

## EAGLE VALLEY TRANSPORTATION AUTHORITY

NOTICE IS HEREBY GIVEN that a Regular meeting of the Board of Directors of the Eagle Valley Transportation Authority, Eagle County, Colorado, has been scheduled to take place in the Avon Council Chambers, 100 Mikaela Way, Avon, CO on Wednesday, March 13, 2024, beginning at 12:00 p.m.  
The agenda for the meeting follows.

The Eagle Valley Transportation Authority Board welcomes everyone to its meetings. A hybrid of an in-person meeting with an online Zoom platform is employed. Members of the public are invited to attend either in person or via Zoom. [Please click here to join the online meeting](#). After registering, you will receive a confirmation email containing information on accessing the meeting.

### BUSINESS MEETING AGENDA

1. Call to Order – 12:00pm
2. Consideration of Changes to Agenda
3. Approval of Minutes & Financials
  - a. February 14, 2024 regular business meeting
  - b. Financial Statements
  - c. Payables List
4. Board Comment
5. Public Comment - 12:05pm  
*Comments from the public are welcomed during public comment for any topics with the Authority's purview not included in the business agenda. In-person attendees will be invited first, then online participants. Please state your name & community of residence. Please limit public comments to three minutes or less per individual. If the public is unable to attend the meeting, public comment can be shared via email at Board@EVTA.org.*
6. Presentations – 12:10pm
  - a. EVTA People & Culture Update – Aryn Schlichting, Director of People & Culture, EVTA

### BUSINESS

7. Business – 12:40pm

**a. EVTA Compensation Philosophy**

*Staff have been working with our HR consultants to create a EVTA compensation philosophy for Board consideration.*

**b. Colorado Retirement Association (CRA) Resolution & Agreement**

*Following the direction from the November 2023 meeting, staff have prepared a resolution and retirement plan documents with CRA for board consideration.*

**c. ECO Operations Update and Summer Fare Proposal**

*EVTA and ECO staff will provide the latest ridership numbers and ask the Board to approve summer schedule and fare adjustments.*

**d. Retreat Review and Updated Interim Strategic Plan Adoption**

*Staff will present a readout from the January retreat as well as an updated Interim Strategic Plan.*

**e. Other Business**

**STAFF REPORTS**

8. Staff Reports – 1:40pm

- a. Administration Division Report
- b. Operations Division Report

9. Adjournment – 2:00pm

*The next regular meeting of the Eagle Valley Transportation Authority Board will be held Wednesday, April 10, 2024, at 12:00pm in the Avon Council Chambers.*

**YOUR BOARD MEMBERSHIP**

## **Eagle Valley Transportation Authority Board**

Amy Phillips, President | *Town of Avon*  
Jeanne McQueeney, Vice-Chair | *Eagle County*  
Dave Eickholt, Treasurer | *Beaver Creek Metro*  
Earl Bidez | *Town of Minturn*  
Barry Davis | *Town of Vail*  
Nick Sunday | *Town of Eagle*  
Garrett Alexander | *Town of Red Cliff*

## **Eagle Valley Transportation Authority Board Alternates**

Ray Shei | *Beaver Creek Metro*  
Kathy Chandler-Henry | *Eagle County*  
Russell Andrade | *Town of Avon*  
Bryan Woods | *Town of Eagle*  
Brian Rodine | *Town of Minturn*  
Cassie Macumber | *Town of Red Cliff*  
Pete Seibert | *Town of Vail*

### **ACCESSIBILITY INFORMATION**

An accessible entrance is available at the main entrance to the facility. Persons with disabilities needing auxiliary aids may request assistance by contacting Scott Robinson at the ECO Transit Offices, 3289 Cooley Mesa Rd. PO Box 1070, Gypsum, Colorado 81637, or by calling (970) 977-4994 during business hours. We would appreciate you contacting us at least 24 hours in advance of the scheduled meeting so that arrangements can be made to locate the requested auxiliary aid.

### **Posting Certification:**

I hereby certify that a copy of the foregoing Notice of Regular Meeting was, by me personally, posted to the EVTA Website at least twenty-four (24) hours prior to the meeting to meet the open records meeting law requirement of full and timely notice pursuant to Section 24-6-402(2)(c)(I), C.R.S..

/s/ Bill Ray

**MINUTES OF THE  
EAGLE VALLEY TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING  
February 14, 2024**

A meeting of the Eagle Valley Transportation Authority (“Authority”) Board of Directors (“Board”) was held on February 14, 2024, at 9:00 a.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 February 09, 2024, 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 February 09, 2024, and the certification of posting are attached hereto.

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**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

Director Barry Davis, Councilor, Town of Vail

Director Earle Bidez, Mayor, Town of Minturn

Director Nick Sunday, Councilor, Town of Eagle.

Director Garrett Alexander, Member of the Board of Trustees of the Town of Red Cliff

**Directors Absent:**

All Directors were present for this meeting

**Also in Attendance:**

Tanya Allen, Executive Director, EVTA

Scott Robinson, Deputy Director, EVTA

Lance Trujillo, Director of Innovation & Technology, EVTA

Larry Tenenholz, Acting Director, ECO Transit

Ray Shei, Alternate Board, Beaver Creek Metro District

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Bryan Woods, Alternate Member, Town of Eagle

Larry Pardee, Town Manager, Town of Eagle

Kathryn Winn, Attorney, Collins Cole Flynn Winn & Ulmer,  
PLLC

David Reid, Director of Aviation, Eagle County Airport

Josh Miller, Eagle County Airport

Peter Dan, EGE Air Alliance

Jeff Wetzel, Operations Manager, ECO Transit

Greg Barret, Safety & Security Manager, ECO Transit

Jessie Cooper, Fleet Asset Supervisor, ECO Transit

Kimber Walker, Road Supervisor, ECO Transit

Nancy Jo King, Operations Supervisor, ECO Transit

Jim Clancy, Executive Director, Beaver Creek Resort Company

Jim Shoun, Transit Manager, Town of Avon

Tim McMahon, Community Member, Town of Avon

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**APPROVAL OF THE  
AGENDA**

Director Phillips noted that the agenda was updated on Monday, February 12 to add one more business item (E). Director Davis motioned to approve the Agenda. Director Eickholt seconded this motion, which passed with a unanimous 7-0 vote.

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**APPROVAL OF MINUTES  
AND FINANCIAL  
STATEMENTS**

Director Phillips presented the Minutes dated January 10, 2024, for approval and asked if any other Directors had any questions or requests for corrections. Hearing none, Director Davis moved to approve the minutes and financial statements. Director Bidez seconded the motion, which passed with a unanimous 7-0 vote.

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**BOARD COMMENT**

Director Jeanne McQueeney congratulated ECO for exceeding its pre-COVID ridership numbers and mentioned that RFTA has not yet reached this point.

Director Phillips stated that skier shuttle ridership in the Town of Avon has remained steady. However, they have observed a significant number of riders are also using the Vail/Beaver Creek free shuttle. This has enabled the Town of Avon to concentrate its resources on enhancing other services. For instance, they are planning to introduce a new loop service that will offer direct transportation from Walmart down into Elk Lot. This move is expected to reduce the ridership on Highway 6 and improve the travel experience for commuters.

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**PUBLIC COMMENT**

Tim McMahon, a resident of the Town of Avon, expressed his concern about the timing of Board meetings and suggested the Board consider having a monthly night meeting for Q&A with Board Members. The Board Members could then bring up the subjects from that meeting to the regular noon Board Meeting.

Mr. McMahon inquired if the half-percent sales tax collected by EVTA & ECO Transit is exempted for diapers and feminine products, as per the new Colorado law. If not, he requested the Board to look into this as soon as possible.

He pointed out several issues with the Vail/Beaver Creek bus, such as the back door of three buses not working properly, buses missing their routes, or having multiple buses going to Vail and none going to Beaver Creek. Additionally, he has mentioned that the buses are dirty, and ECO continues to cover SP+ bus's shifts.

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**AGENDA ITEMS****6. Presentations****6.1 EGE Air Alliance MRG Opportunity Update**

David Reid, the Director of Aviation for the Eagle County Regional Airport, updated the Board on the EGE Alliance's Minimum Revenue Guarantee (MRG) discussions with United Airlines. United Airlines will be adding new direct summer flights to Chicago and Houston under a Minimum Revenue Guarantee (MRG) contract, which requires the EGE Air Alliance to provide an agreed upon reimbursement if usage

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does not meet anticipated levels. The cost of these agreements was already included in the 2024 EVTA budget in anticipation of these deals being finalized, and payout would only be required after final usage numbers were available.

Director Eickholt inquired about the term for the MRG contract, to which Mr. Reed responded that it is a one-year contract that will be reviewed annually.

Director Bidez inquired about direct summer flights from EGE. Mr. Reed informed that currently, there are direct flights to Dallas and Denver. However, direct flights to Dallas, Denver, Chicago, and Houston will now be available.

## **6.2 EVTA Technology Transition Update**

Lance Trujillo, the new Director of Technology & Innovation for EVTA, began with an overview of existing Intelligent Transit Systems (ITS) maintained by Eagle County IT for ECO Transit and outlined plans for moving these systems over to the EVTA. The ITS System includes over 50 vehicles that communicate with a server on a daily basis. It also includes cameras, mobile fares, cash fares, passenger counts, and other components.

After analyzing various IT system and support configurations, EVTA was planning to move forward with a Managed Service Provider contract. EVTA was preparing a Request for Proposal (RFP), with an estimated project cost of between \$150K-\$250K in the first year.

Additional work was underway to determine hosting, equipment, and document storage solutions as well as develop required IT policies and procedures. In terms of security, EVTA will focus on audits and procedures to ensure that the data is safeguarded from within.

## **6.3 ECO Transit Quarterly Update**

Mr. Tenenholz updated the Board on ECO Transit's current performance, highlighting ridership increases of 30.5% above pre-COVID levels. He also discussed contractor performance, staffing levels, fleet condition, and efforts underway to contract for additional help with fleet maintenance. He noted that

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vehicles, operators, and space remained challenges to ramping up service levels.

Mr. Tenenholz then presented a proposed summer schedule including approximately 20 additional hours on Highway 6 (providing ~20 minute peak service), approximately 3.5 additional hours for Minturn, including a mid-day Red Cliff trip, and an additional 18 hours (approximate) on the Valley route, providing half-hour service from roughly 7am to 5pm. He asked for Board feedback, noting that fare approach would be developed after establishing this direction.

Tim McMahon, a community member inquired about the additional buses that Mr. Tenenholz said SP+ was acquiring. He wanted to know whether these buses were new or just a new addition to the third-party contract company. He also expressed his view that more service is required on the Minturn route to benefit the community. In response, Mr. Tenenholz clarified that the SP+ buses are not brand new but new to this particular route.

Directors encouraged ECO staff to proceed with the proposed summer service plan. Executive Director Allen said they would return to the Board in March with a proposed summer fare structure based on these service levels.

## **7. Business**

### **7.1 Resolution 2024-03 EVTA Email Policies**

Director Davis made a motion to approve Resolution 2024-03 Electronic Mail Policy. Director Bidez seconded the motion, and it passed 6 votes in favor to 1 against. Director Eickholt, who provided the dissenting vote, expressed concerns that critical gaps remained to be addressed and suggested that the policy be tabled until it can be revised by the new Director of IT and Director of People & Culture for the EVTA.

Kathryn Winn, Attorney to the EVTA, noted that State Statute requires EVTA to have an email policy and that it can be updated once IT & HR work on the handbook and policies.

Director Phillips acknowledged that the motion to approve, with a second and a voice vote, had already passed. She

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suggested that the staff work on providing more detail and updating the policy as needed at a later date.

### **7.2. Insurance Broker Services Agreement**

Deputy Director Scott Robinson introduced two brokers who were proposed for this agreement. Mark Carlson and Sarajane Gomez of HighstreetTCW introduced themselves via Zoom and expressed their gratitude for the opportunity to work with the EVTA.

Director Davis motioned to approve Resolution 2024-04 Professional Service Agreement with Highstreet TCW Risk Management for insurance broker coverage. Director Eickholt seconded this motion, which passed with a unanimous 7-0 vote.

### **7.3. Resolution 2024-04 ECO/EVTA Transition Project Management Contract**

Executive Director Allen said that EVTA has started discussions with the county's designated project manager about the transition plan and determined EVTA would benefit from having their own dedicated project manager to keep everything on track. She presented a proposal from Government Performance Solutions to assist EVTA with this project.

Director Davis motioned to approve Resolution 2024-04 A Contract with Government Performance Solutions in the amount of \$47,450 for assistance with the ECO/EVTA Transition Project Management. Director Eickholt seconded this motion, which was passed with a unanimous 7-0 vote.

### **7.4. Investment Strategy Memo**

Director Davis motioned to approve Resolution 2024-05 to reinvest the maturing deposit with First Bank at a rate of 5.25% for 182 days. Director Eickholt seconded the motion, which passed unanimously with a 7-0 vote.

### **7.5. Letter of Support for Town of Eagle RAISE Grant Application**

Executive Director Allen presented a request received by EVTA staff for the EVTA Board to approve a letter of support

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for the Town of Eagle for a RAISE grant application for their Grand Avenue Multimodal Reconstruction Project.

Town of Eagle Manager Larry Pardee shared details of the project with the Board and asked for their support.

Director Bidez asked for clarification regarding a separate request the Town of Eagle is making for an EVTA funding contribution to the project. EVTA attorney Kathryn Winn confirmed the two requests were separate and that this letter did not make any financial commitments.

While acknowledging merits of the project and its importance for the Town of Eagle, Director Davis questioned whether it qualified as a regional transit issue the EVTA should be getting involved with at this time. He believed this was outside of their purview and that their primary mission should be focusing on fulfilling the ballot measure.

Director Bidez motioned to approve the EVTA signing the Town of Eagle letter of support for the Town of Eagle RAISE grant application. Director Garret Alexander seconded the motion, which passed with a 6-1 vote. Director Davis cast the dissenting vote.

## **8. Staff Reports**

### **8.1 Administration Division Report**

Executive Director Allen and Deputy Director Robinson shared highlights of the new administrative division report.

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## **ADJOURNMENT**

The meeting was adjourned at 1:56 PM

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**EAGLE VALLEY TRANSPORTATION AUTHORITY**  
**CASH POSITION**  
Year to Date and as of February 29, 2024  
Adjusted as of March 5, 2024

Maturity Date Account Activity Item Description	CHECKING	INVESTMENTS				TOTALS
	1st Bank	1st Bank			5.5162% Colotrust Plus+	ALL  ACCOUNTS
		Savings	5.2500% 8/27/2024 Premier 4181	5.0000% 5/28/2024 Premier 1972		
<b>BEGINNING BANK BALANCE</b>	\$ 13,527	\$ 517,239	\$ 1,771,950	\$ 1,796,413	\$ 6,322,307	\$ 10,421,436
YTD credits - Total deposits, wires and transfers	2,345,527	35,670	46,995	-	1,829,010	4,257,202
YTD debits - Total vouchers, wires and transfers	(2,077,743)	(50,000)	-	-	-	(2,127,743)
<b>YTD bank balance</b>	281,311	502,909	1,818,945	1,796,413	8,151,317	12,550,895
Less outstanding checks	(185,130)	-	-	-	-	(185,130)
<b>UNRESTRICTED BALANCE AT END OF PERIOD</b>	<b>96,181</b>	<b>502,909</b>	<b>1,818,945</b>	<b>1,796,413</b>	<b>8,151,317</b>	<b>12,365,765</b>
<b>Current period activity</b>						
Transfers	-	-	-	-	-	-
Add - deposits, wires and transfers	-	-	-	-	-	-
Subtract - vouchers, wires and transfers	-	-	-	-	-	-
<b>Total current period adjustments</b>	-	-	-	-	-	-
<b>Adjusted balance</b>	<b>\$ 96,181</b>	<b>\$ 502,909</b>	<b>\$ 1,818,945</b>	<b>\$ 1,796,413</b>	<b>\$ 8,151,317</b>	<b>\$ 12,365,765</b>

**EAGLE VALLEY TRANSPORTATION AUTHORITY  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
February 29, 2024**

	General	Housing	Capital	TOTALS ALL FUNDS
<b>Cash Balance - beginning of month</b>	\$ 8,000,969	\$ 1,000,000	\$ 2,000,000	\$ 11,000,969
<b>Receipts</b>				
RTA sales tax	1,547,977	-	-	1,547,977
ECO Transit sales tax	-	-	-	-
Interest	81,661	-	-	81,661
Transfer	-	1,000,000	1,725,088	2,725,088
<b>Receipts subtotal</b>	1,629,638	1,000,000	1,725,088	4,354,726
Disbursements - payables	(264,842)	-	-	(264,842)
Transfer	(2,725,088)	-	-	(2,725,088)
<b>Cash Balance - end of month</b>	<b>\$ 6,640,677</b>	<b>\$ 2,000,000</b>	<b>\$ 3,725,088</b>	<b>\$ 12,365,765</b>
<b>Location of Funds</b>				
1st Bank - Checking	\$ 96,181			
1st Bank - Savings	502,909			
1st Bank - Premier 91 day	1,818,945			
1st Bank - Premier 182 day	1,796,413			
Colotrust	8,151,317			
<b>Total cash &amp; investments</b>	<b>\$ 12,365,765</b>			

**EAGLE VALLEY TRANSPORTATION AUTHORITY  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUNDS AVAILABLE  
BUDGET VS. ACTUAL - CASH BASIS (NON-GAAP)  
For the Current Month and Year-to-Date Ended February 29, 2024  
Unaudited**

	Current Month Actual	Year to Date			2024 Budget			
		Actual	Prorata Budget	Prorata Variance Over (Under)	Percent of Prorata Budget	2024 Adopted	YTD Over (Under)	Percent of YTD Actual to 2024 Budget
<b>REVENUES</b>								
Farebox revenue	\$ -	\$ -	\$ 22,785	(22,785)	0%	\$ 136,712	\$ (136,712)	0%
Direct pass sales revenue	-	-	34,384	(34,384)	0%	206,306	(206,306)	0%
Mobile fare sales revenue	-	-	11,133	(11,133)	0%	66,796	(66,796)	0%
Advertising revenue	-	-	833	(833)	0%	5,000	(5,000)	0%
Interest revenue	81,661	112,595	58,333	54,262	193%	350,000	(237,405)	32%
EVTA sales tax	1,547,977	2,291,952	2,125,159	166,793	108%	12,750,955	(10,459,003)	18%
ECO transit sales tax transfers	-	-	1,884,969	(1,884,969)	0%	11,309,816	(11,309,816)	0%
<b>Total revenues</b>	<b>1,629,638</b>	<b>2,404,547</b>	<b>4,137,596</b>	<b>(1,733,049)</b>	<b>58%</b>	<b>24,825,585</b>	<b>(22,421,038)</b>	<b>10%</b>
<b>EXPENDITURES</b>								
<b>Personnel</b>								
Salaries	51,646	79,338	115,678	(36,340)	69%	694,067	(614,729)	11%
Salaries-OT	-	-	4,167	(4,167)	0%	25,000	(25,000)	0%
Vacation pay	4,962	4,962	-	4,962	-	-	4,962	-
Medicare tax	1,008	1,485	1,769	(284)	84%	10,611	(9,126)	14%
Social security tax	4,308	6,347	7,562	(1,215)	84%	45,373	(39,026)	14%
Unemployment Insurance	663	1,620	-	1,620	-	-	1,620	-
Worker's comp	609	609	-	609	-	-	609	-
Total fringe benefits	12,881	18,081	38,237	(20,156)	47%	229,423	(211,342)	8%
Uniforms	-	-	1,667	(1,667)	0%	10,000	(10,000)	0%
Printing expense	-	-	200	(200)	0%	1,200	(1,200)	0%
Office supplies-general	-	-	250	(250)	0%	1,500	(1,500)	0%
Materials and supplies	-	-	833	(833)	0%	5,000	(5,000)	0%
Travel-meetings/seminars	-	-	2,000	(2,000)	0%	12,000	(12,000)	0%
Employee event expenses	-	-	2,500	(2,500)	0%	15,000	(15,000)	0%
Bus rodeo expenditures	-	-	1,667	(1,667)	0%	10,000	(10,000)	0%
<b>Subtotal personnel</b>	<b>76,077</b>	<b>112,442</b>	<b>176,530</b>	<b>(64,088)</b>	<b>64%</b>	<b>1,059,174</b>	<b>(946,732)</b>	<b>11%</b>
<b>Vehicle Operations</b>								
Operator Wages-ft	-	-	191,502	(191,502)	0%	1,149,010	(1,149,010)	0%
Operator wages-pt	-	-	7,500	(7,500)	0%	45,000	(45,000)	0%
Operator wages-seasonal	-	-	35,729	(35,729)	0%	214,374	(214,374)	0%
Operator wages overtime-ft	-	-	33,333	(33,333)	0%	200,000	(200,000)	0%
Medicare tax	-	-	4,810	(4,810)	0%	28,860	(28,860)	0%
Social security taxes	-	-	18,089	(18,089)	0%	108,533	(108,533)	0%
Total taxes and fringe benefits	-	-	70,489	(70,489)	0%	422,936	(422,936)	0%
<b>Subtotal vehicle operations</b>	<b>-</b>	<b>-</b>	<b>361,452</b>	<b>(361,452)</b>	<b>0%</b>	<b>2,168,713</b>	<b>(2,168,713)</b>	<b>0%</b>
<b>Administration of paratransit operations</b>								
Admin salaries	-	-	6,032	(6,032)	0%	36,192	(36,192)	0%
Admin salaries-ot	-	-	333	(333)	0%	2,000	(2,000)	0%
Medicare tax	-	-	88	(88)	0%	525	(525)	0%
Social security tax	-	-	374	(374)	0%	2,244	(2,244)	0%
Total fringe benefits	-	-	1,533	(1,533)	0%	9,196	(9,196)	0%
<b>Subtotal administration of paratransit operations</b>	<b>-</b>	<b>-</b>	<b>8,360</b>	<b>(8,360)</b>	<b>0%</b>	<b>50,157</b>	<b>(50,157)</b>	<b>0%</b>
<b>Paratransit operations</b>								
Paratransit operator wages	-	-	5,359	(5,359)	0%	32,151	(32,151)	0%
Paratransit operator wages OT	-	-	333	(333)	0%	2,000	(2,000)	0%
Medicare tax	-	-	80	(80)	0%	481	(481)	0%
Social security tax	-	-	343	(343)	0%	2,058	(2,058)	0%
Total fringe benefits	-	-	2,901	(2,901)	0%	17,408	(17,408)	0%
<b>Subtotal paratransit operations</b>	<b>-</b>	<b>-</b>	<b>9,016</b>	<b>(9,016)</b>	<b>0%</b>	<b>54,098</b>	<b>(54,098)</b>	<b>0%</b>

EAGLE VALLEY TRANSPORTATION AUTHORITY  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUNDS AVAILABLE  
BUDGET VS. ACTUAL - CASH BASIS (NON-GAAP)  
For the Current Month and Year-to-Date Ended February 29, 2024  
Unaudited

	Current Month Actual	Year to Date			2024 Budget			
		Actual	Prorata Budget	Prorata Variance Over (Under)	Percent of Prorata Budget	2024 Adopted	YTD Over (Under)	Percent of YTD Actual to 2024 Budget
<b>Safety and training department</b>								
Admin salaries	-	-	15,050	(15,050)	0%	90,301	(90,301)	0%
Staff ot	-	-	333	(333)	0%	2,000	(2,000)	0%
Medicare tax	-	-	234	(234)	0%	1,403	(1,403)	0%
Social security tax	-	-	1,000	(1,000)	0%	5,999	(5,999)	0%
Total fringe benefits	-	-	4,981	(4,981)	0%	29,888	(29,888)	0%
Medical-exams and testing	-	-	1,917	(1,917)	0%	11,500	(11,500)	0%
Contracted services	-	-	1,667	(1,667)	0%	10,000	(10,000)	0%
Consulting	-	-	1,667	(1,667)	0%	10,000	(10,000)	0%
Training supplies	-	-	250	(250)	0%	1,500	(1,500)	0%
Emergency preparedness supplies	-	-	150	(150)	0%	900	(900)	0%
Travel-meetings/seminars	-	-	583	(583)	0%	3,500	(3,500)	0%
Training/workshop	-	-	250	(250)	0%	1,500	(1,500)	0%
<b>Subtotal safety and training department</b>	-	-	28,082	(28,082)	0%	168,491	(168,491)	0%
<b>Administration of fleet maintenance activities</b>								
Admin salaries	-	-	7,349	(7,349)	0%	44,092	(44,092)	0%
Admin salaries-ot	-	-	83	(83)	0%	500	(500)	0%
Medicare tax	-	-	113	(113)	0%	678	(678)	0%
Social security tax	-	-	483	(483)	0%	2,898	(2,898)	0%
Total fringe benefits	-	-	2,943	(2,943)	0%	17,656	(17,656)	0%
Lubricants-oil	-	-	7,500	(7,500)	0%	45,000	(45,000)	0%
Fuel-unleaded support vehicles	-	-	2,174	(2,174)	0%	13,044	(13,044)	0%
Fuel-diesel support vehicles	-	-	61	(61)	0%	368	(368)	0%
Fuel-unleaded support vehicles	-	-	841	(841)	0%	5,044	(5,044)	0%
Fuel-diesel support vehicles	-	-	90,250	(90,250)	0%	541,500	(541,500)	0%
Fuel-electricity	-	-	3,600	(3,600)	0%	21,600	(21,600)	0%
<b>Subtotal administration of fleet maintenance activities</b>	-	-	115,397	(115,397)	0%	692,380	(692,380)	0%
<b>Fleet maintenance</b>								
Fleet care tech salaries	-	-	11,064	(11,064)	0%	66,386	(66,386)	0%
Fleet care tech salaries-ot	-	-	1,417	(1,417)	0%	8,500	(8,500)	0%
Medicare tax	-	-	168	(168)	0%	1,008	(1,008)	0%
Social security tax	-	-	718	(718)	0%	4,310	(4,310)	0%
Total fringe benefits	-	-	3,565	(3,565)	0%	21,389	(21,389)	0%
Uniforms	-	-	167	(167)	0%	1,000	(1,000)	0%
Contract service-maintenance	-	-	173,233	(173,233)	0%	1,039,395	(1,039,395)	0%
Contract services-towing	-	-	2,083	(2,083)	0%	12,500	(12,500)	0%
Cleaning supplies-vehicles	-	-	1,000	(1,000)	0%	6,000	(6,000)	0%
Shop supplies misc	-	-	167	(167)	0%	1,000	(1,000)	0%
<b>Subtotal fleet maintenance</b>	-	-	193,582	(193,582)	0%	1,161,488	(1,161,488)	0%
<b>Facility maintenance activities-msc</b>								
Leases and rentals-operating yards or stations	-	-	103,363	(103,363)	0%	620,177	(620,177)	0%
<b>Subtotal facility maintenance activities-msc</b>	-	-	103,363	(103,363)	0%	620,177	(620,177)	0%
<b>Facility maintenance activities-leadville bus barn</b>								
Leases and rentals-operating yards or stations	-	-	11,318	(11,318)	0%	67,905	(67,905)	0%
<b>Subtotal facility maintenance activities-leadville bus barn</b>	-	-	11,318	(11,318)	0%	67,905	(67,905)	0%
<b>Stops and stations</b>								
Contract services-general	-	-	667	(667)	0%	4,000	(4,000)	0%
Bus stop supplies	-	-	4,167	(4,167)	0%	25,000	(25,000)	0%
<b>Subtotal stops and stations</b>	-	-	4,834	(4,834)	0%	29,000	(29,000)	0%

**EAGLE VALLEY TRANSPORTATION AUTHORITY**  
**GENERAL FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUNDS AVAILABLE**  
**BUDGET VS. ACTUAL - CASH BASIS (NON-GAAP)**  
**For the Current Month and Year-to-Date Ended February 29, 2024**  
**Unaudited**

	Current Month Actual	Year to Date			2024 Budget			
		Actual	Prorata Budget	Prorata Variance Over (Under)	Percent of Prorata Budget	2024	YTD	Percent of YTD Actual to 2024 Budget
						Adopted	Over (Under)	
<b>General administration</b>								
Admin salaries	-	-	117,715	(117,715)	0%	706,291	(706,291)	0%
Medicare tax	-	-	1,395	(1,395)	0%	8,368	(8,368)	0%
Social security tax	-	-	5,650	(5,650)	0%	33,899	(33,899)	0%
Unemployment taxes	-	-	-	-	0%	-	-	-
Total fringe benefits	-	-	14,492	(14,492)	0%	86,951	(86,951)	0%
Public notices	-	-	50	(50)	0%	300	(300)	0%
Legal services-general	10,362	16,155	20,000	(3,845)	81%	120,000	(103,845)	13%
Legal services-special	-	-	1,667	(1,667)	0%	10,000	(10,000)	0%
Consulting	6,950	6,950	2,500	4,450	278%	15,000	(8,050)	46%
Printing expense	-	-	83	(83)	0%	500	(500)	0%
Office supplies-general	-	583	1,667	(1,084)	35%	10,000	(9,417)	6%
Office supplies-postage	-	-	17	(17)	0%	100	(100)	0%
Office supplies-copy machine	-	-	150	(150)	0%	900	(900)	0%
Purchased transportation services	128,344	246,371	1,388,396	(1,142,025)	18%	8,330,374	(8,084,003)	3%
Memberships and subscriptions	1,237	2,487	3,617	(1,130)	69%	21,700	(19,213)	11%
Travel-meetings/seminars	1,183	4,633	3,083	1,550	150%	18,500	(13,867)	25%
Board meeting expenses	690	990	2,317	(1,327)	43%	13,900	(12,910)	7%
Employee event expenses	-	-	333	(333)	0%	2,000	(2,000)	0%
Recruiting employees	-	170	5,000	(4,830)	3%	30,000	(29,830)	1%
Miscellaneous expense	-	-	167	(167)	0%	1,000	(1,000)	0%
Leases and rentals-other general administration facilities	-	-	16,679	(16,679)	0%	100,074	(100,074)	0%
<b>Subtotal general administration</b>	<b>148,766</b>	<b>278,339</b>	<b>1,584,978</b>	<b>(1,306,639)</b>	<b>18%</b>	<b>9,509,857</b>	<b>(9,231,518)</b>	<b>3%</b>
<b>Finance and accounting</b>								
Admin salaries	-	-	26,473	(26,473)	0%	158,835	(158,835.00)	0%
Admin salaries-ot	-	-	167	(167)	0%	1,000	(1,000.00)	0%
Medicare tax	-	-	385	(385)	0%	2,312	(2,312.00)	0%
Social security tax	-	-	1,648	(1,648)	0%	9,887	(9,887.00)	0%
Total fringe benefits	-	-	5,558	(5,558)	0%	33,349	(33,349.00)	0%
Public notices	-	-	50	(50)	0%	300	(300.00)	0%
Contracted services	2,531	7,856	10,000	(2,144)	79%	60,000	(52,144.00)	13%
Audit services	-	-	1,250	(1,250)	0%	7,500	(7,500.00)	0%
Consulting	-	-	2,500	(2,500)	0%	15,000	(15,000.00)	0%
Insurance-general and auto liability	-	-	14,234	(14,234)	0%	85,402	(85,402.00)	0%
Insurance-admin	-	-	1,000	(1,000)	0%	6,000	(6,000.00)	0%
Bank adjustments/fees	-	(6)	167	(173)	-4%	1,000	(1,006.00)	-1%
<b>Subtotal finance and accounting</b>	<b>2,531</b>	<b>7,850</b>	<b>63,432</b>	<b>(55,582)</b>	<b>12%</b>	<b>380,585</b>	<b>(372,735)</b>	<b>2%</b>
<b>Information technology</b>								
Admin salaries	-	-	28,117	(28,117)	0%	168,703	(168,703)	0%
Admin salaries-ot	-	-	250	(250)	0%	1,500	(1,500)	0%
Medicare tax	-	-	432	(432)	0%	2,593	(2,593)	0%
Social security tax	-	-	1,848	(1,848)	0%	11,087	(11,087)	0%
Total fringe benefits	-	-	5,601	(5,601)	0%	33,606	(33,606)	0%
Communications	-	-	6,250	(6,250)	0%	37,500	(37,500)	0%
Contracted services	-	-	16,667	(16,667)	0%	100,000	(100,000)	0%
Computer/network software agreement	-	-	16,667	(16,667)	0%	100,000	(100,000)	0%
Consulting	-	-	16,667	(16,667)	0%	100,000	(100,000)	0%
Computer supplies	7,985	8,804	12,500	(3,696)	70%	75,000	(66,196)	12%
<b>Subtotal information technology</b>	<b>7,985</b>	<b>8,804</b>	<b>104,999</b>	<b>(96,195)</b>	<b>8%</b>	<b>629,989</b>	<b>(621,185)</b>	<b>1%</b>
<b>Planning department</b>								
Admin salaries	-	-	15,543	(15,543)	0%	93,255	(93,255)	0%
Medicare tax	-	-	225	(225)	0%	1,352	(1,352)	0%

EAGLE VALLEY TRANSPORTATION AUTHORITY  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUNDS AVAILABLE  
BUDGET VS. ACTUAL - CASH BASIS (NON-GAAP)  
For the Current Month and Year-to-Date Ended February 29, 2024  
Unaudited

	Year to Date				2024 Budget			
	Current Month		Prorata	Prorata	2024	YTD	Percent of	
	Actual	Actual	Budget	Variance Over (Under)	Adopted	Over (Under)	YTD Actual to 2024 Budget	
Social security tax	-	-	964	(964)	0%	5,782	(5,782)	0%
Total fringe benefits	-	-	7,001	(7,001)	0%	42,003	(42,003)	0%
Consulting	24,808	24,808	116,667	(91,859)	21%	700,000	(675,192)	4%
<b>Subtotal planning department</b>	<b>24,808</b>	<b>24,808</b>	<b>140,400</b>	<b>(115,592)</b>	<b>18%</b>	<b>842,392</b>	<b>(817,584)</b>	<b>3%</b>
<b>Marketing and customer service department</b>								
Admin salaries	-	-	30,186	(30,186)	0%	181,113	(181,113)	0%
Admin salaries-ot	-	-	417	(417)	0%	2,500	(2,500)	0%
Medicare tax	-	-	474	(474)	0%	2,844	(2,844)	0%
Social security tax	-	-	2,027	(2,027)	0%	12,161	(12,161)	0%
Total fringe benefits	-	-	10,497	(10,497)	0%	62,980	(62,980)	0%
Contracted services	3,500	23,300	33,333	(10,033)	70%	200,000	(176,700)	12%
Advertising	1,175	1,175	8,333	(7,158)	14%	50,000	(48,825)	2%
Events expenses	-	-	1,667	(1,667)	0%	10,000	(10,000)	0%
Printing expense	-	-	2,117	(2,117)	0%	12,700	(12,700)	0%
Office supplies-postage	-	-	292	(292)	0%	1,750	(1,750)	0%
<b>Subtotal marketing and customer service department</b>	<b>4,675</b>	<b>24,475</b>	<b>89,343</b>	<b>(64,868)</b>	<b>27%</b>	<b>536,048</b>	<b>(511,573)</b>	<b>5%</b>
<b>Total expenditures</b>	<b>264,842</b>	<b>456,718</b>	<b>2,995,086</b>	<b>(2,538,368)</b>	<b>15%</b>	<b>17,970,454</b>	<b>(17,513,736)</b>	<b>3%</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>1,364,796</b>	<b>1,947,829</b>	<b>1,142,510</b>	<b>805,319</b>	<b>170%</b>	<b>6,855,131</b>	<b>(4,907,302)</b>	<b>28%</b>
<b>OTHER FINANCING USES</b>								
Transfer to transit capital fund	(1,725,088)	(1,725,088)	(287,515)	(1,437,573)	600%	(1,725,088)	-	100%
Transfer to air fund	-	-	(133,333)	133,333	0%	(800,000)	800,000	0%
Transfer to housing fund	(1,000,000)	(1,000,000)	(166,667)	(833,333)	600%	(1,000,000)	-	100%
<b>Total other financing uses</b>	<b>(2,725,088)</b>	<b>(2,725,088)</b>	<b>(587,515)</b>	<b>(2,137,573)</b>	<b>464%</b>	<b>(3,525,088)</b>	<b>800,000</b>	<b>77%</b>
<b>NET CHANGE IN FUNDS AVAILABLE</b>	<b>\$ (1,360,292)</b>	<b>\$ (777,259)</b>	<b>\$ 554,995</b>	<b>\$ (1,332,254)</b>		<b>\$ 3,330,043</b>	<b>\$ (4,107,302)</b>	
<b>BEGINNING FUNDS AVAILABLE</b>	<b>8,000,969</b>	<b>7,417,936</b>						
<b>ENDING FUNDS AVAILABLE</b>	<b>\$ 6,640,677</b>	<b>\$ 6,640,677</b>						



EAGLE VALLEY TRANSPORTATION AUTHORITY  
HOUSING FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUNDS AVAILABLE  
BUDGET VS. ACTUAL - CASH BASIS (NON-GAAP)  
For the Current Month and Year-to-Date Ended February 29, 2024  
Unaudited

	Current Month Actual	Year to Date			Budget			
		Actual	Prorata Budget	Prorata Variance Over (Under)	Percent of Prorata Budget	2024 Adopted	YTD Over (Under)	Percent of YTD Actual to 2024 Budget
<b>REVENUES</b>								
Rent-leased properties-lake creek village	\$ -	\$ -	\$ -	\$ -	0%	\$ 54,720	\$ (54,720)	0%
Rent-leased properties-gypsum apt	-	-	-	-	0%	6,400	(6,400)	0%
Rent-leased properties-riverdance	-	-	-	-	0%	27,360	(27,360)	0%
<b>Total revenues</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>	<u>88,480</u>	<u>(88,480)</u>	<u>0%</u>
<b>EXPENDITURES</b>								
<b>Administration of housing programs</b>								
Salaries	-	-	-	-	0%	7,000	(7,000)	0%
<b>Subtotal administration of housing programs</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>	<u>7,000</u>	<u>(7,000)</u>	<u>0%</u>
<b>EVTA leased housing-lcv</b>								
Materials and supplies	-	-	-	-	0%	1,300	(1,300)	0%
Lease payments-lcv	-	-	-	-	0%	72,960	(72,960)	0%
<b>Subtotal EVTA leased housing-lcv</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>	<u>74,260</u>	<u>(74,260)</u>	<u>0%</u>
<b>Housing operations-gypsum apt</b>								
Materials and supplies	-	-	-	-	0%	1,300	(1,300)	0%
Lease payments-gypsum	-	-	-	-	0%	16,800	(16,800)	0%
<b>Subtotal housing operations-gypsum apt</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>	<u>18,100</u>	<u>(18,100)</u>	<u>0%</u>
<b>Housing operations-riverdance</b>								
Materials and supplies	-	-	-	-	0%	1,300	(1,300)	0%
Lease payments-riverdance	-	-	-	-	0%	57,600	(57,600)	0%
<b>Subtotal Housing operations-riverdance</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>	<u>58,900</u>	<u>(58,900)</u>	<u>0%</u>
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>	<u>158,260</u>	<u>(158,260)</u>	<u>0%</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>	<u>(69,780)</u>	<u>69,780</u>	<u>0%</u>
<b>OTHER FINANCING SOURCES</b>								
Transfers from General Fund	1,000,000	1,000,000	166,667	833,333	600%	1,000,000	-	100%
<b>Total other financing sources</b>	<u>1,000,000</u>	<u>1,000,000</u>	<u>166,667</u>	<u>833,333</u>	<u>600%</u>	<u>1,000,000</u>	<u>-</u>	<u>100%</u>
<b>NET CHANGE IN FUNDS AVAILABLE</b>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 166,667</u>	<u>\$ 833,333</u>		<u>\$ 930,220</u>	<u>\$ 69,780</u>	
<b>BEGINNING FUNDS AVAILABLE</b>	<u>1,000,000</u>	<u>1,000,000</u>						
<b>ENDING FUNDS AVAILABLE</b>	<u>\$ 2,000,000</u>	<u>\$ 2,000,000</u>						

**EAGLE VALLEY TRANSPORTATION AUTHORITY**  
**TRANSIT CAPITAL FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUNDS AVAILABLE**  
**BUDGET VS. ACTUAL - CASH BASIS (NON-GAAP)**  
**For the Current Month and Year-to-Date Ended February 29, 2024**  
**Unaudited**

	Current Month Actual	Year to Date			Budget			
		Actual	Prorata Budget	Prorata Variance Over (Under)	Percent of Prorata Budget	2024 Adopted	YTD Over (Under)	Percent of YTD Actual to 2024 Budget
<b>REVENUES</b>								
Total revenues	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	-
<b>EXPENDITURES</b>								
Total expenditures	-	-	-	-	-	-	-	-
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	-	-	-	-	-	-	-	-
<b>OTHER FINANCING SOURCES</b>								
Transfer from General Fund	1,725,088	1,725,088	287,515	1,437,573	600%	1,725,088	-	100%
<b>Total other financing sources</b>	<u>1,725,088</u>	<u>1,725,088</u>	<u>287,515</u>	<u>1,437,573</u>	<u>600%</u>	<u>1,725,088</u>	<u>-</u>	<u>100%</u>
<b>NET CHANGE IN FUNDS AVAILABLE</b>	\$ 1,725,088	1,725,088	<b>\$ 287,515</b>			<b>\$ 1,725,088</b>	<b>\$ -</b>	
<b>BEGINNING FUNDS AVAILABLE</b>	<u>2,000,000</u>	<u>2,000,000</u>						
<b>ENDING FUNDS AVAILABLE</b>	<b>\$ <u>3,725,088</u></b>	<b>\$ <u>3,725,088</u></b>						

**EAGLE VALLEY TRANSPORTATION AUTHORITY**  
**AIR FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUNDS AVAILABLE**  
**BUDGET VS. ACTUAL - CASH BASIS (NON-GAAP)**  
**For the Current Month and Year-to-Date Ended February 29, 2024**

	Current Month Actual	Year to Date			Budget			
		Actual	Prorata Budget	Prorata Variance Over (Under)	Percent of Prorata Budget	2024 Adopted	YTD Over (Under)	Percent of YTD Actual to 2024 Budget
<b>REVENUES</b>								
<b>Total revenues</b>	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	-
<b>EXPENDITURES</b>								
Minimum revenue guarantee (MRG)	-	-	133,333	(133,333)	0%	800,000	(800,000)	0%
<b>Total expenditures</b>	-	-	133,333	(133,333)	0%	800,000	(800,000)	0%
<b>EXCESS OF EXPENDITURES OVER REVENUES</b>	-	-	(133,333)	133,333	0%	(800,000)	800,000	0%
<b>OTHER FINANCING SOURCES</b>								
Transfer from general fund	-	-	133,333	(133,333)	0%	800,000	(800,000)	0%
<b>Total other financing sources</b>	-	-	133,333	(133,333)	0%	800,000	(800,000)	0%
<b>NET CHANGE IN FUNDS AVAILABLE</b>	-	-	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	
<b>BEGINNING FUNDS AVAILABLE</b>	-	-						
<b>ENDING FUNDS AVAILABLE</b>	<u>\$ -</u>	<u>\$ -</u>						



**To:** The Eagle Valley Transportation Authority Board  
**From:** Aryn Schlichting, Director of People & Culture  
**Meeting Date:** 03/13/2024

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**SUBJECT:** People & Culture Update Presentation

**RECOMMENDED ACTION:** N/A - Presentation

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**BACKGROUND:**

Aryn Schlichting will provide an update to the Board on the EVTA People & Culture Plan.

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**FINANCIAL CONSIDERATIONS:**

N/A

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**ATTACHMENTS:**

N/A

**To:** The Eagle Valley Transportation Authority Board

**From:** Aryn Schlichting, EVTA Director of People & Culture

**Meeting Date:** 03/14/2024

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**SUBJECT:** Compensation Philosophy

**RECOMMENDED ACTION:** Approve the Total Compensation Philosophy.

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## **BACKGROUND**

Compensation is a fundamental element in shaping our workforce. It plays a crucial role in setting our organizational budgets and initiating the process for fair and equal pay practices across an organization. A well-defined compensation philosophy acts as the foundational document that guides the establishment of salary ranges, grade structures, and a comprehensive benefits package.

In transportation, it's imperative to recognize that employees and equipment are the two foundational pillars essential for operational success. With that in mind, staff are recommending a Total Compensation Philosophy that aims to make us an 'employer of choice'.

By defining our compensation philosophy, we can set the vision for our organization and articulate how we intend to compensate our employees. Furthermore, it enables us to position ourselves effectively in the market for years to come, guided by collaboration with external consultants to understand market dynamics and our desired placement. We prioritize transparency to facilitate effective financial planning.

In February 2024 staff engaged with Graves Consulting to develop a comprehensive compensation plan. They were selected as a third-party consultant because of their experience in the mountain and local government/special district space and their ability to objectively evaluate the external market. Graves Consulting has a proven track record, having worked with entities such as Eagle County Government, City of Steamboat, and others.

With the help of Graves Consulting, we have created a Compensation Philosophy that reflects the board's vision for service by ensuring we can attract and retain a highly talented workforce to meet these goals. Upon approval of a philosophy, Graves and

Consulting will guide staff in aligning our compensation and benefits plans with the appropriate salary ranges as we embark on the process of hiring staff.

## WHY DO ORGANIZATIONS USE COMPENSATION PHILOSOPHIES?

- **Attract and Retain Talent:** A clear compensation philosophy determines an organizations strategy to attract talent with pay and benefits while retaining current employees through fair and transparent practices.
- **Align with Organizational Goals:** Compensation strategies align with the organization's mission, vision, and values, fostering a unified approach to employee rewards (pay and benefits).
- **Market Positioning:** Market placement for salary involves assessing how a company's pay structure compares to industry standards and regional employment conditions.
- **Employee Engagement and Satisfaction:** When used correctly, a compensation philosophy promotes fairness, equity, and transparency, leading to higher employee satisfaction, engagement, and morale.
- **Budgeting:** Understanding our commitment to wages and benefits for the long term it helps us with allocation of financial resource allocation to support compensation plans and maintain stability within budgetary constraints.

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## FINANCIAL CONSIDERATIONS

Based on our proposed Total Compensation Philosophy, it is crucial to acknowledge that the budget for compensation will be subject to change based on market conditions and available funds of the EVTA. This approach allows us to remain competitive by aligning our compensation structure with the prevailing market standards and dynamics. A more detailed financial analysis will be provided when the board is presented with salary ranges and grade structures.

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## ATTACHMENTS:

1. Compensation Philosophy

# **Eagle Valley Transportation Authority**

## **Total Compensation Philosophy**

### **Purpose of a Total Compensation Philosophy**

It serves as a foundation for leaders to make decisions regarding employee compensation and benefits and provides a framework for what our employees can expect from the organization. It keeps us focused on our goals, service, and overall strategy while guiding our decisions about compensation, benefits, and the culture we desire.

### **Total Compensation Philosophy**

Attracting, retaining, and engaging great talent is fundamental to achieving success at EVTA. We will be an employer of choice and support our employees by providing a competitive total rewards package and a culture that invests in its people. This is a core principle of our People Strategy and our desire to have employees who feel valued and are compensated fairly for their work. We understand the importance of a compensation and benefits package that supports employees and their families at different stages of their careers to live in our unique mountain community. We recognize that when individuals have their fundamental needs met, they can perform more effectively at work and deliver exceptional service. Our dedication lies in fostering an inclusive, equitable, and dependable employee experience ensuring that employees are equipped to contribute to the efficiency and success of the transit system.

### **Specifically, our compensation philosophy is designed to:**

- Attract, retain, and reward a workforce who wish to contribute to the mission, vision, and values of EVTA.
- Provide a highly competitive compensation package that aligns with our unique industry needs.
- Offer top-tier compensation that aligns with or surpasses the market.
- Offer a comprehensive benefits package featuring health plans, retirement plans, wellness programs, and employee housing support.
- We aim to offer comparable benefits for team members and eliminate waiting periods, tiered benefits, and hour requirements when feasible. This will ensure that every employee feels valued, regardless of their role.
- Balance public and employee trust with our responsibility to be fiscally responsible.



**To:** The Eagle Valley Transportation Authority Board  
**From:** Scott Robinson, EVTA Deputy Director of Admin & Finance  
**Meeting Date:** 03/13/2024

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**SUBJECT:** Colorado Retirement Association (CRA) Contracts

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**RECOMMENDED ACTION:** Approve the resolution to join the CRA, appoint Tanya Allen as the designated signee on the policy and plan documents presented and authorize staff to spend up to \$75,000 to be used for replacing the unvested dollars of ECO employees who are not fully vested yet at time of transfer to EVTA.

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**BACKGROUND:**

In November 2023 the EVTA board provided direction for staff to proceed with Colorado Retirement Association as the retirement provider for EVTA. The board also provided direction for staff to explore the possibility of opting out of social security.

Some advantages that were presented to the board in November to move forward with CRA included:

- Continuity with existing Eagle County benefits.
- Full administration of plan, including assumption of fiduciary duties. This will reduce our administrative burden during the startup phase and allow us to focus more intently on other aspects of benefit planning.
- CRA is a non-profit focused on Counties, Municipalities and Special Districts, with over \$2 billion in pooled assets to invest.
- No administrative costs to the employer.
- Smooth transition for prior employees of Eagle County or any other jurisdictions that currently use CRA, including:
  - Continued use of the current retirement portal.
  - Loans against existing retirement accounts can be transferred without repayment or other changes.
  - Flexible plan design that can accommodate a range of employee types if desired (full-time, part-time, seasonal).
  - Positive feedback from current ECO employees.

Since November, staff have explored the possibility of opting out of Social Security along with working closely with CRA to configure a retirement plan for EVTA which is presented today for board consideration.

## DISCUSSION:

### The Highlights:

1. **Commencement Date:** The plan will commence on April 6, 2024 which aligns with current EVTA pay periods.
2. **Mandatory 401a Contribution Levels:** 5% Mandatory employer/employee contribution into the 401a (Eagle County currently does 8% mandatory) on day one of employment with EVTA.
3. **Discretionary 457b Contribution Levels:** 0-5% option employee contribution with employer match in a 457b account on day one of employment. Employee has the option to make their contribution ROTH or not. This combined with the mandatory 401a contribution brings the total retirement match available for EVTA employees to 10%.
4. **Vesting Schedules:** All employees are vested in their accounts on day one of employment.
5. **Participant Eligibility:** All employees are eligible regardless of status (full time, full time seasonal, part time, etc.) on day one of employment.
6. **Definition of compensation:** EVTA does not pay retirement on overtime, bonuses, fringe benefits, expense reimbursements, deferred compensation, welfare benefits and all post-severance compensation. This mirrors what Eagle County defines as compensation as well.
7. **Eagle County Unvestment Plan Strategy:** As of February 2024 there were 14 active ECO employees who were not fully vested in their Eagle County Government CRA accounts. Once those employees become EVTA employees ECG will withdraw any unvested amounts in their accounts. EVTA staff recommend the board authorize up to \$75,000 to be used for replacing those withdrawals once they become EVTA employees.
8. **Social Security Replacement:** Given that ECG is already participating in Social Security, we view opting out of Social Security as a potential disruption to current employees. The option will still be on the table for EVTA to opt out in the future if desired.

## The Details:

- 1. 10% total retirement match**—Staff worked with our HR consultant to compile a comparable list of resort mountain communities. Most notably, the Town of Avon offers an 11% retirement match. The Town of Vail offers an 11.15% match in year one and 16.5% match for 1+ years of service. It's important to note that the Town of Vail and Avon have opted out of social security, so one can assume 6.2% of their match simply replaces social security.
  - 2. Discretionary 457b**—This memo includes a Discretionary Employer Matching Contributions (DEMC) policy. This policy allows for EVTA to place the employer's match of the discretionary 457b employee contribution (0-5% option listed in #3 above) into the employee's 401a account. Why? The employer does not pay any taxes on money placed in 401a accounts but would pay taxes on employer contributions to the 457b.
  - 3. Vesting Schedule & Participant Eligibility:** As mentioned in our Total Compensation Philosophy: *We will be an employer of choice and support our employees by providing a competitive total rewards package, and a culture that invests in its people. We understand the importance of a compensation and benefit package that supports employees and their families at different stages of their careers to live in our unique mountain community.* The proposed vesting schedule and participant eligibility show our staff that we value them on day one of employment, regardless of their role, and that we value their personal financial health.
  - 4. Eagle County Unvestment Plan Strategy:** Typically, when an employee decides to change jobs they understand the 'cost of changing jobs'. These can include different benefits, forfeiting any unvested amounts in their previous employer's retirement accounts, hitting the reset button on PTO accruals, etc. In our effort to minimize disruption for staff transitioning from ECO to EVTA, staff feel it's appropriate to ensure the employees who are not fully vested in their Eagle County Government retirement plans are 'made whole' if they continue their employment with EVTA at the transition scheduled for 2024. There are multiple ways for this to be accomplished. If the board approves this strategy, staff will work with the transition team to find the best process to accomplish the desired outcome.
-

**FINANCIAL CONSIDERATIONS:**

Staff have compiled data from the 2024 EVTA budget and an estimated annual payroll for 2025 based on the draft organizational chart. The goal is to give the board a high-level look at what our costs would be if the current proposal is approved.

Budget Year	Annual Base Compensation Estimate	ECG Current Mandatory (8%)	EVTA Proposed Maximum (10%)	Difference Between ECG Current and EVTA Maximum	EVTA Estimated Participation (8.5%)	Difference Between ECG Current and EVTA Estimated Participation
2024	\$3,679,770	\$294,382	\$367,977	\$73,595	\$312,780	\$18,399
2025	\$8,564,026	\$685,122	\$856,403	\$171,281	\$727,942	\$42,820

*\*Annual payroll estimate is based on the definition of compensation listed above and does not include payroll taxes.*

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**ATTACHMENTS:**

1. CRA Resolution 2024-04
2. 401a Plan Participation Agreement
3. 457b Plan Participation Agreement
4. Discretionary Employer matching Contributions (DEMC) Policy

**COLORADO RETIREMENT ASSOCIATION  
MEMBERSHIP RESOLUTION  
2024-04**

**WHEREAS**, it has been determined to be in the best interest of the employees of the ***EAGLE VALLEY TRANSPORTATION AUTHORITY*** to provide for the retirement of employees under certain terms and conditions; and

**WHEREAS**, the advantage of participating in the Colorado Retirement Association, with multiple counties, municipalities and special districts in Colorado joining together to adopt a retirement system, it lowers individual costs and thereby saves tax payers' money and employees' money,

**NOW, THEREFORE, BE IT RESOLVED:**

Effective ***MARCH 13, 2024*** the ***EAGLE VALLEY TRANSPORTATION AUTHORITY*** hereby elects to become a part of the Colorado Retirement Association, providing access to their 401(a) Money Purchase Pension Plan and 457(b) Deferred Compensation plan.

**EAGLE VALLEY TRANSPORTATION AUTHORITY**

DATED: \_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_  
Amy Phillips, Board Chair EVTA

ATTEST:

\_\_\_\_\_  
Tanya Allen, Secretary EVTA

**COLORADO RETIREMENT ASSOCIATION  
RETIREMENT PLAN AND TRUST AGREEMENT**

**401a PARTICIPATION AGREEMENT**

*Association Member / Participating Employer:* Eagle Valley Transportation Authority

*Association Member Original Participation Date:* March 13, 2024

*Participation Agreement Effective Date:* April 6, 2024

*Prior Participation Agreement Date:* N/A

Please indicate the effective date of the last Participation Agreement

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**PREAMBLE**

I. **AGREEMENT.** By this Agreement, by and between Colorado Retirement Association (“Association”) and the Association Member specified in this Participation Agreement (“Agreement”), the Association Member adopts as a Participating Employer the Colorado Retirement Association Retirement Plan and Trust Agreement (the “Plan”), as amended and restated effective January 1, 2020, and as further amended or supplemented from time to time, subject to the modifications set forth in this Agreement. This Agreement amends and supersedes any previous Participation Agreement made by and between the Association Member and the Association.

II. **ADOPTION OF THE PLAN.** The Association Member adopts the Plan as a Participating Employer pursuant to the terms of the Plan and this Participation Agreement, effective as of the Participation Agreement Effective Date. The Participating Employer’s participation in the Plan is conditioned on the timely payment by the Participating Employer of its proportional share of contributions under the Plan, and in the case of contributions deducted from a Participant’s Compensation, payment will be transmitted to the Trust as soon as practicable after such amounts would otherwise have been paid to the Participant.

III. **REVIEW OF THE PLAN.** The Participating Employer has reviewed the Plan, and in particular Article 13 of the Plan, addressing Participating Employers. The Participating Employer has consulted, or had opportunity to consult, with its legal and tax advisors with reference to the Plan and this Participation Agreement.

IV. **APPROVAL OF PLAN TRUSTEE AND ADMINISTRATOR.** The Participating Employer approves and confirms the Trustee and Administrator designated by the Association in the Plan to serve in each such capacities.

V. **ASSOCIATION AS AGENT.** The Participating Employer irrevocably designates the Association as its agent as set forth in Article 13 of the Plan addressing Participating Employers for all purposes of the Plan, and authorizes the Association, on behalf of the Participating Employer, to perform

the specific act or acts and to exercise the specific powers granted under the Plan. The Association or its designee has authority to make any and all necessary rules or regulations, binding upon the Participating Employer and its Employees and Officials and their Beneficiaries, to effectuate the purpose of the Plan.

VI. **PARTICIPATING EMPLOYER'S CONTRIBUTIONS.** All contributions made by the Participating Employer under the Plan and this Participation Agreement will be determined separately by each Participating Employer and allocated only among the eligible Participants of the Participating Employer making the contribution in accordance with Section 3.1 of the Plan.

**PARTICIPATING EMPLOYER ELECTIONS**

*(Section numbers below correspond to sections of the Plan.)*

*Note: Officials may opt out of Plan participation; however, if Officials do participate in the Plan, they do not have to satisfy any minimum eligibility requirements. Accordingly, Sections 2.2 and 2.5(a) below only pertain to Eligible Employees. Additionally, Officials are always fully vested in Employer Contributions and Prior Service Benefit Contributions. Accordingly, Sections 5.1(b)(1), 5.1(c), 5.1(d), 5.1(e) and 5.1(g) below only pertain to Eligible Employees.*

1.16 **ELIGIBLE EMPLOYEE.** “Eligible Employee” means the following:

*[Specify one option only.]*

- All Employees.** Every Employee of the Participating Employer.
- All Benefitted Positions.** Every Employee in a benefitted position of the Participating Employer, in accordance with the Participating Employer’s standard personnel practices.
- Every Employee of the Participating Employer who works at least \_\_\_\_\_ months per year and at least \_\_\_\_\_ hours per week.
- Every Employee of the Participating Employer who works at least \_\_\_\_\_ hours per year.

2.2 **COMMENCEMENT OF PARTICIPATION.** An Eligible Employee will commence participation in the Plan and begin making and receiving contributions:

*[Specify one option only with appropriate sub-option, as applicable.]*

- Immediately as of:
  - The Eligible Employee’s Date of Hire.
  - The first day of the Eligible Employee’s first full payroll period.
- Immediately after \_\_\_\_\_ Plan Months. (Not to exceed twelve (12) months).
- Upon the first day of the payroll period following a \_\_\_\_\_ month period. (Not to exceed twelve (12) months).

***If an Official has not waived participation in the Plan, such Official will commence participation in the Plan and begin making and receiving contributions as of the first day of the month coincident with or immediately succeeding such Official’s commencement of term of office.***



2.5(a) **REEMPLOYMENT DATE MORE THAN THIRTY (30) DAYS AFTER TERMINATION DATE.**

- Immediate commencement of participation, in accordance with the Participating Employer's election per Section 2.2.

*If this option is selected, skip the remaining options in this Section 2.5(a) and move on to Section 2.6(a). If this option is not selected, specify one option in each of the below categories.*

**Prior Employment with Participating Employer.**

- In accordance with the **default** provisions of Section 2.5(a) of the Plan, in the event an Employee terminates employment with the Participating Employer more than thirty (30) days before his or her Reemployment Date with the Participating Employer, the Participating Employer will not grant prior service credit for purposes of **eligibility**.
- In the event an Employee terminates employment with the Participating Employer more than thirty (30) days before his or her Reemployment Date with the Participating Employer, the Participating Employer will grant service credit for purposes of **eligibility** provided the Employee has a Reemployment Date within \_\_\_\_\_ Plan Months (not to exceed twelve (12) Plan Months) of his or her Termination Date.

**Prior Employment with any Association Member (other than Participating Employer).**

- In accordance with the **default** provisions of Section 2.5(a) of the Plan, in the event an Employee terminates employment with an Association Member more than thirty (30) days before his or her Reemployment Date with a different Participating Employer, the Participating Employer will not grant prior service credit for purposes of **eligibility**.
- In the event an Employee terminates employment with an Association Member more than thirty (30) days before his or her Reemployment Date with another Participating Employer, the Participating Employer will grant service credit for purposes of **eligibility** provided the Employee has a Reemployment Date within \_\_\_\_\_ Plan Months (not to exceed twelve (12) Plan Months) of his or her Termination Date.

2.6(a) **CHANGE IN STATUS.**

*[Specify one option only.]*

- Status of Employee is not applicable. All Employees are ***Eligible Employees***, per Section 1.16.
- In accordance with the **default** provisions of Section 2.6(a) of the Plan, a Participant who continues in the employ of the Participating Employer but ceases to be employed as an ***Eligible Employee*** is not eligible to make Mandatory Participant Contributions to the Plan under Section 3.3, is not entitled to Employer Contributions under Plan Section 3.1 and is not entitled to Prior Service Benefit Contributions (if any) under Plan Section 3.2.

*[If this option is chosen, select one of the following sub-options, as applicable.]*

- Upon return to an employment status meeting the eligibility criteria, the Eligible Employee will recommence participation immediately, in accordance with the Participating Employer's election above in Section 2.2.
- Upon return to an employment status meeting the eligibility criteria, the Eligible Employee must complete the applicable commencement of participation period elected above in Section 2.2 before recommencing participation in the Plan. Such applicable commencement period will begin as of the date the Employee returns to such employment status.
- A Participant who continues in the employ of the Participating Employer but ceases to be employed as an ***Eligible Employee*** will be deemed to satisfy the eligibility provisions and will continue to be eligible to make Mandatory Participant Contributions to the Plan under Section 3.3, will continue to receive Employer Contributions under Plan Section 3.1, and will continue to receive Prior Service Benefit Contributions (if any) under Plan Section 3.2, despite the change in status.

3.1(a) **EMPLOYER CONTRIBUTIONS.** The Participating Employer will make an Employer Contribution for each Participant (**no less than three percent (3%)**) for each Plan Month as specified below.

*[Specify one option only.]*

- The Participating Employer will contribute 5 % of the Compensation of such Participant for the Plan Month.
- The Participating Employer's contribution for each Participant will equal an amount directed by each Participant, with a minimum of \_\_\_\_% and a maximum of \_\_\_\_% of the Compensation of such Participant.
- The Participating Employer will contribute for each Participant:
- \_\_\_\_% of Compensation based on \_\_\_\_ attained Years of Service
  - \_\_\_\_% of Compensation based on \_\_\_\_ attained Years of Service
  - \_\_\_\_% of Compensation based on \_\_\_\_ attained Years of Service
  - \_\_\_\_% of Compensation based on \_\_\_\_ attained Years of Service
  - \_\_\_\_% of Compensation based on \_\_\_\_ attained Years of Service
- For Participants hired after March 31, 1986, the Participating Employer will contribute the percentage of Compensation of such Participant for the Plan Month corresponding to the rate required of the employer share portion of Social Security (Old Age, Survivors, and Disability) under the Federal Insurance Contributions Act, as defined in C.R.S. Section 24-53-101 for that Plan Month. Employer Contributions will stop once the Participant's earnings have reached the social security annual maximum taxable earnings limit. For Participants hired on or before March 31, 1986, the Participating Employer will contribute the percentage of Compensation of the Participant for the Plan Month corresponding to the rate required for the employer share of both the Social Security and Medicare components of the Federal Insurance Contributions Act, as defined in C.R.S. Section 24-53-101 for that Plan Month. For Participants hired on or before March 31, 1986, the Social Security component of the Employer Contribution will stop once such Participant's earnings have reached the Social Security annual maximum taxable earnings limit.

*Note if this option is selected, it must also be selected below in Section 3.3.*

3.2 **PRIOR SERVICE BENEFIT CONTRIBUTIONS.** The Participating Employer may elect to make a Prior Service Benefit Contribution to each Participant. The Participating Employer will contribute to each Participant the percentage (elected below) of such Participant’s annual Compensation for the elected **Prior Service Period**. The Prior Service Benefits will be contributed to the Plan in equal monthly installments during the **Pay Out Period** provided the Participant does not have a Termination Date during the Pay Out Period.

*[Specify one option only.]*

- Not Applicable. Employer is an existing Participating Employer.
- The Participating Employer elects not to make Prior Service Benefit Contributions.
- The Participating Employer will contribute to each Participant \_\_\_\_% (*no less than three percent (3%)*) of the annual Compensation of each Participant during the **Prior Service Period**.

*[Complete both A and B.]*

- A. The **Prior Service Period** is \_\_\_\_\_ (*number from one to five*) twelve (12) month period(s) of continuous employment of such Participant ending on the Effective Date of this Participation Agreement with the Participating Employer.
- B. Prior Service Benefit Contributions will be made to the Plan in equal monthly installments over \_\_\_\_\_ (*number from one (1) to thirty-six (36)*) continuous calendar month(s) (the “**Pay Out Period**”). If the Participant has a Termination Date during the Pay Out Period, he or she forfeits his or her right to additional Prior Service Benefit Contributions.

3.3(a) **MANDATORY PARTICIPANT CONTRIBUTIONS.** Each Participant will make a contribution (**no less than three percent (3%)**) for each Plan Month as specified below.

*[Specify one option only.]*

- The Mandatory Participant Contribution will equal 5 % of the Compensation of such Participant for the Plan Month.
- The Mandatory Participant Contribution will equal an amount directed by each Participant, with a minimum of \_\_\_% and a maximum of \_\_\_% of the Compensation of such Participant for the Plan Month. **Once an election is made, it is an irrevocable election.**
- The Mandatory Participant Contribution will equal:
- \_\_\_% of Compensation based on \_\_\_ attained of Service
  - \_\_\_% of Compensation based on \_\_\_ attained Years of Service
  - \_\_\_% of Compensation based on \_\_\_ attained Years of Service
  - \_\_\_% of Compensation based on \_\_\_ attained Years of Service
  - \_\_\_% of Compensation based on \_\_\_ attained Years of Service
- For Participants hired after March 31, 1986, the Mandatory Participant Contribution will equal the percentage of Compensation of such Participant for the Plan Month corresponding to the rate required of the employer share portion of Social Security (Old Age, Survivors, and Disability) under the Federal Insurance Contributions Act, as defined in C.R.S. Section 24-53-101 for that Plan Month. Mandatory Participant Contributions for a Participant will stop once such Participant's earnings have reached the social security annual maximum taxable earnings limit. For Participants hired on or before March 31, 1986, the Participating Employer will contribute the percentage of Compensation of the Participant for the Plan Month corresponding to the rate required for the employer share of both the Social Security and Medicare components of the Federal Insurance Contributions Act, as defined in C.R.S. Section 24-53-101 for that Plan Month. For Participants hired on or before March 31, 1986, the Social Security component of the Mandatory Participant Contribution will stop once such Participant's earnings have reached the Social Security annual maximum taxable earnings limit.

*Note if this option is selected, it must also be selected below in Section 3.1.*

3.3(a) **MANDATORY PARTICIPANT CONTRIBUTIONS.** Mandatory Participant Contributions will be:

*[Specify one option only.]*

- Pre-tax in accordance with C.R.S. Section 24-54-104(4) and Internal Revenue Code Section 414(h)(2).\*
- After-tax.

3.8 **DISCRETIONARY EMPLOYER MATCHING CONTRIBUTIONS.** The Participating Employer will make an Employer Matching Contribution in accordance with its Employer 457 Contribution Policy for each Participant who defers compensation into:

*[Specify one option only.]*

- Not Applicable. The Participating Employer elects not to make Discretionary Employer Matching Contributions to the Plan.
- The Colorado Retirement Association Deferred Compensation Plan and Trust Agreement.
- \_\_\_\_\_ [Name of 457(b) plan].

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\* Note if contributions are being picked up and paid by the Employer in lieu of employee contributions, the contributions will be treated as “picked-up” and paid by the Employer on a prospective basis only, from the date this Participation Agreement is formally adopted. Participants may not opt out of the “pick-up” nor may they receive the contributed amounts directly instead of having them paid by the Participating Employer to the Plan.

5.1(b)(1) **VESTING OF PARTICIPANT’S ACCOUNTS.** In accordance with Section 5.1 of the Plan, an Employee-Participant becomes vested in Employer Contributions and Prior Service Benefit Contributions as follows.<sup>†</sup>

*[Specify one option only.]*

- Immediate Vesting.** A Participant is 100% vested upon Plan participation.
- Graded Vesting.** A Participant will vest pro rata monthly at \_\_\_\_\_% annual rate. (must be more than 10%).
- Specified Vesting.** A Participant will vest pro rata monthly according to the following schedule (select the vesting percentage at the completion of the Participant’s Years of Service):
  - 1<sup>st</sup> Year of Service: \_\_\_\_\_%
  - 2<sup>nd</sup> Year of Service: \_\_\_\_\_%
  - 3<sup>rd</sup> Year of Service: \_\_\_\_\_%
  - 4<sup>th</sup> Year of Service: \_\_\_\_\_%
  - 5<sup>th</sup> Year of Service: \_\_\_\_\_%
  - 6<sup>th</sup> Year of Service: \_\_\_\_\_%

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<sup>†</sup> *Employee-Participants who reach Normal Retirement Age, Disability, or who die or are presumed deceased will be 100% vested in accordance with the terms of the Plan.*

5.1(c) **REEMPLOYMENT DATE MORE THAN THIRTY (30) DAYS AFTER TERMINATION DATE.**

- Service credit for vesting is not applicable, Employer elected Immediate Vesting, per Section 5.1(b)(1).

*If this option is selected, skip the remaining options in this Section 5.1(c) and move on to Section 5.1(e). If this option is not selected, specify one option in each of the below sub-options.*

**Prior Employment with Participating Employer.**

- In accordance with the **default** provisions of Section 5.1 (c) of the Plan, in the event an Employee terminates employment with the Participating Employer more than thirty (30) days before his or her Reemployment Date with the Participating Employer, the Participating Employer will not grant prior service credit for purposes of **vesting**.
- In the event an Employee terminates employment with the Participating Employer more than thirty (30) days before his or her Reemployment Date with the Participating Employer, the Participating Employer will grant service credit for purposes of **vesting** provided the Employee has a Reemployment Date within \_\_\_\_\_ Plan Months (not to exceed twelve (12) Plan Months) of his or her Termination Date.

**Prior Employment with any Association Member (other than Participating Employer).**

- In accordance with the **default** provisions of Section 2.5(a) of the Plan, in the event an Employee terminates employment with an Association Member more than thirty (30) days before his or her Reemployment Date with a different Participating Employer, the Participating Employer will not grant prior service credit for purposes of **vesting**.
- In the event an Employee terminates employment with an Association Member more than thirty (30) days before his or her Reemployment Date with another Participating Employer, the Participating Employer will grant service credit for purposes of **vesting** provided the Employee has a Reemployment Date within \_\_\_\_\_ Plan Months (not to exceed twelve (12) Plan Months) of his or her Termination Date.



5.1(e) **SERVICE WITH PARTICIPATING EMPLOYER PRIOR TO ADOPTION OF PLAN.**

*[Specify one option only.]*

- Not Applicable. Employer is an existing Participating Employer.
- Past Service Credit.** At the time this Participation Agreement is executed, all Employees presently employed by the Participating Employer will have all periods of employment credited towards the vesting schedule referenced above in Section 5.1(b)(1).

5.3 **FORFEITURES ACCOUNT.**

*[Specify one option only.]*

- Not Applicable. Participants are 100% vested in their Accounts.
- In accordance with the **default** provisions of Section 11.6 of the Plan, forfeitures will be utilized to reduce future Employer Contributions.
- Forfeitures will be allocated among the Accounts of active Participants in the Plan.

8.1 **LOANS TO ELIGIBLE BORROWERS.**

*[Specify one option only.]*

- Participant loans are *not* allowed.
- Participant loans are allowed in accordance with Article 8 of the Plan and loan procedures adopted by the Plan Administrator.

1.9 **DEFINITION OF COMPENSATION.** For purposes of calculating contributions, the Participating Employer **excludes** the following from the definition of Compensation (as defined in Section 1.9 of the Plan):

*[Select as many EXCLUSIONS as applicable.]*

- Bonuses.
- Overtime pay.
- Premiums for shift differential.
- Fringe benefits, expense reimbursements, deferred compensation, and welfare benefits.
- Holiday pay.
- Vacation pay.
- Sick pay.

- Paid Time Off (PTO).
- All post-severance compensation.
- Other *[please specify]*:\_\_\_\_\_.

\* \* \* \* \*

The Participating Employer and the Colorado Retirement Association have executed this Participation Agreement and have accepted its terms.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Eagle Valley Transportation Authority  
**Participating Employer**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**COLORADO RETIREMENT ASSOCIATION**  
Plan Sponsor

By: \_\_\_\_\_

Title: CRA Executive Director

13845387\_v11

**COLORADO RETIREMENT ASSOCIATION  
DEFERRED COMPENSATION PLAN**

**457b PARTICIPATION AGREEMENT**

*Association Member / Participating Employer:* Eagle Valley Transportation Authority

*Association Member Original Participation Date:* March 13, 2024

*Participation Agreement Effective Date:* April 6, 2024

*Prior Participation Agreement Date:* N/A

Please indicate the effective date of the last Participation Agreement

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**PREAMBLE**

I. **AGREEMENT.** By this Agreement, by and between Colorado Retirement Association (“Association”) and the Association Member specified in this Participation Agreement (“Agreement”), the Association Member adopts as a Participating Employer the Colorado Retirement Association Deferred Compensation Plan and Trust Agreement (the “Plan”), as amended and restated effective January 1, 2020, and as further amended or supplemented from time to time, subject to the modifications set forth in this Agreement. This Agreement amends and supersedes any previous Participation Agreement made by and between the Association Member and the Association.

II. **ADOPTION OF THE PLAN.** The Association Member adopts the Plan as a Participating Employer pursuant to the terms of the Plan and this Participation Agreement, effective as of the Participation Agreement Effective Date. The Participating Employer’s participation in the Plan is conditioned on the timely payment by the Participating Employer of its proportional share of contributions under the Plan, and in the case of contributions deducted from a Participant’s Compensation, payment will be transmitted to the Trust as soon as practicable after such amounts would otherwise have been paid to the Participant.

III. **REVIEW OF THE PLAN.** The Participating Employer has reviewed the Plan, and in particular Article 12 of the Plan. The Participating Employer has consulted, or had opportunity to consult, with its legal and tax advisors with reference to the Plan and this Participation Agreement.

IV. **APPROVAL OF PLAN TRUSTEE AND ADMINISTRATOR.** The Participating Employer approves and confirms the Trustee and Administrator designated by the Association to serve in each such capacities.

V. **ASSOCIATION AS AGENT.** The Participating Employer irrevocably designates the Association as its agent as set forth in Article 12 of the Plan addressing Participating Employers for all purposes of the Plan, and authorizes the Association, on behalf of the Participating Employer, to perform the specific acts and to exercise the specific powers granted under the Plan. The Association

or its designee shall have authority to make any and all necessary rules or regulations, binding upon the Participating Employer and its Employees, to effectuate the purpose of the Plan.

VI. **PARTICIPANT AND PARTICIPATING EMPLOYER CONTRIBUTIONS.** All contributions made by the Participants and Participating Employer under the Plan and this Participation Agreement shall be determined separately by each Participating Employer and shall be allocated only among the eligible Participants of the Participating Employer making the contribution.

\* \* \* \* \*

### **PARTICIPATING EMPLOYER ELECTIONS**

*(Section numbers below correspond to sections of the Plan.)*

2.2(d) **DESIGNATED ROTH DEFERRALS.**

*[Specify one option only.]*

- Designated Roth Deferrals are permitted.
- Designated Roth Deferrals are not permitted.

2.11 **EMPLOYER CONTRIBUTIONS.**

*[Specify one option only.]*

- The Participating Employer elects not to make Employer Contributions.
- The Participating Employer elects to make Employer Contributions for Eligible Employees, per the Employer 457 Contribution Policy.

6.1 **LOANS TO ELIGIBLE BORROWERS.**

*[Specify one option only.]*

- Participant loans are not permitted.
- Participant loans are permitted in accordance with Article 6 of the Plan and loan procedures adopted by the Association.

\* \* \* \* \*

The Participating Employer and the Colorado Retirement Association have executed this Participation Agreement and have accepted its terms.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Eagle Valley Transportation Authority  
**Participating Employer**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**COLORADO RETIREMENT ASSOCIATION**  
Plan Sponsor

By: \_\_\_\_\_

Title: CRA Executive Director

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**Eagle Valley Transportation Authority**  
**Participating Employer**  
**401(a) Plan Discretionary Employer Matching Contributions Policy**

The Board has adopted 401(a) and 457(b) Participation Agreements to be effective March 13, 2024.

Whereas **Eagle Valley Transportation Authority** will be making Discretionary Employer Matching Contributions into the 401a Plan as follows:

- Matching contribution of up to 5% (dollar-for-dollar) for all eligible employee compensation per pay period based on the eligible employee contribution into their CRA 457(b) Plan.

Dated this 13th day of March 2024

Participating Employer: **Eagle Valley Transportation Authority**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**To:** The Eagle Valley Transportation Authority Board

**From:** Tanya Allen, EVTA Executive Director

Larry Tenenholz, Acting ECO Transit Director

**Meeting Date:** 03/13/2024

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**SUBJECT:** ECO Operations Update and Summer Fare Proposal

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**RECOMMENDED ACTION:**

- 1) Approve fare-free operation on the entirety of ECO Transit's Highway 6 and Minturn Routes, beginning with the summer 2024 season starting May 19.
  - 2) Approve fare-free operation on the Valley route, with the exception of stops within Town of Gypsum boundaries, also beginning with the summer 2024 season starting May 19.
- 

**BACKGROUND:**

Staff will update on current ECO performance and present summer fare recommendations.

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**FINANCIAL CONSIDERATIONS:**

The current EVTA budget already anticipates the projected loss of fare revenue and increase in operational costs associated with the fare-free zone as defined in the ballot measure. Expanding this zone to include Eagle accounts for roughly another 6% of revenue, or an additional \$125,000 based on current ridership levels. We do not expect expansion of the fare-free zone to Eagle to require addition service hours beyond those already necessary to accommodate the original fare-free zone.

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**ATTACHMENTS:**

1. ECO Transit Operations Update
2. Staff Analysis – Feasibility of Fare-Free Service Implementation

# ECO Transit Operations Update

March 2024



# ECO Transit Update - Ridership

## Total System Ridership



**Overall System Ridership is stabilizing**

\*2024 is a leap year

# ECO Transit Update - Ridership

## Ridership (Direct Operation by ECO):

• Previous month (Feb 2024)	117,124
• Same month last year (Feb 2023)*	148,309
• 2024 YTD (through 2/29**)	258,377
• 2023 YTD (through 2/28)	315,376

## Ridership (Contract Operation – Vail-BC Express):

• Previous month (Feb 2024)	33,804
• Same month last year (Feb 2024)	n/a
• 2024 YTD (through 2/29)	71,815

**28% of total ridership on contract service YTD**

\*Vail-BC Express was directly operated in 2022

\*\*2024 is a leap year

# ECO Transit Update - Routes

- Scheduled Trips/Trips Completed (direct operation):

**4,074/4,057, 99.6%**

- Unscheduled Trips (Shadow Buses, direct operation):

**44**

- Scheduled Trips/Trips Completed (contract):

**1914/1780, 93%**

- Missed Contract Trips filled by ECO Transit:

**125/1914, 6.5% of total contract trips**

- Net Contract Service Missed

**9/1914, 0.5% of total contract trips**

# ECO Transit Update – Drivers

## Directly Operated Service

- Minimum required number of Drivers w/Extra Board Personnel) 51
- Current number of drivers
  - Full time Drivers 23
  - Part time Drivers 2 -FTE
  - Seasonal Drivers 23
  - Drivers available/Drivers needed 47/51, 92% percent staffed
  - Drivers in training 6; 4 additional expected 3/25

## Contract Service

- Drivers available/Drivers needed 8/8, 100% staffed
- Drivers in training n/a

## **Feasibility of Fare Free Service Implementation in Summer 2024**

The EVTA Board has given clear direction that the fare-free zone as proposed in the EVTA ballot measure should be implemented as soon as vehicles, staffing, and equipment allow. The Board has also indicated openness to expanding the zone to Eagle if financially and operationally feasible. The primary concern around expanding the EVTA fare-free zone to Eagle is that revenue and service impacts of such a decision were not fully analyzed in the fare-free implementation studies done to date. To the extent that fare-free transit for Eagle was considered in the EVTA ballot initiative, it was tied to the concept of an Eagle-Gypsum circulator route which no longer lacks clear consensus among Board members following Gypsum's rejection of the ballot question.

Staff has considered the following issues in developing our summer fare recommendations:

### **1) Increased Demand Requiring Increased Capacity**

The summer schedule as presented in February 2024 adds significant capacity in areas already within the original fare-free zone and should allow us to transition both Highway 6 and Minturn to fare-free operation successfully. Adding additional trips on the Valley route is also a stated EVTA priority and was planned independent of any conversations around adjusting the proposed fare-free travel boundaries.

Based on our own observations and consultant work done to date, additional capacity is needed on the Valley route eastbound from Chambers to Vail in the a.m. and Westbound from Vail to Chambers in the p.m. Independent of any fare adjustments, we have already proposed increasing capacity from Chambers Park and Ride to Vail and back. The proposed summer schedule includes an additional 18 service hours (approximate) on the Valley Route, including express trips that originate from Chambers, resulting in effective 30-minute all-day service (vs. 1 hour service in our current and previous seasons).

We anticipate that fare-free operation could generate up to 50% more ridership at applicable stops, particularly if combined with more frequent service. The increase in Valley service is designed in part to meet expected demand as the Valley crosses into the original fare-free zone. Our assessment is that the planned capacity increase is also sufficient to accommodate any additional increase in boardings generated by expanding the fare-free zone to include Eagle (Note: This

assumes no other changes to the location of existing stops and transit routes within the Town of Eagle.)

## **2) Revenue Implications**

Studies done to date estimate a loss of approximately 77% of current fare box revenue upon full implementation of a fare-free zone as defined in the ballot language, or \$1,625,000. The current EVTA budget already anticipates the projected loss of fare revenue and increase in operational costs associated with the zone as defined in the ballot measure. Eagle accounts for roughly another 6% of revenue, or approximately an additional \$125,000 based on current ridership levels. We do not expect expansion of the fare-free zone to Eagle to require additional service hours beyond those already necessary to accommodate the original fare-free zone provided no change to existing stop locations.

EVTA has already committed to abolishing fares in the bulk of our service area. The incremental cost of expanding the zone to Eagle is outweighed by the community and system benefits.

## **3) Other Operational Considerations**

Fare-free will be straightforward to implement on routes operating solely within the boundaries of the current fare-free zone as all travel for all passengers regardless of origin or destination will be free. The Valley route as currently structured will cross the fare-free boundary whether that boundary is Edwards (Freedom Park) or Eagle.

Charging zone fares will place an additional burden on bus operators, who will now need to ask riders boarding westbound whether they are traveling beyond the fare free zone. The same change in operating procedures would be necessary regardless of whether the zone ends in Edwards or ends in Eagle. A possible mitigation strategy is to require passengers to exit from the front door in areas where a fare is charged.

Rapidly expanding the fare-free zone will also create some issues for our customer service staff who deal with regular and bulk pass sales as well as employers who regularly purchase passes. There will be a need to educate

customers as to who does or does not need to purchase a pass and deal with customers seeking refunds for passes purchased in advance. An information campaign and clear policy regarding refunds will be essential to ease the burden on front line customer service staff.

To allow for additional time to address issues related to passenger notification and driver/vehicle scheduling, the summer season launch date should be pushed back to May 19.

#### **4) Spillover Effects**

Riders with access to a car may choose to drive to Eagle and board a fare-free bus for the remainder of the trip. This could lead to issues with parking availability in and around the existing ECO Transit Park and Ride at Chambers Avenue or on-street parking near Town Park/5<sup>th</sup> and Wall. It may also impact ridership and revenue calculations depending on the magnitude of any spillover effect.

#### **5) Future Planning Implications**

Current calculations assume current routes and existing stops only. As we improve first-last mile connections and service frequencies, we expect to see a continued increase in demand throughout the system. The Highway 6 and Vail/Beaver Creek Express routes are in an area with a lot of mature development that is already well-served by transit, so we believe we have a decent understanding of where and how ridership will grow in that area. By contrast, the Town of Eagle currently has limited transit service and will be adding a significant number of new housing units over the next several years, much of which will be positioned to support to the local workforce. Dedicating additional resources to subsidizing fares will impact the level of funds available for additional services and expansion.

#### **6) Implementation Timing**

The Board has clearly articulated a goal of implementing the fare-free zone by this winter (if not sooner). Moving forward with implementation during the traditionally slower summer season will enable us to identify and address challenges that may arise in a lower pressure environment and plan better for the busy winter season. It will also allow us to incorporate real data regarding

revenue loss and ridership gains into our 10 Year Transit Development and Capital Plan process, launching in May or June.

***Staff Recommendation:***

Staff believes the benefits of moving forward with this outweigh the risks and recommends expanding fare-free service this summer season with a start date of May 19. The expanded fare-free zone should include all of the current Highway 6 and Minturn routes, as well as the Valley route with the exception of stops within the Town of Gypsum.



**To:** The Eagle Valley Transportation Authority Board  
**From:** Tanya Allen, EVTA Executive Director

**Meeting Date:** 03/13/2024

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**SUBJECT:** Retreat Review and Updated Strategic Plan Adoption

**RECOMMENDED ACTIONS:**

- 1) Approve an updated Interim Strategic Plan for EVTA.
- 

**BACKGROUND:**

In January 2024 the EVTA Board met for a second Strategic Planning Retreat. The intent of this retreat was to review and update the Interim Strategic Plan and identify areas where additional alignment may be needed to accelerate progress.

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**FINANCIAL CONSIDERATIONS:**

None

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**ATTACHMENTS:**

1. Retreat Summary and Recommendations
2. Updated EVTA Interim Strategic Plan
3. Legal Analysis of IGA Amendment Question

## **EVTA Strategic Planning Retreat Summary Recommendations**

### ***Overview***

In January 2024 the EVTA Board met for a second Strategic Planning Retreat. The intent of this retreat was to review and update the Interim Strategic Plan and identify areas where additional alignment may be needed to accelerate progress.

The EVTA board approved its Interim Strategic Plan (Plan) in April of 2023 following their first retreat. The plan was an effort to establish high-level consensus around priorities and actions to be undertaken during the initial 12 to 24 months of the EVTA's existence. This plan was completed before the hiring of permanent staff or launch of any longer-term planning processes.

From the start, the intent has been to update and revise this Interim Strategic Plan as timelines and deliverables began to take clearer shape. Overall, the Plan's four Strategic Priority Areas remain a useful guide for the EVTA's growing staff as we move into the next 12 months. However, the Plan would benefit from some reorganization, revision, and refinement based on progress made and challenges encountered. The goal for this updated Plan is to carry us through the EVTA/ECO Transit Operational transition and into early 2025, at which point the EVTA should consider a full-day retreat to create a new three-to-five-year Strategic Plan consistent with the mission and vision of the entire combined organization.

### ***Review of Current Plan***

An updated version of the plan is included as attachment A.

Recommended changes include:

- *Strategic Priority #1: Build EVTA's organizational structure and culture*

While acknowledging the progress made in this area, Board members expressed concern about the pace of work. Specifically, the slow pace of staff hiring and mission/vision/brand development. Our proposed update to the strategic plan adjusts the objectives and timelines for these items, with a focus on clear, quantifiable actions.

In addition, based on our conversations around housing we moved the housing strategy item to this priority area from Priority 3 and are focusing on first steps toward creation of the integrated hiring and housing plan.

- *Strategic Priority #2: Take action on transportation improvements*

The launch of the fare-free Vail-Beaver Creek Express service in November of 2023 was a major achievement in this area. As implementation of the full fare-free zone from Edwards to Vail including Minturn remains the Board's highest priority, we recommend updating this bullet to reflect next steps in this direction and the proposed timeline.

The second bullet lacks sufficient clarity to be a useful guide. While this bullet should give us the flexibility to act on emergent opportunities, we should narrow our focus to projects that deliver clear value to member communities.

The third bullet captures an important aspiration but also lacks clarity and quantifiable metrics. Over the course of the past several months fleet condition and availability has been identified as one of the most serious challenges to our expansion efforts. Reliability with existing electric vehicles has added to this challenge. We propose a third bullet that narrows our near-term focus to improving our overall fleet condition while keeping an eye on lowering emissions through increasing the percentage of electric, hybrid and/or cleaner diesel vehicles as fleet replacements.

- *Strategic Priority #3: Plan for the region's transportation future*

Creating a 5- 10-year transit development and capital plan remains a critical step during the startup phase. We anticipated releasing the RFP in Q3 2023 but have been delayed to Q1 2024. We have updated our timeline to reflect this.

The status of Gypsum vis-à-vis the EVTA was raised as a topic of conversation at the retreat. While Gypsum is a unique case in that it is the only community paying into the 0.5% county-wide mass transit sales tax that is not an EVTA member, other non-member communities such as Leadville have traditionally received ECO Transit service. These communities maintain an interest in how the EVTA develops and EVTA will benefit from cultivating these and other partnerships. Maintaining open lines of communication with non-members with regards to future partnership opportunities has been added as a second bullet to this priority area.

- *Strategic Priority #4: Transition ECO Transit Operations*

Operational transition is another area where process has lacked clarity and progress has not met Board expectations. EVTA and Eagle County have now named Transition Project Managers and kicked off a formal process, with a target transition date TBD, likely in August. The phrasing of this item has been updated to Execute Formal ECO Transit Handover with an adjusted timeline.

### ***Additional Topics of Discussion***

Two additional topics were raised at the retreat that warrant follow up.

- *Request for IGA Amendment*

Town of Eagle representatives have requested the EVTA Board prioritize amending the existing idea to remove mention of the Town of Gypsum and mention of a potential funding contribution for a new I-70 interchange near the Gypsum Airport.

EVTA Legal Counsel has looked into this question and prepared the recommendations included as Attachment 3.

- *Grand Avenue Funding Proposal*

Town of Eagle representatives presented a proposal for Eagle to retain a portion of the transit sales taxes generated by their jurisdiction to be used to fund their portion of the Grand Avenue project. The proposal was presented as a potential alternative project that would deliver value to Eagle in lieu of an Eagle-Gypsum circulator or expanding the fare-free zone to include Eagle. The proposal floated at the retreat was further detailed and formally presented later in a letter sent to the EVTA Board. Staff has looked further into this request and offers the following thoughts for Board consideration.

As a major player in regional transportation the EVTA can and should be expected to partner with all jurisdictions in our service area, over time, on local infrastructure projects that improve transit operations and/or facilitate first/last mile access to transit. This is consistent with the vision for the EVTA as outlined in the organization's establishing IGA, sections 6.02 (e) First-Last Mile Solutions and (h) Transportation Related Infrastructure. This is also an approach we have seen used by the Roaring Fork Transportation Authority (RFTA).

The Grand Avenue project includes transit-supportive elements which may justify EVTA investment if the EVTA board is supportive and desires financial participation. However, there are many other active and planned projects across the EVTA service area that also meet this bar. It is important for the Board to settle on an overall approach first and avoid setting an unintended precedent. To the extent EVTA funds may in the future be allocated to support non-EVTA infrastructure projects or local grant programs, these projects or programs should be incorporated into our larger capital planning process and clearly contribute to improving the efficiency, safety, desirability or accessibility of transit.

Given the number of priorities already on the table, Staff recommends incorporating discussion of both the overall approach to supporting non-EVTA infrastructure projects and specific opportunities such as Eagle's Grand Avenue project into our 10-year transit development and capital plan project. This project is currently out for RFP and expected to launch in May or June. This will allow us to weigh potential investment in non-EVTA infrastructure projects alongside other service needs and prioritize them using a comprehensive regional transit lens.



MEMORANDUM

March 6, 2024

VIA EMAIL

TO: Board of Directors  
Tanya Allen  
**Eagle Valley Transportation Authority**

FROM: Kathryn Winn



RE: **Questions on the IGA**

Recently you asked whether there is a need to amend the Eagle Valley Transportation Authority Intergovernmental Agreement (“IGA”) given the failure of the EVTA ballot question to pass in Gypsum. The IGA was drafted with sufficient flexibility that an amendment due to Gypsum’s absence is not required.

The IGA anticipates that EVTA would consist of eight members, including Gypsum. Because the ballot question failed in Gypsum, Gypsum is not considered an “Initial Member” and there are only seven member entities. However, the IGA includes terms that allow it to work if the ballot question failed in any of the voting jurisdictions. No amendment is needed to adjust the Board makeup, voting matters, or other similar governance items. For example, there are no requirements in the IGA that the Board consist of eight members. Instead, the Board is composed of one member appointed from each member entity, with specific provisions if there are four or fewer member entities. The IGA requires certain matters to be approved by 2/3<sup>rds</sup> majority vote of the Directors in office, which is dependent on the total number of members and Directors. Had all eight voting jurisdictions become Initial Members, then six of eight Directors votes would be required for a 2/3<sup>rds</sup> majority. With only seven members, five Director votes are required to meet the 2/3<sup>rds</sup> majority requirement.

With respect to Gypsum-area projects or services, the IGA includes two; funding for the Airport Interchange, and an Eagle/Gypsum circulator. These are addressed below.

- Section 6.02(k) addresses funding of \$12 million for the EGE Airport Interchange. However, EVTA’s contribution of such funds is contingent upon Gypsum voters approving the ballot question. Because this did not occur, EVTA has no obligation to financially support the interchange. Amendment of the IGA to remove this reference would have no substantive effect.

- The Eagle-Gypsum circulator is mentioned in Exhibit B, which contain services goals that EVTA “*shall use reasonable efforts to achieve*”. The circulator is to be a regular transit service connecting Eagle and Gypsum and is slated to be in place by 12/31/2024. EVTA has the option of still providing this service if the Board believe it has value and is financially and otherwise feasible. Some options were discussed at the Retreat around approaching Gypsum to discuss whether this service is desired and if there is some contribution they could make. Alternatively, the Board could decide that this service is not reasonable due to Gypsum not being a member of EVTA. An amendment to the IGA would not be required if the Board finds the service is not capable of being provided or reasonable to provide.

The failure of Gypsum to join EVTA does not necessitate an amendment. If, however, an amendment to the IGA is desired, the IGA lays out the process for doing so. A Resolution of the EVTA Board is required, which must be passed by a 2/3<sup>rds</sup> majority vote. In addition, approval by a majority vote of the governing bodies of the members, minus one, is needed. As such, three of the seven member entities would have to also approve the amendment.



**To:** The Eagle Valley Transportation Authority Board

**From:** Tanya Allen, Executive Director | Scott Robinson, Deputy Director | Lance Trujillo, Director of Innovation & IT | Aryn Schlichting, Director of People & Culture

**RE:** EVTA Admin Division Report – March 2024

**Meeting Date:** 3/13/2024

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**EXECUTIVE DIRECTOR REPORT**

**Sales Tax Returns**

EVTA sales tax collections for February were \$1,472,487.67, or 11.5 % of projected EVTA sales tax revenue for the year.

Month Earned	Amount
January	\$1,472,487.67
<b>TOTAL</b>	

Year	\$ Difference vs. Budget	% of Budget
<b>2024</b>	<b>\$</b>	<b>%</b>
\$12,750,955.00	(\$ 11,278,467.33)	11.5%

**EVTA Interim Strategic Plan Implementation - 60 Day Look Ahead**

A short summary of current and planned activities over the next 60 days follows:

Strategic Priority	Current Activities	Within next 60 days
1. Build EVTA's organizational structure and culture	<ul style="list-style-type: none"> <li>◆ Preparing to post additional positions (Transportation Director, Planning Manager/Planner, Marketing and Customer Service)</li> <li>◆ Identified viable health insurance options and HR/Payroll systems</li> <li>◆ Created high-level staffing plan</li> </ul>	<ul style="list-style-type: none"> <li>◆ Finalize and post job descriptions for additional EVTA positions</li> <li>◆ Finalize health insurance and HR/Payroll system recommendations</li> </ul>
2. Take action on transportation improvements	<ul style="list-style-type: none"> <li>◆ New maintenance contracts</li> </ul>	<ul style="list-style-type: none"> <li>◆ Secure additional vehicle maintenance provider</li> <li>◆ Launch expanded fare-free service</li> </ul>
3. Plan for the region's transportation future	<ul style="list-style-type: none"> <li>◆ Consultant submissions due 3/21</li> </ul>	<ul style="list-style-type: none"> <li>◆ Consultant selection and project kickoff</li> </ul>
4. Transition ECO Transit's operations	<ul style="list-style-type: none"> <li>◆ Transition Project Kickoff held 3/7</li> <li>◆ Functional teams have begun meeting</li> </ul>	<ul style="list-style-type: none"> <li>◆ Regular transition meetings with monthly progress updates to the Board.</li> </ul>

### **EVTA Sales Tax Clarification**

Last month a public comment a question was raised regarding whether EVTA sales tax was levied on diapers and feminine sanitary projects. We have confirmed that since the 0.5% EVTA sales tax is collected directly by the State these items are excluded consistent with the new laws.

### **EVTA/ECO Transit Transition Project**

The formal transition kickoff meeting took place on March 7. Project teams have begun to meet to identify priority tasks. We will provide an update on progress at the April EVTA Board meeting.

### **Vail/Beaver Creek Survey**

After seeing a disappointing response rate we have enhanced our strategies to boost engagement. New efforts include:

- Installation of additional stickers featuring the survey's QR code on windows and back of seats.
- Distribution of bilingual (English and Spanish) business cards that promote the survey and include the QR code.
- Partnership with two local promoters to actively encourage survey participation at various times throughout the week.
- Integration of the survey QR code into the bus schedule signs at each stop for easy access.

We would also like to thank Beaver Creek business owner Brian Nolan for a generous donation of gift cards to enhance survey participation. These efforts should improve the quantity of our survey response as we make a final push towards the end of the season and provide valuable data to improve the service for next year.



## Planned Future Topics

### April:

- Admin and HR Policies
- Records management policy
- IT service agreements
- Quarterly budget forecast
- 2023 Audit
- Transition Project Update

### May:

- Award of contract for Transit Development Plan
- Salary scales and comp structure
- Insurance contracts
- Transition Project Update

### June:

- Award of contract for Transit Development Plan
- Insurance contracts
- IT service agreements
- Transition Project Update

## DEPUTY DIRECTOR REPORT

I'm pleased to report all of our new admin team members have been onboarded and have hit the ground running! I've been working closely with the team to help them set near and short-term priorities to ensure we're ready to welcome ECO employees later this year. Next up: The Marketing and Community Engagement position will be posted in March.

I'm happy to report staff are working with our new insurance broker. Lance is taking lead on cyber insurance, Aryn is lead on health and workman's comp and Ursula and I will be working on property & liability insurance with plenty more to come.

Please see the marketing section for an update on the branding project and new website build.

## PEOPLE & CULTURE REPORT

### **Identified Viable Health Insurance Option**

A comprehensive and competitive health insurance plan is critical to the onboarding of staff at the EVTA. We have identified CEBT as a strong option for our organization and are confident that we can have this up and running within 30-45 days of deciding. We will continue to work to get estimates from other providers to ensure we find the right solution for staff and the Authority.

### **Identified Viable HR & Payroll Systems**

We have identified two affordable and comprehensive systems. The integration of HR and Payroll systems is crucial for efficiently operating a lean HR/Finance team. These systems are pivotal paying employees and capturing data that can inform strategic business decisions and align with EVTA's organizational goals.

### **High Level Staffing Plan**

Developed a staffing plan that facilitates staff hiring across three phases, empowering employees to pursue promotional opportunities and integrating new leaders into the hiring process. A majority of the team (operators and operations) will be hired in phase three. Communication about the plan will commence to ECO staff the week of March 11. Our goals are to keep the ECO team engaged and excited about the transition.

## FINANCE REPORT

The key focus area for my first week as the Finance Director has been a deep dive into the current state of our Accounts Payable (AP) and Payroll processes and familiarizing myself with our budget. This includes evaluating potential Enterprise Resource Planning (ERP) systems to meet EVTA's financial needs. I am currently researching various options and considering factors such as scalability, integration capabilities, and industry best practices.

## **MARKETING & COMMUNICATIONS REPORT**

### **Branding Project Update:**

The branding project kicked off on Feb 16<sup>th</sup> with a bang. We had a full room of staff, current riders and EVTA board members. We are always looking for ways to hear from community members who don't typically have a seat at the table. To that end, we were able to provide live Spanish translation services for one of our riders who provided valuable insight for the branding team. Those services were provided by Calo creative who the Authority contracted with in January.

The project continues to run on schedule!

### **BRANDING PROJECT TIMELINE**

Task name	Due date
<b>MEETINGS &amp; MILESTONES</b>	
▶ Meeting I- ENVISIONING SESSION 1	Feb 16
▶ Meeting II - KEY DIFFS & BRAND PROMISE 3	Feb 28
▶ Meeting III - ARCHETYPE & ELEVATOR PITCH 3	Mar 7
▶ Meeting IV - MISSION & VISION 2	Mar 14
▶ Meeting V- NAME & TAGLINE 3	Mar 21
▶ Meeting VI - KEY MESSAGE OUTLINE & VISION BOARD 4	Mar 28
▶ Meeting VII - KEY MESSAGES (optional) 2	Apr 4
▶ Meeting VIII - LOGO 1 3	Apr 11
⌘ BRAND FOUNDATIONS COMPLETE	Apr 22
⌘ Meeting IX - LOGO REVIEW 2	Apr 18
⌘ Meeting X - LOGO REVIEW 3	May 2
⌘ Meeting XI - COLOR LOGO & PALETTE REVIEW	May 9
⌘ DESIGN FOUNDATIONS COMPLETE	May 15
⌘ Meeting XII - POSTER TEMPLATE PRESENTATION	May 23
⌘ Meeting XIII - CREATIVE DELIVERABLES PRESENTATION (optional)	Jun 5
⌘ CREATIVE DELIVERABLES COMPLETE	Jun 5
⌘ Meeting XIV - BRAND STANDARDS GUIDE DELIVERY	Jun 27

### New Website Build:

After making some steady progress the project has slowed down just a touch. All the main content pages and blog posts have been migrated and staff need to work on homepage design along with adding in the imagery to pages and then it will be ready for launch. Hopefully sometime in March!

### Media coverage of EVTA:

- Tanya Allen’s 2023 year in review article was translated into Spanish and ran in the Vail Daily Vida Latina section
- [2 new flight routes are coming to Eagle County airport this summer | VailDaily.com](#)
- [ECO Transit will increase frequency on these routes this summer | VailDaily.com](#)
- [Eagle Valley Transportation Authority announces it has hired directors of human resources, IT | VailDaily.com](#)

## INNOVATION & IT REPORT

Our MSP (Managed Service Provider) RFP has been made available to the public. We have received interest from several vendors. Our onsite tour took place on March 6<sup>th</sup> at the Gypsum campus. This project is the foundation of our technology infrastructure.

We are close to finding the best solution for our Internet Service Provider (ISP). This process required review of service level agreements by our legal team. The best solution will be a balance of available and reliable internet service, outstanding service record and reasonable costs.

We have received an option for a Cyber Insurance policy that included quite a few exclusions due to the infancy of our IT structure. Staff are currently working with our Insurance Broker to explore options that meet our needs.

I continue to work with Scott Lingle (Eagle County IT) on a transition plan and how that will be coordinated with operational changes from ECO Transit to EVTA.

Our Mobile Fare system is growing with the addition of Smart Cards and passenger best fare capabilities (fare capping). This project is important in our transition of moving some service to fare free and setting us up to move away from cash collection onboard the buses. Our media team has organized some public awareness of this project and information on how to use this updated system.