

# MEETING NOTICE

The next meeting of the Gunnison Valley Transportation Authority (RTA) will be:

October 9, 2009 at 8:00 a.m.  
in the Council Room  
in the Crested Butte Town Hall  
508 Maroon Ave, Crested Butte, 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 TRANSPORTATION AUTHORITY  
**October 9, 2009**  
8:00 A.M. – CRESTED BUTTE COUNCIL CHAMBERS

- 8:00 A. INTRODUCTION
- 8:01 B. APPROVAL OF THE September 18, 2009 MINUTES
- 8:03 C. EXECUTIVE DIRECTOR'S FINANCIAL REPORT
- 8:08 D. CORRESPONDENCE

**GENERAL RTA ISSUES**

- 8:10 E-1. OLD BUSINESS
  - 1) 2010 budget – adoption
  - 2) Funding partners subcommittee – update
    - a. WSC Meeting – Update
    - b. Fare box use for accepting donations
    - c. Future levels of service
    - d. Policy regarding future expansion of bus service
  - 3) Gunnison City tax rate subcommittee – update
  
- 8:45 F-1. NEW BUSINESS
  - 1) Taking of minutes for future meetings
  - 2) Report from Tourism Association
  - 3) Comments from Citizen Advisory Committee

**AIR SERVICE ISSUES**

- 8:55 E-2. OLD BUSINESS
  - 1) 2009-2010 Air service update

F-2. NEW BUSINESS

- 1) Winter airport survey - update

**GROUND TRANSPORTATION ISSUES**

- 9:10 E-3. OLD BUSINESS
  - 1) Gunnison – CB service update
  - 2) Possible executive session regarding potential land purchase negotiations (at end of meeting)
  - 3) Possible hiring of consultant to help with potential land purchase negotiations

F-3. NEW BUSINESS

- 1) Chapter 5 of the Transportation Plan Update – discussion

10:00 G. COMMENTS FROM BOARD MEMBERS

10:05 H. PUBLIC COMMENT PERIOD

10:10 I. ADJOURNMENT

Next Meeting –November 13<sup>th</sup>, 8:00 a.m. in Gunnison

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

Gunnison Valley Transportation Authority  
Meeting Minutes  
September 18, 2009

Members Present:

Scott Truex, Executive Director  
Kent Myers, Airplanners LLC  
Jim Starr, Gunnison County  
Jonathan Houck, City of Gunnison  
Leah Williams, Town of Crested Butte  
Skip Berkshire, Town of Crested Butte  
Bill Babbitt, Town of Mt. Crested Butte

Several other community members were present in the audience including representatives from The Town of Mount Crested Butte, Crested Butte Mountain Resort, Crested Butte South Property Owners Association, Alpine Express, Mountain Express, the Tourism Association, the Crested Butte/Mt. Crested Butte Chamber of Commerce, the Gunnison Country Times, and the RTA Citizens Advisory Committee,

A. INTRODUCTION: The meeting was called to order by Jim Starr.

B. APPROVAL OF THE August 14, 2009 MINUTES: Bill Babbitt moved to approve the minutes of the August RTA. Leah Williams seconded the motion. The motion passed unanimously.

C. EXECUTIVE DIRECTOR'S FINANCIAL REPORT: Scott Truex reported that July revenues were down about 12% from last year.

D. CORRESPONDENCE: Scott received a note from a citizen which included a 'donation' to the RTA for the bus service. After a brief discussion the Board requested that Scott return the 'donation' with a note of thanks for the expression of support.

**GENERAL RTA ISSUES**

**E-1. OLD BUSINESS:**

1. 2010 draft budget discussion: Scott summarized the draft 2010 budget. The budget was based on a flat revenue projection for the upcoming year.

2. Funding partners subcommittee - update: Scott summarized the five year air service growth plan which Kent prepared. The full subcommittee will discuss the plan on 9/23. The plan will be used to forecast the funding needs. Woody Sherwood noted that the plan did not include any expansion of summer service--his point was noted.

3. Gunnison City tax rate subcommittee - update: Scott reported that he, Jonathan, and Hap met. He also noted that any increase in the Gunnison tax will have to be voted on by the entire district.

#### F-1. NEW BUSINESS:

1. Letter of support for LMD tax renewal: Scott presented a draft letter of support for the LMD reauthorization ballot initiative. Following a brief discussion Bill Babbitt moved to approve the letter with a minor change. Jonathan Houck seconded the motion. The motion passed unanimously.

2. Report from the Tourism Association: Jane Chaney summarized the ongoing shift in marketing and advertising to the upcoming winter message.

3. Comments from the Citizens' Advisory Committee: Jeff Moffett noted that he is planning on a mid-November public meeting of the Citizens' Advisory Committee. Joe Fitzpatrick relayed a concern regarding the bus schedule from the north to south and whether any changes could be made to allow students to make 8 am classes at WSC. After a brief discussion, it was decided that there were too many variables to warrant changing the schedule at this time.

### **AIR SERVICE ISSUES**

#### E-2. OLD BUSINESS

#### F-2. NEW BUSINESS

1. 2009-2010 Air service update: Kent Myers noted that bookings are down ~17% from last year at this time and other resorts are also down. Some of the present shortfall is attributable to reduced group sales. Jeff Moffett noted that CBMR will again be promoting the Friends and Family program which offers reduced airfare—he is optimistic that bookings will increase. Kent pointed out that Delta is strong in both Atlanta and Salt Lake City. Kent also updated the Board on the upcoming survey work with WSC. The actual surveying will begin in mid-December with AA flights. The RTA Board will get a preview of the questions at an upcoming meeting. Bill Babbitt moved to approve spending up to \$1800 for survey costs. Leah Williams seconded the motion. The motion passed unanimously. The Board Chairman and Executive Director will determine which budget line item the \$1800 will be allocated from.

### **GROUND TRANSPORTATION ISSUES**

#### E-3. OLD BUSINESS

1. Gunnison-CB service update: Scott reported that ridership is down slightly from last year mostly due to fewer trips per day.

2. Possible executive session regarding possible land purchase negotiations (at end of meeting): Bill Babbitt moved to go into executive session for the stated purpose and that Chris Behan, Scott Truex, and Kent Myers would be included with the Board members present. Leah seconded the motion. The motion passed unanimously. Following the meeting the Board Chairman affirmed that the executive session stayed on topic and that no decisions were made and that the members included those noted in the motion.

### F-3. NEW BUSINESS

1. IGA with Chaffee County & Neighbor to Neighbor regarding Denver bus: Scott expressed his view that the IGA was unnecessary and recommended that we just pay our share. After some discussion Jonathan Houck moved to authorize Scott to pay our share of the service without signing an IGA and if that failed, to sign an amended MOU. Leah Williams seconded the motion. The motion passed unanimously.

2. Review of proposals and possible award of contract to bus service provider: Jonathan Houck moved to go into executive session for the purpose of discussing possible contract award for RTA bus service. Bill Babbitt seconded the motion. The motion passed unanimously. Following the executive session The RTA Chairman affirmed that the executive session stayed on topic and that no decisions were made during the session. Scott then summarized a comparison of the submitted bids and noted that the Mountain Express bid was lower than that of Alpine Express. Following a brief discussion Jonathan Houck moved to award the contract for RTA bus service to Mountain Express for the next year with the level of service TBD. Skip Berkshire seconded the motion. The motion passed unanimously. Scott then recommended that the RTA provide bus service of nine trips per day during the winter season and that next summer's level of service be determined in spring of 2010. He also recommended that the RTA not pursue the CB South option this winter but consider it next summer. Leah Williams moved to authorize RTA bus service at nine trips per day this winter with no CB South option and to determine summer 2010 at a future date. Jonathan Houck seconded the motion. The motion passed unanimously.

3. Chapter 5 of the Transportation Plan Update – discussion: Deferred to the next meeting.

G. COMMENTS FROM BOARD MEMBERS: None.

H. PUBLIC COMMENT PERIOD: None.

I. ADJOURNMENT: The meeting was adjourned

**The next meeting is scheduled for October 9<sup>th</sup>, 8:00 am in Crested Butte.**

**Gunnison Valley Transportation Authority  
Financial Report - August 2009**

	2009 Actual	2009 Budget	Actual & Board Approved Revisions	2009 Revised Budget	% of Budget
<b>Revenues</b>					
Starting Fund Balance 1/1	\$ 637,855.46	\$ 637,855		\$ 637,855	
Jan	\$ 86,152.67	\$ 104,500	\$ (18,347)	\$ 86,153	82.4%
Feb	\$ 81,261.60	\$ 94,800	\$ (13,538)	\$ 81,262	85.7%
Mar	\$ 93,903.94	\$ 109,900	\$ (15,996)	\$ 93,904	85.4%
One time payments - late payers	\$ 102,918.91	\$ -	\$ 102,919	\$ 102,919	N/A
April	\$ 51,850.89	\$ 62,600	\$ (10,749)	\$ 51,851	82.8%
May	\$ 59,877.75	\$ 66,700	\$ (7,840)	\$ 59,877	89.8%
June	\$ 94,998.56	\$ 106,000	\$ (11,002)	\$ 94,998	89.6%
July	\$ 120,310.31	\$ 136,400	\$ (16,090)	\$ 120,310	88.2%
Aug		\$ 128,500	\$ (19,275)	\$ 109,225	0.0% *15% reduction from 2008
Sept		\$ 106,100	\$ (15,915)	\$ 90,185	0.0% *15% reduction from 2008
Oct		\$ 80,000	\$ (12,000)	\$ 68,000	0.0% *15% reduction from 2008
Nov		\$ 80,000	\$ (23,000)	\$ 57,000	0.0% *based upon 2008
Dec		\$ 124,500	\$ (17,500)	\$ 107,000	0.0% *based upon 2008
Year to Date Tax Revenues	\$ 691,274.63	\$ 680,900		\$ 691,274	101.5%
Full Year - Tax Revenues	\$ 691,274.63	\$ 1,200,000		\$ 1,122,684	61.6%
<b>Other Revenues</b>					
RTA Tax - Clerk	\$ 4,195.94	\$ 10,000	\$ (5,000)	\$ 5,000	83.9%
Denver Bus Partners	\$ 31,500.00	\$ 29,500	\$ 2,000	\$ 31,500	100.0%
Operating Grant	\$ 118,000.00	\$ 118,000		\$ 118,000	100.0%
Capital Grant	\$ -	\$ 240,000	\$(240,000)	\$ -	0.0%
Interest Revenue	\$ 7,781.00	\$ 13,307	\$ (5,000)	\$ 8,307	93.7%
Total Revenue	\$ 852,751.57	\$ 1,610,807		\$ 1,285,491	66.3%
<b>Expenses</b>					
Postage	\$ 60.30	\$ 100		\$ 100	60.3%
Photocopies	\$ -	\$ 20		\$ 20	0.0%
Professional Services - Truex	\$ 50,400.00	\$ 67,200		\$ 67,200	75.0%
Professional Services - Airplanners	\$ 53,725.23	\$ 72,000		\$ 72,000	74.6%
Professional Services - Landwehr	\$ 790.00	\$ 10,800		\$ 10,800	7.3%
Professional Services - Levy	\$ 830.00	\$ -	\$ 830	\$ 830	100.0%
Audit Cost	\$ 2,250.00	\$ 3,000	\$ (750)	\$ 2,250	100.0%
Revenue Collection Fee	\$ 7,350.00	\$ 15,000		\$ 15,000	49.0%
Airline Guarantees	\$ 800,000.00	\$ 800,000		\$ 800,000	100.0%
Airline Startup Costs	\$ -	\$ -	\$ 55,000	\$ 55,000	0.0%
Fees	\$ 57.89	\$ 150		\$ 150	38.6%
Bank Fees	\$ 1,561.00	\$ -	\$ 1,561	\$ 1,561	100.0%
Donations	\$ -	\$ -	\$ 500	\$ 500	0.0%
Ground Transportation	\$ 282,660.61	\$ 411,335		\$ 411,335	68.7%
Denver Bus Service	\$ 31,005.99	\$ 43,500	\$ 2,000	\$ 45,500	68.1%
Advertising	\$ 7,950.40	\$ 5,000	\$ 6,000	\$ 11,000	72.3%
Travel & Transportation	\$ 3,975.23	\$ 1,200	\$ 3,300	\$ 4,500	88.3%
D&O Insurance	\$ 3,238.00	\$ 3,500		\$ 3,500	92.5%
Meals & Lodging	\$ 1,653.57	\$ 3,500	\$ 1,000	\$ 4,500	36.7%
Dues & Meetings	\$ 3,730.25	\$ 3,500		\$ 3,500	106.6%
Repair & Maintenance - Vehicles	\$ 35,765.23	\$ 20,000	\$ 30,350	\$ 50,350	71.0%
Fuel	\$ 40,775.28	\$ 148,000	\$ (78,000)	\$ 70,000	58.3%
Vehicles	\$ 11,250.00	\$ -	\$ 11,250	\$ 11,250	100.0%
Construction Costs	\$ -	\$ 300,000	\$(300,000)	\$ -	0.0%
Interest	\$ 767.36	\$ -	\$ 1,000	\$ 1,000	76.7%
Treasurer's Fees	\$ 18,276.84	\$ 12,000	\$ 10,000	\$ 22,000	83.1%
Transfer to General Fund	\$ 10,080.00	\$ 15,120		\$ 15,120	66.7%
Total Expenses	\$ 1,368,153.18	\$ 1,934,925		\$ 1,678,966	81.5%
Revenues Over (Under) Expenses	\$ (515,401.61)	\$ (324,118)		\$ (393,475)	
Balance Remaining	\$ 122,453.85	\$ 313,737		\$ 244,380	

Report shows posted revenues through July & expenditures through August

Report prepared by Scott Truex with available information from the County Finance department on September 30, 2009

Report does not show the line of credit of \$50,000 which is added to the Balance Remaining and is owed by the end of the year.

Correspondence: - emails between Scott Truex & Ron Alexander (CDOT Engineer)  
Ron,

Last month the County, three Municipalities, the CB South Subdivision and the RTA sent you a letter regarding the intersection at Hwy 135 and Cement Creek Rd. (I've attached an electronic version.) We were hoping that you might be able to meet with us at the intersection at some point. Do you have any thoughts regarding the possibilities we raised?

The next RTA board meeting is on October 9<sup>th</sup> and I was hoping to give them an update regarding this intersection and any thoughts you might have.

Thank you for your time and your help with our concerns.

Sincerely,  
Scott Truex  
Executive Director  
Gunnison Valley Rural Transportation Authority

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Scott -

I had referred this to the Traffic department and had not heard back yet from them as to whom they wanted to represent them to set up a meeting. To be real honest, once I referred it to Traffic, I dropped it off my own radar screen. I truly apologize.

I believe Bill Crawford was involved when the pull-outs were discussed originally, so he will likely be the Traffic representative along with Pete Mertes, but I need to confirm that with Pete when Pete returns from vacation. Since I do not know what Pete's workload and allocation of manpower is, I'm a little hesitant to set up the meeting without his input. He is scheduled back October 6th which is probably a little too close to your October 9th meeting to be of help.

To help get us organized for the meeting, I did have a couple questions. I was of the understanding the RTA was trying to develop an off highway parking/loading location somewhere east of the intersection and that the pull-outs were only temporary until the permanent facility would be constructed. Do you have a time-line for that development or has there been a change in direction? Our notes and a report prepared by Bill indicate that a number of your current requests were discussed at that time and due to the temporary nature of the pull-outs, it was felt that they may not be appropriate.

Again I apologize for not following up and keeping on top of our people. As soon as I get with Pete I will get with you to set up a meeting.

Thanks - Ron

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Ron,

Thanks for your reply. We are hoping to have a bus pullout complete in 2-3 years. The timing will largely depend upon capital funding and our ability to acquire land. We would still like to have a meeting since we had three close calls this winter (that we know of) and are concerned about the safety of our passengers. Thanks for your help and we look forward to hearing from you after your internal discussions.

Sincerely,  
Scott Truex  
Executive Director  
Gunnison Valley Rural Transportation Authority

**Gunnison Valley Transportation Authority  
2010 Budget**

	<b>2010 Budget</b>	<b>2009 Budget</b>	<b>2009 Current Estimate</b>
<b>Revenues</b>			
Starting Fund Balance 1/1	\$ 244,380	\$ 637,855	\$ 637,855
Jan	\$ 86,100	\$ 104,500	\$ 86,153
Feb	\$ 81,300	\$ 94,800	\$ 81,262
Mar	\$ 93,900	\$ 109,900	\$ 93,904
April	\$ 51,800	\$ 62,600	\$ 51,851
May	\$ 59,800	\$ 66,700	\$ 59,877
June	\$ 95,000	\$ 106,000	\$ 94,998
July	\$ 120,000	\$ 136,400	\$ 120,310
Aug	\$ 109,200	\$ 128,500	\$ 109,225
Sept	\$ 90,200	\$ 106,100	\$ 90,185
Oct	\$ 68,000	\$ 80,000	\$ 68,000
Nov	\$ 57,000	\$ 80,000	\$ 57,000
Dec	\$ 107,000	\$ 124,500	\$ 107,000
One Time Tax Payers			\$ 102,919
Full Year - Tax Revenues	<u>\$ 1,019,300</u>	<u>\$ 1,200,000</u>	<u>\$ 1,122,684</u>
<b>Other Revenues</b>			
Line of Credit	\$ 250,000	\$ -	\$ 50,000
RTA Tax - Clerk	\$ 5,000	\$ 10,000	\$ 5,000
Denver Bus Partners	\$ 31,500	\$ 29,500	\$ 31,500
Operating Grant	\$ 132,000	\$ 118,000	\$ 118,000
Capital Grant	\$ 389,754	\$ 240,000	\$ -
Interest Revenue	<u>\$ 8,000</u>	<u>\$ 13,307</u>	<u>\$ 8,307</u>
Total Revenue	<u>\$ 1,835,554</u>	<u>\$ 1,610,807</u>	<u>\$ 1,335,491</u>
<b>Expenses</b>			
Postage	\$ 100	\$ 100	\$ 100
Photocopies	\$ 1,000	\$ 20	\$ 20
Professional Services - Truex	\$ 67,200	\$ 67,200	\$ 67,200
Professional Services - Airplanners	\$ 72,000	\$ 72,000	\$ 72,000
Professional Services - Landwehr	\$ 10,800	\$ 10,800	\$ 10,800
Professional Services - Levy	\$ -	\$ -	\$ 830
Audit Cost	\$ 3,000	\$ 3,000	\$ 2,250
Revenue Collection Fee	\$ 15,000	\$ 15,000	\$ 15,000
Airline Guarantees	\$ 600,000	\$ 800,000	\$ 800,000
Airline Startup Costs	\$ -	\$ -	\$ 55,000
Fees	\$ 150	\$ 150	\$ 150
Bank Fees	\$ 1,550	\$ -	\$ 1,561
Donations	\$ 500	\$ -	\$ 500
Ground Transportation	\$ 302,200	\$ 411,335	\$ 411,335
Denver Bus Service	\$ 45,500	\$ 43,500	\$ 45,500
Advertising	\$ 5,000	\$ 5,000	\$ 11,000
Travel & Transportation	\$ 1,200	\$ 1,200	\$ 4,500
D&O Insurance	\$ 3,500	\$ 3,500	\$ 3,500
Meals & Lodging	\$ 3,500	\$ 3,500	\$ 4,500
Dues & Meetings	\$ 3,500	\$ 3,500	\$ 3,500
Repair & Maintenance - Vehicles	\$ 40,000	\$ 20,000	\$ 50,350
Fuel	\$ 62,300	\$ 148,000	\$ 70,000
Vehicles	\$ -	\$ -	\$ 11,250
Capital Costs	\$ 389,754	\$ 300,000	\$ -
Interest	\$ 5,000	\$ -	\$ 1,000
Treasurer's Fees	\$ 16,000	\$ 12,000	\$ 22,000
Transfer to General Fund	\$ 15,120	\$ 15,120	\$ 15,120
Principle Payments	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ 50,000</u>
Total Expenses	<u>\$ 1,913,874</u>	<u>\$ 1,934,925</u>	<u>\$ 1,728,966</u>
Revenues Over (Under) Expenses	\$ (78,320)	\$ (324,118)	\$ (393,475)
Balance Remaining	\$ 166,060	\$ 313,737	\$ 244,380

Ridership on the RTA Gunnison - Crested Butte Route

Year	Month	Riders	Bus Trips	Miles	Days	Riders per trip	Riders per day	Riders	Bus Trips	Riders	Total
								Last Year	Last Year	per trip Last Year	Riders Change
2009	January	15,829	684	21,888	31	23.14	510.6	10,867	688	15.80	4,962
2009	February	13,060	622	19,904	28	21.00	466.4	11,861	638	18.59	1,199
2009	March	12,434	682	21,824	31	18.23	401.1	13,226	682	19.39	(792)
2009	April	3,954	130	8,320	30	30.42	131.8	6,435	388	16.59	(2,481)
2009	May	2,029	222	7,104	31	9.14	65.5	2,342	186	12.59	(313)
2009	June	3,037	360	11,520	30	8.44	101.2	4,948	528	9.37	(1,911)
2009	July	3,913	371	11,872	31	10.55	126.2	6,496	558	11.64	(2,583)
2009	August	3,228	323	10,336	31	9.99	104.1	5,863	558	10.51	(2,635)
2009	September	2,194	180	5,760	30	12.19	73.1	3,385	280	12	(1,191)
<b>Total</b>		<b>59,678</b>	<b>3,574</b>	<b>118,528</b>	<b>273</b>	<b>16.70</b>	<b>218.6</b>	<b>65,423</b>	<b>4,506</b>	<b>14.52</b>	<b>(5,745)</b>



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To: Scott Truex  
Executive Director  
Gunnison Valley RTA

From: Amy Ostrander

Date: September 16, 2009

Subject: Assistance with FTA Section 5309 Grant  
Bus Pullout and Park and Ride/Highway 135 and Cement Creek Road

As we discussed, the Gunnison Valley RTA is considering the purchase of land for a Bus Pullout and possible Park and Ride. Capital projects using Federal funds are subject to the regulations in two primary documents, Third Party Procurement guidance incorporated in FTA C 4220.1F and the Capital Facility and Formula Grant program in FTA C-9300.1B. The challenge is to identify the regulations that are specific to individual projects.

For your project, FTA Region VIII will be reviewing all filings and approving project milestones. I found the Region VIII staff very helpful in clarifying the specific elements that must be completed for a project. For example, when assisting the Black Hawk Transportation Authority with the \$3.1M Bus Storage/Maintenance Facility in 2008, I would identify and review requirements/ documentation for the project and then meet with Region VIII staff for approval.

At this point in the project, I would assume the initial actions/approvals you need to initiate include:

1. Planning Justification – verify that project has been included in planning documents.
2. Project Staging – prepare document that shows planning, preliminary cost estimates, site locations etc. to support request engineering and design costs.
3. Authorizing Resolution – By Gunnison Valley RTA
4. Environmental Review – Property will need to have an environmental review. Under certain circumstances, the more rigorous NEPA process may be shortened by obtaining a Categorical Exclusion. Two possible elements that may qualify

- the project for the exclusion are “is the project included in State Highway plans” and/or “no substantial land acquisition or traffic disruption” This an excellent example of the sort of situation that needs to be addressed with Region VIII staff for direction.
5. Appraisal of Land – provided using land purchase price as part of local match. FTA has a format for presenting information from a standard appraisal document.
  6. Any RFP/RFQ for planning/construction of the project must include Federally required/model clauses.
  7. Letter of No Prejudice: Allows you to begin project based on current grant funds awarded and apply subsequent year awards to the same project.
  8. DBE Program: if anticipating more than \$250,000 in FTA funds exclusive of rolling stock. The cost to prepare and get FTA approval for an initial DBE Program document/goals is +/- \$1,000. The RTA should be adapt much of the document completed for Crested Butte-Mountain Express and reduce this cost.

Because it is not possible to predict what will be needed, it is very difficult to develop a budget. In reviewing the Black Hawk project, the charges for assistance were limited to \$4,000 for the initial project. However, after the building was completed, a change in operations reduced the short-term facility space need. The process to get FTA approval for “Incidental Use” (leasing some of the space from the Authority to the City of Black Hawk) resulted in additional professional services charges of about \$2,500.

I need to be clear that I am not qualified to complete any NEPA/Environmental/Historical Site Reviews or provide appraisal service. Also, other than providing required set-up documents, I would not be able to assist with TEAM/ECHO administration.

If you decide to have me provide technical assistance and serve as a Denver based liaison with Region VIII staff, I would suggest a budget not to exceed \$5,000. All services would be billed at the hourly rate of \$110. This rate was approved by CDOT under RFP No: HAA 08-07/BL Transportation Planning Support Services. Services would be billed as work was approved/completed and I would provide an estimate of hours by task as the project develops.

Please contact me at 720-855-7404 with any questions.

Scott,

Please find attached my memo regarding property acquisition. Getting more specific is difficult at this time given the NEPA and grant application process. I believe TransitPlus can make this go smoothly but it will require working closely with FTA Region 8. I don't want to get into the details with FTA staff without your consent and participation in an initial conference call.

I also have a response from one environmental firm specializing in NEPA work, as follows:

Based on the info we have, an EA would probably be required for the project. It also looks like there are some ditches on the parcel with wetland vegetation. Federal project require mitigation for wetland impacts regardless of Corps jurisdiction. If the wetlands flow to the East River, then they would be Corps jurisdictional – so there would be that issue to deal with too. I am assuming we would not be doing any design work.

The probable cost for an EA would be \$15-25,000 (\$20K if you want a single number).

- Best case would be around \$10,000 if there is no construction planned yet, Gunnison Valley and FTA require a simple document, there are few rounds of reviews/revisions, and we don't need to attend any public meetings.
- High end - If they want more detail, more meetings, a Corps permit, wetland and mitigation coordination, it would be towards \$25,000.
- Worst Case – If FTA, or the client, want detailed analyses of every resource, tons of meetings, tons of revisions, etc. - it could be even more. Our approach is to keep things as simple as possible, but some of these things are out of our control.

Categorical Exclusion – FTA does allow a Cat Ex instead of an EA for purchase of land to prevent imminent development (language below). Sounds like this is probably not the case. Cost on that would be about \$10-15K – best case \$8K.

I hope that my process outline and this NEPA information are helpful. I will be happy to work on this project aggressively as soon as you are comfortable giving the go-ahead.

George

Memorandum

To: Scott Truex, Executive Director  
From: George Krawzoff, TransitPlus  
Date: September 22, 2009  
Subject: Property Acquisition for Gunnison Valley RTA

Scott,

Thank you for this opportunity to discuss how TransitPlus might be able to help you manage your property acquisition for the Gunnison Valley RTA.

I understand that you are planning to fund this property acquisition with your share of an earmark under the 5309 Federal Transit Administration Bus Discretionary grant program. The process will flow as follows:

National Environmental Policy Act (NEPA) Approval → Grant Application/FTA Grant Award → Title Search → Appraisal → Appraisal Review → Just Compensation Determination → FTA Concurrence (if required) → Offer to Owner → Settlement.

This process flow is reproduced from the FTA Grant Management Requirements except for the addition of the grant application and FTA grant award.

TransitPlus will be happy to help organize this entire process. We charge \$140/hour for our principals and \$85/hour for our planners. Your average hourly cost will fall between these two rates.

Step 1: Organize NEPA Process

8 hours

TransitPlus will either sub-contract the NEPA process to one our partner firms with specific NEPA experience or will help the RTA hire a firm for this purpose. The cost of the NEPA process will depend on the level of review required. It is difficult to predict the level of review without discussing the project with FTA staff and that should be our first step.

Converting property from an agricultural use to a transit use will likely trigger the need for an Environmental Assessment. I have contacted several firms regarding the likely cost of the environmental work and will follow-up with a cost estimate when I have one.



Step 2. Grant application and grant award.

8 hours

TransitPlus will produce a grant application based on information provided by the RTA. Note that the FTA will not provide a letter of no prejudice for land acquisition projects but that NEPA process and preliminary design expenses may be submitted for reimbursement once the grant is awarded.

Step 3. Land Acquisition process from Title Search through Offer to Owner. 40 hours

The land acquisition process must follow Title 49, Part 24, UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION FOR FEDERAL AND FEDERALLY-ASSISTED PROGRAMS. This document may be found at the on-line Code of Federal Regulations, [http://www.access.gpo.gov/nara/cfr/waisidx\\_08/49cfr24\\_08.html](http://www.access.gpo.gov/nara/cfr/waisidx_08/49cfr24_08.html), or through the FTA website at [http://www.fta.dot.gov/funding/apply/grants\\_financing\\_158.html](http://www.fta.dot.gov/funding/apply/grants_financing_158.html).

FTA Circular 5010.d, GRANT MANAGEMENT REQUIREMENTS, Chapter 4, Project Management, provides guidance regarding this process. This document may be found on the web at [http://www.fta.dot.gov/laws/circulars/leg\\_reg\\_8640.html](http://www.fta.dot.gov/laws/circulars/leg_reg_8640.html).

Please see the attached spreadsheet for a more specific outline of steps and tasks associated with the land acquisition process.

Please note that this estimate does not include managing the grant through the FTA's electronic system (TEAM) or filing FTA electronic reimbursement requests (ECHO) but TransitPlus is also capable of providing those services.

I look forward to discussing this project further at your convenience. Don't hesitate to call if you have questions or comments.

Sincerely,



George Krawzoff  
Principal



- 1 Telephone Conference w. RTA Director Truex and Attorney Starr
  - a Discuss applicability of 49 CFT 24B
    - i Specific site criteria
    - ii RTA powers of eminent domain relative to process
  - b Discuss status of funding
    - i Should TransitPlus manage NEPA process?
    - ii Should TransitPlus prepare and submit grant?
    - iii Anticipated grant award date?
    - iv Anticipated grant amount? Size of earmark per CTC agreement.
    - v Match requirement and source
    - vi Other funds RTA can bring to project
    - vii Anticipate incidental expenses in budget per 24.106 (30% contingency, reducing to 10% later)
    - viii Anticipate and minimize risk of litigation expenses
    - ix Anticipate the owner may desire to donate all or part of property 24.108
    - x Appraisal expenses
    - xi Review appraisal expenses
    - xii Consultant expenses
    - xiii Total project budget not to exceed
- 2 Meet with FTA Region 8
  - a NEPA Process
  - b Grant application
  - c Possibility of reimbursement for NEPA, preliminary design, and consultant prior after grant award
  - d Draft notice to owner
- 3 Meet with RTA Board
  - a Outline process and need for expeditious action
  - b Obtain board's recommendation to manage NEPA, submit grant apps, and to negotiate
  - c Obtain board's authorization to proceed
  - d Identify risks associated with appraisal expenses and inverse condemnation
    - i Appraisal must be fresh and a review appraisal is required.
    - ii Failure to proceed expeditiously risks inverse condemnation litigation
- 4 Telephone conference #2, RTA Director, attorney, board and FTA Region 8
  - a Go ahead meeting
  - b Review draft notice to owner
- 5 Notice to the Owner
- 6 Secure appraisal, inviting owner
- 7 Telephone conference #3, review results of appraisal. Is grant adequate?
- 8 Proceed with review appraisal
- 9 Prepare Just Compensation and Summary Statement
- 10 Review just compensation and Summary Statement with Board
- 11 Contact owner and discuss offer, explaining acquisition policies and procedures
- 12 Negotiate with owner, providing opportunity to consider offer and present
- 13 Owner's presentation to the RTA Board
- 14 Consideration of owner's presentation
- 15 Update offer based on owner's presentation
- 16 If negotiations are successful, move to payment and transfer of property.
- 17 If negotiations are unsuccessful, attempt administrative settlement.
- 18 If administrative settlement is successful, move to payment and transfer
- 19 If administrative settlement is unsuccessful, proceed to condemnation phase



## Introduction

This chapter provides a framework for implementing the numerous recommendations contained in Chapters 4 and 5. As noted in Chapter 1, this Plan Update addresses the most important issues identified through the community engagement process and is intended to supplement the 1999 Transportation Plan, not replace it.

The region has made great strides in implementing the recommendations of the 1999 Transportation Plan. Table 5.1 shows the implementation status of the major recommendations of the original Plan relative to this 2008 Update using the following categories:

- **Accomplished:** Items that have been completed.
- **Ongoing:** Recommendations for which progress has been made and efforts continue, including items that are inherently ongoing with no set completion date.
- **Not Accomplished:** Still-valid recommendations for which little or no progress has yet been made
- **Not Feasible:** Recommendations that are no longer applicable
- **Plan Update:** Previous recommendations that are updated or otherwise addressed as part of this 2008 Update.
- **Not Addressed:** Recommendations or actions from the 1999 Transportation Plan beyond the scope of the 2008 Update.

Accomplished and ongoing action items are highlighted to demonstrate the regional progress toward achieving the 1999 Plan. As emphasized in Chapter 1, recommendations from the 1999 Plan not specifically addressed or re-visited in this 2008 Update remain valid. Additionally, the 2008 Update responds to new issues not included in the 1999 Plan. Accordingly, both documents together comprise the Upper Gunnison Valley Transportation Plan.

As Chapter 1 also notes, this Plan Update is primarily policy-based rather than projects-based. Therefore, a traditional implementation program that organizes a list of projects by timeframe is not as applicable. Many of the policy recommendations in this Plan Update are either ongoing or apply only as opportunity or need arise.

Even so, there is a logical staging in that certain recommended actions should be completed first before other recommendations can be implemented.

**Table 5.1**  
**1999 Transportation Plan - Implementation Status**

<b>Public Transit Programs</b>	<b>Status</b>
Service expansion of Mountain Express	Accomplished
Increase subsidy for Shuffle to provide more regional commuter routes	Accomplished
Consolidate social transit service providers operations within Gunnison	Plan Update
Identify corridor for future valley rail	Not Feasible
Form an RTA	Accomplished
Extend transit service to CB South	Plan Update
Initiate all day scheduled valley transit service	Accomplished
Provide shuttle service to remote parking locations south of CB	Plan Update
Provide support for initiation and expansion of taxi service in Gunnison	Not Accomplished
Initiate scheduled fixed route service in Gunnison	Plan Update
Develop special event and RV parking sites served by transit in and around the City of Gunnison	Not Accomplished
Develop gondola from Crested Butte to Mt. Crested Butte	Not Feasible
Plan for valley rail system	Not Accomplished
<b>Motor Vehicle Programs</b>	
Gunnison traffic signal evaluation, optimization, improvements	Ongoing
Improved signing and marking on SH 135 and Gothic Rd	Accomplished
Traffic calming/entry features on regional roadways	Ongoing
Improve Sixth Street bike/ped crossings - Crested Butte	Accomplished
Paved shoulders and turn lanes on Gothic Road	Accomplished
Paved shoulders, turn lanes on SH 135 from Gunnison to Crested Butte	Accomplished
Provide safety improvements along SH 135	Accomplished
Construct scenic pullouts along SH 135	Not Accomplished
Emergency vehicle response improvements	Not Accomplished
Build passing lanes at appropriate locations along SH 135	Not Accomplished
Tunnel for through traffic beneath Sixth Street in Crested Butte	Not Feasible
<b>Non-Motorized Systems</b>	
Develop a comprehensive bicycle and pedestrian improvement plan for Mt. Crested Butte	Ongoing
Develop and implement a "share the road" signage program along SH 135 and Gothic Road	Accomplished
Increased sweeping of shoulders for bicycles - all seasons	Ongoing

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Bicycle parking program - Gunnison, CB, MCB	Ongoing
Improve Sixth Street bike/ped crossings - Crested Butte	Accomplished
Off-street trail between Crested Butte and CB South	Plan Update
Develop and enhance bicycle and pedestrian crossings of roadways throughout the City of Gunnison	Ongoing
Sidewalk improvements program in the City of Gunnison	Ongoing
Safe access to school program - Gunnison, CB	Ongoing
Sidewalk improvements program - Crested Butte (high traffic streets)	Ongoing
Fully implement the Gunnison County Trails Master Plan	Ongoing
<b>Transportation Demand Management Programs</b>	
Regional employer based TDM program	Not Accomplished
Non-auto tourist promotion	Ongoing
Intercept parking lot south of Crested Butte	Plan Update
Park and ride lot network	Plan Update
Regional community-wide TDM program	Not Accomplished
Comprehensive parking program - Crested Butte	Plan Update
Resident vehicle permits - CB, MCB	Plan Update
<b>Land Use Measures Programs</b>	
	Not Addressed

Most importantly, recommended parking management strategies should be implemented before transit park-and-ride recommendations so that the former helps create the market for the latter. (However, the time gap between the two should be short.) Similarly, a regional transit mode share objective should be adopted as one means to facilitate stronger growth management controls.

Table 5.2 at the end of this chapter illustrates the recommended implementation program. Recommendations are classified by travel mode, location, and implementation timeframe.

Rather than specific target dates, which are particularly difficult to estimate for policy-based actions, recommendations are classified into three levels of timeframe priority, in particular to show timing and priority relationships to each other, rather than an absolute, artificial timeline. The lead agency for implementation is also identified, though many recommendations require or would benefit from partnerships to implement.

## Conclusion and Next Steps

This chapter provides an implementation framework for the recommendations contained in this 2008 Update to the Upper Gunnison Valley Transportation Plan. The most important aspect of implementation is the sequence of implementing certain recommendations relative to others, rather than adhering to a specific timeframe.

There are two other important implementation aspects to consider. First is ongoing performance monitoring and assessment. While many policy-based recommendations do not correspond to quantitative or numerical thresholds or triggers, certain recommendations do, such as the concept of a regional transit mode share target. Other recommendations, particularly regarding the proposed Gunnison Bypass, have very specific policy and quantitative guidance. And, the quantitative guidance contained in the 1999 Plan regarding maximum carrying capacity and other elements remains valid. Finally, other recommendations are situational, meaning they should be pursued only if need or opportunity arise. These include regional transit revenue options and the Gunnison transit circulator. Discussion of the latter, for example, includes policy and quantitative guidance to assess its potential on an ongoing basis.

Finally, as with the 1999 Plan, the funding partners to this 2008 Update should consider adopting all or parts of this Update. Certain recommendations, particularly regarding the Gunnison Bypass, parking management in Crested Butte and Mt. Crested Butte, and the regional mode share target as a growth management tool, would be strengthened by adoption as official policy, either as part of this Plan or separately. Ultimately, the intent is to maximize the usefulness of this Plan over time to assist the region in achieving its transportation objectives.



**Table 5.2**  
**2008 Plan Update Implementation Matrix**

Travel Mode	2008 Plan Update Recommendation	Recommendation Details	Location	First-Tier Priority	Second-Tier Priority	Third-Tier Priority
				Lead Implementation Agency		
Roadway	Proposed Bypass	- Adopt alignment and ROW - Collector standards - Complete Streets	Gunnison	Gunnison County Gunnison		
	Re-align Cement Creek/SH 135 Intersection	- Realign at 90 degrees	CB South	CDOT Gunnison County		
	Manage Gothic Road Traffic	- Parking management & restrictions - Incentivize transit use - Discourage drive-alone trips - Smart growth planning	Mt. Crested Butte	Mt. Crested Butte CBMR		
Parking	Increase Enforcement	- Target repeat offenders - Eliminate "shuffling"	Crested Butte Gunnison	Gunnison Crested Butte		
	Shift to Other Modes	- Incentivize transit & bike/ped	Gunnison Mt. Crested Butte Crested Butte	Crested Butte Mt. Crested Butte	Gunnison	
	Increase Turnover	- Refine time limit options - Implement paid parking	Gunnison Mt. Crested Butte Crested Butte	Mt. Crested Butte	Crested Butte	Gunnison
Transit	Gunnison Transit Circulator	- Monitor long-term for viability	Gunnison			Gunnison
	Revenues & Funding	- Maximize advertising - Funding partnerships - Implement fare as last resort	Regional	GVRTA		
	CB South - Park-And-Ride	- Cement Creek PNR lot	CB South		GVRTA	
	CB South - Direct Service	- Special Assess. District	CB South	Residents, property owners		
	Regional Park-And-Ride: Up-Valley Trips	- Clark, Ohio Creek, Cement Creek PNR lots	Regional		GVRTA	
	Regional Park-And-Ride: Down-Valley Trips	- Brush Creek PNR lot	Regional			GVRTA
Walk & Bike	Pedestrian Safety	- Roadway design - Ongoing planning	Gunnison Crested Butte	Crested Butte	Gunnison	
	Crested Butte-CB South Connection	- Off-road pathway	CB-CB South		Crested Butte Gunnison County	
Growth & Develop.	Regional Growth Management	- Incentivize transit & balanced travel choices	Regional	Gunnison County Gunnison CB, MCB		



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