

Eagle Valley Transportation Authority

Board of Directors - Meeting Agenda
Avon Council Chambers
100 Mikaela Way, Avon, CO 81620
Wednesday, February 8, 2023 - 12:30 p.m.

Link for Remote Participation:

When: Feb 8, 2023 12:00 PM Mountain Time (US and Canada)

Topic: EVTA Board Meeting

URL: https://us02web.zoom.us/webinar/register/WN_GVKQt7BERVGWi2odE7rsnA

Phone: 346 248 7799 Webinar ID: 896 4852 1767

1. Call to Order
2. Approval of the Agenda
3. Approval of Resolution No. 2023-04 Accepting the January 2023 Minutes *(majority vote)*
4. Consent Agenda *(majority vote)*
 - Resolution No. 2023 - 05 Adopting the Consent Agenda
 - Resolution No. 2023 - 06 Adopting an Open Records Policy
 - Resolution No. 2023 - 07 Appointing an Airport Advisory Committee
5. Public Comment

Public Comment will be accepted for items not on the regular meeting agenda. Please state your name and community of residence. Public comment is limited to 3 minutes per individual.
6. Joint Meeting with ECRTA (“ECO Transit”) Board *(discussion)*
 - Discussion of the ECO Transit Board’s Role
 - Review of Proposed Timelines for ECO Transit Transition Planning
7. Communication and Outreach Update *(discussion)*

8. Resolution No. 2023 - 08 - Designating a New Treasurer *(majority vote)*
9. Review of RFP Responses *(discussion/majority vote)*
- Resolution No. 2023 - 09 Approving Contract for Banking Services
 - Resolution No. 2023 - 10 Approving Contract for Accounting Services
10. Retreat Planning Update *(discussion)*
11. Recommendations for Future Topics *(discussion)*
- Marketing and Branding RFP
 - ED and Senior Staff Recruitment - Job Descriptions and timelines
12. Adjourn

**MINUTES OF THE
EAGLE VALLEY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
JANUARY 11, 2023**

A meeting of the Eagle Valley Transportation Authority (“Authority”) Board of Directors (“Board”) was held on January 11, 2023, at 12:30 p.m. The meeting was held in person at the Avon Council Chambers located at 100 Mikaela Way, Town of Avon, Colorado, 81620, and on zoom. Notice of the meeting was posted on January 7, 2023, and included agenda items, location and time, as well as the teleconference information, needed to participate in the public portion of the meeting. The Notice of Board of Directors Meeting dated January 7, 2023, and the certification of posting are attached hereto.

ATTENDANCE

Directors in Attendance:

Director Amy Phillips, Mayor and Councilor, Town of Avon

Director Dave Eickholt, Beaver Creek Metro District

Director Jeanne McQueeney, Commissioner, Eagle County

Alternate Director Nick Sunday, Councilor, Town of Eagle

Alternate Director George Brodin, Town of Minturn

Director Robert “Bob” Hill, Member of the Board of Trustees of the Town of Red Cliff

Director Barry Davis, Councilor, Town of Vail

Directors Absent:

Director Earle Bidez, Mayor, Town of Minturn

Director Janet Bartnik, Councilor, Town of Eagle.

Also in Attendance:

Polly B. Jessen, Kaplan, Kirsch & Rockwell

Ray Shei, Beaver Creek Metro District

Eric Heil, Town Manager, Town of Avon

Ineke De Jong, Administration Manager, Town of Avon

Miguel Jauregui, Town Clerk, Town of Avon

Tanya Allen, Regional Transportation Director, Eagle County

Larry Pardee, Town Manager, Town of Eagle

Michelle Metteer, Town Manager, Town of Minturn

Melissa Matthews, Clerk, Town of Red Cliff

Russell Forrest, Town Manager, Town of Vail

Greg Hall, Public Works Director, Town of Vail

Jordan Winters, Transit Operations Manager, Town of Vail

Chris Romer, President and CEO, Vail Valley Partnership

**APPROVAL OF THE
AGENDA**

Director Phillips presented the approval of the Meeting’s Agenda to the Board. On behalf of Director Janet Bartnik, Director Sunday requested that further discussion be had in the approval to release Accounting and Banking Requests for Proposals (RFPs) under the Consent Agenda. Director Phillips noted the request and restated that the Agenda would include such discussion. With no further changes requested by other Directors, Director Brodin orally motioned to approve the Agenda. Director Eickholt seconded this oral motion, which passed with a unanimous 7-0 vote.

APPROVAL OF MINUTES

Director Phillips presented the Minutes dated December 16, 2022 for approval, and asked if there were any requests for corrections from other Directors. Hearing none, Director Brodin orally motioned to approve the Agenda, as amended. Director Davis seconded this oral motion, which passed with a unanimous 7-0 vote.

AGENDA ITEMS

4. Consent Agenda

4.1 Authorization to Sign Statewide Internet Portal Association (SIPA) Eligible Government Entity Agreement

In his discussion, Director Eickholt asked who on the transportation side would do the work, and what the budgetary impact for that would be. Ms. Tanya Allen responded that she would do the work, and should the Board sign the Agreement, she would obtain an estimate of fees for budgetary

considerations. He further disclosed that the Alternate Director Ray Shei with the Beaver Creek Metro District had been the Chief Information Officer of Kellogg and could be a resource for this topic.

Director Davis moved to approve Resolution No. 2023-01 and the SIPA agreement included as part of Exhibit A to Resolution No. 2023-01. Director Brodin seconded the motion, which passed with a unanimous 7-0 vote.

4.2 Approval to release the Accounting, Banking, and Legal RFPs

Upon entering the RFP discussion, Director Sunday read Director Janet Bartnik's notes which stated that with the Banking RFP, it would be good to have a banking strategy devised that puts parameters on what vehicles the funds can be invested in, especially when funds exceed FDIC protections, as well as develop an investment policy. Director Phillips agreed and asked Ms. Allen if these funds would be protected accordingly. Ms. Allen responded that she would have to review the RFPs to provide an answer to the Board. She added that due to the urgency for the EVTA to open bank accounts, the Board may consider separating the discussion on long-term banking strategies from that of giving the EVTA the ability to open its bank account.

Ms. Jessen added that the EVTA will have to comply with the Public Deposit Protection Act in developing its banking and investment strategies.

Director Eickholt added that Beaver Creek Metro has an investment strategy of a CD ladder that produces valuable yields, as managed by their accounting firm and not a banking entity.

Director McQueeney reminded her fellow Directors that the motion is simply to allow the EVTA to send out RFPs. She then made a motion to release the Accounting, Banking, and Legal RFPs. Director Davis seconded the motion, which passed with a unanimous 7-0 vote.

5. Public Comment

No public comment was made in person nor on Zoom.

6. Review of Draft Budget and Approval of Budget Resolution

Ms. Tanya Allen presented the EVTA Draft Budget and thanked those involved in its preparation and review. She added she expects that it will be revised within 6 months. She then reviewed it line by line with the Directors, and explained the placeholders that will need to be updated. Director Phillips asked if the EVTA will be eligible for grants, which Ms. Allen stated she is optimistic that it will.

Mr. Chris Romer, President of Vail Valley Partnership, representing the Eagle Airport Committee was invited to answer questions related to the Budget, after which no further discussion was had.

Director McQueeney asked that the public note that with its share of the half-cent sales tax increase that raises approximately 12 million dollars, it not only supports the EVTA but also ECO, RFTA, and Eagle Valley Trail, for their transit and trails programs.

Director Davis made a motion to approve Resolution No. 2023-02 and the Fiscal Year 2023 Budget included as part of Exhibit A to Resolution No. 2023-01. Director Eickholt seconded the motion, which passed with a unanimous 7-0 vote.

7. Familiarization with other RTA Administrative Structures (*Discussion*)

Ms. Allen presented information related to other regional transportation authorities in the State. She advised the information was relevant and helpful for the Board to keep in mind in structuring the EVTA. She also presented a chart that highlights key functions of RTAs, adding that RFTA is the gold standard. She clarified that under RFTA and other RTAs, some local services can remain independent.

8. Committees Presentation (*Discussion*)

8.1 Airport Committee (Chris Romer)

Mr. Chris Romer, on behalf of the Eagle Airport Committee stated that it is a well-functioning group that has valuable experience and public and private partnerships. He suggested ample collaboration between the EVTA and the Air Alliance to find synergy and attract travel. Director Davis inquired on low-

cost carriers' presence in Eagle Airport. Mr. Romer disclosed there are conversations being had to attract Southwest, JetBlue, and Alaska Air. He added he is optimistic on the momentum of those conversations. When asked, he explained the composition of the Committee's 10-person Board that is composed 50% by public and 50% by private sector representatives. Ms. Tanya Allen recommended that the Board moved forward with the Airport Committee and added she would bring a resolution to that effect in the next board meeting.

8.2 Stakeholder Committee

Ms. Tanya Allen stated that ideas for a Stakeholder Committee were included in the Meeting's packet. She then added that she welcomed feedback and thoughts on creating a Stakeholder Committee so that she could prepare a resolution for the next board meeting.

Councilor Davis stated he would like such a committee to have participation from representatives of the hospitality industry, Vail Health, and Vail Resorts. Director Eickholt stated his vision would be for a Committee smaller than 40 people. Director McQueeney added the reasoning behind 40 people and expressed concern of staff having bandwidth to create this Committee. She added thoughts on surveying ridership, including students and the elderly. Director Brodin supported surveying ridership. Director Phillips ended discussion by saying that it will take time to create this Committee and more discussion will be had.

8.3 Other

No other committee was suggested nor discussed.

9. Retreat Planning (*Discussion*)

Ms. Tanya Allen suggested that the Board of Directors continue its strategic conversations in a retreat. She added that it would be an ideal setting to discuss the role and responsibilities of the Board, investment strategies, funding strategies, processes around the Board's enlargement with communities not yet part of the EVTA. She asked for volunteers to help plan the retreat and Director Brodin stated Director Bidez had expressed his desire to help plan the Retreat. Director McQueeney volunteered as well. Director Phillips asked if the Technical

Committee members would be included, which Ms. Allen said answered in the affirmative, depending on agenda items.

10. Recommendations for Future Topics (*Discussion*)

Directors expressed no concern on the recommendations for future topics which included: (i) ED and Senior Staff Recruitment – Job Descriptions and Timelines, (ii) Open Records Policy Adoption, (iii) Updated Treasurer Designation, and (iv) Marketing and Branding RFP. They also did not have additional future topics to add.

EXECUTIVE SESSION Not Applicable.

NEXT MEETING February 8, 2022.

ADJOURNMENT At 1:45 p.m., Barry Davis made a motion to adjourn the meeting. Director Eickholt seconded the motion, which passed with a unanimous 7-0 vote.

Chair or Vice Chair

Secretary

**RESOLUTION NO. 2023-04
OF THE EAGLE VALLEY TRANSPORTATION AUTHORITY
ADOPTING MINUTES OF PRIOR BOARD OF DIRECTORS MEETINGS**

WHEREAS, pursuant to Title 43, Article 4, Part 6 of the Colorado Revised Statutes, as amended (the “Act”), Colorado counties, municipalities, and special districts with street improvement, safety protection, or transportation powers, are authorized to establish, by contract, regional transportation authorities, which, upon the satisfaction of certain conditions, are authorized to finance, construct, operate and maintain regional transportation systems; and

WHEREAS, **BEAVER CREEK METROPOLITAN DISTRICT**, the **TOWN OF AVON, COLORADO**; **EAGLE COUNTY, COLORADO**; the **TOWN OF EAGLE, COLORADO**; the **TOWN OF MINTURN, COLORADO**; the **TOWN OF RED CLIFF, COLORADO**; and the **TOWN OF VAIL, COLORADO** (together the “Initial Members”) have established the Eagle Valley Transportation Authority (“Authority”) a separate political subdivision and body corporate of the State of Colorado pursuant to the Act by (i) execution of the Eagle Valley Transportation Authority Intergovernmental Agreement (“IGA”) after two public hearings; and (ii) subsequent approval of the IGA by the majority of the registered electors residing within the boundaries of the Initial Members at the time of the election; and (iii) issuance of a certificate pursuant to Section 603(3) of the Act; and

WHEREAS, the Initial Members have appointed one Director and one Alternate Director to the Board of Directors of the Authority (“Board of Directors”) as provided in the IGA; and

WHEREAS, the Authority is subject to the Colorado Open Meetings Law, C.R.S. § 24-6-401, and the Colorado Open Records Act, C.R.S. § 24-72-200.1 *et. al*; and

WHEREAS, Section 5.04 of the IGA requires the Secretary to keep written minutes of all meetings of the Board; and

WHEREAS, Section 7.07 of the Eagle Valley Transportation Authority Bylaws provides that the Minutes shall include a record of the proceedings, actions taken, recommendations made, and attendance at meetings of the Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eagle County Valley Transportation Authority that the Board of Directors hereby adopts Minutes of the Eagle Valley Transportation Authority Board of Directors Meeting from January 11, 2023, a copy of which is attached hereto as Exhibit A and incorporated herein by reference.

APPROVED/REJECTED this 8th day of February 2023.

Chair

ATTEST:

Secretary

Record of Votes

Amy Phillips	Approve/Reject/Abstain/Absent
Jeanne McQueeney	Approve/Reject/Abstain/Absent
Janet Bartnik	Approve/Reject/Abstain/Absent
Earle Bidez	Approve/Reject/Abstain/Absent
Barry Davis	Approve/Reject/Abstain/Absent
Dave Eickholt	Approve/Reject/Abstain/Absent
Bob Hill	Approve/Reject/Abstain/Absent

**RESOLUTION NO. 2023-05
OF THE EAGLE VALLEY TRANSPORTATION AUTHORITY
ADOPTING CONSENT AGENDA**

WHEREAS, pursuant to Title 43, Article 4, Part 6 of the Colorado Revised Statutes, as amended (the “Act”), Colorado counties, municipalities, and special districts with street improvement, safety protection, or transportation powers, are authorized to establish, by contract, regional transportation authorities, which, upon the satisfaction of certain conditions, are authorized to finance, construct, operate and maintain regional transportation systems; and

WHEREAS, **BEAVER CREEK METROPOLITAN DISTRICT, the TOWN OF AVON, COLORADO; EAGLE COUNTY, COLORADO; the TOWN OF EAGLE, COLORADO; the TOWN OF MINTURN, COLORADO; the TOWN OF RED CLIFF, COLORADO; and the TOWN OF VAIL, COLORADO** (together the “Initial Members”) have established the Eagle Valley Transportation Authority (“Authority”) a separate political subdivision and body corporate of the State of Colorado pursuant to the Act by (i) execution of the Eagle Valley Transportation Authority Intergovernmental Agreement (“IGA”) after two public hearings; and (ii) subsequent approval of the IGA by the majority of the registered electors residing within the boundaries of the Initial Members at the time of the election; and (iii) issuance of a certificate pursuant to Section 603(3) of the Act; and

WHEREAS, the Initial Members have appointed one Director and one Alternate Director to the Board of Directors of the Authority (“Board of Directors”) as provided in the IGA; and

WHEREAS, Section 3.10 of the IGA authorizes the Board of Directors to act through both written and oral resolutions; and

WHEREAS, Section 3.11 of the IGA states certain actions shall be approved upon a simple majority vote of the Directors of the Board present and eligible to vote, including: (i) administrative approvals; (ii) approvals authorized by bylaws or rules previously approved by the Board; (iii) approval of contracts for expenditures included in an annual budget previously approved by the Board; (iv) approval of contracts for transportation services included in an annual budget previously approved by the Board; (v) approval of contracts for the assumptions of existing facilities and transportation infrastructure, or the development of new facilities and transportation infrastructure, included in an annual budget previously approved by the Board; and (vi) other actions that are reasonably incidental to prior Board approvals made by resolution upon a two-thirds affirmative vote of the Directors present and eligible to vote; and

WHEREAS, the approving the items in the Consent Agenda requires a simple majority vote under Section 3.11 of the IGA;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eagle County Valley Transportation Authority that the Board of Directors hereby adopts the items identified in Consent Agenda in the Meeting Agenda for Board of Directors Meeting on February 8, 2023 and attached hereto as Exhibit A.

APPROVED/REJECTED this 8th day of February 2023.

Chair

ATTEST:

Secretary

Record of Votes

Amy Phillips	Approve/Reject/Abstain/Absent
Jeanne McQueeney	Approve/Reject/Abstain/Absent
Nick Sunday	Approve/Reject/Abstain/Absent
Earle Bidez	Approve/Reject/Abstain/Absent
Barry Davis	Approve/Reject/Abstain/Absent
Dave Eickholt	Approve/Reject/Abstain/Absent
Bob Hill	Approve/Reject/Abstain/Absent

EXHIBIT A
CONSENT AGENDA ITEMS

RESOLUTION NO. 2023-06
OF THE EAGLE VALLEY TRANSPORTATION AUTHORITY
ADOPTING A COLORADO OPEN RECORDS ACT COMPLIANCE POLICY

WHEREAS, pursuant to Title 43, Article 4, Part 6 of the Colorado Revised Statutes, as amended (the “Act”), Colorado counties, municipalities, and special districts with street improvement, safety protection, or transportation powers, are authorized to establish, by contract, regional transportation authorities, which, upon the satisfaction of the conditions set forth therein, are authorized to finance, construct, operate and maintain regional transportation systems; and

WHEREAS, **BEAVER CREEK METROPOLITAN DISTRICT**, the **TOWN OF AVON, COLORADO**; **EAGLE COUNTY, COLORADO**; the **TOWN OF EAGLE, COLORADO**; the **TOWN OF MINTURN, COLORADO**; the **TOWN OF RED CLIFF, COLORADO**; and the **TOWN OF VAIL, COLORADO** (together the “Initial Members”) have established the Eagle Valley Transportation Authority (“Authority”) a separate political subdivision and body corporate of the State of Colorado pursuant to the Act by (i) execution of the Eagle Valley Transportation Authority Intergovernmental Agreement (“IGA”) after two public hearings; and (ii) subsequent approval of the IGA by the majority of the registered electors residing within the boundaries of the Initial Members at the time of the election; and (iii) issuance of a certificate pursuant to Section 603(3) of the Act; and

WHEREAS, the Initial Members each have appointed one Director and one Alternate Director to the Board of Directors of the Authority (“Board of Directors”) as provided in the IGA; and

WHEREAS, the Colorado Open Records Act (“CORA”) provides that all public records shall be open for inspection by any person at reasonable times, except as otherwise provided by law; and

WHEREAS, the Authority generates public records subject to CORA; and

WHEREAS, C.R.S. 24-72-203(1)(a) of CORA permits the Authority to adopt a policy for the protection of its records and the prevention of unnecessary interference with the regular discharge its duties; and

WHEREAS, Section 12.01 of the Eagle Valley Transportation Authority Bylaws instructs the Board to adopt, and from time to time modify, a policy for compliance with the Colorado Open Records Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eagle County Valley Transportation Authority that the Board of Directors hereby adopts a Colorado Open Records Act Compliance Policy, a copy of which is attached hereto as Exhibit A and incorporated herein by reference, and directs that a copy of such policy shall be maintained in the Authority’s files.

APPROVED/REJECTED this 8th day of February 2023.

Chair

ATTEST:

Secretary

Record of Votes

Amy Phillips	Approve/Reject/Abstain/Absent
Jeanne McQueeney	Approve/Reject/Abstain/Absent
Janet Bartnik	Approve/Reject/Abstain/Absent
Earle Bidez	Approve/Reject/Abstain/Absent
Barry Davis	Approve/Reject/Abstain/Absent
Dave Eickholt	Approve/Reject/Abstain/Absent
Bob Hill	Approve/Reject/Abstain/Absent

EXHIBIT A
COLORADO OPEN RECORDS ACT COMPLIANCE POLICY

COLORADO OPEN RECORDS ACT COMPLIANCE POLICY
EAGLE VALLEY TRANSPORTATION AUTHORITY

The Eagle Valley Transportation Authority (the “Authority”) is committed to transparency and open government. This policy specifies how the Colorado Open Records Act (“CORA”) (C.R.S. §§ 24-72-201, *et seq.*) will be applied in a uniform and reliable manner. This policy also ensures the Authority complies with CORA in all respects and meets all statutory duties. Pursuant to C.R.S. § 24-72-203(1)(a), the Authority has adopted this policy for the protection of its records and the prevention of unnecessary interference with the regular discharge its duties.

A. General Provisions Regarding Document Production

1. Documents shall not be created to comply with specific requests. Only records created as normal business records are subject to inspection.
2. Original records should not be released from Authority custody. Normally, a court order to produce documents can be complied with by providing a certified copy of the record and retaining the original record in the Authority’s file.
3. The Authority’s Custodian of Records (“Custodian”) shall determine the appropriate format for the records to be produced, except for the format requirements set forth in § 24-72-204, C.R.S (3.5).
4. A request should identify the desired records with as much specificity as possible. If a request for public records is not sufficiently specific, the Custodian may ask the person requesting the public records for a more specific description of the records desired prior to responding.
5. The Authority will treat a request that cites the federal Freedom of Information Act (“FOIA”) as though it were made pursuant to CORA.
6. This policy is not intended to supersede or duplicate CORA or FOIA law, and such law will control in instances where this policy is silent or in conflict with such law.
7. Personal inspection of records will be permitted at the Authority’s offices upon the scheduling of an appointment with the Custodian. Any personal inspection of records shall be supervised by an Authority representative. Appointments shall be during normal business hours and may be rescheduled if the Authority representative becomes unavailable due to an emergency or unusual situation.

B. Authority Procedures for Handling Record Requests

1. Form of Record Request. The Authority will only accept requests made in writing. All requests must be made via mail, fax, courier, or email and must be directed to:

Attn: Custodian of Records
Eagle Valley Transportation Authority
Custodian Name
Custodian Address
Custodian Phone
Custodian Email

2. Receiving Party. Any Authority employee or office receiving a request under shall immediately forward the request to Custodian. The Custodian will be responsible for responding to all responses to a request. Any redactions or removal of information that the Authority is legally required or allowed to withhold, pursuant to § 24-72-204, C.R.S., may not be done without prior approval from the Custodian and the advice of counsel, if needed. Records requests should not be made to the Authority's contractors, consultants, or employees. Misdirected requests may not be processed.
3. Time of Receipt. A request is considered received by the Authority the day a piece of mail containing a request is opened. If the request is received via email or facsimile, the date of confirmation of receipt will suffice. A request received after 5:00 p.m. or on any day the Authority is officially closed will be considered received as of the following working day.
4. Tracking Number. Each request shall have a sequential tracking number based upon the date of receipt. The CORA Tracking Number ("CTN") should start with CTN-[year]-001 and increase sequentially with each CORA request. For example, CTN-2023-001 should be followed by CTN-2023-002, then CTN-2023-003 and so forth.

C. Mandatory Time Frame for Responding to Records Requests

1. Initial Response. § 24-72-203(3)(b), C.R.S. requires that the Authority make every effort to respond to a records request within three working days. The response must notify the Requestor about whether a copy of the record is available and state that the Authority will send the record to the Requestor once the Custodian either receives payment or arranges for receiving payment for all costs associated with records transmission and for all other fees lawfully allowed unless recovery of all or any portion of such costs or fees has been waived by the custodian.
2. Initial Response Time Period. The three working-day response time begins the first working day following receipt of the request. If the Authority seeks clarification of the request, the response time begins once the Requestor provides the clarification. If the scope of the request requires additional time to comply, the Authority may add an extension up to seven working days, pursuant to § 24-72-203(3)(b), C.R.S. An extension must be based on extenuating circumstances set forth in § 24-72-203(3), C.R.S. and must be provided to the Requester within the three-day period.

3. Sending of Records. Upon either receiving such payment or arranging to receive such payment at a later date, the Custodian shall send the record to the Requester as soon as practicable but no more than three business days after receipt of, or making arrangements to receive, such payment.

D. Fees

1. Costs. Costs may be assessed for records requests according to the chart below. Any costs charged to a requestor shall not exceed the actual cost of producing the records.

Service	Fee
Copies and printouts	\$.20 per page
Requests that require less than one hour of staff time to process	No Charge
Requests that require more than one hour of staff time to process	Reasonable fee not to exceed \$30 per hour
Requests that require more than mere retrieval of records, such as reformatting data collected in a form not easily disclosable, applying unique suppression rules to remove identifiability and/or legal expertise to determine how to comply with confidentiality rules	Hourly rate of salaried staff member, attorney billable hourly rate, or contractor hourly rate, as applicable
Postage for transmitting to Requester. No charge for documents sent electronically	Limited to actual cost
If the request triggers a fee specifically prescribed by law—i.e., cost of notary, certification of court documents, certified transcript of data, etc.	Limited to actual cost

2. Estimates. Upon request, the Custodian will provide an estimate of the total cost of production to the Requestor. If the requestor wishes to proceed after receiving notification and/or the estimate of total fees, he or she must respond in writing. The time between the date of the estimate and the receipt of a written request to proceed will not be counted against the time period for making the records available under CORA. By responding in writing, the Requestor agrees to pay all fees associated with responding to the request. After producing the requested records, the Authority will provide an invoice to the requestor. Costs must be paid in full before the Authority provides the records unless alternative arrangements have been made.
3. Deposit. If the fees are estimated to exceed \$250, the Authority may require a deposit of up to 100% of the estimated total fees.
4. Integrity of Authority Records. To maintain the integrity of the Authority’s records, individuals are prohibited from independent retrieval or photocopying of records. All retrieval and photocopying of records shall be conducted by Authority representatives and the above schedule of fees shall be assessed.

AS ADOPTED BY THE BOARD ON
FEBRUARY 8, 2023

Chair

OPEN RECORDS REQUEST POLICY
EAGLE VALLEY TRANSPORTATION AUTHORITY

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3. The Authority’s Custodian of Records (“Custodian”) shall determine the appropriate format for the records to be produced, except for the format requirements set forth in § 24-72-204, C.R.S (3.5).
4. A request should identify the desired records with as much specificity as possible. If a request for public records is not sufficiently specific, the Custodian may ask the person requesting the public records for a more specific description of the records desired prior to responding.
5. The Authority will treat a request that cites the federal Freedom of Information Act (“FOIA”) as though it were made pursuant to CORA.
6. This policy is not intended to supersede or duplicate CORA or FOIA law, and such law will control in instances where this policy is silent or in conflict with such law.
7. Personal inspection of records will be permitted at the Authority’s offices upon the scheduling of an appointment with the Custodian. Any personal inspection of records shall be supervised by an Authority representative. Appointments shall be during normal business hours and may be rescheduled if the Authority representative becomes unavailable due to an emergency or unusual situation.

B. Authority Procedures for Handling Record Requests

1. Form of Record Request. The Authority will only accept requests made in writing. All requests must be made via mail, fax, courier, or email and must be directed to:

Attn: Custodian of Records

Eagle Valley Transportation Authority
Tanya Allen
c/o ECO Transit, 3289 Cooley Mesa Drive, Gypsum, CO, 81637
970-328-3533
tanya.allen@eaglecounty.us

2. Receiving Party. Any Authority employee or office receiving a request under shall immediately forward the request to Custodian. The Custodian will be responsible for responding to all responses to a request. Any redactions or removal of information that the Authority is legally required or allowed to withhold, pursuant to § 24-72-204, C.R.S., may not be done without prior approval from the Custodian and the advice of counsel, if needed. Records requests should not be made to the Authority's contractors, consultants, or employees. Misdirected requests may not be processed.
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2. Initial Response Time Period. The three working-day response time begins the first working day following receipt of the request. If the Authority seeks clarification of the request, the response time begins once the Requestor provides the clarification. If the scope of the request requires additional time to comply, the Authority may add an extension up to seven working days, pursuant to § 24-72-203(3)(b), C.R.S. An extension must be based on extenuating circumstances set forth in § 24-72-203(3), C.R.S. and must be provided to the Requester within the three-day period.
3. Sending of Records. Upon either receiving such payment or arranging to receive such payment at a later date, the Custodian shall send the record to the Requester as soon

as practicable but no more than three business days after receipt of, or making arrangements to receive, such payment.

D. Fees

1. Costs. Costs may be assessed for records requests according to the chart below. Any costs charged to a requestor shall not exceed the actual cost of producing the records.

Service	Fee
Copies and printouts	\$.20 per page
Requests that require less than one hour of staff time to process	No Charge
Requests that require more than one hour of staff time to process	Reasonable fee not to exceed \$30 per hour
Requests that require more than mere retrieval of records, such as reformatting data collected in a form not easily disclosable, applying unique suppression rules to remove identifiability and/or legal expertise to determine how to comply with confidentiality rules	Hourly rate of salaried staff member, attorney billable hourly rate, or contractor hourly rate, as applicable
Postage for transmitting to Requester. No charge for documents sent electronically	Limited to actual cost
If the request triggers a fee specifically prescribed by law—i.e., cost of notary, certification of court documents, certified transcript of data, etc.	Limited to actual cost

2. Estimates. Upon request, the Custodian will provide an estimate of the total cost of production to the Requestor. If the requestor wishes to proceed after receiving notification and/or the estimate of total fees, he or she must respond in writing. The time between the date of the estimate and the receipt of a written request to proceed will not be counted against the time period for making the records available under CORA. By responding in writing, the Requestor agrees to pay all fees associated with responding to the request. After producing the requested records, the Authority will provide an invoice to the requestor. Costs must be paid in full before the Authority provides the records unless alternative arrangements have been made.
3. Deposit. If the fees are estimated to exceed \$250, the Authority may require a deposit of up to 100% of the estimated total fees.
4. Integrity of Authority Records. To maintain the integrity of the Authority’s records, individuals are prohibited from independent retrieval or photocopying of records. All retrieval and photocopying of records shall be conducted by Authority representatives and the above schedule of fees shall be assessed.

AS ADOPTED BY THE BOARD ON
FEBRUARY 8, 2023

PRESIDENT

RESOLUTION NO. 2023-07
OF THE EAGLE VALLEY TRANSPORTATION AUTHORITY
ESTABLISHING AN AIRPORT ADVISORY COMMITTEE

WHEREAS, pursuant to Title 43, Article 4, Part 6 of the Colorado Revised Statutes, as amended (the “Act”), Colorado counties, municipalities, and special districts with street improvement, safety protection, or transportation powers, are authorized to establish, by contract, regional transportation authorities, which, upon the satisfaction of the conditions set forth therein, are authorized to finance, construct, operate and maintain regional transportation systems; and

WHEREAS, **BEAVER CREEK METROPOLITAN DISTRICT**, the **TOWN OF AVON, COLORADO**; **EAGLE COUNTY, COLORADO**; the **TOWN OF EAGLE, COLORADO**; the **TOWN OF MINTURN, COLORADO**; the **TOWN OF RED CLIFF, COLORADO**; and the **TOWN OF VAIL, COLORADO** (together the “Initial Members”) have established the Eagle Valley Transportation Authority (“Authority”) a separate political subdivision and body corporate of the State of Colorado pursuant to the Act by (i) execution of the Eagle Valley Transportation Authority Intergovernmental Agreement (“IGA”) after two public hearings; and (ii) subsequent approval of the IGA by the majority of the registered electors residing within the boundaries of the Initial Members at the time of the election; and (iii) issuance of a certificate pursuant to Section 603(3) of the Act; and

WHEREAS, the Initial Members each have appointed one Director and one Alternate Director to the Board of Directors of the Authority (“Board of Directors”) as provided in the IGA; and

WHEREAS, Article 4 of the IGA specifies that the Board may appoint, maintain, and/or disband one or more Advisory Committees at any time in order to advise the Board with respect to policy and service matters; and

WHEREAS, an Airport Advisory Committee can advise the Board of Directors on matters involving local airports and air traffic, thereby enabling the Board of Directors to make improved policy and service decisions; and

WHEREAS, the Board has identified the Eagle County Regional Airport (“EGE”) Air Alliance as an organization with specialized expertise in this area, and the members of the EGE Air Alliance Board as qualified parties willing to serve as an Airport Advisory Committee;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eagle County Valley Transportation Authority that the Board of Directors hereby forms the Airport Advisory Committee until disbanded by the Board of Directors, and that the members of the EGE Air Alliance Board shall serve as ex-officio members until removed by the Board of Directors:

APPROVED/REJECTED this 8th day of February 2023.

Chair

ATTEST:

Secretary

Record of Votes

Amy Phillips	Approve/Reject/Abstain/Absent
Jeanne McQueeney	Approve/Reject/Abstain/Absent
Janet Bartnik	Approve/Reject/Abstain/Absent
Earle Bidez	Approve/Reject/Abstain/Absent
Barry Davis	Approve/Reject/Abstain/Absent
Dave Eickholt	Approve/Reject/Abstain/Absent
Bob Hill	Approve/Reject/Abstain/Absent

To: The Eagle Valley Transportation Authority Board

From: Tanya Allen, ECO Transit and Trails Director/Interim EVTA Executive Director

RE: The ECRTA “ECO Transit” Advisory Board Role and ECO Transit Transition Period

Date: 2/3/2023

Along with the passage of the original 0.5% mass Transit sales tax funding ECO Transit, the Board of County Commissioners established an eight member Eagle County Regional Transportation Authority (aka “ECO Transit”) Advisory Board. The mission of the ECO Transit Advisory Board, as amended in 2016, is to “provide recommendations to the Commissioners regarding the provision of safe, reliable, efficient and convenient regional transportation for everyone;” as well as “support the mission by representing and communicating to their organizations and community.” Six of the seven EVTA jurisdictions (Avon, Eagle, Eagle County, Minturn, Red Cliff, and Vail) are directly represented on the ECO Transit Advisory Board. Beaver Creek Resort Company and Gypsum occupy the remaining two ECO Transit Advisory Board seats. ECO Transit Advisory Board representatives can be elected officials or staff.

EVTA Resolution No. 2022-06 formally designated the existing ECO Advisory Board as an Advisory Committee to the RTA, consistent with Section 8.02(b) of the Intergovernmental Agreement establishing the Eagle Valley Transportation Authority:

For the purpose of continuity, the existing ECRTA Advisory Board shall be constituted as an Advisory Committee pursuant to Article 4 of this Agreement for the purpose of advising the Authority’s initial Board with respect to the transition of ECRTA services throughout the ECRTA Transition Period. The Authority may add or remove members of the ECRTA Advisory Board as provided for in this Agreement.

The Transition Plan Framework included in the Intergovernmental Agreement envisions a full transition of ECO Transit operations to the RTA by the end of 2024. As funds, as well as budgetary, operational, and planning responsibilities, are transferred from ECO Transit to the EVTA, the stand-alone ECO Transit Board will no longer be necessary. In the interim, quarterly meetings will be designated as joint EVTA/ECO Advisory Board meetings to ensure the ECO Advisory Board is able to handle any remaining business unique to ECO Transit and play an appropriate consultative role with respect to the ECO to EVTA Transition.

These joint meetings will take place on the following dates in 2023 (previously designated on the ECO Advisory Board's annual calendar) :

-Wednesday May 10th, 2023

-Wednesday August 9th, 2023

-Wednesday November 8th, 2023

Abbreviated ECO Advisory Board meetings will start at 12:00 p.m., consider any necessary business, and adjourn by 12:25 pm., allowing for a short recess before the start of the EVTA Board meeting begins at 12:30 p.m.

ECO - EVTA Transition Plan Framework Timeline

	2022												2023												2024											
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec										
Phase 0																																				
Phase 1																																				
Phase 2a																																				
Phase 2b																																				
Phase 3																																				
Phase 4																																				
Phase 5a																																				
Phase 5b																																				
Phase 6																																				

Eagle Valley Transportation Authority Quick Facts

The Eagle Valley Transportation Authority (EVTA) was approved in November 2022 by voters in unincorporated Eagle County, the towns of Avon, Eagle, Minturn, Red Cliff and Vail, and Beaver Creek Metro District.

- Creation of the EVTA also authorized a half-penny sales tax specifically to fund operations of future services.
- Voters in the town of Gypsum did not approve the EVTA, so the new tax will not be collected in that jurisdiction. Gypsum may consider membership in the EVTA at a later time.
- EVTA’s goal is to enhance regional collaboration and cost-sharing, improve transportation and transit systems, and better address the needs of the region’s workforce, employers, residents and visitors.

EVTA Services:

EVTA will support regional transit services, primarily services that connect one or more of the member jurisdictions.

- ECO Transit, as the county’s current regional transportation provider, will form the backbone of the EVTA service. For the immediate future, current ECO Transit services and routes will be maintained using existing funding from a previous voter-approved half-penny sales tax that is collected County-wide.
 - ECO Transit services will not be impacted to communities—including Gypsum, Leadville and Lake County—that are not currently EVTA member jurisdictions.
- EVTA and ECO Transit will begin the process of transferring existing ECO Transit operations, equipment and funding into the new authority over the next year.
- New funding generated by the EVTA’s sales tax will be earmarked for the enhancements highlighted in the proposal approved by voters. This will include:
 - Fare-free transit service to reduce traffic congestion and parking demands from Edwards to Vail, including Avon, Beaver Creek, Minturn and Eagle-Vail.
 - New limited-stop express service at peak workforce commute hours.
 - Year-round, lower cost flights at Eagle County Airport to help provide more options for local residents and to support the valley’s economy.
- Longer term enhancements for the EVTA will include:
 - Zero-emissions conversion of ECO Transit’s Highway 6 bus service to help meet the region’s shared climate goals.
 - Improved transit facilities, including affordable workforce housing for transit employees.
 - Regionwide, long-term planning to address transportation needs 20 to 30 years in the future.
- Local services such as local bus services in Avon, Beaver Creek and Vail will continue to be operated by those communities and will not immediately become part of the EVTA.
 - Local transit providers will benefit from membership in the EVTA by sharing technical expertise, project management and maintenance resources;

coordinating technology and equipment purchases; accessing state and federal grant funding; and leveraging regional route realignments to reduce redundancy and free up local funding for other purposes.

Governance:

Each EVTA community appoints a member and alternate to the board. The board members must be elected officials to serve on the board.

- Board meets on the second Wednesday of each month, and the meetings are open to the public.
 - EVTA follows all of Colorado’s open-meetings and open-records laws, providing accountability and transparency to the public.
 - Eagle County represents unincorporated communities such as Edwards, Eagle-Vail, Cordillera and Lake Creek Village on the EVTA board.
 - List of board members, meeting dates, agendas, minutes and other public materials is available at eaglevalleyrta.org.

Next Steps:

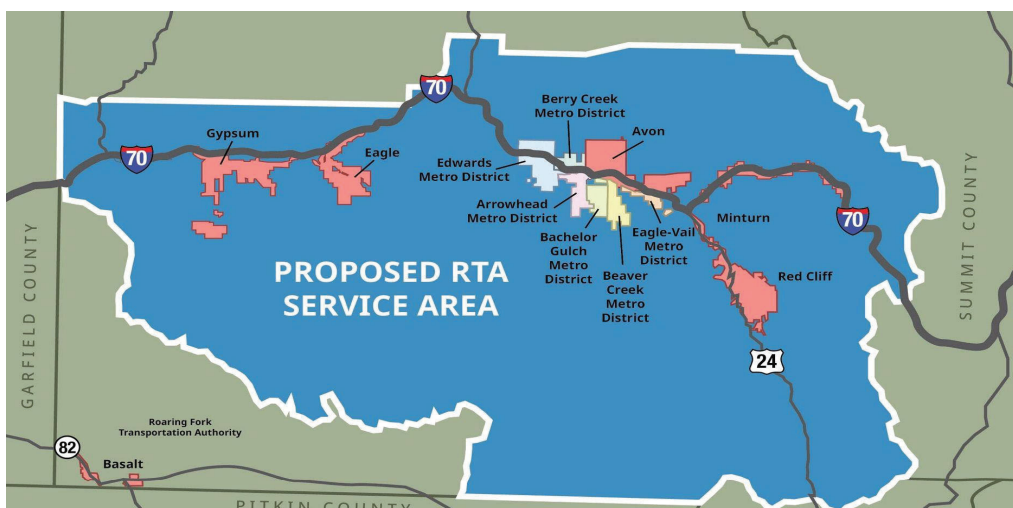
Over next six months, EVTA board will create a strategic plan that prioritizes service enhancements, establishes implementation timelines and allocates available funding.

- Board will address how to transition ECO Transit into the new authority, how other communities can join the EVTA in the future, and other long-term priorities.

EVTA Service Area:

Eagle Valley Transportation Authority will primarily provide service using ECO Transit’s existing routes across the valley and to Lake County.

- EVTA does not include the Roaring Fork Valley portion of Eagle County where RFTA provides service.



Map is being updated to final boundaries

Suggested FAQs ...

Q: Why does the EVTA collect taxes?

Fares and passes represent a small — but important — portion of the budgets of transit systems. Tax revenue is essential to fund the majority of operations within a transit system to ensure consistent service levels. Currently, ECO Transit uses a voter-approved sales tax for its operations. The current ECO Transit sales tax funds existing service levels. Additional revenue from the EVTA's half-penny sales tax will be used to increase frequency and capacity on ECO Transit's routes, provide new services, and meet the facility, personnel, and equipment needs related to any expansion of services.

Q: What will happen to ECO Transit?

ECO Transit's operations, services and funding will begin to transition to the EVTA over the coming year. ECO Transit is the core service platform for EVTA. Current ECO Transit services and routes will be maintained using the existing transit funding. Additional funding generated by the EVTA will allow ECO Transit's services—such as express routes across the valley and more capacity along existing routes—to expand.

Q: What is ECO Transit's current funding and will it continue?

In 1995, Eagle County voters approved a half-penny sales tax to fund transit and trails in the county. The tax funds both ECO Transit in the Eagle Valley and RFTA in the Roaring Fork Valley. It's estimated that about 50 percent of this tax is paid by tourists and visitors to Eagle County. For ECO Transit, fares and passes only account for about 20 percent of its operational budget; the remaining operational funds are provided by the voter-approved tax, as well as grants and some state funding. This tax will not change or be replaced—since a portion goes to RFTA and ECO trails. The portion that supports ECO Transit operations will be transferred by the county to the EVTA to maintain that current service levels.

Q: Can other communities join the EVTA?

The EVTA's goal is to improve service and transit options across the entire Eagle Valley and to better connect with neighboring jurisdictions where members of the county's workforce live. The board will establish policies and a process for communities to join EVTA in the future. Communities that join will have to be accepted by the RTA board, receive approval from their voters and receive voter approval for the sales tax to provide funding for RTA services. Once a jurisdiction has joined EVTA, it will receive a seat on the governing board.

Q: Will the EVTA be able to increase fares?

The EVTA's goal is to provide exceptional service at a price our community's workforce, residents and businesses can afford. One of the primary service goals is to establish a fare-free zone along the current Highway 6 route to help get more people out their cars and using transit. The EVTA's future fare policies will be determined by the governing board.

Q: Will the RTA take over buses in Avon, Beaver Creek and Vail?

The purpose of the RTA is to support regional transit services, such as services that connect one or more local communities. It is not intended to replace or provide funding for local, in-town transit systems. The towns of Avon and Vail, as well as Beaver Creek, will continue to operate their local transit services. The EVTA will work with these transit systems to better coordinate schedules, maintenance and other operations—and conduct cost-sharing and other economies of scale to best utilize financial resources.

MEMORANDUM

TO: EVTA board members

FROM: Bill Ray

RE: Community Advisory Committee discussion

DATE: February 8, 2023

The following are recommendations for establishing a Community Advisory Committee to provide broader input from the community on EVTA's services and planning.

Mission:

The Community Advisory Committee represents different stakeholders and constituents from the broader Eagle Valley community to the EVTA board. The committee will discuss issues either brought to them by the EVTA board and Technical Committee or through their own discussions. The committee will provide a regular update to the EVTA board on its discussions and make recommendations to the board on issues that need to be addressed to support their constituencies and/or the broader community.

Membership:

- Members would apply to be on the committee. Applications will be solicited from community members. The EVTA Technical Committee and staff will also solicit applications from specific interest areas based on categories below.
- Applications will be shared with the board, and the EVTA board could choose to conduct interviews or approve committee members.
- Community Advisory Committee may consist of up to 13 members, representing some of the following categories:
 1. Rider representative/advocate
 2. Large employers
 3. Smaller employers
 4. Hispanic community
 5. Seniors
 6. Students and school district
 7. Metro districts
 8. Environment/climate organizations
 9. Human services
 10. Neighboring jurisdictions
 11. Resorts
 12. Housing providers/workforce advocates

Terms and commitment:

- Committee members will be asked to serve at least a one-year term
- Members can be reappointed by the board and serve multiple terms
- Members would be asked to attend 3 to 4 meetings per year. Meetings would be held quarterly.

Meetings:

- Meetings will have two distinct objectives:
 1. Topics brought by committee members to represent their constituencies
 2. Topics posed to the committee by either the EVTA board or the Technical Committee
- Committee members will appoint a chair and vice-chair, and those members would be expected to attend EVTA board meetings to provide updates and input from the committee.
- Agendas and minutes will be included in the public disclosures on the EVTA web site.
- Application process and initial Community Advisory Committee meeting will be facilitated by Bill Ray as part of his agreement with EVTA.

To: The Eagle Valley Transportation Authority Board

From: Tanya Allen, Interim Executive Director

RE: Designating a New Treasurer

Date: 2/3/2023

The EVTA Board designated interim legal counsel Kaplan, Kirsch, and Rockwell (KKR) as Treasurer at the 12/16/2022 Board meeting to meet the immediate procedural need.

KKR has recommended that a new Treasurer be appointed prior to entering into a banking agreement.

According to Article 8 of the EVTA Bylaws, the Treasurer may be a Director or a Staff Member.

Duties of the Treasurer (Section 8.06 (d)):

The Treasurer shall, subject to rules and procedures established by the Board, be responsible for the custody of the funds and all stocks, bonds and other securities owned by the Authority and shall be responsible for the timely preparation and filing of all tax returns, if any, required to be filed by the Authority. The Treasurer shall receive all moneys paid to the Authority and, subject to any limits imposed by the Board or the Chair, shall have authority to give receipts and vouchers, to sign and endorse checks and warrants in the Authority's name and on the Authority's behalf, and to give full discharge for the same. The Treasurer shall also have charge of disbursement of the funds of the Authority, shall ensure that full and accurate records of the receipts and disbursements are maintained, and shall ensure that all moneys and other valuables are deposited in such depositories as shall be designated by the Board. The Treasurer shall ensure deposit and investment of all funds of the Authority in accordance with the IGA and laws of the State applying to the deposit and investment of funds of regional transportation authorities formed under the Act. The Treasurer shall have such additional authority, powers and duties as are appropriate and customary for the office of Treasurer of entities such as the Authority, and as the Board may otherwise prescribe. The Treasurer shall be a staff member. If a Treasurer has not been appointed, the Secretary shall also serve as Treasurer and may use the title of Treasurer in performing the functions of Treasurer.

The Board is being asked to appoint a new Treasurer by Resolution.

RESOLUTION NO. 2023-08
OF THE EAGLE VALLEY TRANSPORTATION AUTHORITY
APPOINTING A NEW TREASURER OF THE AUTHORITY

WHEREAS, pursuant to Title 43, Article 4, Part 6 of the Colorado Revised Statutes, as amended (the “Act”), Colorado counties, municipalities, and special districts with street improvement, safety protection, or transportation powers, are authorized to establish, by contract, regional transportation authorities, which, upon the satisfaction of the conditions set forth therein, are authorized to finance, construct, operate and maintain regional transportation systems; and

WHEREAS, **BEAVER CREEK METROPOLITAN DISTRICT, the TOWN OF AVON, COLORADO; EAGLE COUNTY, COLORADO; the TOWN OF EAGLE, COLORADO; the TOWN OF MINTURN, COLORADO; the TOWN OF RED CLIFF, COLORADO; and the TOWN OF VAIL, COLORADO** (together the “Initial Members”) have established the Eagle Valley Transportation Authority (“Authority”) a separate political subdivision and body corporate of the State of Colorado pursuant to the Act by (i) execution of the Eagle Valley Transportation Authority Intergovernmental Agreement (“IGA”) after two public hearings; and (ii) subsequent approval of the IGA by the majority of the registered electors residing within the boundaries of the Initial Members at the time of the election; and (iii) issuance of a certificate pursuant to Section 603(3) of the Act; and

WHEREAS, the Initial Members each have appointed one Director and one Alternate Director to the Board of Directors of the Authority (“Board of Directors”) as provided in the IGA; and

WHEREAS, the Board of Directors appointed Polly Jessen of Kaplan Kirsch & Rockwell LLP as the initial Secretary/Treasurer at its initial meeting on December 16, 2022; and

WHEREAS, Section 5.07 of the IGA specifies that the Board may remove any Officer at any time; and

WHEREAS, Section 5.09 of the IGA specifies that the Board may fill vacancies in the office of any Officer in the same manner in which the Office was originally filed; and

WHEREAS, Section 5.01 of the IGA authorizes the Board to appoint any person as the Secretary or Treasurer of the Authority;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eagle County Valley Transportation Authority that Kaplan Kirsch & Rockwell LLP is hereby removed as Treasurer of the Authority and [insert name] is hereby appointed as Treasurer of the Authority.

APPROVED/REJECTED this 8th day of February 2023.

Chair

ATTEST:

Secretary

Record of Votes

Amy Phillips	Approve/Reject/Abstain/Absent
Jeanne McQueeney	Approve/Reject/Abstain/Absent
Janet Bartnik	Approve/Reject/Abstain/Absent
Earle Bidez	Approve/Reject/Abstain/Absent
Barry Davis	Approve/Reject/Abstain/Absent
Dave Eickholt	Approve/Reject/Abstain/Absent
Bob Hill	Approve/Reject/Abstain/Absent

To: The Eagle Valley Transportation Authority Board

From: Tanya Allen, Interim Executive Director

RE: Update on RFP/RFQ Process

Date: 2/3/2023

The EVTA Board authorized the release of Banking, Accounting/Bookkeeping, and Legal Service RFPs at its 1/11 meeting.

Banking:

Six proposals were received and are currently under review by Board members and Technical Committee members.

Accounting/Bookkeeping Services:

Two proposals were received and are currently under review by Technical Committee staff.

Legal Services:

Eight proposals were received and are currently under review by Technical Committee members.

Additional updates may be provided at the 2/8 meeting, including recommendations for banking and accounting/bookkeeping vendor selection.

RESOLUTION NO. 2023-09
OF THE EAGLE VALLEY TRANSPORTATION AUTHORITY
AUTHORIZING THE SELECTION OF AN BANKING SERVICES VENDOR

WHEREAS, pursuant to Title 43, Article 4, Part 6 of the Colorado Revised Statutes, as amended (the “Act”), Colorado counties, municipalities, and special districts with street improvement, safety protection, or transportation powers, are authorized to establish, by contract, regional transportation authorities, which, upon the satisfaction of the conditions set forth therein, are authorized to finance, construct, operate and maintain regional transportation systems; and

WHEREAS, **BEAVER CREEK METROPOLITAN DISTRICT**, the **TOWN OF AVON, COLORADO**; **EAGLE COUNTY, COLORADO**; the **TOWN OF EAGLE, COLORADO**; the **TOWN OF MINTURN, COLORADO**; the **TOWN OF RED CLIFF, COLORADO**; and the **TOWN OF VAIL, COLORADO** (together the “Initial Members”) have established the Eagle Valley Transportation Authority (“Authority”) a separate political subdivision and body corporate of the State of Colorado pursuant to the Act by (i) execution of the Eagle Valley Transportation Authority Intergovernmental Agreement (“IGA”) after two public hearings; and (ii) subsequent approval of the IGA by the majority of the registered electors residing within the boundaries of the Initial Members at the time of the election; and (iii) issuance of a certificate pursuant to Section 603(3) of the Act; and

WHEREAS, the Initial Members each have appointed one Director and one Alternate Director to the Board of Directors of the Authority (“Board of Directors”) as provided in the IGA; and

WHEREAS, the Board of Directors passed a resolution at the January 11, 2023, Board of Directors meeting adopting the items identified in the Consent Agenda, including the release of a “Request for Proposals - Banking Services”, (“RFP”); and

WHEREAS, the Board of Directors received seven responses to the RFP; and

WHEREAS, following the RFP process, the Board of Directors has determined that it is in the best interests of the Authority to select FirstBank, a highly qualified bank with an awareness of the scope of services required by the Authority; and

WHEREAS, the Board of Directors has determined that FirstBank is a bank of recognized experience and qualifications, which proposed the most reasonable fees and demonstrated an awareness of the scope of services required by the Authority; and

WHEREAS, the Board of Directors passed a resolution at the January 11, 2023, Board of Directors meeting adopting a Budget for Fiscal Year 2023, which included appropriations for operating expenses and professional services; and

WHEREAS, Section 3.11(b) of the IGA authorizes the Board of Directors, upon the affirmative vote of a majority of the Directors, to approve contracts for expenditures included in

an approved annual budget and to take other actions reasonably incidental to expenditures included in an approved annual budget; and

WHEREAS, the Authority’s Procurement Policy states that procurements of \$10,000 or more shall be effected through a written contract approved by resolution of the Board of Directors; and

WHEREAS, Section 3.01 of the IGA enables the Board of Directors to delegate the performance of its contracting powers to any Director, Officer, employee, or agent of the Authority with sufficient direction to comply with the non-delegation doctrine;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eagle County Valley Transportation Authority that the Board of Directors delegates to the Executive Director the authority to prepare a contract with FirstBank for banking services and, pending approval from the Board of Directors, execute such contract.

APPROVED/REJECTED this 8th day of February 2023.

Chair

ATTEST:

Secretary

Record of Votes

Amy Phillips	Approve/Reject/Abstain/Absent
Jeanne McQueeney	Approve/Reject/Abstain/Absent
Janet Bartnik	Approve/Reject/Abstain/Absent
Earle Bidez	Approve/Reject/Abstain/Absent
Barry Davis	Approve/Reject/Abstain/Absent
Dave Eickholt	Approve/Reject/Abstain/Absent
Bob Hill	Approve/Reject/Abstain/Absent

First Bank RFP Response

[Link to Full Electronic](#)

[Submittal](#)

RESOLUTION NO. 2023-10
OF THE EAGLE VALLEY TRANSPORTATION AUTHORITY
AUTHORIZING THE SELECTION OF AN ACCOUNTING SERVICES VENDOR

WHEREAS, pursuant to Title 43, Article 4, Part 6 of the Colorado Revised Statutes, as amended (the “Act”), Colorado counties, municipalities, and special districts with street improvement, safety protection, or transportation powers, are authorized to establish, by contract, regional transportation authorities, which, upon the satisfaction of the conditions set forth therein, are authorized to finance, construct, operate and maintain regional transportation systems; and

WHEREAS, **BEAVER CREEK METROPOLITAN DISTRICT**, the **TOWN OF AVON, COLORADO**; **EAGLE COUNTY, COLORADO**; the **TOWN OF EAGLE, COLORADO**; the **TOWN OF MINTURN, COLORADO**; the **TOWN OF RED CLIFF, COLORADO**; and the **TOWN OF VAIL, COLORADO** (together the “Initial Members”) have established the Eagle Valley Transportation Authority (“Authority”) a separate political subdivision and body corporate of the State of Colorado pursuant to the Act by (i) execution of the Eagle Valley Transportation Authority Intergovernmental Agreement (“IGA”) after two public hearings; and (ii) subsequent approval of the IGA by the majority of the registered electors residing within the boundaries of the Initial Members at the time of the election; and (iii) issuance of a certificate pursuant to Section 603(3) of the Act; and

WHEREAS, the Initial Members each have appointed one Director and one Alternate Director to the Board of Directors of the Authority (“Board of Directors”) as provided in the IGA; and

WHEREAS, the Board of Directors passed a resolution at the January 11, 2023, Board of Directors meeting adopting the items identified in the Consent Agenda, including the release of a “Request for Proposals - Accounting and Bookkeeping Services”, (“RFP”); and

WHEREAS, the Board of Directors received two responses to the RFP; and

WHEREAS, following the RFP process, the Board has determined that it is in the best interests of the Authority to select Community Resource Services of Colorado (“CRS”), a highly qualified consulting firm that provides professional accounting and specializes in assisting organizations similarly situated to the Authority; and

WHEREAS, the Board has determined that CRS is a Limited Liability Company of recognized experience and qualifications, which proposed the most reasonable fees and demonstrated an awareness of the scope of services required by the Authority; and

WHEREAS, the Board of Directors passed a resolution at the January 11, 2023, Board of Directors meeting adopting a Budget for Fiscal Year 2023, which included appropriations for Bookkeeping-CPA Services; and

WHEREAS, Section 3.11(b) of the IGA authorizes the Board of Directors, upon the affirmative vote of a majority of the Directors, to approve contracts for expenditures included in

an approved annual budget and to take other actions reasonably incidental to expenditures included in an approved annual budget; and

WHEREAS, the Authority’s Procurement Policy states that procurements of \$10,000 or more shall be effected through a written contract approved by resolution of the Board of Directors; and

WHEREAS, Section 3.01 of the IGA enables the Board of Directors to delegate the performance of its contracting powers to any Director, Officer, employee, or agent of the Authority with sufficient direction to comply with the non-delegation doctrine;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eagle County Valley Transportation Authority that the Board of Directors delegates to the Executive Director the authority to prepare a contract with CRS for accounting services and, pending approval from the Board of Directors, execute such contract.

APPROVED/REJECTED this 8th day of February 2023.

Chair

ATTEST:

Secretary

Record of Votes

Amy Phillips	Approve/Reject/Abstain/Absent
Jeanne McQueeney	Approve/Reject/Abstain/Absent
Janet Bartnik	Approve/Reject/Abstain/Absent
Earle Bidez	Approve/Reject/Abstain/Absent
Barry Davis	Approve/Reject/Abstain/Absent
Dave Eickholt	Approve/Reject/Abstain/Absent
Bob Hill	Approve/Reject/Abstain/Absent



COMMUNITY RESOURCE SERVICES OF COLORADO, LLC
The Offices at the Promenade East Building
7995 East Prentice Avenue, Suite 103E, Greenwood Village, CO 80111
(303) 381-4960 - (303) 381-4961 Fax - www.crsofcolorado.com

January 28, 2023

Ms. Tanya Allen
EVTA Interim Executive Director

Via Email: tanya.allen@eaglecounty.us

RE: Proposal in Response to RFP to Provide Professional Services to the Eagle Valley
Transportation Authority

Dear Ms. Allen:

Community Resource Services of Colorado (CRS) appreciates the opportunity to submit a proposal to the Eagle Valley Transportation Authority (Authority) for customized cost-effective financial and accounting services. We would be a great fit for the Authority as we are currently providing accounting and management services to the Northwest Parkway Public Highway Authority located in the Denver metropolitan area. The CRS team consists of highly skilled and experienced professionals. CRS is focused on efficient and effective strategies, including being proactive in the services we provide and providing strong customer service and communication. Please visit our website at www.crsofcolorado.com for additional company information.

CRS is a Colorado Limited Liability Company organized in 2005 and is in good standing. Our offices are located at 7995 East Prentice Avenue, Suite 103E, Greenwood Village, CO 80111. The CRS Team brings together a diverse group of individuals who have a wide array of public and private sector experience to serve the unique needs of each client.

The CRS Team understands that effective communication and positive intergovernmental and community relations are critical to the success and stability of the Authority. At CRS, we understand that each client has unique needs and requirements. Our experienced finance and accounting team will work closely with the Authority's personnel and will strive to maintain open communications with designated personnel.

CRS has put in place a team that we believe is uniquely qualified to help the Authority with financial accounting and reporting services. The team that CRS has put in place to provide services to the Authority has several years of financial expertise.

Diane Rodriguez, Accounting Manager, would serve as the Authority's accountant.

Diane brings a highly diversified skillset developed from her various past leadership positions in the private and public sector. Diane has over 25 years' experience with an extensive background in governmental accounting, real estate accounting, including project, construction and land development. She has an in-depth knowledge of GAAP, FASB and GASB. Diane works exceptionally well with district personnel, board members and external auditors. She has strong communication skills and provides excellent customer service; preparing quality work while meeting essential deadlines.

Diane is responsible for all aspects of accounting, finance and budgeting for CRS districts, associations, and authorities including:

- ✓ Preparation or review of all accounting ledgers and supporting accounting documentation.
- ✓ Supervision of and review of work product prepared by accounting personnel.
- ✓ Financial assessment and strategic planning including short-term and long-term budget preparation.
- ✓ Project management and capital asset acquisitions, funds requisitions, fixed assets and depreciation schedules.
- ✓ Preparation or review of general ledger entries, supporting schedules, reconciliations, financial statements, cash position and other reporting for board meetings and special projects.
- ✓ Preparation or review of accounts payable including vendor payments, debt service payments, payroll and project expenditures.
- ✓ Monitor and manage cash flow and investments.
- ✓ Preparation of audit workpapers and annual audits including coordination with outside independent auditors and legal counsel.
- ✓ Assist and/or prepare annual or ongoing compliance documents and reports.
- ✓ Preparation of annual budgets and forecasts.

Phyllis Brown, CPA, Director of Finance and Accounting

Phyllis has an extensive background providing over 30 years of experience in accounting, financial and SEC reporting and auditing for small to large size private and publicly held businesses, nonprofit and governmental entities. Included in her areas of expertise are financial accounting and reporting, technical accounting research, peer review, internal control, process redesign and efficiency and an in-depth knowledge of GAAP, FASB, GASB and SEC standards. She is a member of the AICPA and the Colorado Society of CPAs.

Phyllis is responsible for all aspects of accounting, finance and budgeting for CRS districts, associations, and authorities including review of accounting ledgers, supporting accounting documentation, financial statements and audits and supervision of and assistance to CRS accounting staff and clients.

SCOPE OF WORK

This proposal is based on the following scope of work:

ACCOUNTING SERVICES

- Tracking receipts of deposits and electronic debit and credit transactions, including federal and state wire deposits from grant proceeds, and monthly state collected sales tax revenue deposits through the ACH, along with intergovernmental transfers of the existing ECO Transit sales tax, once initiated.
- Perform bank account reconciliations, possibly on multiple checking accounts.
- Process and enter all claims in QuickBooks (or similar software) and develop and maintain a tracking system of all revenues and expenditures by account codes for the EVTA Board of Directors, the seven participating jurisdictions when needed and any other reports as needed e.g. for an oversight committee, auditors, etc.
- Administer government purchasing credit card services for staff members.

BUDGETS

- Help the Executive Director develop the annual EVTA budget for Board review and approval.
- Prepare and update monthly budget/actual expenditure and revenue reports for Board review.

TAX REPORTING

- Prepare all required tax filings for related entities and transactions
- Prepare all 1099 and 1096 filings and
- Prepare any other federal, state or local tax filings as required.

ACCOUNTS PAYABLE

- Prepare and produce accounts payable checks bi-weekly.
- Maintain accurate bank balances and check distribution lists.
- Prepare check register listing of accounts payable for EVTA board meetings.
- Reconcile vendor statements as necessary.
- Process 1099 forms for all subcontractors.

PAYROLL

- Calculate and prepare payroll biweekly including periodic special pay transactions.
- Process direct deposits and paychecks.
- Maintain database of vacation, sick, professional leave and comp time accrued and used.
- Prepare detailed payroll stubs for employee(s) showing vacation, sick,

professional leave and comp time balances, deferred compensation contributions and balances and retirement plan contributions and balances.

- Pay all payroll taxes and deductions.
- Prepare quarterly payroll returns (Federal and State)
- Prepare annual payroll returns and reconciliations.
- Process W-2 forms.
- Prepare monthly distributions based on payroll allocations of salaries, fringes and indirect costs.

MISCELLANEOUS

- Provide informational reports as needed including, but not limited to, vendor analysis, detailed transactions ledgers, trial balances.
- Prepare Quarterly Financial Report in form to send to state and federal revenue sources with all state and federal required information categories.
- Provide reports and data as requested for the completion of annual tax returns.

COMPENSATION

CRS proposes to perform the above services for the Authority based on a flat monthly rate of \$4,900 (\$58,800 annually).

In addition to the monthly flat rate, Audit Preparation and some Miscellaneous work noted below would be billed at an hourly rate based on CRS rates for 2023:

AUDIT PREPARATION/MISCELLANEOUS

- Participate in eventual financial audits and reviews.
- Prepare year end reports, schedules and other documents requested by the Treasurer.
- Provider audit process support as needed.
- Assist the auditors in the preparation of the State Controller's Report on computer format provided by the State.
- Submit the State Controller's Report.
- Provide information as requested to annual fiscal auditors.
- Post year-end accruals and adjusting entries for the auditor.
- Prepare cost and revenue reports as needed by the EVTA to assist in the management of Transportation projects.

CRS 2023 Rates:

Finance & Accounting:

Director and Managers	\$130.00-\$210.00
Assistant Accountants	\$ 90.00-\$160.00
Accounting Administration	\$ 65.00-\$115.00

Additional Expenses:

Photocopies will be charged at the cost of \$0.15 per page for black and white; color copies will be charged at the cost of \$0.25 per page.

REFERENCES

Tamara K. Seaver

tseaver@isp-law.com

Direct: 303.867.3004 Mobile: 720.353.0100

Facsimile: 303.292.9101

4725 South Monaco Street, Suite 360

Denver, Colorado 80237

Nathan J. Travis

nathan@cpnmd.org

District Manager

Castle Pines North Metropolitan District

Direct: 303.242.3269

Mobile: 303.827.4824

Attached is additional information on the services that CRS can provide to the Authority. Please let me know if you have any questions. We look forward to the opportunity to work with the Board and staff of the Authority.

Very truly yours,



Sue Blair

CEO

Enclosure

Why CRS?

- We offer cost-effective, customized services.
- Our approach is to listen when you outline your needs and then develop and implement an individualized management and financial plan to help achieve your goals and objectives.
- Our clients can depend on our highly experienced and skilled consulting team and professional customer service.
- Over 200 years of combined experience in the industry.



The CRS Team brings together a diverse group of individuals who have a wide array of public and private sector experience to serve the differing needs of each client.

Providing cost-effective, customized services for your organization

*Over 200 Clients
& Growing!*



crsofcolorado.com

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crsofcolorado.com
(303) 381-4960



At CRS, we recognize each organization has unique needs and requirements.

Our pro-active and innovative approach ensures the right combination of services is provided to fulfill your statutory requirements, service and facility responsibilities, and community goals and standards.

Special District, Fire Service, Association and Authority Management

- Provide Board support, coordinate and attend board meetings
- Manage district documents, insurance, compliance obligations and memberships
- Oversee consultants and contracts
- Website management

Facilities Operation and Maintenance

- Oversight and management of service contracts
- Prepare district operational plan and monthly reports
- Water and sewer treatment, distribution and collection
- 24/7 Emergency response

Finance, Accounting and Budgeting

- Financial assessments and strategic planning
- Accounting, check processing & audit preparation
- Budget preparation and bond issuance assistance

Utility Billing and Fee Collection

- Complete set-up and service for utility billing and collection
- Professional customer service representatives

Election Services

- Serve as Designated Election Official
- Coordinate/conduct all aspects of election
- Automated mail ballot and/or polling place services

HOA Management

- Coordinate and attend board meetings
- Manage documents, insurance, compliance obligations and memberships
- Oversight of vendors and contracts
- Homeowner relations – dues collection, newsletters, website maintenance
- Covenant and architectural compliance

To: The Eagle Valley Transportation Authority Board

From: Tanya Allen, Interim Executive Director

RE: EVTA Board Retreat Update

Date: 2/3/2023

The EVTA Retreat Planning Committee met on 2/2 to refine plans for a strategic planning retreat during the first quarter of the year.

Date and Duration

Two possible dates for the retreat are Wednesday, March 22 or Friday, March 27, 2023. The retreat will be roughly 5 hours in duration. A Doodle poll has been circulated to identify which of these two dates will work best.

Location

The preferred location is the Grand View Community Space, 395 E. Lionshead Circle in Vail. Staff is reaching out to inquire about availability. Suggestions for alternative locations are welcome.

Facilitation

Outside facilitation is desired to keep the conversations on track and produce desired outcomes. Staff is reaching out to several recommended facilitators but would appreciate additional recommendations from Board members.

Agenda

The following topics were identified as probable agenda items. This list will be refined and additional structure provided once a facilitator has been identified.

- Clarifying roles, responsibilities, and communication protocols for the EVTA Board.
- Discussion of mission, vision, goals, including creation of a new operating name and identity.
- Financial planning and organizational visioning, including discussions around budget approach and desired organizational structure.
- Prioritization and establishment of general timelines (short, medium, long-term) for implementing EVTA-funded transit enhancements as outlined in the November 2022 ballot measure.

- Building an initial consensus on how to respond to inquiries regarding future membership and enlargement.

\$5,000 is currently included in the 2023 budget for retreat facilitation. Room rental and related expenses would be assigned to Other Operating Expenses.

Additional updates may be provided with requests for feedback at the 2/8 meeting.

EAGLE VALLEY TRANSPORTATION AUTHORITY

Request for Proposals - Transit Marketing Services

The newly-formed Eagle Valley Transportation Authority (EVTA) is seeking proposals from qualified firms engaged in marketing services including, but not limited to: (1) development of branding campaigns (2) development of advertising campaigns; (3) graphic design of collateral materials; (4) market research as necessary; (5) public relations assistance as needed, and (6) design and execution of innovative marketing strategies such as web page design, interactive displays, etc.

BACKGROUND

The EVTA was formed by a vote of the registered electors of the Town of Avon, Town of Eagle, Town of Minturn, Town of Red Cliff, Town of Vail, Beaver Creek Metropolitan District, and Eagle County in the November 8, 2022 general election, pursuant to the Colorado Regional Transportation Authority Act, C.R.S. 43-4-101. et. seq. The purpose of the EVTA is to finance, construct, operate and maintain a regional transportation system.

The EVTA will assume operation of the existing ECO Transit system; enhance coordination with local transit systems in Vail, Avon, and Beaver Creek; improve air service; and expand and increase transportation offerings throughout the RTA service area.

SCOPE OF WORK

1.1 Overview of Required Services

The successful agency must be able to provide consultation/expertise in the following areas:

- Development of Public Information relative to Public Transportation (i.e. brochures, route maps, schedules, etc)
- Creative Design Services
- Production of Broadcast Media
- Public Relations Services
- Copywriting
- Market Research/Market Segmentation

- Web Page Design
- Social Media Strategy/Digital Marketing
- Measurements of Effectiveness

1.2 Project Objectives

- Brand the public transit system and educate the traveling public about the new organization.
- Market services in such a way as to increase regional transit ridership.
- Disperse information and increase awareness of public transportation services and service changes among the general public and targeted audiences.

1.3 Tasks to be performed

The EVTA represents an evolution of Eagle County’s regional transportation system that will benefit from creating a new brand and establishing a different communication approach. Tasks involved include, but are not limited to:

- Operating name and slogan/tagline
- Comprehensive mapping displays that are simple to read and appeal to a broad audience, including tourists that are unfamiliar with the area.
- Promotion of regularly scheduled seasonal schedule changes.
- Promotion and development of educational brochures for providers related to operating procedures, technology benefits, travel training and other system features.

Compensation:

The Board expects to enter into a fee for services agreement.

Selection Process:

Evaluation Criteria

Selection of the successful firm with whom negotiations shall commence will be made through an evaluation process based on the following criteria:

40% Project Approach

20% Project Team

20% Project Fee Structure & Cost Estimate (Value for Budget)

15% Past Project Experience & Client References

5% Project Schedule

2. Submission Instructions

RESPONSES TO THIS RFP MUST BE RECEIVED BY MIDNIGHT FEBRUARY 28, 2023. Please request confirmation of receipt when submitting.

SUBMITTALS MUST BE SENT VIA EMAIL to tanya.allen@eaglecounty.us

Questions can be addressed to:

Tanya Allen – EVTA Interim Executive Director

(970) 328-3533

tanya.allen@eaglecounty.us

Proposals will be evaluated and a contract award made, based on the following criteria:

(1) Responsiveness of written proposals to requirements of RFP (project approach); (2) Qualifications and Experience of Firm (past project experience and client references); (3) Qualifications and Experience of Personnel assigned to the Project (assigned project team); (4) Price.

2.1 Proprietary Information

Any information contained in the proposal that the proposer considers proprietary must be clearly identified as such. EVTA will respect requests for non-disclosure of proprietary information to the extent that information so restricted conforms to the Freedom of Information Act and Colorado's Sunshine Law and Open Records Act.

2.2 Questions Concerning the Project

2.2.1 Verbal and written questions

Prospective proposers are encouraged to submit substantive questions, comments and concerns. No interpretation of the meaning of the specifications or other contract documents will be made to the bidders orally. Every request for such interpretation, clarification or approved equal shall be e-mailed to Tanya Allen, tanya.allen@eaglecounty.us. Questions received no later than midnight on Thursday, February 23, 2023 will be answered in writing and distributed to all proposers on the RFP distribution list in the form of a written Addendum. All addenda shall become part of the contract documents and must be included in the proposal submission.

2.2.2 Interviews

Based on the scores and rankings of the selection committee, firms may be selected to give oral presentations. Selected firms should plan to allot twenty (20) to thirty (30) minutes for presentation and ten (10) to twenty (20) minutes for question and answer.

2.3 Proposal Format

2.3.1 General

The Scope of Work for this RFP has been left intentionally general in order to provide proposers with the maximum flexibility to meet the requirements of the project. Proposers should feel free to submit any information they consider relevant to the evaluation of the project at hand, including samples of comparable work.

2.3.2 Minimum Requirements

At a minimum, each proposal should contain the following elements:

- **Letter of Submission.** A Letter of Submission shall include the name address and telephone number of the people who will: a) serve as Project Manager for the project; b) serve as Principal Contact with EVTA; and c) make presentations on behalf of the firm. The same information will be required for any sub-consultants to the primary consultants. Any confidential material contained in the proposal shall be clearly indicated and marked as “Confidential.”
- **Understanding of the Project.** Based on information contained in this RFP, the proposer should outline the major issues as they understand them for this specific project. This does not need to be a lengthy nor comprehensive analysis, as the purpose of this submission is not to complete all technical research necessary for this project. It is simply an effort to determine the extent to which the Proposer understands the scope.
- **Technical Proposal.** A description of the firm’s technical approach to the project shall be specific and detailed enough to illustrate that the proposer has necessary knowledge to perform the services outlined. Proposers should also define their approach regarding maintaining brand integrity and client’s design aesthetic, and their approach to interacting with the client.
- **Prime Experience.** Proposers should outline the experience of their firm in conducting similar work in similar situations. Please restrict your descriptions to projects that were performed largely by individuals who will be assigned to this project. This element should provide a basic description of the project and how it is similar to the areas

outlined in this scope of work. Heavy emphasis will be placed on Proposer activities promoting new transit services, penetration into markets targeted by the EVTA transit system, experience with resort public transportation systems and their unique operating environments and seasonal fluctuations, and documentable results of promotional activities. Specific attention will be paid to proposals that demonstrate both a knowledge of the local market and the marketing of public transportation services in sparsely populated rural resort settings. Please describe one campaign that you considered a success. Provide a list of services that are provided by your agency. Client reference contacts (name, phone number, brief description of services provided and date(s) of work performed) must be included. A minimum of four references should be included.

- **Personnel.** Please include the names of professional, technical and management personnel who will be assigned to this project. Briefly discuss their areas of expertise and relevant background. Resumes may be included as an appendix to the proposal. PLEASE DO NOT INCLUDE COST INFORMATION FOR EACH POSITION IN THIS SECTION. You should also describe the overall organizational structure of your company. Identify the person(s) responsible for managing and supervising this contract and the location of the managing office.

- **Sub-consultant.** If the Proposer anticipates the use of subcontractors for any anticipated segment of this project, please explain why. Identify the work to be subcontracted (and what percentage of the total project you anticipate that work to be), and similar information for the subcontractor as is requested for the Proposer (prime experience, personnel, etc.). Contractual requirements for the Proposer are also required of the subcontractor.

- **Cost Proposal.** Cost proposals shall be submitted as a separate document and will not be viewed until the EVTA has identified top-ranked proposers. The information requested is required to support the reasonableness of the proposed price and distribution of expenses and is for the review of the evaluation committee only. It will not be shared with other proposers or released to the general public except in the form of total contract value. The prices and rates for personnel, overhead, and profit must be binding for the term of the contract if a NOTICE TO PROCEED is issued within sixty (60) days of submission. Recognizing the ambiguous nature of the activities to be undertaken, proposers should only complete unit cost data (i.e. hourly rates, benefit loading percentage, overhead loading, etc.) and leave out estimates of hours for the

project. Hours estimates will be required, with pricing data, during the course of the project for each discrete activity.

2.4 General Requirements of the Selected Proposing Firm

The successful firm shall:

- Enter into a contract with EVTA.
- Maintain insurance coverage for the duration of the contract period as outlined in the contract.
- Operate as an independent contractor and will not be considered employee(s) of EVTA.
- Be paid on actual invoices as work is completed.

2.5 RFP Selection Process Timeline

RFP released February 10, 2023

Proposal deadline February 28, 2023

Selection of recommended firm by staff March 3, 2023

Approval of selection by Board of Directors March 8, 2023

Engagement of successful firm; work can begin March 9, 2023

2.6 Right to Reject

EVTA reserves the right to reject any and all proposals received in response to this Request for Proposals. Further, EVTA reserves the right to contract with and/or secure transit consulting services from other transit consultants as deemed necessary by EVTA.

