

Eagle Valley Transportation Authority

Board of Directors - Meeting Agenda

NOTE SPECIAL ALTERNATIVE LOCATION

Grand View Room
395 E. Lionshead Circle
Vail, CO 81657

Wednesday, January 10, 2023 - 9:00 a.m.

Zoom info for those that cannot attend in-person:

Topic: Eagle Valley Transportation Authority January 2024

When: Jan 10, 2024 09:00 AM Mountain Time (US and Canada)

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81361440823?pwd=SIRlenJyUU9hZEdHSGc4c3o2Y1dzZz09>

Passcode: 201897

1. Call to Order		9:00am
2. Approval of the Agenda		
3. Approval of Minutes and Financial Statements a. December 2023 - EVTA Board Meeting Minutes b. Financial Statements c. Payables List	(majority vote)	
4. Board Comments	(information)	
5. Public Comment <i>Public Comment will be accepted for items not on the regular meeting agenda. Please state your name and community of residence. Public comment is limited to 3 minutes per individual.</i>		9:05am
6. Business Items: a. Audit Engagement Letter b. Bank account signer	(majority vote)	9:10am

<ul style="list-style-type: none"> c. Board Officer Appointment (Chair, Vice-Chair, Secretary, Treasurer, and Executive Director) d. Resolution 2024-01: Admin Resolution e. Resolution 2024-02: Indemnification Resolution f. Resolution 2024-03: Adopting an E-Mail Policy 		
7. ECO Operations Update	<i>(information)</i>	9:20am
8. EVTA Management Update/Future Topics	<i>(information)</i>	9:25am
9. Adjourn Business Meeting and Begin Retreat		9:30am

**MINUTES OF THE
EAGLE VALLEY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
December 13, 2023**

A meeting of the Eagle Valley Transportation Authority (“Authority”) Board of Directors (“Board”) was held on December 13, 2023, at 12:30 p.m. The meeting was held in person at the Avon Council Chambers located at 100 Mikaela Way, Town of Avon, Colorado, 81620, and on Zoom. Notice of the meeting was posted on December 8, 2023, and included agenda items, location and time, as well as the teleconference information, needed to participate in the public portion of the meeting. The Notice of Board of Directors Meeting dated December 8, 2023, and the certification of posting are attached hereto.

ATTENDANCE

Directors in Attendance:

Director Amy Phillips, Mayor and Councilor, Town of Avon

Director Dave Eickholt, Beaver Creek Metro District

Director Jeanne McQueeney, Commissioner, Eagle County

Director Barry Davis, Councilor, Town of Vail

Director Earle Bidez, Mayor, Town of Minturn

Director Nick Sunday, Councilor, Town of Eagle.

Director Dana Veljacic, 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

Larry Tenenholz, Acting Director, ECO Transit

Ray Shei, Alternate Board Director, Beaver Creek Metro District

Jeff Wetzels, Operations Manager, ECO Transit

Greg Barret, Safety & Security Manager, ECO Transit

Lance Trujillo, Transit Technology and Innovation Manager,
ECO Transit

Jessie Cooper, Fleet Asset Supervisor, ECO Transit

Dayana Herr, Admin Supervisor, ECO Transit

Jim Shoun, Town of Avon

Mandie Steele, Transdev

Jim Clancy, Executive Director, Beaver Creek Resort Company

Tim McMahon, Community Member

Joanna Kerwin, Community Member, Edwards Metro District

**APPROVAL OF THE
AGENDA**

Director Phillips presented the agenda. Director Davis motioned to approve the Agenda. Director Eickholt seconded this motion, which passed with a unanimous 6-0 vote.

**APPROVAL OF MINUTES
AND FINANCIAL
STATEMENTS**

Director Phillips presented the Minutes dated November 8, 2023, 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 6-0 vote.

BOARD COMMENT

There were no comments made by any Directors.

PUBLIC COMMENT

Tim McMahon, a community member, started by apologizing for being involved in a small incident with one of ECO Transit's buses. He then asked whether ECO would lose its existing half-cent sales tax when transitioning to the EVTA. He inquired if any of the board directors had ridden the Vail/BC route, mentioning that he had ridden it nine times, and two of those times, there were issues with the buses. Specifically, the back doors did not open, and there were no head signs indicating the bus' direction. Mr. McMahon further mentioned that three of those times, the buses covering this route were actually ECO buses because SP+ buses were broken down. According to him, ECO Transit road supervisors don't have a way to communicate with SP+ drivers during their runs.

Finally, he suggested that Wednesdays at 12 PM is not a good time for a public meeting since most bus riders cannot attend.

Jim Clancy, the Executive Director of Beaver Creek Resort Company, expressed his gratitude to the board of directors for the organization's progress so far. He mentioned that the Beaver Creek community has been closely monitoring the ridership of the free Vail/Beaver Creek route and has observed that it comprises both tourists and the local workforce. He suggested that it would be beneficial to gather more data to better understand the ridership's specifics. This would help identify the target audience and tailor marketing efforts to guests and workforce riders. He added that some improvements to signage on the buses was desirable.

After public comment, Director Dana Veljacic from the Town of Red Cliff joined the meeting.

AGENDA ITEMS

6. Resolution 2023-22: Setting the 2024 Meeting Schedule

Director Phillips acknowledged the public comment regarding the regular Board meeting time but said the current time best enabled the Directors to balance this commitment with others they have in their respective jurisdictions. She added that thoughts and comments regarding EVTA could be provided to all Directors at public forums where they were available, many of which may be at more convenient times.

Director Davis suggested creating a public email address for community comments.

Director Davis moved to approve Resolution 2023-22: Setting the 2024 Meeting Schedule. Director Eickholt seconded the motion, which passed with a unanimous 7-0 vote.

7. ECO Transit Service Update

Mr. Larry Tenenholz updated the Board on the first week of SP+ contract operation of the Vail/Beaver Creek route, including some equipment challenges as only three of their four buses had arrived on time. He explained that ECO Transit had been able to assist with coverage so as to minimize cancellations. In week one 11 of 462 trips were missed, approximately 2%. Week two showed significant improvement

and he expected that tend to continue moving forward. Mr. Tenenholz noted that their contract includes provisions for liquidated damages, i.e., a fee for any service promised that they did not provide, providing strong incentive for improvement.

Mr. Tenenholz updated the Board on some improvements already underway to address some of the issues raised by public commenters, including the installation of radios to allow direct communication with ECO Road Supervisors if required, repair of electronic head signs, and new exterior decals clearly indicating the free bus service.

In terms of ridership, during the first week of service, the route had an average of 345 riders per day. There were some issues with week two ridership counts that were being resolved but preliminary numbers indicated ridership was growing rapidly.

Mr. Tenenholz also highlighted significantly reduced cancellations in the first week of 2023 (nine) versus the same period in 2021 and 2022 (46 and 62, respectively) and improved fleet availability thanks to the collaborative efforts of Eagle County's fleet team.

Mr. Tenenholz also shared some planned service improvements, including two additional morning peak trips on the Valley Express route from Eagle Valley High School to Vail, an extra morning peak on the Highway 6 route from Edwards to Vail, two morning peak shadow buses, and additional afternoon peak shadow buses. These were expected to launch in late December.

Tim McMahon, a community member, reported that he has noticed incorrect fare prices displayed on some of the buses he has ridden in the past few weeks. He also inquired about the possibility of having shadow buses available for the Valley route, as the need to transport people from Eagle to Vail is crucial.

8. 2024 Budget Adoption

Executive Director Allen reviewed the assumptions behind the 2024 budget as well as expenditures and revenues for each of the four funds, noting that ECO Transit expenditures were

currently being split 50/50 with Eagle County under the assumption that these responsibilities would transfer approximately mid-year. Regular adjustments to the budget were expected as the transition timeline was further refined.

General Fund revenues totaled \$33,557,004 with a combination of EVTA sales tax, ECO Transit sales tax transfers, and fare revenues. General Fund expenditures amounted to \$21,495,542. Major expenditures included purchased transportation, wages, and benefits, which includes both the costs of any outside contracts (such as SP+) and the share of ECO Transit operating expenses incurred by Eagle County prior to the transition. General Fund expenditures also included transfers to the Transit Capital, Air, and Housing Fund. Expenditures across all four funds totaled \$22,453,802.

8.1 Public Hearing

Tim McMahon, a member of the community, asked if there were numbers available to the public of how much SP+ is being paid. Executive Director Allen said that for 2024 the budgeted amount for that contract is \$980,052.

8.2 Resolution 2023-23: A Resolution to Adopt the Budget for the 2024 Fiscal Year.

Director Davis moved to approve Resolution 2023-23: A Resolution to Adopt the Budget for the 2024 Fiscal Year. Director Eickholt seconded the motion, which passed with a unanimous 7-0 vote.

9. Strategic Plan Review and Retreat Planning

Executive Director Allen said the retreat was scheduled for January 10th from 9am to 2pm. The retreat will begin with a regular meeting and will be facilitated by Greg Bellomo. The objectives of the retreat include revisiting the interim strategic plan, acknowledging the progress made, and discussing critical elements of the plan. Additionally, a portion of the retreat will be dedicated to engaging in conversations about housing.

She reviewed the current interim strategic plan to highlight some areas where progress has been made and encouraged Board members to reflect further in advance of the retreat.

10. Communications Update

Mr. Bill Ray updated the Board on recent communication initiatives, including the creation of an EVTA Facebook, two Vail Daily articles, and an upcoming press release announcing the hiring of a Deputy Director and promotion of the free Vail/Beaver Creek Express service.

11. Executive Director's Update/Future Topics

Executive Director Allen shared that Scott Robinson had been hired as the EVTA's new Deputy Director for Administration and Finance and that he was expected to start on December 18. Previously, Robinson served as the Superintendent of Business Operations at Mountain Rec, where he gained experience handling various areas, including HR, payroll, finance, and marketing. His skills in marketing will be especially valuable in the upcoming project to develop a new branding and name for the EVTA.

NEXT MEETING

January 10, 2023.

ADJOURNMENT

The meeting was adjourned at 2:00 PM

Chair or Vice Chair

Secretary

EAGLE VALLEY TRANSPORTATION AUTHORITY
CASH POSITION
Year to Date and as of December 31, 2023
Adjusted as of January 4, 2024

Account Activity Item Description	CHECKING	INVESTMENTS					TOTALS
	1st	1st Bank				Colotrust	ALL
	Bank	Savings	Capital	Premier 91	Premier 182		ACCOUNTS
BEGINNING BANK BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
YTD credits - Total deposits, wires and transfers	10,615,668	2,267,239	2,002,398	1,771,950	1,796,413	6,322,307	24,775,975
YTD debits - Total vouchers, wires and transfers	(10,602,141)	(1,750,000)	(2,002,398)	-	-	-	(14,354,539)
YTD bank balance	13,527	517,239	-	1,771,950	1,796,413	6,322,307	10,421,436
Less outstanding checks	(3,500)	-	-	-	-	-	(3,500)
UNRESTRICTED BALANCE AT END OF PERIOD	10,027	517,239	-	1,771,950	1,796,413	6,322,307	10,417,936
Current period activity							
Transfers	50,000	(50,000)	-	-	-	-	-
Total current period adjustments	50,000	(50,000)	-	-	-	-	-
Adjusted balance	\$ 60,027	\$ 467,239	\$ -	\$ 1,771,950	\$ 1,796,413	\$ 6,322,307	\$ 10,417,936

**EAGLE VALLEY TRANSPORTATION AUTHORITY
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
December 31, 2023**

Cash Balance - beginning of month	\$ 9,762,673
Receipts	
RTA sales tax	726,684
Interest	29,778
Receipts subtotal	756,462
Disbursements - payables	(101,199)
Cash Balance - end of month	\$ 10,417,936
Location of Funds	
1st Bank - Checking	10,027
1st Bank - Savings	517,239
1st Bank - Premier 91 day	1,771,950
1st Bank - Premier 182 day	1,796,413
Colotrust	6,322,307
Total cash & investments	\$ 10,417,936

EAGLE VALLEY TRANSPORTATION AUTHORITY
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET VS. ACTUAL - CASH BASIS (NON-GAAP)
For the Year Ended December 31, 2023
Unaudited

	Amended 2023 Budget	12/31/2023 Prorata Budget	Current Month			Year to Date		
			Actual 12/31/2023	Prorata Variance Over (Under)	Percent of Prorata Budget	YTD Actual	YTD Variance Over (Under)	Percent of 2023 Budget
REVENUES								
RTA sales tax	\$ 12,750,955	\$ 12,750,955	\$ 726,684	\$ (1,002,023)	6%	\$ 10,615,219	\$ (2,135,736)	83%
ECO transit sales tax	10,280,303	10,280,303	-	(856,692)	0%	-	(10,280,303)	0%
SIPA Grant	6,500	6,500	-	(542)	0%	-	(6,500)	0%
Interest	145,760	145,760	29,778	(9,665)	20%	182,910	37,150	125%
Total revenues	23,183,518	23,183,518	756,462	(1,868,921)	3%	10,798,129	(12,385,389)	47%
EXPENDITURES								
Personnel expenses								
Salaries	457,800	457,800	14,616	(36,932)	3%	85,500	(372,300)	19%
Benefits	116,160	116,160	2,600	(9,463)	2%	12,560	(103,600)	11%
Bonuses	20,000	20,000	-	(1,667)	0%	20,000	-	100%
Taxes	59,396	59,396	2,051	(4,779)	3%	9,165	(50,231)	15%
Subtotal personnel expenses	653,356	653,356	19,267	(52,841)	3%	127,225	(526,131)	19%
Operating expenses								
Business trips and meetings	4,500	4,500	-	(375)	0%	2,808	(1,692)	62%
EVTA meeting broadcast and recording	9,300	9,300	222	(757)	2%	6,723	(2,577)	72%
IT and related equipment	50,000	50,000	4,980	(3,752)	10%	10,057	(39,943)	20%
Office supplies	750	750	-	(63)	0%	-	(750)	0%
Other operating expenses	15,000	15,000	(381)	(1,282)	-3%	1,032	(13,968)	7%
Interim office space	11,250	11,250	-	(938)	0%	-	(11,250)	0%
Telephone	600	600	-	(50)	0%	-	(600)	0%
Utilities	940	940	-	(78)	0%	-	(940)	0%
Subtotal operating expenses	92,340	92,340	4,821	(7,293)	5%	20,620	(71,720)	22%
Professional services								
Accounting services	30,000	30,000	10,480	(1,627)	35%	28,935	(1,065)	96%
Branding and marketing	100,000	100,000	-	(8,333)	0%	18,009	(81,991)	18%
Insurance	50,000	50,000	-	(4,167)	0%	5,434	(44,566)	11%
Interim public relations support	54,000	54,000	7,000	(3,917)	13%	47,250	(6,750)	88%
IT services	50,000	50,000	-	(4,167)	0%	-	(50,000)	0%
Legal	100,000	100,000	5,611	(7,866)	6%	61,455	(38,545)	61%
Purchased transportation services	-	-	54,020	4,502	0%	54,020	54,020	0%
Recruiting expenses	30,000	30,000	-	(2,500)	0%	-	(30,000)	0%
Strategic planning retreat facilitation	5,000	5,000	-	(417)	0%	3,500	(1,500)	70%
Transit planning consultant assistance	300,000	300,000	-	(25,000)	0%	11,303	(288,697)	4%
Website and software licenses	5,000	5,000	-	(417)	0%	2,442	(2,558)	49%
Website planning	6,500	6,500	-	(542)	0%	-	(6,500)	0%
Reserve	45,600	45,600	-	(3,800)	0%	-	(45,600)	0%
Subtotal professional services	776,100	776,100	77,111	(58,249)	10%	232,348	(543,752)	30%
Intergovernmental agreements	10,280,303	10,280,303	-	(856,692)	0%	-	(10,280,303)	0%
Transit and transportation services								
Air service minimum revenue guarantee (MRG) funding	1,200,000	1,200,000	-	(100,000)	0%	-	(1,200,000)	0%
Enhanced winter service	700,000	700,000	-	(58,333)	0%	-	(700,000)	0%
Subtotal transit and transportation services	1,900,000	1,900,000	-	(158,333)	0%	-	(1,900,000)	0%
Housing and real estate	1,000,000	1,000,000	-	(83,333)	0%	-	(1,000,000)	0%
Total expenditures	14,702,099	14,702,099	101,199	(1,216,742)	1%	380,193	(14,321,906)	3%
NET CHANGE IN FUND BALANCE	\$ 8,481,419	\$ 8,481,419	655,263	\$ (652,180)		10,417,936	\$ 1,936,517	
BEGINNING FUND BALANCE			9,762,673			-		
ENDING FUND BALANCE			\$ 10,417,936			\$ 10,417,936		

**Claims Listing
Eagle Valley Transportation Authority
December 2023**

Current Payables						
Invoice #	Date of Service	Vendor		Description	Itemized	Amount Due
4868	12/07/23	Collins Cole Flynn Winn & Ulmer, PLLC	01-50-503030-0005	Legal 10/23		5,611.52
11.30.23	11/30/23	Community Resource Services of Co	01-51-503030-0009	Accounting 10/23		10,480.00
3161	11/22/23	Forward Solutions	01-52-504990-0010	IT Computer Supplies -Computer		4,485.00
83222-M1-1023F	12/06/23	SP Plus Corporation	01-50-508010-0000	Enhanced Winter Service		54,020.00
2308_EVTA	12/05/23	WR Communications	01-54-503030-3240	Interin public relations support 12/23		3,500.00
						Total \$ 78,096.52

Electronic payments including ACH payments and Wire transfers						
Invoice #	Date of Service	Vendor		Description	Itemized	Amount Due
5132-1223	12/03/23	First Bank Credit Card	01-52-504990-0010	Computer Supplies	495.10	
			01-50-509020-0002	Nov. EVTA meeting	222.47	
						717.57
						Total \$ 717.57

GRAND TOTAL \$ 78,814.09

APPROVAL		
NAME	SIGNATURE	DATE
Interim Executive Director Tanya Allen tanya.allen@eaglecounty.us		

To: The Eagle Valley Transportation Authority Board
From: Scott Robinson, EVTA Deputy Director of Admin & Finance
Meeting Date: 01/10/2024

SUBJECT: Audit Services Engagement Letter

RECOMMENDED ACTION: Approve the engagement letter with Haynie & Company for the FY2023 audit in the amount of \$9,000.

BACKGROUND:

Under the Local Government Audit Law (Section 29-1-601, et seq., C.R.S.) any local government whose revenues or expenditures exceed \$750,000 in the fiscal year, must complete, and submit a copy of an audit of its financial statements to the Office of the State Auditor. With 2023 being the first budget year for the EVTA, the Authority has not engaged with a professional services firm in order to conduct the annual financial audit. Staff worked with CRS (current EVTA accounting firm) to solicit proposals from potential auditors.

Haynie & Company has submitted a letter of engagement for board consideration. The engagement letter outlines the scope and objectives of the audit, the auditor's responsibilities, management responsibilities, and fees for services. The letter includes language that addresses the timing of the audit indicating delivery of a report no later than June 30, 2024 unless unusual circumstances arise. Fees for anticipated services are estimated to be \$9,000. On page one of the engagement letter, you will notice that management has elected to omit the Management's Discussion & Analysis (MD&A). Staff spoke with Haynie & Company, and typically, they don't see agencies of our size provide the MD&A. Omitting the MD&A will not impact their final opinion of our Audit. If the board desires for an MD&A to be included, staff can request CRS provide that to the auditors for inclusion in the FY23 audit.

Staff recommends the engagement of Haynie & Company for the FY2023 audit services.

FINANCIAL CONSIDERATIONS:

The FY24 budget included \$7,500 for audit services (01-51-503030-0015). The remaining \$1,500 can be absorbed by the consulting line item (01-51-503030-3250)

ATTACHMENTS:

1. Haynie & Company Audit Proposal &
2. Engagement Letter – Haynie & Company



Eagle Valley Transportation Authority

Professional Audit Services

For the Year Ending December 31, 2023

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Your Engagement

Thank you for the opportunity to submit this proposal to Eagle Valley Transportation Authority, hereafter referred to as the "Authority," for the year ending December 31, 2023. This proposal describes the professional qualifications and services that Haynie & Company can offer to meet your needs.

The objective and scope of the prospective engagement includes an audit, in accordance with Generally Accepted Auditing Standards (GAAS), of the financial statements as of December 31, 2023 and for the year then ended. We will issue an opinion on these financial statements.

You will receive a letter to management containing comments on compliance, recommendations for improvements, and any other comments deemed pertinent relating to the financial statements, internal control and accounting related matters.

GAAS requires that the auditor plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. The audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. The audit will also include assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

We believe that upfront and consistent communication is key to a successful audit. We have an experienced audit team who will ensure that your audit is completed efficiently and in a timely manner.

We appreciate this opportunity to submit our proposal and look forward to working with you.

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What We Can Do For You

- We provide a full range of external auditing, accounting, income tax, consulting, internal auditing, litigation support, and management advisory services.
- Haynie & Company was recently recognized as both a Top 100 Firm for 2023 by *Accounting Today* and a 2023 Top Workplaces Culture Excellence by *Energy*.
- Our clients include a wide variety of small and mid-sized governments, public and private businesses and not-for-profit entities.
- We have well-trained staff with excellent credentials. They have proven their ability to effectively manage and control large audit and review engagements. Our work will always be efficient and to the highest professional standards.
- Each of our service teams, from supervisory senior to partner, have many years of combined experience serving clients.
- We have more than 25 qualified staff members experienced in working with various public entities. Many of our employees started their careers with “Big 4” accounting firms.
- We take a “business approach” to our audits that minimize insignificant matters and maximize constructive suggestions.
- We strive for a culture of service. Our team focuses on building long-term relationships based on mutual trust and communication. We are committed to meet your needs in a timely manner and make our key people accessible to you.

INDEPENDENCE

Haynie & Company and its personnel are independent of Eagle Valley Transportation Authority. Haynie & Company has not performed any work for the Authority in the past five years and, therefore, has no conflict of interest regarding this proposed engagement.

LICENSING

Haynie & Company and all key engagement personnel are properly licensed in Colorado and there are no complaints or disciplinary actions against the firm or its personnel currently, nor in the past five years. All professional staff are current with their continuing professional education according to the requirements contained in the *Government Auditing Standards*.

QUALITY CONTROL

Haynie & Company meets the external quality control review requirements contained in the current U.S. General Accounting Office's *Government Auditing Standards*. A copy of our firm's most recent Peer Review Report, issued on May 24, 2023, is included as Attachment A (page 9.) The firm is not currently involved in any court proceedings.

NON-DISCRIMINATION

Our firm does not discriminate against any individual due to race, religion, gender, sex, color, age, handicap or national origin, and these are not factors in consideration for employment, selection of training, promotion, transfers, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

Please see Attachment B (page 10) for a detailed Firm Profile & Affiliations.

Our Team

The Littleton office will be the primary office to perform the work on this audit with support from our other locations, as needed. All individuals involved that would be assigned to the audit have extensive experience in government audit and accounting.

Haynie & Company has traditionally experienced below average turnover in our industry. We are committed to maintaining the continuity of the audit team on the Authority's engagement for the duration of the audit. We feel strongly regarding the importance of staff continuity, especially at the partner and manager level.

All personnel receive regular continuing professional education through internal and external training. This training includes updates on new and significant accounting changes and industry-focused training, including training for all staff in the areas of governmental accounting and Single Audits. All staff are current with their continuing professional education requirements, including relevant training on significant recent GASB pronouncements. All staff will be adequately supervised.

Key members of the audit team and their qualifications are as follows:



Christine McLeod, CPA – Audit Partner

Christine graduated from the University of Mississippi Patterson School Of Accountancy with a Bachelor of Accountancy. She is a member of the American Institute of Certified Public Accountants (AICPA), and the Colorado Society of Certified Public Accountants (CSCPA). Christine worked with Arthur Andersen and Co. in

Dallas, Texas, as operations manager at Intellicall, Inc. in Carrollton, Texas, and as manager of St. Mary’s Federal Credit Union in Littleton, CO. Christine also managed her own private practice providing accounting services to a number of small clients in various industries. In 2013, she joined Haynie & Company. Christine has experience in a variety of areas, including SEC, governmental, not-for-profit, special districts, pension plans, hospitality, financial services, and small-business accounting.



Whitney Rosenfeld, CPA – Audit Manager

Whitney is a graduate of Clemson University with undergraduate and Master’s degrees in accounting. Whitney is a member of the American Institute of Certified Public Accountants (AICPA). Whitney joined Haynie & Company in 2022 and works remotely from Durango and is based out of the Littleton, Colorado office. Whitney’s areas of expertise include working with clients in the governmental, hospitality and homeowners’ association industries. Before joining Haynie, Whitney spent over six years in industry accounting as a ski resort Accounting Manager then a Controller of a mountain resort community. Prior to that, she was an Audit Manager with Deloitte & Touche, LLP.

References

Below is a list of references for some clients that are similar in size and nature to Eagle Valley Transportation Authority that have been audited by our local office:

Client	Contact Name	Email Address	Phone
Jefferson County Communications Authority	Cathy Fromm	cathy@frommco.us	303- 912-8401
Pueblo Urban Renewal Authority	Cherish Deeg	Cdeeg@puebloura.org	719-542-2577
Plum Creek Water Reclamation Authority	Lissa Oelkers	Loelkers@pcwra.org	303-688-1991

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We currently audit the following governmental agencies who received the GFOA Certificate of Excellence in Financial Reporting during the most recent fiscal year:

- City of Grand Junction
- City of Brighton
- City of Fountain
- City of Lone Tree
- Town of Estes Park
- Durango Fire Protection District
- Plum Creek Water Reclamation Authority

Please see Attachment C (page 12) for a list of our current Colorado governmental audit clients.

Audit Approach

The audit should not interfere with managing your business. Haynie & Company has developed an approach for maximum audit effectiveness and efficiency that focuses on understanding the entity's operations and the risks it faces. In addition to understanding the accounting system and records of the entity, we focus on the objectives and the techniques used by management to evaluate operations and design our audits.

HAYNIE & COMPANY AUDIT BENEFITS:

- A **well-planned, well-controlled** audit that employs communication and cooperation with your staff to produce a high quality, efficient audit.
- An **insightful** presentation to the audit committee/board of directors that focuses on significant issues with reasonable recommendations. This presentation will include any significant compliance or controls issues, along with other matters such as suggestions for improved efficiencies.
- An **innovative** style in which our partners, managers and staff are involved year-round, actively seeking and communicating ways to help enhance the audit process and deepen our understanding of your company.

Please see Attachment D (page 16) for a detailed look at our audit approach.

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Project Schedule

We are happy to coordinate our work to best fit the Authority's needs. We are committed to providing the highest level of independent auditing services. Upon our engagement, we would propose holding a planning meeting with management to discuss scheduling, the status of records, and the availability of documentation.

After the initial meeting, we will provide a list of requests for our audit. We propose to begin our audits once the requested information can be provided. The estimated timeline below depends on the availability of records and the cooperation of management. Haynie & Company will complete the audit by the mutually-agreed-upon deadline.

Proposed fees

We believe our fees are competitive and reflect our desire to be of service to you. We continually strive to keep our fees at the lowest level consistent with the highest professional standards and your requirements for timely services. We will work closely with your personnel and anticipate their active participation in the areas where they can contribute to the audit effort and minimize our fees.

Our fee will vary depending on the amount of time and staff level required for your audit. We do not charge additional fees for general accounting and audit inquiries throughout the year. The fees quoted are with the understanding of cooperation from your staff in completing the information requested in our client organizer.

If additional accounting services are needed or desired, such work would be performed at our standard hourly rates and approval would be obtained before proceeding with the work.

Proposed Fee for the Year Ending December 31, 2023

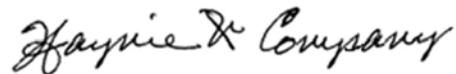
Financial Statement Audit	\$8,500
First-year audit procedures	<u>500</u>
Total	\$9,000

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Conclusion

Thank you for the opportunity to present Haynie & Company and the services that we can provide. We understand that you have many options and hope that through this proposal you can see those areas that distinguish us from others within the industry. We pride ourselves on good communication, highly-skilled professionals and providing exceptional service. Please feel free to call Christine McLeod at 303-734-4800 or email her at ChristineM@HaynieCPAs.com with any questions you may have. If you choose to work with us, you would be an important and valued client.

Sincerely,



Haynie & Company

Attachment A

PEER REVIEW REPORT



Report on the Firm's System of Quality Control

May 24, 2023

To the Partners of Haynie & Company and
the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Haynie & Company (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended October 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Haynie & Company applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended October 31, 2022 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Haynie & Company has received a peer review rating of *pass*.

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KerberRose SC

Attachment B

FIRM PROFILE & AFFILIATIONS

Haynie & Company is a unique, full-service CPA firm. We specialize in: audit, tax, accounting, consulting and management advisory services.



Haynie & Company began in 1960 as a small CPA firm in Salt Lake City. We've since grown into a thriving, regional firm with offices across Colorado, Utah, Texas, Arizona and Nevada. We continue to add professionals to our network through mergers of reputable, experienced CPA firms. With 450 professionals and support staff firm-wide, we offer the experience and expertise of a leading regional firm, combined with the attention and focus of a dedicated local firm.

WHAT YOU CAN EXPECT

Our firm vision is simple: Exceeding Expectations. We understand you need an advisor who can think ahead and offer custom solutions. Providing excellent service is our highest priority. Our focus will always be on building long-term relationships based on growth, trust, communication and service.

We have developed a strong network of professional affiliations, including our memberships in PrimeGlobal and RSM US Alliance. These affiliations greatly expand our experience and knowledge. No matter how large or complex your financial situation, we have the expertise you need.

PrimeGlobal is the third largest association of independent accounting firms in the world, providing a wide range of tools and resources to help member firms furnish superior accounting, auditing and management services to clients around the globe.

RSM US Alliance provides member firms with access to the resources, tools and expertise of RSM US LLP, which is the fifth largest provider of audit, tax and consulting services in the United States.



The Association of Advisory and Accounting Firms

PROUD MEMBERS OF:

- PrimeGlobal
- RSM US Alliance
- American Institute of Certified Public Accountants (AICPA)
- AICPA Center for Audit Quality
- AICPA Employee Benefit Plan Audit Quality Center
- AICPA Government Audit Quality Center
- Public Company Accounting Oversight Board
- Utah Association of CPAs
- Colorado Society of CPAs
- Texas Society of CPAs
- Nevada Society of CPAs
- Arizona Society of CPAs
- California Society of CPAs
- Special District Association of Colorado
- Utah Non-Profits Association
- Utah Mechanical Contractors Association
- Associated Building Contractors
- National Association of Certified Valuation Analysts (NACVA)
- Association of Certified Fraud Examiners (ACFE)
- Construction Financial Management Association (CFMA)
- Governmental Finance Officers Association (GFOA)
- Affordable Housing Association of Certified Public Accountants (AHACPA)

Attachment C

CURRENT COLORADO GOVERNMENTAL AUDIT CLIENTS

Client Name	Dates of the Audit
9th Avenue Metropolitan District No. 2	2018 - 2022
ACC Metropolitan District	2022
Adams County Communication Center Authority	2015 - 2022
Adams County Fire Protection District	2021 - 2022
Alpensee Water District	2021 - 2022
Animas La-Plata Water Conservancy District	2012 - 2022
Arista Metropolitan District	2009 - 2022
Aspen Park Metropolitan District	2010 - 2022
Bella Mesa Metropolitan District	2020 - 2022
Berthoud Fire Protection District	2022
Berthoud-Heritage Metropolitan District No. 1	2021 - 2022
Berthoud-Heritage Metropolitan District No. 9	2021 - 2022
Blue Lake Metropolitan District No. 2	2016 - 2022
Blue Lake Metropolitan District No. 3	2018 - 2022
Blue Mountain Water District	2015 - 2022
BNC Metropolitan District No. 3	2006 - 2022
Boulder Rural Fire Protection District	2022
Boxelder Sanitation District	2019 - 2022
Brighton Fire Rescue District	2021 - 2022
Castleview Metropolitan District No. 1	2021 - 2022
Castleview Metropolitan District No. 2	2021 - 2022
CCP Metropolitan District No. 3	2018 - 2022
Centennial Water & Sanitation District	2021 - 2022
Centerra Metropolitan District No. 1	2021 - 2022
Centerra Public Improvement Collection Corp	2021 - 2022
Central Clear Creek Sanitation District	2021 - 2022
Cherry Creek Metropolitan District No. 5	2021 - 2022
Cherry Creek Valley Water and Sanitation District	2005 - 2022
Cherry Hills Sanitation District	2022
City Center West Residential Metropolitan District No. 2	2019 - 2022
City of Brighton*	2018 - 2022
City of Castle Pines	2014 - 2022
City of Evans*	2020 - 2022
City of Fort Morgan	2020 - 2022
City of Grand Junction*	2015 - 2022
City of Lone Tree*	2020 - 2022
City of Victor	2021 - 2022
CitySet Metropolitan District No. 2	2012 - 2022
Clear Creek Valley Water & Sanitation District	2019 - 2022
Colorado River Fire Rescue Protection District	2017 - 2022
Conestoga Metropolitan District No. 1	2021 - 2022
Conestoga Metropolitan District No. 2	2021 - 2022
Conifer Metropolitan District	2019 - 2022
Cortez Fire Protection District	2022
Cottonwood Greens Metropolitan District No. 2	2022
Cottonwood Hollow Commercial Metrooplitan District	2017 - 2022
Cottonwood Hollow Residential Metropolitan District	2017 - 2022
Cross Creek Metropolitan District	2012 - 2022
Cumberland Green Metropolitan District	2007 - 2022
Dancing Willows Metropolitan District	2015 - 2022
Deer Creek Water District	2022
Dominion Water & Sanitation District	2015 - 2022
Durango Fire Protection District*	2008 - 2022
Erie Farm Metropolitan District	2015 - 2022

* Colorado clients who received the GFOA Certificate of Excellence in Financial Reporting during the most recent fiscal year

Attachment C

CURRENT COLORADO GOVERNMENTAL AUDIT CLIENTS (continued)

Client Name	Dates of the Audit
Evergreen Fire Protection District	2020 - 2022
Fairmount Fire Protection District	2022
Forest Hills Metropolitan District	2011 - 2022
Fossil Ridge Metropolitan District #1	2019 - 2022
Fossil Ridge Metropolitan District #2	2019 - 2022
Fossil Ridge Metropolitan District #3	2019 - 2022
Fountain Mutual Metropolitan District	2018 - 2022
Front Range Fire Rescue Fire Protection District	2016 - 2022
Fruitdale Sanitation District	2015 - 2022
Genesee Fire Protection District	2016 - 2022
Greater Brighton Fire Protection District	2021 - 2022
Green Valley Ranch Metropolitan District	2002 - 2022
Harris Park Sanitation and Water District	2022
Hartsel Fire Protection District	2016 - 2022
Hermosa Sanitation District	2018 - 2022
Highland Estates Metropolitan District	2018 - 2022
Highland Rescue Team Ambulance District	2017 - 2022
Highlands Ranch Metropolitan District	2021 - 2022
Hillcrest Water & Sanitation District	2021 - 2022
Hoover Hill Water & Sanitation District	2021 - 2022
Hunter's Overlook Metropolitan District No. 1	2021 - 2022
Hunter's Overlook Metropolitan District No. 2	2021 - 2022
Hunter's Overlook Metropolitan District No. 3	2021 - 2022
Hunter's Overlook Metropolitan District No. 4	2021 - 2022
Hunter's Overlook Metropolitan District No. 5	2021 - 2022
Hunter's Overlook Metropolitan District No. 6	2021 - 2022
Inspiration Metropolitan District	2017 - 2022
Iron Mountain Metropolitan District No. 1	2022
Iron Mountain Metropolitan District No. 2	2021 - 2022
Jefferson County Communications Authority	2019 - 2022
Johnstown Plaza Metropolitan District	2016 - 2022
Ken Caryl Ranch Metropolitan District	2022
Kent Place Metropolitan District	2022
Kittredge Sanitation District	2021 - 2022
La Plata Archuleta Water District	2022
La Plata West Water Authority	2021 - 2022
Lake Durango Water Authority	2019 - 2022
Lambertson Lakes Metropolitan District	2007 - 2022
Lanterns Metropolitan District No. 1	2019 - 2022
Lookout Mountain Metropolitan District	2019 - 2022
Lupton Village Commercial Metropolitan District	2021 - 2022
Lupton Village Residential Metropolitan District	2021 - 2022
McKay Landing Metropolitan District No. 2	2002 - 2022
Medical School Campus Public Infrastructure District	2021 - 2022
Meridian 2018 Subdistrict	2022
Meridian Ranch Metropolitan District	2022
Meridian Service Metropolitan District	2022
Miller's Landing Business Improvement District	2021 - 2022
Mount Vernon Country Club Metropolitan District	2019 - 2022
Mountain View Fire Protection District	2020 - 2022
Mountain Shadows Metropolitan District	2015 - 2022
Muegge Farms Metropolitan District No. 1	2021 - 2022
Muegge Farms Metropolitan District No. 3	2021 - 2022
Murata Farms Metropolitan District	2022

* Colorado clients who received the GFOA Certificate of Excellence in Financial Reporting during the most recent fiscal year

Attachment C

CURRENT COLORADO GOVERNMENTAL AUDIT CLIENTS (continued)

Client Name	Dates of the Audit
North Lincoln Water and Sanitation	2022
North Range Metropolitan District No. 1	2012 - 2022
North Range Metropolitan District No. 3	2012 - 2022
North Table Mountain Water & Sanitation District	2015 - 2022
North Washington Street Water & Sanitation District	2013 - 2022
Northern Commerce Metropolitan District	2015 - 2022
Olathe Fire Protection District	2016 - 2022
Park Meadows Metropolitan District	2002 - 2022
Plum Creek Water Reclamation Authority*	2012 - 2022
Poudre Tech Metropolitan District	2014 - 2022
Prairie Song Metropolitan District No. 4	2021 - 2022
Prosper Coordinating Metropolitan District	2017 - 2022
Prosper Coordinating Metropolitan District No. 4	2017 - 2022
Pueblo Urban Renewal Authority	2014 - 2022
Raindance Metropolitan District No. 1	2017 - 2022
Raindance Metropolitan District No. 2	2017 - 2022
Raindance Metropolitan District No. 3	2021 - 2022
Rangeview Metropolitan District	2021 - 2022
Red Bridge Public Infrastructure District No. 1	2021 - 2022
Reunion Metropolitan District	2012 - 2022
Ridgeline Vista Metropolitan District	2021 - 2022
ROAM Public Infrastructure District No. 1	2021 - 2022
ROAM Public Infrastructure District No. 2	2021 - 2022
Rose Farm Acres Metropolitan District	2020 - 2022
Saddler Ridge Metropolitan District	2017 - 2022
Severance Shores Metropolitan District No. 1	2020 - 2022
Severance Shores Metropolitan District No. 4	2020 - 2022
Sky Ranch Community Authority Board	2018 - 2022
Sky Ranch Metropolitan District No. 1	2021 - 2022
Skyview Meadows Metropolitan District	2021 - 2022
Smoky Hill Metropolitan District	2002 - 2022
Sorrel Metropolitan District	2022
South Durango Sanitation District	2022
South Maryland Creek Metropolitan District	2019 - 2022
South Sheridan Water & Sanitation District	2014 - 2022
South Sloan's Lake Metropolitan District No. 1	2016 - 2022
South Sloan's Lake Metropolitan District No. 2	2016 - 2022
Southeast Metropolitan Stormwater Authority	2021 - 2022
Southgate Sanitation District	2014 - 2022
Southgate Water District	2014 - 2022
Sterling Ranch Community Authority Board	2015 - 2022
Sterling Ranch Colorado Metropolitan District No. 2	2019 - 2022
Sterling Ranch Colorado Metropolitan District No. 3	2017 - 2022
Tallman Gulch Metropolitan District	2018 - 2022
Tamarron Metropolitan District	2009 - 2022
The Brands Metropolitan District No. 1	2017 - 2022
The Brands Metropolitan District No. 4	2017 - 2022
Timbers Metropolitan District	2018 - 2022
Town of Deer Trail	2014 - 2022
Town of Estes Park*	2020 - 2022
Town of Firestone	2022
Town of Limon	2009 - 2022
Town of Lochbuie	2022
Town of Milliken	2021 - 2022

* Colorado clients who received the GFOA Certificate of Excellence in Financial Reporting during the most recent fiscal year

Attachment C
CURRENT COLORADO GOVERNMENTAL AUDIT CLIENTS (continued)

Client Name	Dates of the Audit
Trailside Metropolitan District No. 4	2019 - 2022
Triview Metropolitan District	2019 - 2022
Turion Metropolitan District No. 1	2021 - 2022
Turion Metropolitan District No. 2	2021 - 2022
Twin Peaks Metropolitan District	2016 - 2022
Valley Club Pointe Metropolitan District	2021 - 2022
Visit Estes Park	2020 - 2022
Water Valley Metropolitan District No. 1	2014 - 2022
Water Valley Metropolitan District No. 2	2014 - 2022
Waterstone Metropolitan District No. 1	2021 - 2022
Wellington Fire Protection District	2021 - 2022
Westgate Metropolitan District No. 2	2021 - 2022
Westview Metropolitan District	2019 - 2022
Wildwing Metropolitan District No. 1	2018 - 2022
Wildwing Metropolitan District No. 5	2018 - 2022
Willow Brook Metropolitan District	2019 - 2022
Will-O-Wisp Metropolitan District	2021 - 2022
York Street Metropolitan District	2017 - 2022

* Colorado clients who received the GFOA Certificate of Excellence in Financial Reporting during the most recent fiscal year

Attachment D

AUDIT APPROACH DETAILS

Our audit approach is designed to proactively address risk associated with the audit process and provide value to our clients. Our audit approach is typically divided into three phases: planning, fieldwork and review.

PLANNING

Our audit approach relies heavily on a detailed assessment of the control environment and operating strengths and weaknesses of your company.

INTERIM FIELDWORK

If it is determined to add to the audit efficiency, we will perform interim testing prior to year-end. Generally during this phase, we perform most of our Single Audit compliance testing (if necessary), document and test the accounting system and internal controls. We will at times perform some substantive testing of accounts where appropriate.

YEAR-END FIELDWORK

This phase entails the bulk of our testing of financial statement account balances. Also, any open items from the interim fieldwork are addressed. Major federal programs are determined in accordance with the risk-based approach outlined in the Single Audit Act, and compliance testing wrapped up.

REPORTING

The auditor's reports and Authority Council presentation are drafted and reviewed with management. Upon approval by management, final versions of the reports are issued, and the Data Collection Form will be reviewed and approved for submission to the Federal Audit Clearing House, if necessary.

REVIEW

In order to assure the work and final report are of the highest quality, the files and reports must pass through a minimum of two reviews. Each review focuses on specific areas of the audit with intentional overlap so every part of the audit is reviewed in detail. Depending on the size and nature of an engagement, additional reviews are added to further ensure audit quality. We will also provide comments on preliminary drafts of your financial reports. We will work closely with you as you complete the final document, which will include our report.

OUR AUDIT PROCESS:



- Client acceptance
- Identify risks
- Identify key processes and transactions
- Establish engagement dates
- Determine materiality



- Review policies and procedures
- Review internal control documentation
- Perform walkthroughs of key processes
- Interview client personnel
- Review prior-year and interim financial data
- Review preliminary financial data



- Develop targeted audit procedures
- Determine sampling plan for testing
- Send third party confirmations
- Coordinate audit fieldwork with management



- Fieldwork
- Substantive testing
- Inquiries
- Analytical testing
- Review of audit results with management



- Review draft financial statements
- Review schedule of expenditures of federal awards
- Issue final opinions
- Meet with audit committee or board of directors

Haynie & Company's approach to audits of governmental entities is a highly-tailored adaptation of our basic risk-based audit approach. These modifications serve two purposes: they streamline the audit procedures to make us more efficient; and, more importantly, they focus the audit procedures to make us more effective.

SAMPLING

Where determined to be effective and efficient, Haynie & Company will test certain areas using sampling techniques. The size of audit samples will be based on many factors, including size of account balance and identified risks. Typical areas where sampling may be used are: cash disbursements, controls testing, revenue and accounts receivable.

SUBSTANTIVE TESTING

Haynie & Company's typical planned methods with respect to substantive procedures will include:

- An understanding of the Authority's internal control structure will be obtained through a combination of interviews with personnel, questionnaires, and walk-through procedures to confirm that the understanding is accurate. We have IT specialists available to assist the audit team in performing these procedures, if necessary.
- Based on our risk assessments, we will perform tests of financial statement account balances. This will include testing of source documents and confirmation of information with vendors and other third parties. Additionally, we will use various analytical procedures to identify potential errors in the accounting records to test. Among these procedures are comparing account balances to the prior year and to budgets and scanning the general ledger for large or unusual items.
- Concluding the audit includes review of legal letters, workpaper review, financial statement review and review of draft reports with management.

TECHNOLOGY

Haynie & Company focuses on cutting edge technology as a differentiator that allows us to streamline the audit process, be responsive to client needs, and back up all work papers. We utilize two robust systems to accomplish this:

- *ProSystem fx Engagement* is our engagement document management software that is an electronic binder to house and organize our audit documentation. This software allows the engagement team to easily collaborate with team members and clients.

- *Suralink* is a web-based audit management application that maintains all paper and electronic files in a secure, off-site data center, allowing for convenient, 24/7 access from any location. Haynie & Company professionals and client personnel can access all documents quickly and easily, which results in increased efficiency and quick response times for client requests. Suralink also functions as an open items list that can be accessed and maintained by the Authority and the audit team.

FINANCIAL STATEMENT REVIEW

Haynie & Company views the financial statements and our reports as the finished product of the audit process, and as such reflects the culmination of client and our work. With this view in mind, we have established a proven process for ensuring the highest quality financial statements are produced. The key to this is a robust set of procedures that utilize our experience and knowledge.

- *Training* – The basis for our technical review is the expertise of our engagement team. All of our key reviewers are CPA's that receive not only required continuing education but also targeted training in areas specific to governmental accounting and audit.
- *Tie-Out Procedures* – One of our initial steps in the review process is to complete a thorough tie-out of all financial and other information included in the financial statements to account balances and other supporting documentation. This step ensures that all data is properly presented and agrees to supporting records. Additionally, we utilize the most up-to-date non-profit reporting checklists to make sure the financial statements are properly presented.
- *Supervisory Review* – All drafts throughout the reporting process are initially reviewed by managers and partners that were directly involved with the audit. This allows for the knowledge gained during the audit process to be utilized to ensure proper presentation and accuracy. The financial statements are reviewed for technical accuracy and overall readability.
- *Concurring Partner Review* – In addition to the manager and partner review mentioned above, in some cases, an audit partner that is not part of the engagement team reviews the financial statements and other key audit areas. The partner selected for this review is someone with extensive non-profit accounting and auditing experience, and the primary objective is to use an objective eye to determine that the financial statements contain all required disclosures and appear to be fairly presented.

USE OF AUTHORITY PERSONNEL

We use a risk-based approach and sampling procedures, and we customize and tailor our audit programs toward the financial statement assertions with respect to each account and business cycle. We utilize on-line audit programs and customize the sample sizes and audit approach utilizing our audit program tools for each client.

We require the requisite data and information in support of the general ledger account balances including general ledgers and trial balances, detailed general ledger reports, lead schedules and work paper retrieval and refile of documents based on pre-submitted lists, preparation of confirmations and other required letters. We rely heavily on the subsidiary schedules and information that you produce in the normal course of business to the extent possible, rather than require that you reconfigure and reformat data to our preferred format.

We generally provide an audit request list at least one month in advance of our anticipated interim and year-end fieldwork. This will allow you sufficient time to prepare the required schedules and to discuss any questions or concerns with the audit team.

YEAR-ROUND CONTACT


An audit should not be treated as a once-a-year event. We will stay in touch with your team on an ongoing basis to learn about events that may have significant audit impact — enabling us to help you deal with them as they occur.


SMOOTH TRANSITION TO WORKING WITH US


When we become your service provider, you will want the transition from your prior firm to be smooth and orderly. Any change of this nature will result in some disruption; however, with our extensive experience in succeeding other accounting firms, the disruption is minimized. Our process for transitioning clients from their prior auditors to our services emphasizes early planning with heavy involvement of partners and managers.



1221 W. Mineral Avenue, Suite 202
Littleton, CO 80120

 303-734-4800

 303-795-3356

 www.HaynieCPAs.com

January 5, 2024

Eagle Valley Transportation Authority
φ Community Resource Services of Colorado
7995 E. Prentice Ave., Suite 103E
Greenwood Village, CO 80111-2710

To the Members of the Board of Directors:

We are pleased to confirm our understanding of the services we are to provide for Eagle Valley Transportation Authority (Authority) for the year ended December 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities and the major funds, and the disclosures to the financial statements, which collectively comprise the basic financial statements of Eagle Valley Transportation Authority as of and for the year ended December 31, 2023.

Management has elected to omit the management's discussion and analysis that accounting principles generally accepted in the United States of America (GAAP) require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have also been engaged to report on supplementary information other than RSI that accompanies Eagle Valley Transportation Authority's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS) and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of Revenues, Expenditures and Change in Fund Balances–Budget and Actual - Debt Service-Fund
- 2) Schedule of Revenues, Expenditures and Change in Fund Balances–Budget and Actual - Capital Projects Fund

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Management override of controls

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Eagle Valley Transportation Authority's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing

us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Haynie & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Colorado or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Haynie & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State of Colorado or its designee. The State of Colorado or its designee may intend or decide to distribute the copies or

information contained therein to others, including other governmental agencies.

Our fee for these services will be \$8,500 for the audit and \$500 for beginning balance testing, for a total of \$9,000. The audit fee includes expenses. Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. Accounts in excess of 30 days will accrue finance charges at 1.5% per month. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

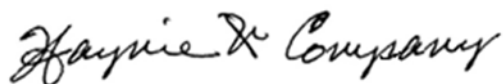
Christine McLeod is the engagement partner and is responsible for supervising the engagement and signing the report. We expect to begin our audit on a mutually agreed upon date and to issue our report no later than June 30, 2024.

Reporting

We will issue a written report upon completion of our audit of Eagle Valley Transportation Authority's financial statements. Our report will be addressed to the Board of Directors of Eagle Valley Transportation Authority. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please print, sign and return it to us.

Sincerely,



Haynie & Company

Accepted and agreed to:

Eagle Valley Transportation Authority

Officer signature

Title

Date

To: The Eagle Valley Transportation Authority Board
From: Scott Robinson, EVTA Deputy Director of Admin & Finance
Meeting Date: 01/10/2024

SUBJECT: Update signers on EVTA FirstBank Accounts

RECOMMENDED ACTION: Approve adding Scott Robinson as a signer on EVTA FirstBank accounts

BACKGROUND:

Currently, there are three signers on the FirstBank account: Amy Phillips, Dave Eickholt and Tanya Allen. The Deputy Director of Admin & Finance will need signer authority to accomplish financial tasks for the Authority.

FINANCIAL CONSIDERATIONS:

Not applicable

ATTACHMENTS: None.

To: The Eagle Valley Transportation Authority Board
From: Scott Robinson, EVTA Deputy Director of Admin & Finance
Meeting Date: 01/10/2024

SUBJECT: Annual Admin Matters Resolution, Indemnification Resolution, E-Mail Policy and Resolution

RECOMMENDED ACTION: Approve all three items presented with their own motion and vote as listed below.

1. Approve Resolution 2024-01: Annual Administrative Matters Resolution
 2. Approve Resolution 2024-02: Indemnification Resolution
 3. Approve Resolution 2024-03: Electronic Mail Policy
-

BACKGROUND:

1. Resolution 2024-01: Annual Administrative Matters Resolution: Government agencies in Colorado are required to perform certain task annually that increase transparency and accountability. Many entities like using an annual resolution to compile various obligations into one document and ensure these matters are presented periodically to the Board for review and determination. Annually, legal counsel will draft the resolution for board consideration concerning these requirements. The 2024 Resolution is presented here for board consideration.
 2. Resolution 2024-02: Indemnification Resolution: The Authority IGA requires that EVTA indemnify directors and employees for costs and expenses associated with claims arising from the performance of such person's duties. The proposed resolution details EVTA's indemnification obligation in greater detail than described in the IGA. Legal counsel drafted this resolution for board consideration.
 3. Resolution 2024-03: Electronic Mail Policy: This is a statutory requirement and best practice for government agencies. Legal counsel drafted this resolution and Policy for board consideration.
-

FINANCIAL CONSIDERATIONS:

None

ATTACHMENTS:

1. Resolution 2024-01: Annual Administrative Matters Resolution
2. Resolution 2024-02: Indemnification Resolution
3. Resolution 2024-03: Electronic Mail Policy

RESOLUTION 2024-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EAGLE VALLEY TRANSPORTATION AUTHORITY CONCERNING ANNUAL ADMINISTRATIVE MATTERS FOR 2024

WHEREAS, the Board of Directors (“Board”) of the Eagle Valley Transportation Authority (the “Authority”) performs administrative functions during each calendar year to comply with certain statutory requirements and obligations of the Eagle Valley Transportation Authority Intergovernmental Agreement (“IGA”), as further described below and to assure the effective operations of the Authority; and

WHEREAS, the Board desires to set forth such obligations herein and to designate, where applicable, the appropriate person or person(s) to perform such obligations on behalf of the Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE EAGLE VALLEY TRANSPORTATION AUTHORITY, as follows:

1. Contact Person. The Board hereby names the Executive Director as the contact person who is authorized, under C.R.S. 24-10-109(3)(b), to accept notices of claims against the Authority and, if any such claim is received to promptly notify the President of the Board and the attorney for the Authority of such receipt.

2. Budget. The Board directs the Executive Director to submit a proposed budget to the Board by October 15; to schedule a public hearing on the proposed budget; to prepare a final budget, budget resolution and budget message, the certification of mill levies, and any budget amendment(s) needed; and to file the approved budget and amendment(s) with the proper governmental entities in accordance with the Local Government Budget Law of Colorado, Sections 29-1-101 to 29-1-115, C.R.S.

3. Intergovernmental Agreements. If the Authority receives a written request from the Division of Local Government, the Board directs the Executive Director to prepare and file within thirty days of such request, an informational listing of all contracts in effect with other political subdivisions, in compliance with Section 29-1-205, C.R.S.

4. Audit/Audit Exemption. The Board directs that an audit of the financial statements be prepared and submitted to the Board before June 30 and further directs that the Audit be filed with the State Auditor by July 31, as required by Section 29-1-603, C.R.S. In the event that the timetable will not be met, the auditor and Executive Director are directed to request extensions of time to file the audit as needed.

5. Unclaimed Property. The Board directs its staff to prepare the Unclaimed Property Act report and forward the report to the Colorado State Treasurer by November 1 if there is

property presumed abandoned and subject to custody as unclaimed property, in accordance with Sections 38-13-401 et seq., C.R.S.

6. Public Records. The Board designates the Executive Director as the official custodian of public records as such term is used in C.R.S. 24-72-202.

7. Executive Session Recordings. Pursuant to C.R.S 24-6-402(2)(d.5)(II)(E), all electronic recordings of executive sessions shall be retained for purposes of the Colorado Open Meetings Law for 90 days after the date of the executive session. The Board further directs the custodian of the electronic recordings of the executive session to systematically delete all such recordings made for purposes of the Colorado Open Meetings Law at its earliest convenience after the 90th day after the date of the executive session.

8. Fair Campaign Practices Act – Gifts and Honoraria. The Board directs legal counsel to advise it on the requirements of the Fair Campaign Practices Act Section 1-45-101 et seq., C.R.S., when applicable.

9. Newspaper. The Board designates Eagle Valley Enterprise as the newspaper of general circulation within the boundaries of the Authority, and directs that all legal notices shall be published therein. If publication in such newspaper is impossible or impracticable, then any legal newspaper published in Eagle County may be used as an alternative.

10. Director Compensation. Pursuant to Section 3.08 of the IGA, the Board of Directors of the Authority shall serve without compensation.

11. Officers. Pursuant to Section 5.01 of the IGA, the Authority hereby appoints the following officers. Consistent with Section 8.03 of the Bylaws, the officers shall serve a one-year term:

Chair:	Amy Phillips
Vice-Chair:	Jeanne McQueeney
Secretary:	Executive Director
Treasurer:	Dave Eickholt
Executive Director:	Tanya Allen

12. Director Indemnification. The Board of Directors of the Authority extends the current indemnification resolution to allow the resolution to continue in effect as written. In the event an indemnification resolution is not in effect, then the approval of this administrative matters resolution shall be deemed to authorize indemnification of the Directors of the Authority when acting in good faith within the scope of their duties and in the best interests of the Authority, to the fullest extent allowed by law.

13. Website. The Board directs staff to establish, maintain and update an official website of the Authority.

14. Designated Posting Location. Notice of the time and place designated for all regular and special meetings of the Board shall be posted on the Authority's website: www.evta.org.

15. Meetings. The Board reaffirms the 2024 regular meeting schedule set forth in Resolution 2023-19. The Board may, from time to time, determine to hold any meeting at a physical location or by telephonic, electronic, or virtual means, or a combination of the foregoing, in its discretion as an administrative matter without the need for amending this resolution.

16. Disclosure of Potential Conflict of Interest. The Board has determined that Legal Counsel may file general conflict of interest disclosure forms, if any, provided by individual Board Members with the Secretary of State 72 hours prior to a meeting of the Board in accordance with C.R.S. 18-8-308, C.R.S. If a specific conflict arises regarding a certain transaction of the Board, the Board member should notify Legal Counsel at least five days prior to the date of the meeting so that the transactional disclosure form may be filed in a timely manner, in accordance with Sections 18-8-308, C.R.S. Additionally, at the beginning of every term, Legal Counsel may request that each board member submit information regarding actual or potential conflicts of interest.

17. Insurance. The Board directs the Executive Director to pay all insurance premiums and at least biannually review all insurance policies and coverage in effect to determine appropriate insurance coverage is maintained.

18. Workers' Compensation. Pursuant to C.R.S. 8-40-202(1)(a)(I)(B), the elected and appointed officials of the Authority shall not be deemed to be employees within the meaning of C.R.S. 8-40-202(1)(a), C.R.S. Such exclusion shall apply for all policy years until such time as the exclusion may be repealed by the Board.

19. PDPA. The Authority hereby acknowledges, agrees and declares that the Authority's policy for the deposit of public funds shall be made in accordance with the Public Deposit Protection Act (C.R.S 11-10.5-101 *et seq.*). As provided therein, public funds may be deposited in any bank which has been designated by the Colorado Banking Board as an eligible public depository. The Authority hereby designates the Authority's accountant as its official custodian over public deposits.

20. Recording of Conveyances of Real Property to the Authority. Pursuant to C.R.S 38-35-109.5(2), the Executive Director is designated as an appropriate official to record conveyances of real property to the Authority.

21. Emergency Liaison Officer. The Board designates the Executive Director as the Emergency Liaison Officer responsible for facilitating the cooperation and protection of the Authority in the work of disaster prevention, preparedness, response, and recovery with the Colorado Office of Emergency Management and any local disaster agencies. The Emergency Liaison Officer shall have the authority to designate such agents as they determine appropriate

to perform any and all acts necessary to facilitate the responsibilities of the Emergency Liaison Officer.

22. Execution of Authority Documents By Electronic Methods. Where necessary, convenient and permissible by law, the Board authorizes the execution of Authority documents on behalf of the Board through electronic methods such as DocuSign, electronic PDF, or similar means and in multiple counterparts, all of which shall constitute single, valid documents of the Board as if signed in paper format.

Adopted and approved this 10th day of January, 2024.

EAGLE VALLEY TRANSPORTATION
AUTHORITY

By: _____
Amy Phillips, Board Chair

ATTEST:

By: _____
Tanya Allen, Secretary

EAGLE VALLEY TRANSPORTATION AUTHORITY

RESOLUTION NO. 2024-02

INDEMNIFICATION RESOLUTION

A RESOLUTION PROVIDING FOR THE INDEMNIFICATION OF DIRECTORS, OFFICERS AND THE EMPLOYEES OF THE AUTHORITY

WHEREAS, Eagle Valley Transportation Authority (“Authority”) is a political subdivision of the State of Colorado, by virtue of organization under Colorado Regional Transportation Authority Law, Title 43, Article 4, Part 6, Colorado Revised Statutes (the “Act”) and the Eagle Valley Transportation Authority Intergovernmental Agreement (the “IGA”); and

WHEREAS, past and present directors, officers and employees of the Authority may be subject to claims arising from acts or omissions occurring during the performance of their governmental duties; and

WHEREAS, the Authority desires to defend and indemnify such persons against liability for acts or omissions occurring during the performance of their governmental duties so as to encourage employment with and/or service to the Authority; and

WHEREAS, by encouraging persons to accept employment, it is in the best interests of the health, safety, and welfare of the Authority and its inhabitants to defend and indemnify its directors, officers and employees against liability for which defense and indemnification may not otherwise be provided by Colorado law.

NOW THEREFORE, be it resolved by the Board of Directors of Eagle Valley Transportation Authority as follows:

A. Definitions. For purposes of this Resolution, the terms below shall be defined as follows:

1. Director: Includes current and former directors of the Authority who are sued for acts or omissions occurring during their terms as directors of the Authority.

2. Employee: Includes a Director, officer, employee, authorized volunteer, or servant (hereinafter collectively referred to as “Employee”) of the Authority, whether or not compensated, elected, or appointed. The term “Employee” specifically excludes any person or organization contracting to perform services or acting for the Authority as an independent contractor.

3. Scope of Employment: An act or omission of an Employee of the Authority is within the “scope of employment” if it reasonably relates to the business or affairs of the Authority, and the Employee acted in good faith and in a manner which a reasonable person would have believed to be in, and not opposed to, the best interests of the Authority.

4. Act: Means the Colorado Governmental Immunity Act set forth in Article 10, Title 24, C.R.S., as amended from time to time.

B. Applicability of the Act.

1. The Authority shall pay the costs and expenses actually and reasonably incurred by an Employee in connection with the defense of any allegation, action and proceeding arising out of an act or omission of such person during the performance of such person’s duties within the scope of such person’s appointment, including reasonable attorneys’ fees, where the action lies or could lie in tort, including any such action brought pursuant to Federal law in any court of this State, in accordance with the Act. As a prerequisite to such payment, the Employee must furnish the Authority with an affidavit stating that the action against him is not purely personal; that, to his reasonable belief, the act or omission upon which the claim is based reasonably relates to the business affairs of the Authority; and that the Employee acted in good faith and in a manner which a reasonable person would have acted under the circumstances and which was not opposed to the best interests of the Authority. However, the Authority shall not pay such judgment or settlement and shall seek reimbursement from the Employee for the actual costs of his defense, including actual attorneys’ fees, where it is determined by a court of competent jurisdiction (a) that the injuries did not arise out of an act or omission of the Employee occurring during his term of employment with the Authority and within his scope of employment, or (b) that, unless otherwise expressly authorized by the Board of Directors of the Authority, the Employee’s act or omission was willful and wanton.

2. All claims to be paid as a result of the indemnification provided hereunder shall be paid by the Authority or its insurer, except as set forth in paragraph K, below. The Authority shall pay judgments and settlements in accordance with the Act even if sovereign immunity bars the action against the Authority.

C. Limitations on Unlawful Acts. The Authority, acting through its Board of Directors, shall have absolute discretion regarding the payment of costs of defense, including reasonable attorneys’ fees and any fines or penalties assessed, where a criminal action is brought against its Employee for acts or omissions occurring during his term of employment with the Authority and within his scope of employment. Prior to such

payment, the Employee must furnish the Authority with an affidavit stating that the action against him is not purely personal; that to his reasonable belief the act of omission upon which the claim is based occurred within his scope of employment; and that he had no reasonable cause to believe his conduct was unlawful. The Authority shall not pay such fines or penalties, and shall be reimbursed by the Employee for the actual costs of his defense, including actual attorneys' fees, where it is determined by a court of competent jurisdiction (a) that the alleged criminal action did not arise out of an act or omission by the Employee occurring during his term of employment with the Authority and within his scope of employment, or (b) that the Employee had reasonable cause to believe his conduct was unlawful.

D. Contract or Other Actions. The Authority shall pay the cost of defense of, and settlements and judgments against, its Employees, including reasonable attorneys' fees, where the action lies, or could lie, in contract or arises under State or Federal laws and is not governed by the Act, except for criminal actions as hereinbefore addressed. As a prerequisite to such payment, the Employee must furnish the Authority with an affidavit stating that the action against him is not purely personal and that, to the best of his reasonable belief, the act or omission upon which the claim is based occurred within the scope of his employment. The Authority shall not pay such judgments and shall be reimbursed by the Employee for the actual costs of his defense, including actual attorneys' fees, where it is determined by a court of competent jurisdiction that (a) the damages did not arise out of an act or omission of the Employee occurring during his term of employment with the Authority and within the scope of his employment, or that (b) the Employee had reasonable cause to believe such action or contract was prohibited by law.

E. Notice of Action or Potential Action. The Authority hereby incorporates the notice prerequisite to defense and indemnification of its Employees pursuant to all provisions of the Act for tort, contract or any and all other forms of action. Notice must be given to the Authority by the Employee in writing within fifteen (15) days after commencement of the action or indemnification will not be made.

F. No Indemnification. In no event will the Authority indemnify or pay the defense cost if it is adjudged that the Employee has acted primarily for personal benefit or on the basis of other improper benefit, whether or not the Employee is acting in his official capacity. Such defense and indemnification shall not be available to a former Employee in the event that the tort or liability claim against him is asserted as a counterclaim or setoff in any suit brought by the Employee, except to the extent that the liability of such Employee may exceed the amount of his own claim or suit.

G. Settlement. The Authority, acting through its Board of Directors, shall approve in writing any settlement of claims and stipulated judgments against its Employees. The Authority shall not be liable for any such compromise or settlement given without its consent.

H. Legal Counsel. The Authority shall obtain legal counsel to serve as counsel to the Employee unless it appears to such counsel that the interests of the Authority and the Employee may be adverse. In the latter event, the Employee may select independent legal counsel, who shall first be approved by the Authority. The Employee shall cooperate in all respects with the Authority and its legal counsel in his defense. If the Employee does not cooperate with the Authority for any reason, and such action results in a judgment against the Authority or the Employee, the Authority may elect not to indemnify the Employee or to pay defense costs.

I. Employee's Costs. The Authority shall not be responsible for costs to its Employees associated with time spent in giving depositions, testifying, or otherwise cooperating with their defense.

J. Liability Limitations. The Authority shall indemnify any Employee up to but not to exceed the applicable limitations under the Act. The Authority specifically reserves any defenses which are available to Employees under the Act or by common law.

K. Effect of Other Insurance, Bond, or Indemnification Plan. If the Authority has insurance coverage for any act for which indemnification is provided by this Resolution, its coverage shall be primary. If the Employee against whom a claim reimbursable under this Resolution is asserted has any other valid insurance, bond, or indemnification plan available covering the loss or damage alleged against him, and the Authority does not have adequate insurance coverage, and the act for which indemnification is sought is other than an action sounding in tort, such insurance, bond, or other plan will be first applied to the payment of any defense costs, attorneys' fees, or claim/judgment before the Authority's resort to obtaining funds for indemnification from sources other than insurance. The obligation of the Authority to indemnify and save harmless the Employee shall, in all events, exist only to the extent permitted by this Resolution.

L. Subrogation Rights of the Authority. In the event of any payments pursuant to this Resolution, the Authority or its assigns shall be subrogated to all of the Employee's rights of recovery therefor against any person or entity. The Employee shall execute and deliver instruments and papers and do whatever else is necessary to secure such rights. The Employee shall do nothing to prejudice such rights.

M. Purpose. The purpose of this Resolution is to protect Employees of the Authority against personal liability for their actions taken on behalf of the Authority. It is the intent of the Authority that this Resolution be liberally construed in favor of the protection of such Employees. By the adoption of this Resolution, the Authority does not waive its rights to claim sovereign immunity as a defense to any action or any other defense under the Act or provided by law.

N. Severability. If any provision of this Resolution is found to be invalid by any court of competent jurisdiction, such finding shall not affect the validity of the remainder of the Resolution.

O. Term. All indemnifications described in this Resolution shall be valid during the current fiscal and calendar year and shall be considered automatically renewed on January 1 of each year thereafter unless repealed by resolution of the Board of Directors of the Authority within sixty (60) days prior to the renewal date.

P. Repeal of Previous Indemnification Provisions. This Resolution shall supersede any and all previous Indemnification Resolutions adopted by any Board of Directors of the Authority and shall amend the Authority's Bylaws, to the extent of any inconsistency between such indemnification provisions.

Q. Statute Controls. The provisions of this Resolution shall be subject to, and, to the extent of any inconsistency therewith, shall be modified by the Colorado Governmental Immunity Act.

The foregoing Resolution was approved and adopted this 10th day of January, 2024.

EAGLE VALLEY TRANSPORTATION
AUTHORITY

By: _____
Amy Phillips, Board Chair

Attest:

Tanya Allen, Secretary

EAGLE VALLEY TRANSPORTATION AUTHORITY

RESOLUTION NO. 2024-03

RESOLUTION ADOPTING AN ELECTRONIC MAIL POLICY

WHEREAS, the Eagle Valley Transportation Authority (“Authority”) is a quasi-municipal corporation and political subdivision of the State of Colorado; and Section 24-72-204.5, C.R.S., requires political subdivisions of the State of Colorado who operate or maintain an electronic mail (“e-mail”) communications system to adopt a written policy regarding monitoring of e-mail communications and the circumstances under which it will be conducted; and

WHEREAS, Section 24-6-402(2)(d)(III), C.R.S., provides that if elected officials subject to the Colorado Open Meetings Law (Sections 24-6-401 and 24-6-402, C.R.S.) use e-mail to discuss pending legislation or other public business among themselves, the e-mail shall be subject to the requirements applicable to public meetings; and

WHEREAS, the Authority Board of Directors (“Board”) wishes to set forth its policy for the monitoring of e-mail communications by, to and between Authority personnel, and further to set forth its policy for purposes of complying with the public meetings requirements of the Colorado Open Meetings Law applicable to e-mail regarding pending legislation or other public business among the Board, and further to set forth and clarify its policy regarding use of the Authority’s e-mail systems.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Eagle Valley Transportation Authority, as follows:

1. Authority E-mail System Use and Monitoring.

(a) Authority Systems. The Authority’s e-mail system is a business tool owned and paid for by the Authority for use by employees of the Authority and the Board (collectively “System Users”). The e-mail system is designed to facilitate the Authority’s business transactions and is limited to communications solely related to Authority business-related subjects. The e-mail system is not to be used for communications of a personal, private, or non-business matter or nature.

(b) Private Systems. System Users shall use the Authority’s e-mail system for sending and receiving all e-mail related to Authority business and affairs. The use by employee System Users of private e-mail systems to conduct Authority business is strictly prohibited, with the exception of receiving occasional or inadvertent e-mail, which will be answered only through the Authority’s e-mail system. The Authority shall provide no support to System Users who use private e-mail systems to conduct or discuss Authority business, and shall not reimburse any costs associated with such use of private

e-mail systems, including damage to hardware or software resulting from Authority-related e-mail sent or received by private e-mail systems. Use of private e-mail systems may subject such systems and related computers and hardware to discovery orders, seizure, search and inspection in the event of litigation and public records requests.

(c) Monitoring. The Authority may periodically monitor, audit, and review e-mail messages sent and received over the Authority's email system at any time. The use of authorization passwords by System Users should not be construed as creating a private communication medium. All computer passwords must be divulged to the system administrator and the use of unauthorized or undisclosed passwords is strictly prohibited. System Users shall not attempt to access any system to which they are not authorized. The e-mail system should not be used to solicit outside business ventures or political, religious or other personal causes. All messages on the e-mail system can be traced to their author even after they are "deleted." All e-mail messages are subject to discovery orders in litigation matters. Additionally, correspondence in the form of e-mail may be a public record under the public records law and may be subject to public inspection under Section 24 72-203, C.R.S. E-mail is an extension of the workplace and abusive or inappropriate e-mail will subject employees to the disciplinary policies of the Authority, up to and including termination. Abusive or inappropriate e-mail sent by System Users over the Authority's system may also be governed by the appropriate ethics or disciplinary policies of the Authority. By using the Authority's e-mail system, the System User expressly consents to the Authority's monitoring policy, agrees to comply with all limitations on the use of the e-mail system, and understands that the e-mail system is not a private communication medium.

2. E-mail Between Board Members. Section 24-6-402, C.R.S., requires that certain e-mail between Board Members that discusses pending legislation or other public business shall be considered a public meeting. If required by Section 24-6-402, C.R.S., the Secretary, or other individual designated by the Secretary, shall post a public notice of an ongoing e-mail meeting among Board Members subject to the Colorado Open Meetings Law. Such notice shall inform members of the public of the ability to attend such e-mail meeting by having their names added to the distribution list. The public notice of the ongoing e-mail meeting shall provide the general topics of discussion and shall be updated as new topics become the subject of e-mail correspondence subject to the Colorado Open Meetings Law among Board Members. To facilitate attendance by the public, the Board shall keep a distribution list of all persons wishing to attend such e-mail meetings. If required by the Colorado Open Meetings Law, copies of e-mail correspondence among Board Members subject to such State law shall be provided to the Executive Director and forwarded to persons on the e-mail distribution list. The Executive Director shall promptly mail a copy of such correspondence by U.S. Mail to persons on the distribution list who do not have e-mail capability. The Executive Director shall keep a printed copy of all e-mail subject to the provisions of the Colorado Open Meetings Law among Board Members, which shall be available for public review.

Any correspondence between Board Members in the form of e-mail may be a public record under the Public Records law and may be subject to public inspection under Section 24-72-203, C.R.S. No policy, position, resolution, rule or regulation shall be approved, or formal action shall be taken via e-mail. Directions regarding implementation of policies, positions, resolutions, rules or regulations and direction to staff regarding administrative matters shall not constitute approval of a policy, position, resolution, rule or regulation or formal action.

3. Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

4. Effective Date. This Resolution shall take effect and be enforced immediately upon its approval by the Board.

Adopted this 10th day of January, 2024.

EAGLE VALLEY TRANSPORTATION
AUTHORITY

By: _____
Amy Phillips, Board Chair

Attest:

Tanya Allen, Secretary

ECO Transit Operations Update

December 2023

ECO Transit Update - Ridership

Total System Ridership

38.9% increase in total system ridership and historic high!

ECO Transit Update - Ridership

Ridership (Direct Operation by ECO):

Ridership (Contract Operation – Vail-BC Express):

3% of total ridership on contract service

*Vail-BC Express was directly operated in 2022

**Includes data for 11/26-11/30

ECO Transit Update Dec- Routes

- Scheduled Trips/Trips Completed (direct operation):

4,123/4,108, 99.6%

- Unscheduled Trips (Shadow Buses, direct operation):

11

- Scheduled Trips/Trips Completed (contract):

2310/2189, 94.8%

- Missed Contract Trips filled by ECO Transit:

81/2310, 3.5% of total contract trips

- Net Contract Service Missed

40/2310, 1.7% of total contract trips

ECO Transit Update – Drivers

Directly Operated Service

- Minimum required number of Drivers w/Extra Board Personnel) 47
- Current number of drivers
 - Full time Drivers 26
 - Part time Drivers 2 -FTE
 - Seasonal Drivers 25
 - Drivers available/Drivers needed 53/47, 113% percent staffed
 - Drivers in training 1

Contract Service

- Drivers available/Drivers needed 6/8, 75% staffed
- Drivers in training TBC

ECO Transit update - Buses

- Total number of Big buses — 48 (with Electric)
- Number of Big Buses on site —42 (4 Refurb, 2 Engine Rebuilds)
- Current types of big buses on site
 - Diesel 39
 - Hybrid 0
 - Electric 3
- 2024 buses to be delivered

• Refurb	6	Expected date - Qtr 3	Replacement
• Diesel	1	Expected date - Qtr 4	Replacement
• Hybrid	0	Expected date - Qtr 4	Replacement/Additional
• Electric	2	Expected date - Qtr 3	Additional
Total net change +2			
- 2025 buses to be delivered

• Refurb	1	Expected date- Qtr 1	Replacement
• Diesel	0	Expected date - Qtr 1	Replacement/Additional
• Hybrid	5	Expected date - Qtr 2	Replacement
• Electric	0	Expected date - Qtr 3	Replacement/Additional
Total net change 0			

ECO Transit Update - Successes

- Able to cover 67% of contracted bus issues
- Scheduled 6 “shadow” buses (only started 12/30/23)
- 60% of buses operational- up from 52%
- Refurbing 6 buses in 2024
- Contracting out ½ of fleet maintenance
- Purchased 3 new Cutaway Vehicles for ParaTransit-replaced old fleet
- Revised Capital Plan for Buses-by 2026 no bus will be over 12 years old

WHEN we have time - really want to go over some of things that ECOTransit Staff have been able to accomplish this year.

IT IS QUITE A LIST!!!!

ECO Transit Update – Challenges

- Need additional space for parking buses
- Express Buses?
- Limited facility for repairs
- Outsourcing Maintenance
- Housing for drivers (8-10 additional operators)-plus administrative needs
- Additional Services for Summer Schedule (8-10 operators)
- Beginning to see the need for Administrative/Operational Space

To: The Eagle Valley Transportation Authority Board

From: Tanya Allen, Executive Director

RE: EVTA Management Report - January 2024

Meeting Date: 1/10/2024

Sales Tax Returns

EVTA sales tax collections for November were not yet available at the time of this memo. Through October we were at 82.8% of budgeted sales tax collections for the year.

TOTAL	\$10,555,532.92
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Month Earned	Amount
January	\$1,500,634.19
February	\$1,539,340.06
March	\$1,633,223.56
April	\$732,001.91
May	\$613,184.23
June	\$861,752.12
July	\$1,042,918.63
August	\$992,709.87
September	\$918,807.40
October	\$720,960.95
November	pending

Year	\$ Difference vs. Budget	% of Budget
2023	\$	%
\$12,750,955.00	(\$2,195,422.08)	82.8%

EVTA Interim Strategic Plan Implementation - 60 Day Look Ahead

A short summary of current and planned activities over the next 60 days is in the following chart:

Strategic Priority	Current Activities	Within next 60 days
1. Build EVTA's organizational structure and culture	<ul style="list-style-type: none"> ◆ Onboarding new Deputy Director ◆ Issued offer letter for Director of People and Culture ◆ Scheduling interviews for additional EVTA positions (Director of IT and Innovation, Director (or Manager) of Finance) ◆ Reviewing RFPs for insurance brokers ◆ Continuing initial naming and branding work ◆ Selected and launched a new Payroll provider (Paylocity). 	<ul style="list-style-type: none"> ◆ Select insurance broker ◆ Finalize the initial EVTA Organizational Chart ◆ Finalize and post job descriptions for additional EVTA positions
2. Take action on transportation improvements	<ul style="list-style-type: none"> ◆ Begun work on the 2024 Spring schedule, including identifying potential spring season enhancements ◆ Vehicle refurbishment in progress 	<ul style="list-style-type: none"> ◆ Scoping additional express service options with Fehr&Peers
3. Plan for the region's transportation future	<ul style="list-style-type: none"> ◆ Finalizing RFP for the 5-10 year Multimodal Transit Development Plan (w/consultant assistance) 	<ul style="list-style-type: none"> ◆ Issue 10-year planning RFP and select vendor

<p>4. Transition ECO Transit's operations</p>	<ul style="list-style-type: none"> ◆ Working with Eagle County IT on network configuration and usage ◆ Configuring retirement plan agreement with CRA ◆ Eagle County has assigned a transition project manager to finalize remaining legal and financial agreements. Project kickoff expected March 1. 	<ul style="list-style-type: none"> ◆ Begin preparations for transfer and titling of vehicles ◆ CDOT Grantee certification paperwork
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Ridership at Historic Highs

ECO Transit ridership totaled 1,397,395 system-wide in 2023. This is a 38.9% increase over 2022 ridership of 1,006,359. It also surpassed the previous system high of 1,207,261, recorded in 2008, by 15.7%. This increase appears to be a function of both increased demand and increased service hours, confirming what we already know is a strong appetite for more transit in our community.

Other Activities

In partnership with the Town of Eagle, new bus shelters have been installed at the intersection of Grand Avenue and Sylvan Road. ECO Transit purchased the shelters, while the Town of Eagle took care of site preparation and assistance with installation.

Planned Future Topics

February:

- ECO Transit Quarterly Update
- Technology Transition Planning discussion
- 2023 Amended budget (tbc)
- Insurance broker selection

March:

- Awarding RFP for Transit Development Plan
- First supplemental budget review

April:

- Admin and HR Policy adoption

Upcoming TBD:

- Additional financial policy adoption
- Additional HR & Admin policy adoptions
- CDOT certification policy adoption