\$ 350,000	\$ 440,000	\$ 90,000
Denver Bus Service	\$ 230,000	\$ -	\$ (230,000)
Advertising	\$ 5,000	\$ 5,000	
Travel & Transportation	\$ 1,200	\$ 1,200	
D&O Insurance	\$ -	\$ 3,238	\$ 3,238
Meals & Lodging	\$ 3,500	\$ 3,500	
Dues & Meetings	\$ 4,500	\$ 4,500	
Repair & Maintenance - Vehicles	\$ 10,000	\$ 10,000	
Vehicles	\$ -	\$ 536,030	\$ 536,030
Construction Costs	\$ 300,000	\$ 300,000	
Interest	\$ -	\$ -	
Treasurer's Fees	\$ 12,500	\$ 12,500	
Transfer to General Fund	<u>\$ 12,310</u>	<u>\$ 12,310</u>	
Total Expenses	<u>\$ 1,922,255</u>	<u>\$ 2,140,023</u>	<u>\$ 217,768</u>
Revenues Over (Under) Expenses	\$ (31,464)	\$ (36,466)	\$ (5,002)
Ending Fund Balance	\$ 860,367.00	\$ 919,266.00	\$ 58,899

# **Gunnison Valley RTA Transportation Plan Update**

## **Draft Project Scope of Services – March 6<sup>th</sup>, 2008**

### **Introduction**

This scope of services describes the tasks Charlier Associates, Inc. (Consultant) will perform towards a targeted update to the Upper Gunnison Valley Transportation Plan (1999) and Gunnison Valley RTA Strategic Plan (2006). The Plan Update will develop strategic policy direction supported with technical analysis addressing public/private transportation, parking management, and bicycle/pedestrian safety<sup>1</sup>. As a targeted update, the planning process will occur in the context of changed conditions and objectives affecting existing area transportation plans while building on current and previous planning efforts. Early and proactive community and stakeholder engagement will be used to foster consensus and plan ownership. Specific work tasks and activities to be completed are identified in more detail below.

### **Task 1 – Community and Stakeholder Engagement**

In close coordination with the client and stakeholders, the Consultant will develop and implement a comprehensive and proactive community and stakeholder engagement program. Key components will include the following:

#### *Community Workshops*

The Consultant will conduct one series of two community workshops towards the beginning of the Plan Update. One workshop each will be held in Gunnison and either Crested Butte or Mt. Crested Butte on consecutive days. For each workshop, the Consultant will organize the meeting, prepare materials, and facilitate the discussion. Local staff generally will be responsible for locating and reserving appropriate facilities, and taking care of administrative and logistical details for each workshop.

The workshop series will be held one-third (approximately two months) of the way through the project and focus on identifying and prioritizing issues, challenges, constraints, and opportunities. The outcomes of this workshop series will be used to help frame and guide (without constraining) the future conditions technical analysis.

The Consultant will conduct a second public workshop in the form of a presentation to the GVRTA Board at which the public will be invited and encouraged to attend. The second workshop will be held approximately three-fourths of the way through the project for review and feedback of draft concepts, strategies, projects, and other recommendations. This timing allows the Consultant and stakeholders to carefully formulate and analyze potential recommendations (some of which may be unpopular) while still providing the community meaningful input and opportunity to shape the final plan.

#### *Project Website*

The Consultant will develop a website for the Plan Update. The website will be instrumental in disseminating information and project updates; explaining the project's

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<sup>1</sup> It is understood that development construction- and potential mining-related traffic are important community issues. Such issues are beyond the scope of this targeted plan update, but could be addressed separately for additional fee.

purpose, objectives, and schedule; and fostering interactive communication between the Consultant and the community to informally exchange ideas and information on a regular basis. The website also promotes transparency and openness, critical for maintaining credibility throughout the process among the community and multiple stakeholders. The Consultant will develop initial website content during the first two months of the project, and provide updates periodically through the remainder of the project. Local staff could assist in providing content updates and/or maintaining the website itself based on staff availability. The website will be created as a separate domain from, but with reciprocal links to, local government websites. At the project's conclusion, the website can be migrated to local government servers or maintained separately at local staff discretion.

### *Stakeholder Coordination*

The Consultant will organize, conduct, and summarize two series of four group stakeholder meetings (eight meetings total). For each series, two meetings each will be held in Gunnison and either CB or MCB. For each series, one set of meetings will involve local government staff from Gunnison County, Gunnison, CB, and MCB. The second set of meetings is anticipated to include the following stakeholders:

- Public and private transit operators (management and drivers)
- Crested Butte Mountain Resort
- Western State College
- Lodgers and hoteliers
- Environmental/community preservation interests
- Chamber/tourism economic development interests
- Developers/major property owners

The first series of stakeholder group meetings will occur at the very beginning of the process and serve as a project kickoff (currently anticipated for early April). The second series of meetings will occur while the Consultant is on-site for the second community workshop (GVRTA Board meeting). The on-site meetings may also be supplemented by individual meetings (mostly by telephone), particularly for elected officials; such meetings could occur at anytime during the process. As with the community workshops, the Consultant will organize the stakeholder meetings, prepare materials, and facilitate the discussion. Local staff generally will be responsible for locating and reserving appropriate facilities, identifying and contacting stakeholders, and taking care of administrative and logistical details.

### **Task 2 – Existing Conditions Profile and Carrying Capacity Assessment**

The objective of this task is to construct an updated profile of existing transportation conditions within the Valley as a means to assess current and future mobility trends. Existing plans will be evaluated against new realities in the Valley, such as new development, the formation of the RTA, and the new owners and their plans for the ski resort. Particular focus of this task will be on understanding the Valley's transportation "carrying capacity," or how much more transportation demand can be met with existing resources and infrastructure based on future land use and development growth forecasts. Such an analysis goes beyond roadway LOS to also incorporate transit ridership, parking capacity, and the pedestrian realm to consider transportation mobility in terms of total

“person trips” instead of just vehicle trips. The outcome of this task is a technical memorandum with supporting maps, graphs, and tables that tells a clear and compelling story about current conditions, available carrying capacity, and future challenges and opportunities to frame subsequent technical analysis. The Consultant will rely on available land use and development growth forecasts provided by local staff and others to conduct this task and will not collect new data. However, the Consultant will conduct site visits in conjunction with community engagement events to understand local existing conditions.

### **Task 3 – Transportation Mobility Analysis**

Based on the results of the existing conditions profile and carrying capacity assessment (Task 2), the Consultant will conduct an analysis of each major travel mode: roadways, transit/transportation demand management (TDM), parking, and bicycle/pedestrian. For each mode, the analysis will consider how land use and development changes may affect future travel mobility and demand within the context of potential refinements or updates to current plans. The anticipated focus for each mode is described as follows:

- **Roadways:** The roadway analysis will be at a planning (not engineering) level of detail and focus on travel patterns, connections, impacts, safety, etc. of various roadway investment strategies. Specific issues include opportunities for improved signage on Hwy. 135, potential planning-level options for the realignment of the Hwy. 135/Cement Creek Road intersection, traffic calming strategies, improvements to Gothic Road between CB and MCB (including a reversible center lane), and alignment options for the Gunnison Bypass.
- **Transit and TDM:** With creation of the RTA, the transit analysis will focus on opportunities for service expansion (frequencies, span of service, seasons), new service, private operator coordination (shuttles, taxis, etc.), and other transit operations and coverage strategies. In particular, this analysis will consider how transit relates to parking policy (see below) as well as fitting within the context of a broader resort-oriented transportation demand management (TDM) framework. Such a framework, which incentivizes the use of other travel choices besides single-occupant vehicles, will build on existing practices and could include such elements as employee transportation allowances, carpool incentives, free transit passes, etc. Additionally, the issue of fare policy will also be considered in the context of the TDM framework and traffic flow management and reduction objectives.
- **Parking Management:** Parking policy relates directly to transit ridership and roadway traffic flow. Accordingly, the Consultant will focus on understanding local demand for parking and how that demand is sustainably managed. Managing parking demand and parking policy include remote/intercept lots, park and ride locations, opportunities for structured parking, fee in lieu programs, off-site requirements, shared use and parking maximums (instead of minimums), resident vehicle permits, and other strategies. Parking strategies for Gunnison, CB, MCB,

and Valley-wide will be developed that integrate with and support the roadway, transit/TDM, and bike/ped analyses.

• **Pedestrian/Bicycle Realm:** Walking and biking are key components of sustainable communities and resort-oriented transportation mobility. The Consultant will review existing plans to identify needed refinements or updates to planned facilities and crossings to create an integrated, functional, and attractive bicycle/pedestrian network that includes streets, sidewalks, paths, and trails. Such refinements may include new pathways or crossings, particularly of Highway 135, as well as identifying safe routes to schools.

The outcome of this task is a technical memorandum with supporting maps, graphs, and tables that provides a comprehensive analysis of and draft recommendations for each major travel mode in each community (Gunnison, CB, MCB).

#### **Task 4 – Prepare Updated Plan**

Synthesizing and integrating the results of previous tasks, the Consultant will prepare an updated Upper Gunnison Valley Transportation Plan. The updated plan will go beyond an assembly of prior task summaries to also include planning level project costs and a phased implementation program for recommended projects and strategies. The plan will also fully document the public involvement process and technical analysis and evaluation.

At the conclusion of the project, the Consultant will prepare for, attend, and present to the GVRTA Board the new plan's findings and recommendations. At the Board's discretion, the Consultant could attend more meetings for additional fee. After acceptance of the final plan by the GVRTA, the Consultant will provide the plan document on CD and on the project website.

#### **Project Schedule and Travel**

The Consultant understands the urgency of completing the project in a timely manner.

The entire project will be completed by October 1<sup>st</sup>. This scope of services also proposes three multi-person on-site visits and one individual on-site visit during the course of the project as follows:

- Project kickoff, initial stakeholder meetings, field review
- First community workshop series
- Second community workshop (GVRTA Board Meeting), second series of stakeholder meetings
- Final presentation to GVRTA Board