



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

The Core Transit Board welcomes everyone to its meetings. A hybrid of an in-person meeting with an online Zoom platform is employed. Members of the public are invited to attend either in person or via Zoom. [Please click here to join the zoom meeting.](#)

## **BUSINESS MEETING AGENDA**

1. Call to Order – 12:00pm
2. Consideration of Changes to Agenda
3. Approval of Minutes and Financials
  - a. October 9, 2024, regular meeting minutes
  - b. Financial Statements
  - c. Payables Lists
4. Board Comment
5. Public Comment – 12:05pm

*Comments from the public are welcomed during public comment for any topics with the Authority's purview not included in the business agenda. Please state your name & community of residence. Please limit public comments to three minutes or less per individual. If the public is unable to attend the meeting, public comment can be shared via email at [Board@coretransit.org](mailto:Board@coretransit.org).*
6. Presentations – 12:10pm

- a. FY25 Budget Presentation – *Staff will make a brief presentation to provide an overview of the FY25 proposed budget.*

## BUSINESS

### 7. Business – 12:20pm

- a. **FY25 Public Budget Hearing**

Director Amy Phillips will open the budget hearing for public comment. After public comment, Director Phillips will close the budget hearing.

- b. **Resolution 2024-14: A Resolution to Adopt the Budget for the 2025 Fiscal Year**

Scott Robinson, Tanya Allen, and Dave Rogers will present the FY2025 Budget for board approval.

- c. **2024 Transition Bonus Program**

Aryn Schlichting will present the proposed 2024 transition bonus program for board approval.

- d. **Proposed 2025 Holidays**

Aryn Schlichting will present the proposed 2025 Holidays for the Core Transit calendar.

- e. **Resolution 2024-15: Lake Creek Site Design SGM Contract**

Tanya Allen will present a contract to continue work on site safety improvements at the Lake Creek Village transit stop, a continuation of a project begun under ECO Transit.

- f. **FY24 Auditor Letter of Engagement**

Dave Rogers will present a Letter of Engagement with Haynie & Co.

- g. **Birds of Prey In-Kind Sponsorship Request**

Tanya Allen and Scott Robinson will present an in-kind sponsorship opportunity for the Birds of Prey World Cup event.

## ANNOUNCEMENTS & STAFF REPORTS

8. Announcement – 1:00 pm
  - a. Celebration of CASTA Award, the contributions of outgoing Board President Amy Phillips, and LEAD Academy graduates Alex Romero and Mike Schuering
9. Staff Reports – 1:15 pm
  - a. Administrative Division Report
  - b. Operations Report

## ADJOURNMENT

10. Adjournment – 2:00pm  
*The next regular meeting of the Core Transit Board will be held Wednesday, December 11, 2024, at 12:00pm, in the Avon Council Chambers.*

## YOUR BOARD MEMBERSHIP

### **Core Transit Board**

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

### **Core Transit Board Alternates**

Ray Shei | *Beaver Creek Metro*  
Kathy Chandler-Henry | *Eagle County*  
Rich Carroll | *Town of Avon*  
Bryan Woods | *Town of Eagle*  
Brian Rodine | *Town of Minturn*  
Duke Gerber | *Town of Red Cliff*  
Pete Seibert | *Town of Vail*

## ACCESSIBILITY INFORMATION

**Posting Certification:**

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

/s/ Amy Burford

**MINUTES OF THE  
EAGLE VALLEY TRANSPORTATION AUTHORITY d/b/a Core Transit  
BOARD OF DIRECTORS MEETING  
October 09, 2024**

A meeting of the Eagle Valley Transportation Authority (“Authority”) Board of Directors (“Board”) was held on October 09, 2024, at 12:00 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 October 4, 2024, and included agenda items, location, and time, as well as the teleconference information needed to participate in the public portion of the meeting. The Notice of Board of Directors Meeting dated October 4, 2024, 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 Earle Bidez, Mayor, Town of Minturn

Director Barry Davis, Councilor, Town of Vail

Director Garrett Alexander, Member of the Board of Trustees of the Town of Red Cliff (via Zoom)

**Directors Absent:**

Director Barry Davis, Councilor, Town of Vail

**Attendance:**

Bryan Woods, Alternate Board Member, Town of Eagle

Rich Carroll, Alternate Board Member, Town of Avon

---

---

Ray Shei, Alternate Board Member, Beaver Creek Metro District

Kathryn Winn, Core Transit Legal Counsel, Attorney, Collins Cole Flynn Winn & Ulmer, PLLC

Dave Rogers, Director of Finance, Core Transit

Scott Robinson, Deputy Director, Core Transit

Tanya Allen, Executive Director, Core Transit

Dave Snyder, Director of Transportation, Core Transit

Amy Burford, Executive Assistant & Special Projects Coordinator, Core Transit

Lance Trujillo, Director of IT and Innovation, Core Transit

Greg Hall, Town of Vail

Tim McMahon, Community Member

Joanna Kerwin, Community Member

**Attendance on Zoom:**

Aryn Schlichting, Director of People & Culture, Core Transit

Tati Wernicke, People & Culture Generalist, Core Transit

Dayana Herr, Marketing, Communications & Customer Relations Manager, Core Transit

Stephanie Samuelson, Information Services Representative, Core Transit

Carly Rietmann, Community member

Jodi Doney, Community member

---

	<p>Todd Williams, Community member</p> <p>Larry Tenenholz, Community member</p> <p>Dr. Gerilyn Davis, Community member</p>
<b>APPROVAL OF THE AGENDA</b>	<p>Director Phillips presented the agenda for the meeting and inquired if there were any proposed changes. Director Sunday motioned to approve the agenda as presented. Director Eickholt seconded the motion, which passed with a unanimous 6-0 vote.</p>
<b>APPROVAL OF MINUTES AND FINANCIAL STATEMENTS</b>	<p>Director Phillips presented the minutes dated September 11, 2024, for approval. Director Alexander moved to approve the minutes, financial statements, and payables list. Director Bidez seconded the motion, which passed with a unanimous 6-0 vote.</p>
<b>BOARD COMMENT</b>	<p>Director Sunday mentioned that Eagle will be hosting the Ice Castles. He pointed out that it may be a challenge getting visitors from the bus stop to the event. He noted that it could be an opportunity for Core Transit to offer support.</p> <p>Director Phillips announced that Core Transit has been asked to present at the Colorado Association of Ski Towns on initiatives to improve transit.</p>
<b>PUBLIC COMMENT</b>	<p>Tim McMahon from Avon shared his concerns about branding on the buses, noting that some buses still display “ECO Transit”. He asked about the status of the Wildridge shuttle for the winter season and for clarification on operator wage details.</p>
<b>AGENDA ITEMS</b>	<b>6. Business</b>

---

## **6.1 Donation Policy**

Executive Director Tanya Allen noted that the donation policy was revised based on the feedback from the board during the last meeting. She explained that the policy is aimed at facilitating approval of small requests and to ensure funds are allocated in the budget for donation purposes.

Director Bidez asked, for example, whether a group seeking to take a bus to Vail outside of a regularly scheduled route would be covered by the donation policy. Executive Director Allen clarified that if the group had non-profit status as outlined in the policy, they could be considered. However, if it was simply a group wanting a charter service, that would fall outside the policy's scope.

Director Sunday made a motion to approve the donation policy as presented. Director Eickholt seconded the motion, which passed with a 6-0 unanimous vote.

## **6.2 Capitalization Policy**

Deputy Director Scott Robinson explained that the main goal of the presented capitalization policy is to guide staff in managing estimates for capital assets.

Director Eickholt identified a grammatical error and raised a question regarding the classification of computer equipment as high risk. Alternate Director Ray Shei shared that, in his experience, computers could not be depreciated as a grouped expense. Deputy Director Robinson responded that he had not received similar feedback from CRS but would follow up to clarify this issue.

Director Bidez mentioned his experience at the Town of Minturn has included work sessions to review and plan for capital projects. Deputy

---

---

Director Robinson emphasized that staff created the policy to provide a framework for planning capital expenditures in 2025 and 2026 and as they develop the capital improvement plan.

Director Phillips suggested implementing an equipment replacement fund, which has been successful at the Town of Avon.

Director Bidez made a motion to approve the capitalization policy as presented. Director Eickholt seconded the motion, which passed with a unanimous 6-0 vote.

### **6.3 Other Business**

None

---

## **7. Financial Matters**

The preliminary 2025 Budget was included in the meeting packet for informational purposes. Director Phillips noted that there will be a budget work session on October 21<sup>st</sup>.

## **8. Staff Reports**

Deputy Director Robinson expressed his excitement for the upcoming winter schedule. Director of Finance Dave Rogers introduced the new Finance Coordinator Mitzi Marquez. Director of Transportation Dave Snyder highlighted the increase in ridership numbers compared to the same period in 2023 and provided updates on the upcoming winter schedule.

Director Eickholt asked about the presence of Core Transit advertising at the Eagle County Regional Airport. Deputy Director Robinson responded that staff is currently developing a plan to collaborate with the airport to establish advertising there.

Director Bidez asked when the winter schedule will be published. Deputy Director Robinson

---

---

replied that it is expected to be released in November.

---

**EXECUTIVE SESSION**

Director Sunday motioned to enter executive session pursuant to 24-6-402(4)(b), C.R.S. for a conference with Core Transit's general counsel for legal advice on the Eagle Valley Transportation Authority IGA. Executive Session pursuant to 24-6-402(4)(e), C.R.S. for negotiation discussions related to a financial agreement with Eagle County. Director Eickholt seconded the motion, which passed with a unanimous 6-0 vote.

The board concluded Executive Session at 1:43pm. No further decisions were made.

---

**ADJOURNMENT**

The meeting was adjourned at 1:45 pm.

CORE TRANSIT  
CASH POSITION  
Year to Date and as of October 31, 2024  
Adjusted as of November 4, 2024

Maturity Date Account Activity Item Description	CHECKING	INVESTMENTS										TOTAL ALL ACCOUNTS
	1st Bank	1st Bank			CSIP				Multi-Bank		Colotrust	
		Savings	5.2500% 8/27/2024 Premier 4181	5.4000% 11/28/2024 Premier 1972	5.3200% 4/17/2025 Savings-Term	4.6500% 8/15/2025 Savings-Term	4.0400% 9/19/2025 Savings-Term	4.9900% LGIP	3.9600% 10/2/2025 Savings-Term	0.7360% Savings	5.0190% Plus+	
<b>BEGINNING BANK BALANCE</b>	\$ 13,527	\$ 517,239	\$ 1,771,950	\$ 1,796,413	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 6,322,307	\$ 10,421,436
YTD credits - Total deposits, wires and transfers	15,493,720	725,955	95,218	45,347	5,000,000	2,000,000	4,000,000	7,510,899	3,462,912	37,783	19,355,371	57,727,205
YTD debits - Total vouchers, wires and transfers	(15,054,085)	(740,000)	(1,867,168)	-	-	-	-	(7,500,000)	-	-	(18,886,213)	(44,047,466)
<b>YTD bank balance</b>	453,162	503,194	-	1,841,760	5,000,000	2,000,000	4,000,000	10,899	3,462,912	37,783	6,791,465	24,101,175
Plus deposits/transfers in transit	2,659	-	-	-	-	-	-	-	-	-	-	2,659
Less outstanding checks/transfers	(527,440)	-	-	-	-	-	-	-	-	-	-	(527,440)
<b>UNRESTRICTED BALANCE AT END OF PERIOD</b>	<b>(71,619)</b>	<b>503,194</b>	<b>-</b>	<b>1,841,760</b>	<b>5,000,000</b>	<b>2,000,000</b>	<b>4,000,000</b>	<b>10,899</b>	<b>3,462,912</b>	<b>37,783</b>	<b>6,791,465</b>	<b>23,576,394</b>
<b>Current period activity</b>												
Transfers	500,000	-	-	-	-	-	-	-	-	-	(500,000)	-
Add - deposits, wires and transfers	-	-	-	-	-	-	-	-	-	-	-	-
Subtract - vouchers, wires and transfers	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total current period adjustments</b>	500,000	-	-	-	-	-	-	-	-	-	(500,000)	-
<b>Restricted to Housing</b>	-	-	-	-	-	-	-	-	-	-	(1,920,089)	(1,920,089)
<b>Restricted to Capital</b>	-	-	-	-	(5,000,000)	-	-	-	-	-	(3,569,445)	(8,569,445)
<b>Adjusted balance</b>	<b>\$ 428,381</b>	<b>\$ 503,194</b>	<b>\$ -</b>	<b>\$ 1,841,760</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ 4,000,000</b>	<b>\$ 10,899</b>	<b>\$ 3,462,912</b>	<b>\$ 37,783</b>	<b>\$ 801,931</b>	<b>\$ 13,086,860</b>

**CORE TRANSIT**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**October 31, 2024**

	General	Housing	Capital	TOTALS
				ALL FUNDS
<b>Cash Balance - beginning of month</b>	\$ 12,433,005	\$ 2,031,643	\$ 8,823,288	\$ 23,287,936
<b>Receipts</b>				
Farebox revenue	9,481	-	-	9,481
Employer bulk pass sales	1,360	-	-	1,360
Direct pass sales revenue	970	-	-	970
Mobile fare revenue	3,452			3,452
Sales tax	984,214	-	-	984,214
DMV sales tax	7,342	-	-	7,342
ECO Sales tax	948,653	-	-	948,653
Service agreement revenue - MIRA	8,655	-	-	8,655
Service agreement revenue - HHA	6,279			6,279
Interest	279,295	(83,295)	(163,595)	32,405
Rent - housing	600	28,348	-	28,948
<b>Receipts subtotal</b>	2,250,301	(54,947)	(163,595)	2,031,759
Disbursements - payables	(1,596,446)	(56,607)	(90,248)	(1,743,301)
<b>Cash Balance - end of month</b>	<b>\$ 13,086,860</b>	<b>\$ 1,920,089</b>	<b>\$ 8,569,445</b>	<b>\$ 23,576,394</b>
<b>Location of Funds</b>				
1st Bank - Checking	\$ (71,619)			
1st Bank - Savings	503,194			
1st Bank - Premier 182 day	1,841,760			
CSIP	5,000,000			
CSIP	4,000,000			
CSIP	2,000,000			
CSIP LGIP	10,899			
Colotrust	6,791,465			
Multi-bank	3,462,912			
Multi-bank	37,783			
<b>Total cash &amp; investments</b>	<b>\$ 23,576,394</b>			

**CORE TRANSIT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUNDS AVAILABLE  
BUDGET VS. ACTUAL - CASH BASIS (NON-GAAP)  
For the Current Month and Year-to-Date Ended October 31, 2024  
Unaudited**

	Current Month Actual	Year to Date				2024 Budget		
		Actual	Prorata Budget	Prorata Variance Over (Under)	Percent of Prorata Budget	2024 Adopted	YTD Over (Under)	Percent of YTD Actual to 2024 Budget
REVENUES								
Farebox revenue	\$ 9,481	\$ 29,914	\$ 113,927	(84,013)	26%	\$ 136,712	\$ (106,798)	22%
Employer Bulk Pass Sales	1,360	2,720	-	2,720	-	-	2,720	-
Direct pass sales revenue	970	1,583	171,922	(170,339)	1%	206,306	(204,723)	1%
Mobile fare sales revenue	3,452	3,452	55,663	(52,211)	6%	66,796	(63,344)	5%
Advertising revenue	-	-	4,167	(4,167)	0%	5,000	(5,000)	0%
Interest revenue	-	624,022	291,667	332,355	214%	350,000	274,022	178%
Rent Income	600	1,200	-	1,200	-	-	1,200	-
EVTA sales tax	984,214	11,112,581	10,625,796	486,785	105%	12,750,955	(1,638,374)	87%
EVTA DMV sales tax	7,342	61,859	-	61,859	-	-	61,859	-
ECO transit sales tax transfers	948,653	2,506,875	9,424,847	(6,917,972)	27%	11,309,816	(8,802,941)	22%
Service Agreement Revenue - MIRA	8,655	21,362	-	21,362	-	-	21,362	-
Service Agreement Revenue - HHA	6,279	6,279	-	6,279	-	-	6,279	-
Total revenues	1,971,006	14,371,847	20,687,989	(6,316,142)	69%	24,825,585	(10,453,738)	58%
EXPENDITURES								
Administration of Vehicle Operations								
AVO Salaries	19,199	88,331	578,389	(490,058)	15%	694,067	(605,736)	13%
AVO Salaries-OT	597	597	20,833	(20,236)	3%	25,000	(24,403)	2%
AVO Sick Pay	76	76	-	76	-	-	76	-
AVO Holiday Pay	3,521	3,521	-	3,521	-	-	3,521	-
AVO Vacation pay	510	940	-	940	-	-	940	-
AVO Medicare tax	358	1,384	8,843	(7,459)	16%	10,611	(9,227)	13%
AVO Social security tax	1,531	5,918	37,811	(31,893)	16%	45,373	(39,455)	13%
AVO Retirement	2,051	8,032	-	8,032	-	-	8,032	-
AVO Group Health Insurance	(790)	-	-	-	-	-	-	-
AVO Dental Insurance	(40)	-	-	-	-	-	-	-
AVO Vision Insurance	(7)	-	-	-	-	-	-	-
AVO Group Life Insurance	(50)	-	-	-	-	-	-	-
AVO Group Disability Insurance	(73)	-	-	-	-	-	-	-
AVO Unemployment Insurance	(478)	242	-	242	-	-	242	-
AVO Total fringe benefits	600	1,800	191,186	(189,386)	1%	229,423	(227,623)	1%
Uniforms	17,158	22,636	8,333	14,303	272%	10,000	12,636	226%
Printing expense	-	-	1,000	(1,000)	0%	1,200	(1,200)	0%
Office supplies-general	-	448	1,250	(802)	36%	1,500	(1,052)	30%
Materials and supplies	-	18	4,167	(4,149)	0%	5,000	(4,982)	0%
Travel-meetings/seminars	-	1,660	10,000	(8,340)	17%	12,000	(10,340)	14%
AVO Training/Workshop	-	7,500	-	7,500	-	-	7,500	-
Employee event expenses	-	888	12,500	(11,612)	7%	15,000	(14,112)	6%
AVO miscellaneous expense	2,530	2,880	-	2,880	-	-	2,880	-
AVO miscellaneous employee reimbursement	10	10	-	10	-	-	10	-
Bus rodeo expenditures	-	1,305	8,333	(7,028)	16%	10,000	(8,695)	13%
APO vehicle operating lease	-	15,000	-	15,000	-	-	15,000	-
Subtotal personnel	46,703	163,186	882,645	(719,459)	18%	1,059,174	(895,988)	15%
Vehicle Operations								
Operator Wages-ft	361,288	991,999	957,508	34,491	104%	1,149,010	(157,011)	86%
Operator wages-pt	-	-	37,500	(37,500)	-	45,000	(45,000)	-
Operator wages-seasonal	-	-	178,645	(178,645)	-	214,374	(214,374)	-
Operator wages overtime-ft	36,009	135,008	166,667	(31,659)	81%	200,000	(64,992)	68%
Medicare tax	6,452	18,025	24,050	(6,025)	75%	28,860	(10,835)	62%
Social security taxes	27,588	76,392	90,444	(14,052)	84%	108,533	(32,141)	70%
Retirement	40,017	95,040	-	95,040	-	-	95,040	-
VO group health insurance	3,492	-	-	-	-	-	-	-
VO dental insurance	505	-	-	-	-	-	-	-
VO vision insurance	160	-	-	-	-	-	-	-
VO group life insurance	941	-	-	-	-	-	-	-
Unemployment	(6,515)	3,518	-	3,518	-	-	3,518	-
Sick Pay	12,821	30,875	-	30,875	-	-	30,875	-
Holiday Pay	32,222	32,222	-	32,222	-	-	32,222	-
Vacation Pay	10,766	33,447	-	33,447	-	-	33,447	-
Total taxes and fringe benefits	-	-	352,447	(352,447)	0%	422,936	(422,936)	0%
VO miscellaneous employee reimbursement	729	642	-	642	-	-	642	-
Subtotal vehicle operations	526,475	1,417,168	1,807,261	(390,093)	78%	2,168,713	(751,545)	65%
Administration of paratransit operations								
Admin salaries	-	-	30,160	(30,160)	0%	36,192	(36,192)	0%
Admin salaries-ot	-	-	1,667	(1,667)	0%	2,000	(2,000)	0%
Medicare tax	-	-	438	(438)	0%	525	(525)	0%
Social security tax	-	-	1,870	(1,870)	0%	2,244	(2,244)	0%
APO outside paratransit services	-	334	-	334	-	-	334	-
Total fringe benefits	-	-	7,663	(7,663)	0%	9,196	(9,196)	0%
Subtotal administration of paratransit operations	-	334	41,798	(41,464)	1%	50,157	(49,823)	1%
Paratransit operations								
Paratransit operator wages	1,597	1,597	26,793	(25,196)	6%	32,151	(30,554)	5%
Paratransit operator wages OT	-	-	1,667	(1,667)	0%	2,000	(2,000)	0%
Medicare tax	32	32	401	(369)	8%	481	(449)	7%
Social security tax	135	135	1,715	(1,580)	8%	2,058	(1,923)	7%
Retirement	39	39	-	39	-	-	39	-
Unemployment Taxes	1	1	-	1	-	-	1	-
Holiday Pay	590	590	-	590	-	-	590	-
Total fringe benefits	-	-	14,507	(14,507)	0%	17,408	(17,408)	0%
Subtotal paratransit operations	2,394	2,394	45,083	(42,689)	5%	54,098	(51,704)	4%
Safety and training department								
Admin salaries	12,749	36,485	75,251	(38,766)	48%	90,301	(53,816)	40%

**CORE TRANSIT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUNDS AVAILABLE  
BUDGET VS. ACTUAL - CASH BASIS (NON-GAAP)  
For the Current Month and Year-to-Date Ended October 31, 2024  
Unaudited**

	Current Month Actual	Year to Date				2024 Budget		
		Actual	Prorata Budget	Prorata Variance Over (Under)	Percent of Prorata Budget	2024 Adopted	YTD Over (Under)	Percent of YTD Actual to 2024 Budget
Staff ot	441	1,146	1,667	(521)	69%	2,000	(854)	57%
Medicare tax	205	557	1,169	(612)	48%	1,403	(846)	40%
Social security tax	876	2,383	4,999	(2,616)	48%	5,999	(3,616)	40%
Retirement	1,078	2,888	-	2,888	-	-	2,888	-
ST group health insurance	468	-	-	-	-	-	-	-
ST dental insurance	65	-	-	-	-	-	-	-
ST vision insurance	22	-	-	-	-	-	-	-
Unemployment taxes	(206)	112	-	112	-	-	112	-
ST sick pay	-	420	-	420	-	-	420	-
ST Holiday Pay	1,144	1,144	-	1,144	-	-	1,144	-
St Vacation Pay	346	346	-	346	-	-	346	-
Total fringe benefits	-	-	24,907	(24,907)	0%	29,888	(29,888)	0%
Medical-exams and testing	-	-	9,583	(9,583)	0%	11,500	(11,500)	0%
Contracted services	-	1,500	8,333	(6,833)	18%	10,000	(8,500)	15%
Consulting	-	-	8,333	(8,333)	0%	10,000	(10,000)	0%
Training supplies	-	-	1,250	(1,250)	0%	1,500	(1,500)	0%
Emergency preparedness supplies	-	-	750	(750)	0%	900	(900)	0%
Travel-meetings/seminars	-	150	2,917	(2,767)	5%	3,500	(3,350)	4%
Training/workshop	-	750	1,250	(500)	60%	1,500	(750)	50%
Miscellaneous expense	-	9,600	-	9,600	-	-	9,600	-
<b>Subtotal safety and training department</b>	<b>17,188</b>	<b>57,481</b>	<b>140,409</b>	<b>(82,928)</b>	<b>41%</b>	<b>168,491</b>	<b>(111,010)</b>	<b>34%</b>
<b>Administration of fleet maintenance activities</b>								
Admin salaries	7,336	21,846	36,743	(14,897)	59%	44,092	(22,246)	50%
Admin salaries-ot	-	-	417	(417)	0%	500	(500)	0%
Medicare tax	105	315	565	(250)	56%	678	(363)	46%
Social security tax	448	1,346	2,415	(1,069)	56%	2,898	(1,552)	46%
Retirement	218	1,016	-	1,016	-	-	1,016	-
Unemployment tax	(127)	67	-	67	-	-	67	-
Total fringe benefits	-	-	14,713	(14,713)	0%	17,656	(17,656)	0%
Lubricants-oil	2,172	6,333	37,500	(31,167)	17%	45,000	(38,667)	14%
Fuel-unleaded support vehicles	-	-	10,870	(10,870)	0%	13,044	(13,044)	0%
Fuel-diesel support vehicles	-	-	307	(307)	0%	368	(368)	0%
Fuel-unleaded support vehicles	5,446	5,446	4,203	1,243	130%	5,044	402	108%
Fuel-diesel support vehicles	56,852	56,852	451,250	(394,398)	13%	541,500	(484,648)	10%
Fuel-electricity	-	-	18,000	(18,000)	0%	21,600	(21,600)	0%
Office supplies - general	-	400	-	400	-	-	400	-
<b>Subtotal administration of fleet maintenance activities</b>	<b>72,450</b>	<b>93,621</b>	<b>576,983</b>	<b>(483,362)</b>	<b>16%</b>	<b>692,380</b>	<b>(598,759)</b>	<b>14%</b>
<b>Fleet maintenance</b>								
Fleet care tech salaries	12,232	35,294	55,322	(20,028)	64%	66,386	(31,092)	53%
Fleet care tech salaries-ot	-	747	7,083	(6,336)	11%	8,500	(7,753)	9%
Medicare tax	194	551	840	(289)	66%	1,008	(457)	55%
Social security tax	827	2,354	3,592	(1,238)	66%	4,310	(1,956)	55%
Retirement	477	2,055	-	2,055	-	-	2,055	-
VMO group health insurance	350	-	-	-	-	-	-	-
VMO dental insurance	50	-	-	-	-	-	-	-
VMO vision insurance	14	-	-	-	-	-	-	-
VMO group life insurance	103	-	-	-	-	-	-	-
Unemployment tax	(211)	114	-	114	-	-	114	-
Sick Pay	320	1,140	-	1,140	-	-	1,140	-
Total fringe benefits	-	-	17,824	(17,824)	0%	21,389	(21,389)	0%
VMO holiday pay	1,020	1,020	-	1,020	-	-	1,020	-
VMO vacation pay	321	519	-	519	-	-	519	-
Uniforms	-	205	833	(628)	25%	1,000	(795)	21%
Contract service-maintenance	107,069	113,761	866,163	(752,402)	13%	1,039,395	(925,634)	11%
Contract services-towing	2,100	2,100	10,417	(8,317)	20%	12,500	(10,400)	17%
Cleaning supplies-vehicles	-	-	5,000	(5,000)	0%	6,000	(6,000)	0%
Shop supplies misc	240	423	833	(410)	51%	1,000	(577)	42%
<b>Subtotal fleet maintenance</b>	<b>125,106</b>	<b>160,283</b>	<b>967,907</b>	<b>(807,624)</b>	<b>17%</b>	<b>1,161,488</b>	<b>(1,001,205)</b>	<b>14%</b>
<b>Facility maintenance activities-msc</b>								
Leases and rentals-operating yards or stations	8,848	8,848	516,814	(507,966)	2%	620,177	(611,329)	1%
<b>Subtotal facility maintenance activities-msc</b>	<b>8,848</b>	<b>8,848</b>	<b>516,814</b>	<b>(507,966)</b>	<b>2%</b>	<b>620,177</b>	<b>(611,329)</b>	<b>1%</b>
<b>Facility maintenance activities-leadville bus barn</b>								
Contract svc - general	345	420	-	420	-	-	420	-
Leases and rentals-operating yards or stations	-	133,501	56,588	76,913	236%	67,905	65,596	197%
<b>Subtotal facility maintenance activities-leadville bus barn</b>	<b>345</b>	<b>133,921</b>	<b>56,588</b>	<b>77,333</b>	<b>237%</b>	<b>67,905</b>	<b>66,016</b>	<b>197%</b>
<b>Facility maintenance activities-</b>								
Leases and rentals-operating yards or stations	23,880	47,882	-	47,882	-	-	47,882	-
<b>Subtotal facility maintenance activities-leadville bus barn</b>	<b>23,880</b>	<b>47,882</b>	<b>-</b>	<b>47,882</b>	<b>-</b>	<b>-</b>	<b>47,882</b>	<b>-</b>
<b>Stops and stations</b>								
Contract services-general	-	-	3,333	(3,333)	0%	4,000	(4,000)	0%
Supplies & Materials	28,553	28,553	-	28,553	-	-	28,553	-
Bus stop supplies	917	917	20,833	(19,916)	4%	25,000	(24,083)	4%
Leases/Rentals - Freedom park trash removal	600	600	-	600	-	-	600	-
<b>Subtotal stops and stations</b>	<b>30,070</b>	<b>30,070</b>	<b>24,166</b>	<b>5,904</b>	<b>124%</b>	<b>29,000</b>	<b>1,070</b>	<b>104%</b>
<b>General administration</b>								
Admin salaries	58,308	512,685	588,576	(75,891)	87%	706,291	(193,606)	73%
Admin salaries-OT	20	302	-	302	-	-	302	-
Vacation pay	3,022	28,637	-	28,637	-	-	28,637	-
Medicare tax	1,137	8,650	6,973	1,677	124%	8,368	282	103%

**CORE TRANSIT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUNDS AVAILABLE  
BUDGET VS. ACTUAL - CASH BASIS (NON-GAAP)  
For the Current Month and Year-to-Date Ended October 31, 2024  
Unaudited**

	Current Month Actual	Year to Date				2024 Budget		
		Actual	Prorata Budget	Prorata Variance Over (Under)	Percent of Prorata Budget	2024 Adopted	YTD Over (Under)	Percent of YTD Actual to 2024 Budget
Social security tax	2,749	36,374	28,249	8,125	129%	33,899	2,475	107%
Retirement	7,944	38,260	-	38,260	-	-	38,260	-
ADMIN Group Health Insurance	(13,516)	-	-	-	-	-	-	-
ADMIN Dental Insurance	(551)	-	-	-	-	-	-	-
ADMIN Vision Insurance	(41)	-	-	-	-	-	-	-
ADMIN Group Life Insurance	(509)	-	-	-	-	-	-	-
ADMIN Group Disability Insurance	(1,178)	-	-	-	-	-	-	-
Unemployment taxes	(1,502)	741	-	741	-	-	741	-
Worker's Comp	-	15,336	-	15,336	-	-	15,336	-
Sick Pay	2,164	3,486	-	3,486	-	-	3,486	-
Holiday pay	5,271	5,271	-	5,271	-	-	5,271	-
Total fringe benefits	1,800	53,152	72,459	(19,307)	73%	86,951	(33,799)	61%
Public notices	-	-	250	(250)	0%	300	(300)	0%
Legal Svcs - Labor Counsel	2,000	2,000	-	2,000	-	-	2,000	-
Legal services-general	13,920	179,083	100,000	79,083	179%	120,000	59,083	149%
Legal services-special	-	-	8,333	(8,333)	0%	10,000	(10,000)	0%
Consulting	25,119	137,475	12,500	124,975	1100%	15,000	122,475	917%
Printing expense	-	-	417	(417)	0%	500	(500)	0%
Office supplies-general	112	5,310	8,333	(3,023)	64%	10,000	(4,690)	53%
Office supplies-postage	-	353	83	270	425%	100	253	353%
Office supplies-copy machine	-	-	750	(750)	0%	900	(900)	0%
Purchased transportation services	277,748	1,285,111	6,941,978	(5,656,867)	19%	8,330,374	(7,045,263)	15%
Memberships and subscriptions	13,326	16,392	18,083	(1,691)	91%	21,700	(5,308)	76%
Travel-meetings/seminars	450	9,024	15,417	(6,393)	59%	18,500	(9,476)	49%
Board meeting expenses	6,045	14,369	11,583	2,786	124%	13,900	469	103%
Employee event expenses	-	3,455	1,667	1,788	207%	2,000	1,455	173%
Recruiting employees	800	15,029	25,000	(9,971)	60%	30,000	(14,971)	50%
Employee recognition	-	255	-	255	-	-	255	-
Miscellaneous expense	46	3,208	833	2,375	385%	1,000	2,208	321%
Leases and rentals-other general administration faci	66,750	133,501	83,395	50,106	160%	100,074	33,427	133%
<b>Subtotal general administration</b>	<b>471,434</b>	<b>2,507,459</b>	<b>7,924,879</b>	<b>(5,417,420)</b>	<b>32%</b>	<b>9,509,857</b>	<b>(7,002,398)</b>	<b>26%</b>
<b>Finance and accounting</b>								
ACCT-RM salaries	15,981	98,498	132,363	(33,865)	74%	158,835	(60,337)	62%
ACCT-RM salaries-ot	-	-	833	(833)	0%	1,000	(1,000)	0%
ACCT-RM Medicare tax	229	1,798	1,927	(129)	93%	2,312	(514)	78%
ACCT-RM Social security tax	976	7,686	8,239	(553)	93%	9,887	(2,201)	78%
ACCT-RM Retirement	948	7,831	-	7,831	-	-	7,831	-
ACCT-RM Group Health Insurance	(3,348)	-	-	-	-	-	-	-
ACCT-RM Dental Insurance	(171)	-	-	-	-	-	-	-
ACCT-RM Vision Insurance	(7)	-	-	-	-	-	-	-
ACCT-RM Group Life Insurance	(103)	-	-	-	-	-	-	-
ACCT-RM Group Disability Insurance	(209)	-	-	-	-	-	-	-
ACCT-RM Unemployment taxes	(455)	222	-	222	-	-	222	-
ACCT-RM Vacation Pay	-	9,748	-	9,748	-	-	9,748	-
ACCT-RM Total fringe benefits	-	16,668	27,791	(11,123)	60%	33,349	(16,681)	50%
Public notices	-	-	250	(250)	0%	300	(300)	0%
Contracted services	14,081	91,611	50,000	41,611	183%	60,000	31,611	153%
Audit services	-	9,000	6,250	2,750	144%	7,500	1,500	120%
Consulting	-	-	12,500	(12,500)	0%	15,000	(15,000)	0%
Insurance-general and auto liability	3,536	163,362	71,168	92,194	230%	85,402	77,960	191%
Insurance-admin	114,326	222,335	5,000	217,335	4447%	6,000	216,335	3706%
Bank adjustments/fees	139	479	833	(354)	58%	1,000	(521)	48%
Miscellaneous expense	413	413	-	413	-	-	413	-
<b>Subtotal finance and accounting</b>	<b>146,336</b>	<b>629,651</b>	<b>317,154</b>	<b>312,497</b>	<b>199%</b>	<b>380,585</b>	<b>249,066</b>	<b>165%</b>
<b>Information technology</b>								
IT salaries	20,107	125,478	140,586	(15,108)	89%	168,703	(43,225)	74%
IT salaries-ot	316	2,297	1,250	1,047	184%	1,500	797	153%
IT Medicare tax	344	2,140	2,161	(21)	99%	2,593	(453)	83%
IT Social security tax	1,474	9,152	9,239	(87)	99%	11,087	(1,935)	83%
IT Vacation Pay	685	5,773	-	5,773	-	-	5,773	-
IT sick pay	1,058	1,640	-	1,640	-	-	1,640	-
IT holiday pay	565	565	-	565	-	-	565	-
IT Retirement	2,086	9,982	-	9,982	-	-	9,982	-
IT group health insurance	85	-	-	-	-	-	-	-
IT Dental Insurance	(156)	-	-	-	-	-	-	-
IT Vision Insurance	(14)	-	-	-	-	-	-	-
IT Group Life Insurance	(54)	-	-	-	-	-	-	-
IT Group Disability Insurance	(212)	-	-	-	-	-	-	-
IT Unemployment tax	(495)	248	-	248	-	-	248	-
IT Total fringe benefits	600	11,615	28,005	(16,390)	41%	33,606	(21,991)	35%
Communications	-	-	31,250	(31,250)	0%	37,500	(37,500)	0%
Contracted services	2,170	37,910	83,333	(45,423)	45%	100,000	(62,090)	38%
Computer/network software agreement	16,301	146,159	83,333	62,826	175%	100,000	46,159	146%
Consulting	-	-	83,333	(83,333)	0%	100,000	(100,000)	0%
IT Office Equipment Maintenance	-	134	-	134	-	-	134	-
Computer supplies	6,562	18,057	62,500	(44,443)	29%	75,000	(56,943)	24%
IT Cyber Insurance	-	13,145	-	13,145	-	-	13,145	-
<b>Subtotal information technology</b>	<b>51,422</b>	<b>384,295</b>	<b>524,990</b>	<b>(140,695)</b>	<b>73%</b>	<b>629,989</b>	<b>(245,694)</b>	<b>61%</b>
<b>Planning department</b>								
Admin salaries	8,340	25,508	77,713	(52,205)	33%	93,255	(67,747)	27%
Medicare tax	127	376	1,127	(751)	33%	1,352	(976)	28%
Social security tax	545	1,609	4,818	(3,209)	33%	5,782	(4,173)	28%
Retirement	439	1,097	-	1,097	-	-	1,097	-
Unemployment tax	(151)	78	-	78	-	-	78	-
Holiday Pay	439	439	-	439	-	-	439	-
Total fringe benefits	-	-	35,003	(35,003)	0%	42,003	(42,003)	0%

**CORE TRANSIT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUNDS AVAILABLE  
BUDGET VS. ACTUAL - CASH BASIS (NON-GAAP)  
For the Current Month and Year-to-Date Ended October 31, 2024  
Unaudited**

	Current Month Actual	Year to Date				2024 Budget		
		Actual	Prorata Budget	Prorata Variance Over (Under)	Percent of Prorata Budget	2024 Adopted	YTD Over (Under)	Percent of YTD Actual to 2024 Budget
Consulting	5,005	63,938	583,333	(519,395)	11%	700,000	(636,062)	9%
<b>Subtotal planning department</b>	<b>14,744</b>	<b>93,045</b>	<b>701,994</b>	<b>(608,949)</b>	<b>13%</b>	<b>842,392</b>	<b>(749,347)</b>	<b>11%</b>
<b>Marketing and customer service department</b>								
MCS Admin salaries	8,613	52,239	150,928	(98,689)	35%	181,113	(128,874)	29%
MCS Admin salaries-ot	-	-	2,083	(2,083)	0%	2,500	(2,500)	0%
MCS holiday pay	404	404	-	404	-	-	404	-
MCS vacation pay	-	1,615	-	1,615	-	-	1,615	-
MCS Medicare tax	136	844	2,370	(1,526)	36%	2,844	(2,000)	30%
MCS Social security tax	580	3,609	10,134	(6,525)	36%	12,161	(8,552)	30%
MCS Retirement	698	4,317	-	4,317	0%	-	4,317	-
MCS Group Health Insurance	(3,178)	-	-	-	-	-	-	-
MCS Dental Insurance	(89)	-	-	-	-	-	-	-
MCS Vision Insurance	3	-	-	-	-	-	-	-
MCS Group Life Insurance	(75)	-	-	-	-	-	-	-
MCS Group Disability Insurance	(152)	-	-	-	-	-	-	-
MCS Unemployment tax	(196)	94	-	94	-	-	94	-
MCS Total fringe benefits	600	4,909	52,483	(47,574)	9%	62,980	(58,071)	8%
Contracted services	41,760	140,233	166,667	(26,434)	84%	200,000	(59,767)	70%
Advertising	4,884	11,545	41,667	(30,122)	28%	50,000	(38,455)	23%
Events expenses	1,040	6,577	8,333	(1,756)	79%	10,000	(3,423)	66%
Printing expense	-	506	10,583	(10,077)	5%	12,700	(12,194)	4%
Supplies	4,023	21,269	-	21,269	-	-	21,269	-
Office supplies-postage	-	36	1,458	(1,422)	2%	1,750	(1,714)	2%
<b>Subtotal marketing and customer service department</b>	<b>59,051</b>	<b>248,197</b>	<b>446,706</b>	<b>(198,509)</b>	<b>56%</b>	<b>536,048</b>	<b>(287,851)</b>	<b>46%</b>
<b>Total expenditures</b>	<b>1,596,446</b>	<b>5,977,835</b>	<b>14,975,377</b>	<b>(8,997,542)</b>	<b>40%</b>	<b>17,970,454</b>	<b>(11,992,619)</b>	<b>33%</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>374,560</b>	<b>8,394,012</b>	<b>5,712,612</b>	<b>2,681,400</b>	<b>147%</b>	<b>6,855,131</b>	<b>1,538,881</b>	<b>122%</b>
<b>OTHER FINANCING USES</b>								
Transfer to transit capital fund	-	(1,725,088)	(1,437,573)	(287,515)	120%	(1,725,088)	-	100%
Transfer to air fund	-	-	(666,667)	666,667	0%	(800,000)	800,000	0%
Transfer to housing fund	-	(1,000,000)	(833,333)	(166,667)	120%	(1,000,000)	-	100%
<b>Total other financing uses</b>	<b>-</b>	<b>(2,725,088)</b>	<b>(2,937,573)</b>	<b>212,485</b>	<b>93%</b>	<b>(3,525,088)</b>	<b>800,000</b>	<b>77%</b>
<b>NET CHANGE IN FUNDS AVAILABLE</b>	<b>\$ 374,560</b>	<b>\$ 5,668,924</b>	<b>\$ 2,775,039</b>	<b>\$ 2,893,885</b>		<b>\$ 3,330,043</b>	<b>\$ 2,338,881</b>	
<b>BEGINNING FUNDS AVAILABLE</b>	<b>12,712,300</b>	<b>7,417,936</b>						
<b>ENDING FUNDS AVAILABLE</b>	<b>\$ 13,086,860</b>	<b>\$ 13,086,860</b>	<b>\$ -</b>					

**CORE TRANSIT  
HOUSING FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUNDS AVAILABLE**  
**BUDGET VS. ACTUAL - CASH BASIS (NON-GAAP)**  
**For the Current Month and Year-to-Date Ended October 31, 2024**  
**Unaudited**

	Year to Date					Budget		
	Current Month Actual	Actual	Prorata Budget	Prorata Variance Over (Under)	Percent of Prorata Budget	2024 Adopted	YTD Over (Under)	Percent of YTD Actual to 2024 Budget
<b>REVENUES</b>								
Rent-leased properties	\$ 26,424	\$ 35,884	\$ -	\$ 35,884	-	\$ -	\$ 35,884	-
Rent -owned properties- quail run 1	612	7,439	-	7,439	-	-	7,439	-
Rent -owned properties- quail run 2	-	2,400	-	2,400	-	-	2,400	-
Rent-leased properties-lake creek village	50	5,570	45,600	(40,030)	12%	54,720	(49,150)	0%
Rent-leased properties-gypsum apt	-	800	5,333	(4,533)	15%	6,400	(5,600)	0%
Rent-leased properties-riverdance	(218)	3,782	22,800	(19,018)	17%	27,360	(23,578)	0%
Rent-leased properties-broadway house	600	5,300	-	5,300	-	-	5,300	-
Rent-leased properties-miller ranch rd.	880	4,880	-	4,880	-	-	4,880	-
Rent-leased properties-ebv creek	-	2,400	-	2,400	-	-	2,400	-
Interest	-	-	-	-	-	-	-	-
<b>Total revenues</b>	<b>28,348</b>	<b>68,455</b>	<b>73,733</b>	<b>(5,278)</b>	<b>93%</b>	<b>88,480</b>	<b>(20,025)</b>	<b>312%</b>
<b>EXPENDITURES</b>								
<b>Administration of housing programs</b>								
Salaries	-	-	5,833	(5,833)	0%	7,000	(7,000)	0%
<b>Subtotal administration of housing programs</b>	<b>-</b>	<b>-</b>	<b>5,833</b>	<b>(5,833)</b>	<b>0%</b>	<b>7,000</b>	<b>(7,000)</b>	<b>0%</b>
<b>EVTA Owned housing-QR1</b>								
Rental expenses	913	2,504	-	2,504	-	-	2,504	-
<b>Subtotal EVTA leased housing-lcv</b>	<b>913</b>	<b>2,504</b>	<b>-</b>	<b>2,504</b>	<b>-</b>	<b>-</b>	<b>2,504</b>	<b>-</b>
<b>EVTA Owned housing-QR2</b>								
Rental expenses	581	581	-	581	-	-	581	-
<b>Subtotal EVTA leased housing-lcv</b>	<b>581</b>	<b>581</b>	<b>-</b>	<b>581</b>	<b>-</b>	<b>-</b>	<b>581</b>	<b>-</b>
<b>EVTA leased housing-lcv</b>								
Materials and supplies	-	-	1,083	(1,083)	0%	1,300	(1,300)	0%
Lease payments-lcv	23,545	46,643	60,800	(14,157)	77%	72,960	(26,317)	310%
<b>Subtotal EVTA leased housing-lcv</b>	<b>23,545</b>	<b>46,643</b>	<b>61,883</b>	<b>(15,240)</b>	<b>75%</b>	<b>74,260</b>	<b>(27,617)</b>	<b>315%</b>
<b>Housing operations-gypsum apt</b>								
Materials and supplies	-	-	1,083	(1,083)	0%	1,300	(1,300)	0%
Lease payments-gypsum	-	-	14,000	(14,000)	0%	16,800	(16,800)	0%
<b>Subtotal housing operations-gypsum apt</b>	<b>-</b>	<b>-</b>	<b>15,083</b>	<b>(15,083)</b>	<b>0%</b>	<b>18,100</b>	<b>(18,100)</b>	<b>0%</b>
<b>Housing operations-riverdance</b>								
Materials and supplies	-	-	1,083	(1,083)	0%	1,300	(1,300)	0%
Lease payments-riverdance	16,980	64,772	48,000	16,772	135%	57,600	7,172	339%
<b>Subtotal Housing operations-riverdance</b>	<b>16,980</b>	<b>64,772</b>	<b>49,083</b>	<b>15,689</b>	<b>132%</b>	<b>58,900</b>	<b>5,872</b>	<b>347%</b>
<b>Housing operations-ebv</b>								
Lease payments-riverdance	10,391	29,669	-	29,669	-	-	29,669	-
<b>Subtotal Housing operations-riverdance</b>	<b>10,391</b>	<b>29,669</b>	<b>-</b>	<b>29,669</b>	<b>-</b>	<b>-</b>	<b>29,669</b>	<b>-</b>
<b>Housing operations-broadway</b>								
Lease payments-broadway	800	800	-	800	-	-	800	-
<b>Subtotal Housing operations-riverdance</b>	<b>800</b>	<b>800</b>	<b>-</b>	<b>800</b>	<b>-</b>	<b>-</b>	<b>800</b>	<b>-</b>
<b>Capital expenditures</b>								
Structures	3,397	3,397	-	3,397	-	-	3,397	-
<b>Subtotal Capital expenditures</b>	<b>3,397</b>	<b>3,397</b>	<b>-</b>	<b>3,397</b>	<b>-</b>	<b>-</b>	<b>3,397</b>	<b>-</b>
<b>Total expenditures</b>	<b>56,607</b>	<b>148,366</b>	<b>131,882</b>	<b>16,484</b>	<b>112%</b>	<b>158,260</b>	<b>(9,894)</b>	<b>280%</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(28,259)</b>	<b>(79,911)</b>	<b>(58,149)</b>	<b>(21,762)</b>	<b>137%</b>	<b>(69,780)</b>	<b>(10,131)</b>	<b>247%</b>
<b>OTHER FINANCING SOURCES</b>								
Transfers from general fund	-	1,000,000	833,333	166,667	120%	1,000,000	-	0%
<b>Total other financing sources</b>	<b>-</b>	<b>1,000,000</b>	<b>833,333</b>	<b>166,667</b>	<b>120%</b>	<b>1,000,000</b>	<b>-</b>	<b>0%</b>
<b>NET CHANGE IN FUNDS AVAILABLE</b>	<b>\$ (28,259)</b>	<b>\$ 920,089</b>	<b>\$ 775,184</b>	<b>\$ 144,905</b>		<b>\$ 930,220</b>	<b>\$ (10,131)</b>	
<b>BEGINNING FUNDS AVAILABLE</b>	<b>1,948,348</b>	<b>1,000,000</b>						
<b>ENDING FUNDS AVAILABLE</b>	<b>\$ 1,920,089</b>	<b>\$ 1,920,089</b>						

CORE TRANSIT  
TRANSIT CAPITAL FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUNDS AVAILABLE  
BUDGET VS. ACTUAL - CASH BASIS (NON-GAAP)  
For the Current Month and Year-to-Date Ended October 31, 2024  
Unaudited

	Current Month Actual	Year to Date			Percent of Prorata Budget	Budget		
		Actual	Prorata Budget	Prorata Variance Over (Under)		2024 Adopted	YTD Over (Under)	Percent of YTD Actual to 2024 Budget
<b>REVENUES</b>								
ECO Transit Reserve Transfers	\$ -	\$ 4,934,605	\$ -	\$ 4,934,605	-	\$ -	\$ 4,934,605	-
Interest	-	-	-	-	-	-	-	-
<b>Total revenues</b>	-	4,934,605	-	4,934,605	-	-	4,934,605	-
<b>EXPENDITURES</b>								
Capital expenditures	90,248	90,248	-	90,248	-	-	90,248	-
<b>Total expenditures</b>	90,248	90,248	-	90,248	-	-	90,248	-
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	(90,248)	4,844,357	-	4,844,357	-	-	4,844,357	-
<b>OTHER FINANCING SOURCES</b>								
Transfer from general fund	-	1,725,088	1,437,573	287,515	120%	1,725,088	-	100%
<b>Total other financing sources</b>	-	1,725,088	1,437,573	287,515	120%	1,725,088	-	100%
<b>NET CHANGE IN FUNDS AVAILABLE</b>	(90,248)	6,569,445	<u>\$ 1,437,573</u>	<u>\$ 5,131,872</u>		<u>\$ 1,725,088</u>	<u>\$ 4,844,357</u>	
<b>BEGINNING FUNDS AVAILABLE</b>	8,659,693	2,000,000						
<b>ENDING FUNDS AVAILABLE</b>	<u>\$ 8,569,445</u>	<u>\$ 8,569,445</u>						

CORE TRANSIT  
AIR FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUNDS AVAILABLE  
BUDGET VS. ACTUAL - CASH BASIS (NON-GAAP)  
For the Current Month and Year-to-Date Ended October 31, 2024

	Current Month Actual	Year to Date			Percent of Prorata Budget	Budget		Percent of YTD Actual to 2024 Budget
		Actual	Prorata Budget	Prorata Variance Over (Under)		2024 Adopted	YTD Over (Under)	
<b>REVENUES</b>								
Total revenues	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	-
<b>EXPENDITURES</b>								
Minimum revenue guarantee (MRG)	-	-	666,667	(666,667)	0%	800,000	(800,000)	0%
Total expenditures	-	-	666,667	(666,667)	0%	800,000	(800,000)	0%
<b>EXCESS OF EXPENDITURES OVER REVENUES</b>	-	-	(666,667)	666,667	0%	(800,000)	800,000	0%
<b>OTHER FINANCING SOURCES</b>								
Transfer from general fund	-	-	666,667	(666,667)	0%	800,000	(800,000)	0%
Total other financing sources	-	-	666,667	(666,667)	0%	800,000	(800,000)	0%
<b>NET CHANGE IN FUNDS AVAILABLE</b>	-	-	\$ -	\$ -		\$ -	\$ -	
<b>BEGINNING FUNDS AVAILABLE</b>	-	-						
<b>ENDING FUNDS AVAILABLE</b>	\$ -	\$ -						

Invoice #	Date of Service	GL Date	Vendor	GL Code	Description	Amount Due
83222-MI-0824F	9/15/2024	9/15/2024	SP Plus Corporation	01-50-508010-0000	Purchased Trasnportation SP+	\$144,068.35
83222-MI-0924F	10/15/2024	10/15/2024	SP Plus Corporation	01-50-508010-0000	Purchased Transportation-SP+ Operations	\$133,679.84
75X7 2024-10	10/2/2024	10/2/2024	CEBT	51-506080-0000	Employee Benefits	\$108,432.32
		10/25/2024	Bighorn Toyota		2024 Rav4 (2)	\$90,248.40
Aug-24	9/5/2024	8/31/2024	Eagle County Fleet Services	01-31-503050-0010	Contract Services/Maintenance	\$70,885.93
2024-2025	11/1/2024	11/1/2024	Eagle County Facilities	01-50-512120-0000	MSC Facility Monthly Lease Payment for November 2024	\$66,750.67
INV01049	10/8/2024	9/30/2024	Town of Avon	01-22-503990-0004	Contract Services- Maint.- Avon/Swift Gulch	\$60,223.76
INV01035	9/9/2024	8/31/2024	Town of Avon	01-22-503990-0004	Contract services-Maintenance	\$43,897.42
INV01046	10/2/2024	9/30/2024	Town of Avon	01-33-512060-0000	Avon/Swift Gulch Location	\$23,879.60
DN-41862130	9/20/2024	9/20/2024	Piedmont Plastics	01-41-504010-1000	Supplies/Materials-Bus Stops	\$22,335.00
6797	10/30/2024	10/30/2024	JB T-Shirts	01-10-503030-0013	Uniforms-Entire Summer Uniform Purchase/Operations	\$17,158.46
6800	10/8/2024	9/30/2024	Collins Cole Winn & Ulmer	01-50-503030-005	General Legal and Labor Counsel	\$13,919.50
412871	10/10/2024	10/10/2024	American Public Transportation	01-50-509010-0000	Annual Operatiom Expenses	\$13,325.00
1	9/27/2024	9/27/2024	Larry Tenenholz	01-50-503030-3250	Consulting-Operations	\$10,949.00
November 1st,2024	11/1/2024	11/1/2024	Eagle County Housing & Develop,ment Authority	04-93-407990-2000	Rent CMC unit 11/01/2024	\$9,948.00
		10/15/2024	Eagle County Housing		10/1/24 rent 111, 207, 208, 209, 307, 309	\$9,948.00
7389	10/11/2024	10/11/2024	Cura HR, LLC	01-50-503030-3250	Consulting-Handbook Development	\$8,750.00
11012024	10/21/2024	11/1/2024	River Dance	04-93-407990-2000	Rent for RV spots	\$7,550.00
29522	10/1/2024	10/1/2024	Community Resource Services of Colorado	01-51-503030-0009	Accounting Services	\$7,498.00
		10/15/2024	RAM Partners		Oct. rent 23-202, 32-201, 04-104, 20-103	\$6,430.20
		10/15/2024	Eagle County Housing		Aug/Oct. 431 Broadway	\$6,000.00
12919	10/9/2024	10/9/2024	Port53 Technologies	01-52-503030-0011	WIFI content filtering Sw	\$5,445.00
15680	10/24/2024	10/24/2024	Signature Signs, Inc	01-54-503030-3240	Bus Wrapping Project	\$5,424.00
15672	10/17/2024	10/17/2024	Signature Signs	01-54-503030-3240	Bus Wrapping	\$5,424.00
15647	10/10/2024	10/10/2024	Signature Signs, Inc	01-54-503030-3240	Bus Wrapping Project	\$5,424.00
15617	9/26/2024	9/26/2024	Signature Signs, Inc.	01-54-503030-3240	Bus Wrapping Project	\$5,424.00
15570	8/29/2024	8/29/2024	Signature Signs, Inc	01-54-503030-3240	Bus Wrapping Project	\$5,424.00
2024-0004	9/29/2024	9/28/2024	Kimber Walker	01-50-503030-3250	Cunsulting-Scheduling Work (Walker)	\$5,005.00
2024-0005	10/13/2024	10/12/2024	Kimber Walker	01-51-503030-0009	Contract Services- RunCutting	\$4,345.00
1943	10/4/2024	10/4/2024	Hyfyve	01-54-503030-3240	Bus Schedule Design Project	\$3,918.75
11012024-412	11/1/2024	11/1/2024	Trybe Property Mngment	04-93-407990-2000	Utilities and Nov Rent	\$3,578.92
372334	10/17/2024	10/17/2024	Source Inc	01-52-503030-0011	Bus Routers	\$3,433.42
11012024-307	11/1/2024	11/1/2024	Trybe Property Mngment	04-93-407990-2000	Utilities and Nov Rent	\$3,429.71
9232024	9/23/2024	9/23/2024	Larry Tenenholz	01-50-503030-3250	Consulting assistance	\$3,420.00
2397410	10/3/2024	10/3/2024	Stewart Title Company	04-00-111010-1900	Title insurance for quail run units	\$3,397.00
11012024-302	11/1/2024	11/1/2024	Trybe Property Mngment	04-93-407990-2000	Utilities and Nov Rent	\$3,381.51
21422	10/3/2024	10/3/2024	Thompson Welding LLC	01-41-504010-1000	Supplies/Materials- Metal for Bus Shelters	\$3,343.42
#2110	9/27/2024	10/1/2024	KRC Properties	04-93-407990-2000	Rent Units 3 and 4	\$3,000.00
11/1/2024	11/1/2024	11/1/2024	Eagle County Housing-Broadway	04-93-407990-2000	Rent Nov 1,2024 Broadway house	\$3,000.00
322446010	9/26/2024	9/20/2024	Piedmont Plastics	01-41-504010-1000	Supplies/Materials-Bus Stops	\$2,875.00
NI536	9/26/2024	7/10/2024	High Five Acess Media	01-50-509020-0002	Video coverage of Board meetings for july and august 2024	\$2,750.00
15636	10/3/2024	10/3/2024	Signature Signs, Inc	01-54-503030-3240	Bus Wrapping Project	\$2,712.00
15612	9/25/2024	9/25/2024	Signature Signs, Inc.	01-54-503030-3240	Bus Wrapping Project	\$2,712.00
15598	9/20/2024	9/20/2024	Signature Signs, Inc.	01-54-503030-3240	Bus Wrapping Project	\$2,712.00
29089	8/8/2024	8/8/2024	Colorado Special Districts	01-51-506030-0000	Liability Insurance-Leased Busses	\$2,479.00
3656	10/8/2024	10/8/2024	Forward Tech Solutions	01-52-503030-0011	Dispatch Desktop Pc's	\$2,230.00
64510	8/29/2024	8/29/2024	Girardi's Towing, Inc	01-22-503990-0006	Contract Services- Towing -Bus 904	\$2,100.00
20241018	10/1/2024	10/1/2024	Graves Consulting	01-50-503030-3250	Consulting	\$2,000.00
6800	10/8/2024	9/30/2024	Collins Cole Winn & Ulmer	01-50-503030-002	General Legal and Labor Counsel	\$2,000.00
10127	10/8/2024	10/8/2024	Statewaide Internet Portal Authority	01-52-503030-0009	EVTA-DB Azure service	\$1,936.61
371827	10/13/2024	9/13/2024	Source Inc	01-52-503030-0011	Bus Routers	\$1,722.00
15550	8/19/2024	8/19/2024	Signature Signs, Inc	01-54-503030-3240	Bus Wrapping Project	\$1,560.00
28119	8/6/2024	07/31/224	Colorado Special Districts	01-51-506030-0000	Liability Insurance-Housing Properties	\$1,557.00
E148062	9/30/2024	9/30/2024	Always Mountaine Time	01-54-503030-3260	Radio Ads	\$1,490.00

6607	8/12/2024	8/12/2024	JB T-Shirts	01-54-503030-3270	Swag for multiples events	\$1,040.00
E33933	9/30/2024	9/30/2024	KNS Broadcasting	01-54-503030-3260	Radio Ads	\$1,000.00
4958038	9/19/2024	9/19/2024	Western Paper Distributors	01-41-504990-0029	Bus stops supplies- Trash can liners	\$916.70
187110	10/16/2024	10/16/2024	Collett Enterprises Inc	01-21-504010-0101	Lubricants-DEF	\$897.00
186914	9/27/2024	9/27/2024	Collett Enterprises, Inc	01-21-504010-0101	Lubricants-Oil-DEF	\$897.00
371348	8/12/2024	8/12/2024	Source Inc	01-52-503030-0011	Bus Routers	\$873.27
E148108	9/30/2024	9/30/2024	Always Mountaine Time	01-54-503030-3260	Radio Ads	\$822.00
E148107	9/30/2024	9/30/2024	Always Mountaine Time	01-54-503030-3260	Radio Ads	\$822.00
1014220	10/8/2024	10/6/2024	Eagle Valley Temps	01-22-503990-0004	Contract Services- Maintenance- Eash Line	\$804.00
3657	10/8/2024	10/8/2024	Forward Tech Solutions	01-52-503030-0011	Misc HW	\$800.00
1	10/11/2024	10/11/2024	Mauro Marketing LLC.	01-54-503030-3260	Concerts by the river sponsorship	\$750.00
11082024	11/8/2024	10/8/2024	Consuelo Hernandez		Cleaning for units	\$680.00
INV00715	10/16/2024	10/16/2024	Mountain Recreation	01-41-512060-0000	Leases/Rentals-Freedom Park Trash Removal	\$600.00
1020	10/1/2024	10/1/2024	Tall Man services LLC - Ariel Bogue	04-93-407990-2000	Handyman work for Quail Run #4	\$580.50
1014297	10/29/2024	10/27/2024	Eagle Valley Temps	01-22-503990-0004	Contract Services/Maintenance -Wash Lane	\$536.00
1014276	10/22/2024	10/20/2024	Eagle Valley Temps	01-22-503990-0004	Contract Services/Maintenance -Wash Lane	\$536.00
1014249	10/16/2024	10/13/2024	Eagle Valley Temps	01-22-503990-004	Contract Services-Maintenance-Wash Lane	\$536.00
1014165	9/24/2024	9/22/2024	Eagle Valley Temps	01-22-503990-0004	Contract services-Maint.-Wash bay Help	\$536.00
5937	9/30/2024	9/30/2024	Doctors on Call	01-50-50-90-800000	Doc on call-Pre-employment	\$530.00
10022024	10/2/2024	10/2/2024	Steph Weinberger	01-54-503030-3240	Design of MSC Sign	\$500.00
13575694	9/30/2024	9/30/2024	Loomis	01-51-503030-0009	Contract Services-Armored Truck Service	\$462.90
FC2024INV1	10/23/2024	11/22/2024	Colorado Association of Tansit Agencies	01-50-509020-000	CASTA Conference attendace	\$450.00
15619	9/27/2024	9/27/2024	Signature Signs, Inc.	01-54-503030-3240	Bus Wrapping Project	\$420.00
15743 102424	10/24/2024	9/27/2024	Town of Gypsum	04-93-407990-2000	Water, sewer Quail Run 107	\$315.12
15175 102424	10/24/2024	9/27/2024	Town of Gypsum	04-93-407990-2000	Water, sewer Quail Run 106	\$315.12
5901	8/31/2024	8/31/2024	Doctors on Call PC	01-50-509080-0000	Recruiting	\$270.00
186565	9/10/2024	9/10/2024	Collet Enterprisses	01-22-504990-0017	Shop Supplies- Misc. Nozzle	\$239.87
10135	10/15/2024	10/15/2024	Statewide Internet Portal Authority	01-52-503030-0009	Additional MS licenses	\$233.34
8999490	9/25/2024	9/25/2024	Mr. Appliance of Vail, Aspen and Glenwood	04-93-407990-2000	Dishwasher repair. Unit: 4 Quail Run	\$217.50
187030	10/7/2024	10/7/2024	Collet Enterprisses	01-21-504010-0101	Lubricants	\$216.70
1024	10/22/2024	10/22/2024	Tall Man Services LLC-Ariel Bogue	04-93-407990-2000	Handy Man Services for Quail Run	\$200.00
8999495	9/27/2024	9/27/2024	Mr Appliance of Vail, Aspen and Flenwood	04-93-407990-2000	Washer Quail Run 106#4	\$175.00
645150	10/1/2024	10/1/2024	Vision Security	01-32-503050-0010	Contract Services-Fire System Monitoring	\$165.00
187394	10/25/2024	10/25/2024	Collett Enterprises	01-21-504010-0101	Lubricants-oil: 6cases of DEF for when TOA's DEF pump was down.	\$160.50
12831	10/3/2024	10/3/2024	AquaLogic	01-31-3050-0010	Contract Services/General-Plimbing repairs	\$130.00
12773	8/28/2024	8/28/2024	AquaLogic	01-31-503050-0010	Contact Services-Water Cooler Repair Vendor	\$130.00
7416046158 10/08/24	10/3/2024	10/7/2024	Black Hills	04-93-407990-2000	Energy Bill Quail Run 106#4 and Quail Run 107#2	\$108.33
645640	10/1/2024	10/1/2024	Vision Security	01-32-503050-0010	Contract Services/Monitorinf at Leadville Bus Barn	\$105.00
644829	10/1/2021	10/1/2024	Vision Security	01-54-503030-3240	VTC Cameras	\$105.00
2436 379	10/10/2024	10/10/2024	Parkville Water District	01-32-503050-0010	Contract Services-Leadville-Utilities	\$75.10

# 2025 proposed budget

November 13, 2024



## EVTA Interim Strategic Plan—Updated March 2024

The EVTA Board of Directors approved an Interim Strategic Plan in April 2023. The plan is an effort to establish high-level consensus around priorities and actions to be undertaken during the initial 12 to 24 months of the EVTA's existence. The intent was to update and revise this Interim Strategic Plan as timelines and deliverables began to take clearer shape and create a more permanent plan when appropriate. In January 2024, the Board met to revisit and update this plan. This update should carry EVTA through the EVTA/ECO Transit operational transition and into early 2025, at which point the EVTA will create a new three- to five-year Strategic Plan consistent with the mission and vision of the entire combined organization.

Strategic Priorities	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025
<b>1. Build EVTA's organizational structure and culture</b>					
► Finalize vision and mission and set forth organizational culture					
► Create organizational structure and employee policies					
► Accelerate hiring to accelerate progress					
► Build a unique identity and community awareness					
► Secure sufficient housing needs to accommodate 2024/2025 winter staffing levels and begin developing other elements of a Housing Plan					
<b>2. Take action on transportation improvements</b>					
► Complete implementation of the initial fare-free zone					
► Implement additional near-term enhancements to deliver value to our member communities					
► Make measurable improvement to fleet condition, availability, and emissions					
<b>3. Plan for the region's transportation future</b>					
► Create a 5 to 10 year Regional Multimodal Transit Development Plan					
► Maintain open lines of communication with non-members about future partnership opportunities					
<b>4. Transition ECO Transit's operations</b>					
► Execute formal ECO Transit handover					



# Today's agenda

1. Budget basics and fund information
2. Strategic alignment
3. Public Hearing on FY 25 proposed budget
4. Board considers a resolution adopting FY25 budget



# Budget basics

Core Transit's budget is comprised of three main revenue groups:

- Sales tax: The .5% Core Transit sales tax and the .5% Mass Transit Sales Tax (ECO). This makes up 94% of revenues and staff are projecting flat sales tax growth compared to 2024
- Fee for Service: This is comprised of fare collection, and contracted service. This makes up 1.8% of revenues.
- Grant Revenue: Core Transit is eligible for grants from multiple agencies, mainly from CDOT, CASTA and the FTA. This makes up 1.8% of revenues

## SALES TAX DEFINED

Core Transit Sales Tax: Collected by DoR on behalf of Core Transit in our member jurisdictions and deposited monthly.

Mass Transit Sales Tax: Collected by DoR on behalf of Eagle County Government and transferred monthly less a portion for RFTA, ECO Trails and Treasurer fees.



# General Fund

## Current Revenue Projections:

- Sales Tax: \$24,348,000
- Fee For Service: \$466,800
- Grant Revenue: \$478,416
- Interest Revenue: \$650,000

## Current Expense Projections:

- Wages & Benefits: \$12,016,023
- Purchased Transportation: \$1,680,000
- Consulting & Purchased Services: \$1,093,346
- Property Leases: \$1,117,285

Projected Ending Fund Balance (including 25% operating reserves): \$11,828,137

## GENERAL FUND DEFINED

This fund is made up of the bulk of business activities including administration and operation of transit and surface transportation programs.



# Capital Fund

## Current Revenue Projections:

- Transfer from General Fund: \$1,500,000
- Grant Revenue: \$494,000

## Current Expense Projections:

- Five Gillig Hybrid Buses: \$4,934,605
- One diesel bus: \$724,200
- Refurbished buses: \$1,350,000
- Admin support vehicles: \$150,000
- IT & Other Equipment: \$155,000

Projected Ending Fund Balance: \$3,453,906

## CAPITAL FUND DEFINED

All vehicles, equipment,  
facilities capital investment,  
with the exception of  
housing.



# Air Fund

Current Revenue Projections:

- \$1.2M transfer from the general fund

Current Expense Projections:

- \$1.2M to Fly EGE

Projected Ending Fund Balance: \$0

## AIR FUND DEFINED

**Funding for Minimum  
Revenue Guarantees to  
attract new routes/airlines  
to and from the Eagle  
County Regional Airport.**



# Housing Fund

## Current Revenue Projections:

- General Fund Transfer: \$320,000
- Employee Rent Collection: \$357,155

## Current Expense Projections:

- Materials, supplies, services & utilities: \$105,100
- Lease payments & ownership fees: \$536,146

Projected Ending Fund Balance: \$2,094,851

## HOUSING FUND DEFINED

This fund includes all housing-related activities to more easily quantify costs and assess the merit of activities in this area.



# Strategic alignment



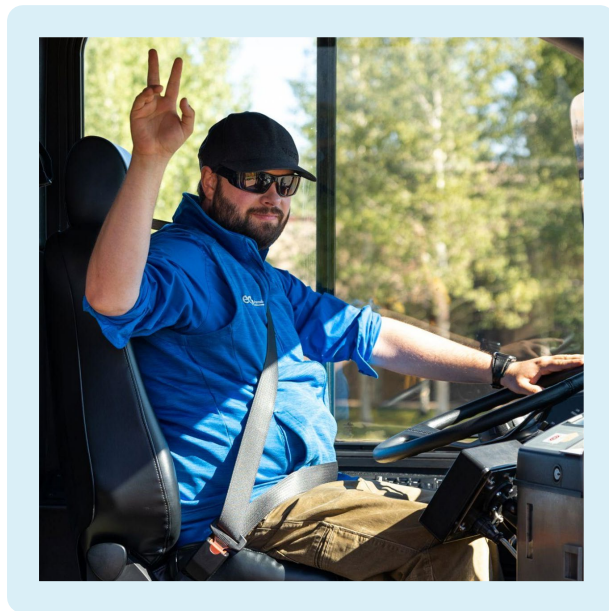
# Build Core Transit's org structure and culture

*Build a unique identity and community awareness*

- Adding a Customer Service & Marketing Coordinator to support community engagement department
- Development of a new custom website
- Reallocating marketing investments into new mediums.

*Create organizational structure and employee policies*

- Development of organizational structure plan to define our cultural norms, meeting cadence, processes by which we communicate knowledge across the organization, and decision-making processes.



# Build Core Transit's org structure and culture – cont.

## *Accelerate hiring*

- Continue to support the compensation philosophy of 'employer of choice' with financial investments
- Invest in building an external People & Culture brand through collateral, paid media and proactive hiring strategies
- Investing in current employee professional development

## *Begin developing elements of a housing plan*

- Development of a comprehensive Core Transit Housing Program



# Take action on transportation improvements

*Implement enhancements to deliver value to our member communities*

- Continued schedule enhancements/improvements
- SP+ - acquisition of five (5) new buses & improved service quality

*Measurable improvements to our fleet condition*

- TransDev & ECG maintenance agreements reduce "out-of-service" bus list and increase Preventive Maintenance (PM) compliance
- Ongoing bus refurbishments – three (3) in 2025
- Acquisition of six (6) new buses – five (5) hybrid & one (1) diesel



# Plan for the region's transportation future

*Create 10 year regional multimodal transit development plan*

- 10-Year Transit Development and Capital plan in progress; final plan expected mid-2025

*Maintain open lines of communication with non-members*

- Engaging Gypsum, Leadville, and Lake County in our 10-Year Plan process to identify needs, opportunities, and optimize deployment of current resources



THANK  
you



**To:** The Core Transit Board

**From:** Tanya Allen, Executive Director; Dave Snyder, Director of Transportation; Dave Rogers, Director of Finance; & Scott Robinson, Deputy Director

**Meeting Date:** 11/13/2024

---

**SUBJECT:** FY25 Budget – Final Budget Delivery

**RECOMMENDED ACTIONS:** Approve Resolution 2024-14 Adopting a Budget for Fiscal Year 2025 and Appropriating Sums of Money.

---

### **FY25 Budget Prep Schedule Recap**

1. *October 4* – Staff delivered a draft budget to the Core Transit Board in the October 11 board meeting packet. The delivery of the budget in October was meant to meet the mandatory state deadline of October 15 and allow board members time to review the budget prior to the budget work session scheduled for Monday, October 21.
2. *October 21, 9:00 a.m.-12:00 p.m. Avon Town Hall* – A public Budget Work Session with Core Transit Board was held. This included a brief presentation from budget directors and provided the Core Transit Board with an opportunity to provide budget direction to staff.
3. *November 8* – Staff deliver a final budget in the November 13 board meeting packet.
4. *November 13* – Publicly noticed budget hearing and a board vote to consider adopting FY25 proposed budget. Public comment

regarding the proposed budget will be heard at this time.

5. *January 31, 2026* – Deadline to submit budget with the Department of Local Affairs (DOLA).

### **Core Transit Budget Structure**

The 2025 Core Transit Budget is be comprised of 4 separate funds:

1. *General Fund*: Made up of the bulk of business activities including administration and operation of transit and surface transportation programs.
2. *Capital Fund*: All vehicles/equipment/facilities capital investment, with the exception of housing.
3. *Air Service Fund*: Funding for Minimum Revenue Guarantees. The fund currently shows revenue from the general fund and an expense of \$1.2M. This is consistent with board direction in the August 2024 board meeting.
4. *Housing Fund*: This fund includes all housing-related activity to more easily quantify costs and assess the merit of activities in this area. Staff are proposing a revenue transfer about \$320,000 to keep the balance at \$2M for FY2025 while a full analysis of the current housing program can be completed in 2025.

### **FY25 Budget Revenue Overview**

#### **Sales Tax Revenue**

Background: Core Transit receives the overwhelming majority of our revenue from two main sales tax collections: the 0.5% EVTA/Core Transit Sales Tax and the County-wide 0.5% Mass Transit Sales Tax that

previously funded ECO Transit. It's important to note the details of each collection.

*County-wide 0.5% Mass Transit Sales Tax (aka the "ECO" Sales Tax):*

- Collected by Eagle County Government (ECG) throughout all of Eagle County.
- The portion of this tax collected in the Roaring Fork Valley is transferred to the Roaring Fork Transportation Authority (RFTA) to fund transit and trails in the RFTA service area.
- The ballot language authorizing this tax requires that 10% be set aside for trail purposes.
- Per the Transition Framework included as Appendix D in the EVTA/Core Transit IGA, ECG may retain between 10-15% of this annually to support activities related to the Eagle Valley Trail
- Per state law, there is a 1% treasurer fee retained by ECG calculated on the amount due to Core Transit.

*EVTA/Core Transit Sales Tax:*

- Collected by the Department of Revenue on behalf of Core Transit in our member jurisdiction boundaries only (excludes Town of Gypsum and portions of Eagle County in Roaring Fork Valley).
- Deposited monthly directly into a Core Transit bank account.

Staff have worked with a group of member jurisdictions to determine a conservative estimate for 2025 sales tax collections. Staff also received economic data from the Vail Valley Partnership. All of the research conducted by staff led to the current recommendation of flat sales tax growth from 2024 to 2025. Please note the 2025 numbers presented in the table below are based on 2024 actuals and more refined projections for the remainder of 2024.

### **Core Transit Sales Tax Collection**

	2024*	2025
ECO Sales Tax	\$11,309,816	\$11,748,000
Core Transit Sales Tax	\$12,750,955	\$12,600,000

*\*These numbers come from the 2024 Core Transit adopted budget.*

Grant Revenue (non-capital): Core Transit expects to receive \$446,416 in regular 5311 Admin/Operating grant assistance and \$32,000 in 5304 Planning grant assistance from the Federal Transit Administration (FTA) in 2025. 5311 funding is a formula-based amount, received annually and administered via CDOT. It is reimbursement based and is used to offset qualified operating costs, such as salaries, wages, and benefits. The current amount is based on CDOT estimates and will be finalized later in the year.

Capital grant revenue is recorded in the Transit Capital Fund.

Investment Income: Staff opted for a conservative number reflecting known returns on the Authority's term investments that will mature in 2024.

Other Revenues: Core Transit continues to collect fare revenue on routes serving non-member jurisdictions included in the legacy ECO Transit service area (Town of Gypsum and Lake County/Leadville). These numbers also reflect revenue from contracted service with the MIRA bus, Eagle County Healthy Aging, and on-board advertising.

### **FY25 Budget Expense Overview**

Wages & Benefits: The transportation industry is a service-oriented field that recognizes the connection between investing in employees and delivering safe, welcoming, and dependable service. As a result, this area accounts for a significant portion of our operating expenditures -

about 54%. This amount includes Wages, Overtime, Employer paid taxes, Retirement Funding, Workers Compensation Insurance and Health Insurance premiums for employees (less any employee contributions).

The proposed budget accounts for between 94-106 full-time and seasonal employees. The range provided accounts for the change in staffing levels of operators between the winter and summer schedule along with a fluctuating mix of part-time and full-time staff to meet our service needs.

Per board direction in September 2024, a proposed wage increase of 3.5% was included for all management and open range positions. Staff on the step plan will also see a 3.5% increase after they hit their 12-month service anniversary. The current Step Plan Structure and Open Ranges are included in this budget delivery.

Purchased Transportation: Purchased Transportation expenses reflect the continued use of SP+ as a contractor augmenting Core's transit operation on selected routes.

Consulting & Purchased Services: The bulk of this item is made up of consultant costs associated with the completion of the 10-year plan that got underway in mid-2024. Remaining costs for that project have been re-budgeted for 2025. This item also includes legal costs, ERP implementation costs, audit expenses, and design work associated with planned safety improvements at the Lake Creek Village bus stop previously budgeted under Eagle County.

Property Leases: Core Transit currently leases a large portion of the Eagle County Government owned MSC facility. With an annual rent escalation occurring in August 2025, the budgeted amount for FY25 is \$811,020.64. With a growing staff and limited space in the MSC facility, staff have been exploring office space opportunities in the Avon area.

This budget includes an estimate of rent and other associated costs if the board were to approve a lease for an additional office space. Core Transit also leases 12 bus bays at Avon's Swift Gulch Facility. The budget also includes an estimate for renting more office space if needed along with the estimated cost of the Avon Swift Gulch lease.

*Minimum Fund Balance:* Core Transit does not yet have a formal policy regarding minimum fund balances. ECO Transit traditionally maintained a minimum fund balance of no less than 3 months (25%) of annual operating expenditures net of one-time capital outlays, an Eagle County requirement. We recommend maintaining this standard until a specific Core Transit policy is developed.

*Capital Fund:* This fund includes the payment for the five new Gillig Hybrid buses approved by the Core Board in 2024; three more bus refurbishments planned for 2025; and the acquisition of one grant-funded diesel bus on an existing contract currently being transferred over from Eagle County. Additionally, we will replace three support vehicles with AWD plug-in hybrid vehicles. Staff are actively developing a 10-year capital replacement plan alongside Fehr & Peers, the consultants executing our 10-year transit plan development.

---

### **Attachments:**

1. Resolution 2024-14 adopting a budget for fiscal year 2025
  2. FY25 proposed budget
  3. Pay scale
  4. Pay scale
  5. Core Transit Org Chart
-

**RESOLUTION 2024-14  
OF THE EAGLE VALLEY TRANSPORTATION AUTHORITY  
ADOPTING A BUDGET FOR FISCAL YEAR 2025**

WHEREAS, the Board of Directors (“Board”) of the Eagle Valley Transportation Authority (“Authority”) has appointed a budget committee to prepare and submit a proposed 2025 budget to the Board at the proper time; and

WHEREAS, such budget committee has submitted the proposed budget to the Board on or before December 15, 2024 for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with law, the budget was open for inspection by the public at a designated place, and a public hearing was held on November 13, 2024, and interested electors were given the opportunity to file or register any objections to the budget; and

WHEREAS, the budget has been prepared to comply with all terms, limitations and exemptions, including, but not limited to, enterprise, reserve transfer and expenditure exemptions, under Article X, Section 20 of the Colorado Constitution (“TABOR”) and other laws or obligations which are applicable to or binding upon the Authority; and

WHEREAS, whatever decreases may have been made in the revenues, like decreases were made to the expenditures so that the budget remains in balance, as required by law.

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

1. That estimated expenditures for each fund are as follows:

General Fund:	\$ 22,324,766
Transit Capital Fund:	\$ 7,313,605
Air Fund:	\$ 1,200,000
Housing Fund:	<u>\$ 641,246</u>
<b>Total</b>	<b>\$ 31,479,617</b>

2. That estimated revenues are as follows:

<u>General Fund:</u>	
From unappropriated surpluses	\$11,229,687
From sales tax	\$24,348,000
From sources other than sales tax	<u>\$ 1,595,216</u>
<b>Total</b>	<b>\$37,172,903</b>

Transit Capital Fund:

From unappropriated surpluses	\$8,773,511
From fund transfers	\$1,500,000
From sources other than taxes	494,000
<b>Total</b>	<b>\$10,767,511</b>

Air Fund:

From unappropriated surpluses	\$0
From fund transfers	\$1,200,000
<b>Total</b>	<b>\$1,200,000</b>

Housing Fund:

From unappropriated surpluses	\$2,058,942
From fund transfers	\$ 320,000
From sources other than taxes	\$ 357,155
<b>Total</b>	<b>\$2,736,097</b>

3. That the budget, as submitted and herein summarized by fund, is approved and adopted as the budget of Eagle Valley Transportation Authority for the 2025 fiscal year.

4. That the budget, as hereby approved and adopted, shall be certified by the Treasurer and/or President of the Authority to all appropriate agencies and is made a part of the public records of the Authority.

## TO APPROPRIATE SUMS OF MONEY

WHEREAS, the Board of Directors of the Eagle Valley Transportation Authority has made provision in the budget for revenues in an amount equal to the total proposed expenditures as set forth therein; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, as more fully set forth in the budget, including any inter-fund transfers listed therein, so as not to impair the operations of Authority.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eagle Valley Transportation Authority that the following sums are hereby appropriated from the revenues of each fund, to each fund, for the purposes stated in the budget:

General Fund:	\$22,324,766
Transit Capital Fund:	\$ 7,313,605
Air Fund:	\$ 1,200,000
Housing Fund:	\$ 641,246
<b>Total</b>	<b>\$31,479,617</b>

Adopted this 13<sup>th</sup> day of November, 2024.

EAGLE VALLEY TRANSPORTATION  
AUTHORITY

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

Attest:

\_\_\_\_\_  
Secretary

**CORE TRANSIT AUTHORITY  
SUMMARY OF FUNDS  
2025 PROPOSED BUDGET**

	General Fund	Transit Capital Fund	Air fund	Housing Fund	Total
<b>Beginning Fund Balance (Projected)</b>	<b>\$11,229,687</b>	<b>\$8,773,511</b>	<b>\$0</b>	<b>\$2,058,942</b>	<b>\$22,062,140</b>
<b>Revenues:</b>					
<i>Sales Tax</i>	\$24,348,000	\$0	\$0	\$0	\$24,348,000
<i>Grant Revenue</i>	\$478,416	\$494,000	\$0	\$0	\$972,416
<i>Investment income</i>	\$650,000	\$0	\$0	\$0	\$650,000
<i>Fee For Service</i>	\$466,800	\$0	\$0	\$357,155	\$823,955
<i>Transfers from General Fund</i>	n/a	\$1,500,000	\$1,200,000	\$320,000	n/a
<b>Total Revenues</b>	<b>\$25,943,216</b>	<b>\$1,994,000</b>	<b>\$1,200,000</b>	<b>\$677,155</b>	<b>\$26,794,371</b>
<b>Total Funds Available</b>	<b>\$37,172,903</b>	<b>\$10,767,511</b>	<b>\$1,200,000</b>	<b>\$2,736,097</b>	<b>\$48,856,511</b>
<b>Expenditures:</b>					
<i>Wages and benefits</i>	\$12,016,023	n/a	n/a	n/a	\$12,016,023
<i>Capital Outlays</i>	\$0	\$7,313,605	\$0	\$0	\$7,313,605
<i>Minimum Revenue Guarantee Payments</i>	n/a	n/a	\$1,200,000	n/a	\$1,200,000
<i>Purchased Transportation</i>	\$1,680,000	n/a	n/a	n/a	\$1,680,000
<i>Vehicle Fueling, Maintenance and Related</i>	\$4,410,918	n/a	n/a	n/a	\$4,410,918
<i>Consulting and Purchased Services</i>	\$1,093,346	n/a	n/a	n/a	\$1,093,346
<i>Property Leases &amp; Upkeep</i>	\$1,117,285	n/a	n/a	\$641,246	\$1,758,531
<i>Insurances</i>	\$460,520				\$460,520
<i>Vehicle Leases</i>	\$ 180,000				\$180,000
<i>Other Expenses</i>	\$1,366,674	n/a	n/a	\$0	\$1,366,674
<b>Total Expenditures</b>	<b>\$22,324,766</b>	<b>\$7,313,605</b>	<b>\$1,200,000</b>	<b>\$641,246</b>	<b>\$31,479,617</b>
<b>Transfers to Other Funds</b>	<b>\$3,020,000</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>\$3,020,000</b>
<b>Total Fund Balance including Reserves (EOY 2025)</b>	<b>\$11,828,137</b>	<b>\$3,453,906</b>	<b>\$0</b>	<b>\$2,094,851</b>	<b>\$17,376,894</b>

Cash Reserve of 25% of Expenditures

5,581,191

Funds Available

6,246,946

**GENERAL FUND  
2025 PROPOSED BUDGET  
FOR THE YEAR ENDING DECEMBER 31, 2025**

<b>Name</b>	<b>2025 Proposed Budget</b>
<b>REVENUES</b>	
FAREBOX REVENUE	108,000
EMPLOYER BULK PASS SALES	36,000
DIRECT PASS SALES REVENUE	9,600
MOBILE FARE SALES REVENUE	96,000
ON BOARD BUS ADVERTISING REVENUE	10,000
INTEREST REVENUE	650,000
EVTA SALES TAX	12,600,000
ECO TRANSIT SALES TAX TRANSFERS	11,748,000
SEC 5304 OPERATING REVENUE	32,000
SEC 5311 OPERATING REVENUE	446,416
SERVICE AGREEMENT REVENUE -MIRA	110,000
SERVICE AGREEMENT REVENUE - HHS	97,200
<b>Total Revenues</b>	<b>25,943,216</b>
<b>EXPENDITURES</b>	
<b>Administration of Vehicle Operations</b>	
ADMIN SALARIES	1,400,567
ADMIN SALARIES-OT	124,600
MEDICARE TAX	22,115
SOCIAL SECURITY TAXES	94,560
RETIREMENT	122,013
UNIFORMS	13,500
CONSULTING	159,996
COMPUTER SUPPLIES	26,000
COMPUTER/NETWORK SOFTWARE AGMT	32,040
TEMPORARY HELP SERVICES	40,000
PRINTING EXPENSE	300
OFFICE SUPPLIES-GENERAL	8,000
MATERIALS & SUPPLIES	3,000
TRAVEL-MEETINGS/SEMINARS	5,250
TRAINING/WORKSHOP	7,500
EMPLOYEE EVENT EXPENSES	7,500
STAFF APPROVED DONATIONS	15,000
MISCELLANEOUS EMPLOYEE REIMBURSEMENT	1,000
BUS RODEO EXPENDITURES	1,200
VEHICLE OPERATING LEASES	180,000

<b>Total Dept Expenses</b>	2,264,142
<b>Vehicle Operations</b>	
OPERATOR WAGES - FT	4,181,649
OPERATOR WAGES OVERTIME - FT	291,730
MEDICARE TAX	64,864
SOCIAL SECURITY TAXES	277,350
RETIREMENT	357,870
<b>Total Dept Expenses</b>	5,173,463
<b>Administration of Paratransit Operations</b>	
PARATRANSIT CONTRACT SVC-TOWING	2,000
CONTRACT SERVICES	13,000
PARATRANSIT FUEL-Unleaded	6,060
PARATRANSIT REPAIR PARTS	4,800
<b>Total Dept Expenses</b>	25,860
<b>Paratransit Operations</b>	
PARATRANSIT OPERATOR WAGES	235,365
PARATRANSIT OPER WAGES OT	26,098
MEDICARE TAX	3,791
SOCIAL SECURITY TAXES	16,211
RETIREMENT	20,917
<b>Total Dept Expenses</b>	302,383
<b>Safety and Training Department</b>	
ADMIN SALARIES	181,763
STAFF OT	9,826
MEDICARE TAX	2,778
SOCIAL SECURITY TAXES	11,878
RETIREMENT	15,327
ID BADGE SUPPLIES	500
MEDICAL-EXAMS AND TESTING	23,000
CONTRACTED SERVICES	12,000
CONSULTING	3,000
SECURITY SERVICES	7,500
SUBSTANCE ABUSE PROGRAM AUDITS	2,000
CAMERA MAINTENANCE AGREEMENT	22,800
OFFICE SUPPLIES-GENERAL	1,000
MATERIALS & SUPPLIES	1,000
TRAINING SUPPLIES	1,350
EMERGENCY PREPAREDNESS SUPPLIES	1,000
MEMBERSHIPS & SUBSCRIPTIONS	1,000
TRAVEL-MEETINGS/SEMINARS	1,750
TRAINING/WORKSHOP	2,000
EMPLOYEE EXPENSES	1,000
MISCELLANEOUS EXPENSE	6,000

CONSULTING GENERAL	6,000
<b>Total Dept Expenses</b>	<b>314,472</b>
<b>Administration of Fleet Maintenance Activities</b>	
ADMIN SALARIES	97,619
MEDICARE TAX	1,415
SOCIAL SECURITY TAXES	6,052
RETIREMENT	7,810
TEMPORARY HELP SERVICES	74,880
OUTSIDE REPAIR-SUPPORT VEHICLE	2,250
LUBRICANTS-OIL	36,000
FUEL-UNLEADED	21,600
FUEL-DIESEL	1,260,000
OFFICE SUPPLIES-GENERAL	2,500
TRAVEL-MEETINGS/SEMINARS	3,000
EMPLOYEE EVENT EXPENSES	2,300
<b>Total Dept Expenses</b>	<b>1,515,427</b>
<b>Fleet Maintenance</b>	
FLEET CARE TECH SALARIES	175,390
FLEET CARE TECH OT	19,448
MEDICARE TAX	2,825
SOCIAL SECURITY TAXES	12,080
RETIREMENT	15,587
UNIFORMS	1,000
FIRE EXTINGUISHERS	12,000
RADIO MAINTENANCE	22,000
EQUIPT REPAIRS-SHOP EQUIPMENT	23,000
CONTRACT SVC-MAINT	2,416,000
CONTRACT SVC - TOWING	25,000
COSMETIC MAINTENANCE EXTERIOR	50,000
CLEANING SUPPLIES-VEHICLES	14,400
SHOP SUPPLIES MISC	5,000
MECHANIC TOOLS/SHOES	6,350
SMALL TOOLS & EQUIPMENT	1,500
DECALS-FIXED ROUTE	5,000
REPAIR PARTS- FIXED ROUTE	62,496
PERMITS & LICENSES	500
<b>Total Dept Expenses</b>	<b>2,869,576</b>
<b>Facility Maintenance Activities - MSC</b>	
CONTRACT SVC-GENERAL	12,000
PLUMBING RELATED EXPENDITURES	10,000
<b>Total Dept Expenses</b>	<b>22,000</b>
<b>Facility Maintenance Activities - Leadville Bus Barn</b>	
CONTRACT SVC-GENERAL	15,000

CONTRACT SERVICES-A/C	18,000
CLEANING SUPPLIES-LEADVILLE	1,000
UTILITIES LEADVILLE	6,720
<b>Total Dept Expenses</b>	<b>40,720</b>
<b>Facility Maintenance Activities - Avon Swift Gulch</b>	
CONTRACT SVC-GENERAL	142,212
ELECTRICAL RELATED EXPENDITURE	5,000
LEASES AND RENTALS - OPERATING YARDS C	117,264
<b>Total Dept Expenses</b>	<b>264,476</b>
<b>Facility Maintenance Activities - Stops and Stations</b>	
ADMIN SALARIES	82,800
MEDICARE TAX	1,201
SOCIAL SECURITY TAXES	5,134
RETIREMENT	6,624
CONTRACT SVC-GENERAL	117,320
EQUIPMENT RENTAL	5,000
SUPPLIES AND MATERIALS	5,000
FUEL-UNLEADED	12,000
BUS STOP SUPPLIES	35,000
UTILITIES - SHELTERS	2,000
<b>Total Dept Expenses</b>	<b>272,078</b>
<b>General Admin (includes HR, Legal)</b>	
ADMIN SALARIES	1,021,545
MEDICARE TAX	14,812
SOCIAL SECURITY TAXES	63,336
RETIREMENT	81,724
PUBLIC NOTICES	500
BENEFIT MANAGEMENT EXPENSES	49,000
LEGAL SVCS-LABOR COUNSEL	14,525
LEGAL SVCS-GENERAL	116,000
LEGAL SVCS-SPECIAL	11,250
CONSULTING	31,000
ORGANIZATIONAL SERVICES	19,776
PRINTING EXPENSE	1,100
OFFICE SUPPLIES-GENERAL	34,400
OFFICE SUPPLIES-POSTAGE	1,549
OFFICE SUPPLIES-COPY MACHINE	7,300
PURCHASED TRANSPORTATION SERVICES	1,680,000
MEMBERSHIPS & SUBSCRIPTIONS	54,065
TRAVEL-MEETINGS/SEMINARS	14,800
TRAINING/ WORKSHOP	7,200
BOARD MEETING EXPENSES	12,450
EMPLOYEE DEVELOPMENT PROGRAM	19,000
EMPLOYEE EVENT EXPENSES	27,750

EMPLOYEE WELLNESS PLAN EXPENSE	36,000
RECRUITING EMPLOYEES	41,480
EMPLOYEE RECOGNITION	203,500
MISCELLANEOUS EXPENSE	1,400
LEASES AND RENTALS - OTHER GENERAL AD	1,000,021
<b>Total Dept Expenses</b>	<b>4,565,482</b>
<b>Finance and Accounting</b>	
ADMIN SALARIES	255,898
MEDICARE TAX	3,711
SOCIAL SECURITY TAXES	15,866
RETIREMENT	20,472
UNEMPLOYMENT TAXES	22,000
PUBLIC NOTICES	500
CONTRACTED SERVICES	30,000
AUDIT SERVICES	30,500
CONSULTING	45,000
INSURANCE-GNRL & AUTO LIABILITY	395,403
INSURANCE-LOSSES	50,000
INSURANCE PREMIUM-WC	231,996
INSURANCE-ADMIN	1,434,360
MEMBERSHIPS & SUBSCRIPTIONS	39,230
TRAVEL-MEETINGS/SEMINARS	2,000
<b>Total Dept Expenses</b>	<b>2,576,934</b>
<b>Information Technology</b>	
ADMIN SALARIES	320,389
MEDICARE TAX	4,646
SOCIAL SECURITY TAXES	19,864
RETIREMENT	25,631
COMMUNICATIONS	83,000
CONTRACTED SERVICES	167,500
COMPUTER/NETWORK SOFTWARE AGMT	53,000
CONSULTING	12,000
OFFICE EQUIPMENT MAINTENANCE	2,000
COMPUTER SUPPLIES	28,000
INSURANCE-ADMIN	15,117
TRAVEL-MEETINGS/SEMINARS	600
TRAINING/WORKSHOP	11,300
<b>Total Dept Expenses</b>	<b>743,047</b>
<b>Planning Dept</b>	
ADMIN SALARIES	198,797
MEDICARE TAX	2,883
SOCIAL SECURITY TAXES	12,325
RETIREMENT	15,904
CONSULTING	625,000

TRAVEL-MEETINGS/SEMINARS	1,000
TRAINING/WORKSHOP	5,000
<b>Total Dept Expenses</b>	<b>860,908</b>
<b>Marketing and Customer Service Dept</b>	
ADMIN SALARIES	304,574
MEDICARE TAX	4,416
SOCIAL SECURITY TAXES	18,884
RETIREMENT	24,366
CONTRACTED SERVICES	50,100
ADVERTISING	41,248
EVENTS EXPENSES	6,000
PRINTING EXPENSE	39,350
OFFICE SUPPLIES-POSTAGE	16,400
MEMBERSHIPS & SUBSCRIPTIONS	1,260
TRAVEL-MEETINGS/SEMINARS	5,000
TRAINING/WORKSHOP	2,200
<b>Total Dept Expenses</b>	<b>513,798</b>
<b>Total Expenditures</b>	<b>22,324,766</b>
<b>EXCESS OF REVENUES OVER (UNDER)</b>	<b>3,618,450</b>
<b>EXPENDITURES</b>	
<b>OTHER FINANCING SOURCES (USES)</b>	
TRANSFER OUT TO TRANSIT CAPITAL FUND	1,500,000
TRANSFER OUT TO AIR FUND	1,200,000
TRANSFER OUT TO HOUSING FUND	320,000
<b>Total other financing sources</b>	
<b>NET CHANGE IN FUND BALANCE</b>	<b>598,450</b>
<b>BEGINNING FUND BALANCE</b>	<b>11,229,687</b>
<b>ENDING FUND BALANCE</b>	<b>11,828,137</b>

**TRANSIT CAPITAL FUND  
2025 PROPOSED BUDGET**

**FOR THE YEAR ENDING DECEMBER 31,2025**

		2025	
	Name		Proposed
	TRANSFER IN		\$1,500,000
	ECO TRANSIT RESERVE TRANSFERS		
	STATE GOVERNMENT FUNDS		
	FASTER		
	FEDERAL GOVERNMENT FUNDS		
	FTA 5339 CAPITAL REVENUE		\$494,000
	FTA 5339 (B) CAPITAL REVENUE		
	FTA 5339 (c) CAPITAL REVENUE		
IT	REVENUE VEHICLES		\$5,658,605
	SERVICE VEHICLES		\$150,000
	REFURBISHED REVENUE VEHICLES		\$1,350,000
	ACCUMULATED DEPRECIATION		
	ECO TRANSIT RESERVE TRANSFERS		
	STATE GOVERNMENT FUNDS		
	FASTER		
	FEDERAL GOVERNMENT FUNDS		
	FTA 5339 CAPITAL REVENUE		
	FTA 5339 (B) CAPITAL REVENUE		
	FTA 5339 (c) CAPITAL REVENUE		
	PASSENGER STATIONS		
	ADMINISTRATIVE BUILDINGS		
	MAINTENANCE BUILDINGS		
	OTHER CAPITAL INVESTMENT - Facilities		
	ACCUMULATED DEPRECIATION		

	ECO TRANSIT RESERVE TRANSFERS		
	STATE GOVERNMENT FUNDS		
	FASTER		
	FEDERAL GOVERNMENT FUNDS		
	FTA 5339 CAPITAL REVENUE		
	FTA 5339 (B) CAPITAL REVENUE		
	FTA 5339 (c) CAPITAL REVENUE		
	FARE COLLECTION EQUIPMENT		
	MOBILE FARE COLLECTION EQUIPMENT		
	COMMUNICATION/INFORMATION SYSTEMS		\$135,000
	OTHER CAPITAL INVESTMENT - Equipment		\$20,000
	ACCUMULATED DEPRECIATION		

**Starting Fund Balance**

\$8,773,511

**Total Revenues and Transfers**

\$1,994,000

**Total Expenditures**

\$7,313,605

**Change in Fund Balance**

-\$5,319,605

**Ending Fund balance**

\$3,453,906

**AIR FUND  
2025 PROPOSED BUDGET**

				2025		
Name	Status	Type	Fund Name		Proposed	Notes
TRANSFER FROM GENERAL FUND	Active	Revenue	Air		1,200,000	Transfer in from General Fund
MINIMUM REVENUE GUARANTEES	Active	Expense	Air		1,200,000	MRG Payouts

**Starting Fund Balance**

\$0

**Total Revenues**

\$1,200,000

**Total Expenditures**

\$1,200,000

**Change in Fund Balance**

\$0

**Ending Fund balance**

\$0.00

**HOUSING FUND  
2025 PROPOSED BUDGET**

		2025
Name		Proposed
TRANSFERS FROM GENERAL FUND		\$ 320,000
<b>Adminstration of Housing Programs</b>		
CONTRACT SVC-GENERAL		\$ 11,000
WIFI AND UTILITIES		\$ 35,000
HOUSING PROJECT - CONSULTING FEE		\$ 40,000
<b>Housing Operations - LCV</b>		
RENT- Leased Properties - Lake Creek Village		\$ 68,256
MATERIALS & SUPPLIES		\$ 1,300
LEASE PAYMENTS - LCV		\$ 79,678
<b>Housing Operations - Gypsum Apt</b>		
RENT - Leased Properties - Gypsum Apt		\$ 17,280
MATERIALS & SUPPLIES		\$ 1,300
LEASE PAYMENTS - GYPSUM		\$ 33,600
<b>Housing Operations - Riverdance</b>		
RENT - Leased Properties - Riverdance		\$ 34,560
MATERIALS & SUPPLIES		\$ 1,300
LEASE PAYMENTS - RIVERDANCE		\$ 54,096
<b>Housing Operations - Quail Run</b>		
RENT - Leased Properties -Quail Run		\$ 52,499
PROPERTY TAXES		\$ -
HOA DUES		\$ 7,200
PROPERTY MANAGEMENT		\$ -
MATERIALS & SUPPLIES		\$ 10,000
LEASE PAYMENTS - QUAIL RUN		\$ -
<b>Housing Operations -Overlook@Eby Creek</b>		
RENT - Leased Properties - Overlook@Eby Creek		\$ 51,840
MATERIALS & SUPPLIES		\$ 1,300
LEASE PAYMENTS - OVERLOOK@EBY CREEK		\$ 107,316
<b>Housing Operations -CMC</b>		
RENT - Leased Properties - CMC		\$ 51,840
MATERIALS & SUPPLIES		\$ 1,300
LEASE PAYMENTS - CMC		\$ 119,376
<b>Housing Operations -Broadway House</b>		
RENT - Leased Properties - Broadway House		\$ 28,080
MATERIALS & SUPPLIES		\$ 1,300
LEASE PAYMENTS - BROADWAY HOUSE		\$ 31,200
<b>Housing Operations -Pike</b>		
RENT - Leased Properties - Pike		\$ 52,800

MATERIALS & SUPPLIES		\$ 1,300
LEASE PAYMENTS - Pike		\$ 103,680
<b>Total Revenues</b>		\$ 677,155
<b>Total Expenditures</b>		\$ 641,246
<b>Net Change in Fund Balance</b>		\$ 35,909
<b>Beginning Fund Balance</b>		<b>\$2,058,942</b>
<b>Ending Fund Balance</b>		\$ 2,094,851

Transportation Step-Plan Structure: 11.7.24 - No changes from previous											
Core Transit											
2025 Step Structure											
Fleet Care Technician											
	Entry	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	\$25.50	\$26.39	\$27.32	\$28.27	\$29.26	\$30.29	\$31.35	\$32.44	\$33.58	\$34.75	\$35.97
Bus Operator	No CDL	Starts w CDL									
	Entry	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	\$30.00	\$31.05	\$32.14	\$33.26	\$34.43	\$35.63	\$36.88	\$38.17	\$39.50	\$40.89	\$42.32
Trainer Lead Trainer						Lead Trainer					
	Entry	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	\$33.00	\$34.16	\$35.35	\$36.59	\$37.87	\$39.19	\$40.57	\$41.99	\$43.45	\$44.98	\$46.55
Dispatcher Lot Supervisor Road Supervisor	Entry	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	\$37.95	\$39.28	\$40.65	\$42.08	\$43.55	\$45.07	\$46.65	\$48.28	\$49.97	\$51.72	\$53.53

EVTA											
Seasonal and Part-time Step Plan											
Bus Operator	No CDL	Starts w CDL									
	Entry	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	\$30.00	\$30.60	\$31.21	\$31.84	\$32.47	\$33.12	\$33.78	\$34.46	\$35.15	\$35.85	\$36.57

**Core Transit**  
**2025 Open Range Administrative & Management Structure**

Open Range Administrative and Management Structure: **11.7.2024**  
Note: This is not an organizational chart, and not all positions are expected or budgeted.

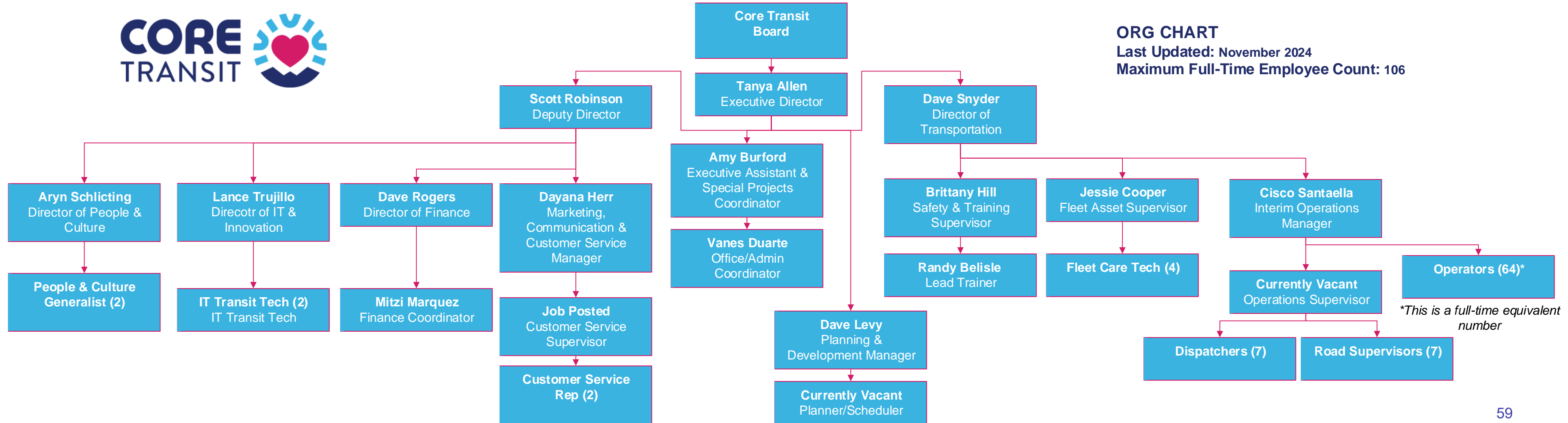
	Grade	Annualized			Hourly		
		Min	Mid	Max	Min	Mid	Max
Placeholder	MA11	\$37,447	\$44,000	\$50,553	\$18.00	\$21.15	\$24.30
Customer Service Rep I	MA12	\$41,191	\$48,400	\$55,609	\$19.80	\$23.27	\$26.73
Customer Service Rep II	MA13	\$45,311	\$53,240	\$61,169	\$21.78	\$25.60	\$29.41
Placeholder	MA14	\$49,842	\$58,564	\$67,286	\$23.96	\$28.16	\$32.35
Admin Office Specialist	MA15	\$53,684	\$64,420	\$75,157	\$25.81	\$30.97	\$36.13
Admin Fiscal Specialist	MA15	\$53,684	\$64,420	\$75,157	\$25.81	\$30.97	\$36.13
Accounting Coordinator	MA16	\$59,052	\$70,862	\$82,673	\$28.39	\$34.07	\$39.75
HR Generalist	MA16	\$59,052	\$70,862	\$82,673	\$28.39	\$34.07	\$39.75
Executive Assistant & Project Coord.	MA16	\$59,052	\$70,862	\$82,673	\$28.39	\$34.07	\$39.75
Transit IT Technician	MA16	\$59,052	\$70,862	\$82,673	\$28.39	\$34.07	\$39.75
Transit Planner I/Scheduler	MA16	\$59,052	\$70,862	\$82,673	\$28.39	\$34.07	\$39.75
Compliance Officer (Grants)	MA17	\$64,957	\$77,949	\$90,940	\$31.23	\$37.48	\$43.72
Transit Planner II	MA17	\$64,957	\$77,949	\$90,940	\$31.23	\$37.48	\$43.72
Customer Service Supervisor	MA18	\$71,453	\$85,744	\$100,034	\$34.35	\$41.22	\$48.09
Fleet Asset Supervisor	MA19	\$78,598	\$94,318	\$110,038	\$37.79	\$45.35	\$52.90
Safety & Training Supervisor	MA19	\$78,598	\$94,318	\$110,038	\$37.79	\$45.35	\$52.90
Operations Supervisor	MA20	\$84,694	\$103,750	\$122,806	\$40.72	\$49.88	\$59.04
Marketing & Communications Manager	MA21	\$93,163	\$114,125	\$135,086	\$44.79	\$54.87	\$64.95
Operations Manager	MA21	\$93,163	\$114,125	\$135,086	\$44.79	\$54.87	\$64.95
Planning & Development Manager	MA21	\$93,163	\$114,125	\$135,086	\$44.79	\$54.87	\$64.95
Placeholder	MA22	\$102,479	\$125,538	\$148,595	\$49.27	\$60.35	\$71.44
Placeholder	MA23	\$112,727	\$138,091	\$163,454	\$54.20	\$66.39	\$78.58
Director of Operations	MA24	\$124,000	\$151,900	\$179,800	\$59.62	\$73.03	\$86.44
Finance Director	MA24	\$124,000	\$151,900	\$179,800	\$59.62	\$73.03	\$86.44
IT Director	MA24	\$124,000	\$151,900	\$179,800	\$59.62	\$73.03	\$86.44
People & Culture Director	MA24	\$124,000	\$151,900	\$179,800	\$59.62	\$73.03	\$86.44
Chief Administrative & Financial Officer/Deputy Dir	MA25	\$136,400	\$167,090	\$197,780	\$65.58	\$80.33	\$95.09
Executive Director	MA26	\$150,040	\$183,799	\$217,558	\$72.13	\$88.36	\$104.60
Placeholder	MA27	\$165,044	\$202,179	\$239,314	\$79.35	\$97.20	\$115.05



## ORG CHART

Last Updated: November 2024

Maximum Full-Time Employee Count: 106





**To:** The Eagle Valley Transportation Authority d/b/a Core Transit Board

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

**Meeting Date:** 11/13/2024

---

**SUBJECT:** 2024 One-Time Transition Bonus Proposals

**RECOMMENDED ACTIONS:** The Board approves a \$2,500 bonus to be issued to Core Transit employees to be paid out in accordance with option 1A tiered recommendation as detailed below.

---

**BACKGROUND:**

In appreciation for the commitment of the Core Transit team during the transition and beyond we are proposing a one-time transition bonus program in recognition of staff's outstanding performance. In 2024 Core Transit successfully launched operations as an independent transit authority, while maintaining continuity of service in the community and meeting transition goals. In the face of many changes, uncertainty, and new processes, every employee—including drivers, dispatchers, fleet care technicians, IT & Customer Service staff, supervisors and administrative employees —has demonstrated remarkable adaptability and commitment. Their efforts to build and refine best practices have been pivotal in our progress. Additionally, we recognize the leap of faith they took by joining a newly formed organization and placing their trust in our evolving processes (and benefits), showcasing their commitment to Core Transit and serving the community.

This one-time transition bonus serves as a reward for exceptional performance and a temporary bridge, compensating for benefits such as FSA and Wellness/Ski Pass incentives that are common among



comparable employers but which we have yet to establish. It aligns with Core Transit's board approved compensation philosophy, reinforcing the belief that we are an employer of choice by ensuring our employees feel valued so they will deliver excellent service.

During the transition, 91 employees were active, and then we quickly grew adding an additional 16+ employees to the organization. Staff believes that any bonus program should continue to foster a sense of 'team' by offering all staff some level of bonus to show appreciation.

### **Examples of Core Transit's Performance Milestones:**

- Awarded Large Community Transit Agency of the Year award at the fall Colorado Association of Transit Agencies (CASTA).
- Successfully established a new regional transportation authority and a vibrant, immediately recognizable brand while maintaining service to the community.
- Increased service levels while implementing a fare-free system for riders.
- Transferred all operational responsibilities from Eagle County to Core Transit.
- Achieved a remarkable ridership growth of up to 60% compared to the same period last year.
- Maintained a high trip completion rate of over 99%, ensuring reliability for passengers.
- Retained, recruited and onboarded an exceptional workforce of over 100 employees

### **Employee Bonus Eligibility**

Performance, a positive attitude, and accountability towards our policies are very important at Core Transit; therefore, employees must meet the following standards to be eligible for the bonus.



- Employees must be in good performance standing, not on a performance improvement plan and must demonstrate an acceptable safety record.
- Employees must be actively employed as of November 20th.
- Employees must have worked within the last 30 days.

## BONUS OPTIONS

### 1. TIERED BONUS BASED ON START DATE

Depending on the length of time an employee has been with the organization, they will receive a tiered bonus amount. Options 1A and 1B differ based on the exact date in August, acknowledging that many key positions joined the organization during the month of August, but may not have been active with Core Transit on August 4th.

#### 1A \*\* Employee count as of 11/7/24

Hiring Date Range	Count of EE	Bonus Amount
On or Before August 31st	94	\$2500
September 1 – October 31st	12	\$2000
November 1 - November 20th	5	\$1500

#### 1B \*\* Employee count as of 11/7/24

Hiring Date Range	Count of EE	Bonus Amount
On or Before August 4th	91	\$2500
August 5th – October 31 <sup>st</sup>	15	\$2000
November 1 - November 20th	5	\$1500



### **Option 2: All EMPLOYEES RECEIVE EQUAL BONUS**

All employees (estimated about 111-115 employees) will receive a one-time bonus of \$2500 as long as they meet the eligibility requirements.

### **Option 3: ONLY EMPLOYEES WHO WERE ACTIVE AT TRANSITION**

The 91 employees who were active on August 4<sup>th</sup> will receive a one-time bonus of \$2500. All other active employees will not receive a bonus (estimated about 20 employees).

\*\* It's important to note all the above options are based on current estimates of employee count. This number can vary slightly based on active employees at the end of the month.

---

### **FINANCIAL CONSIDERATIONS:**

As discussed in the October budget work session, while not included in the FY24 adopted budget, current forecasts show the budget can handle any of the above options and won't exceed the board-approved general fund expenditures of \$17,970,754. The costs below are based on 11/07/2024 active employee report.

Option 1A: \$266,500

Option 1B: \$265,000

Option 2: \$277,500

Option 3: \$227,500



**To:** The Eagle Valley Transportation Authority d/b/a Core Transit Board

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

**Meeting Date:** 11/13/2024

---

**SUBJECT:** 2025 Holiday Schedule

**RECOMMENDED ACTIONS:** Board motions to approve a total of 13 paid holidays along with 1 floating holiday (or the alternate option) for Core Transit employees for the calendar year 2025.

---

**BACKGROUND:**

In 2024 the board approved following Eagle County's holiday schedule, observing 14 holidays and providing 1 floating holiday in 2024, for a total of 15 holidays. The Board requested an opportunity to reassess the holiday schedule annually. We are presenting a recommendation for the upcoming year, accounted for in our proposed 2025 budget, of 13 scheduled holidays and one floating holiday.

Our holiday policy is designed to balance the needs of employees by offering additional pay as an incentive for those working during holidays, while also providing time off for others to celebrate with family, friends, or manage childcare when schools and related programs are closed on State and Federal holidays. We recommend recognizing 13 holidays, which encompass the 11 standard Federal Holidays, along with the day after Thanksgiving and Christmas Eve. This strategy enables us to maintain incentives and staffing levels during busy periods while ensuring that our employees can enjoy time away from work.



### **Pros to Providing Current Holiday Schedule (13 Days)**

- Continue our commitment to maintain benefits for employees transitioning from ECO.
- Avoid the perception that we are “taking away” holidays many of our staff were accustomed to as Eagle County employees.
- Incentivize employees who work on busy holidays (and the surrounding days) by offering additional earnings.
- Support working parents by aligning holidays with school closures, which total 45 days annually, to the greatest extent practicable.

### **Cons to Providing Current Holiday Schedule (13 Days)**

- The fiscal cost of approximately \$12,000 per holiday in extra wages for employees working on a holiday.

## **OPTIONS FOR CONSIDERATIONS:**

**Option 1: Maintain the Current Schedule:** This equates to 13 paid holidays in 2025. This schedule incorporates the traditional Federal holiday calendar, with the addition of the Friday after Thanksgiving and Christmas Eve.

### **Current Schedule (13 days)**

New Year’s Day - Wednesday, January 1

Martin Luther King Jr. Day - Monday, January 20

Presidents’ Day - Monday, February 17

Memorial Day - Monday, May 26

Juneteenth National Independence Day - Thursday, June 19



Independence Day - Friday, July 4  
Labor Day - Monday, September 1  
Fall Break / Columbus Day - Monday, October 13  
Veterans Day - Tuesday, November 11  
Thanksgiving Day - Thursday, November 27 & Friday, November 28  
Christmas Eve & Christmas Day – Wednesday, December 24<sup>th</sup> &  
Thursday, December 25<sup>th</sup>

### **Alternate Option: Basic Federal/State Schedule**

An alternate option the board may wish to consider is to align our holidays with the basic Federal/State schedule, which includes 11 holidays as noted below:

New Year's Day - Wednesday, January 1  
Martin Luther King Jr. Day - Monday, January 20  
Presidents' Day - Monday, February 17  
Memorial Day - Monday, May 26  
Juneteenth National Independence Day - Thursday, June 19  
Independence Day - Friday, July 4  
Labor Day - Monday, September 1  
Fall Break / Columbus Day - Monday, October 13  
Veterans Day - Tuesday, November 11  
Thanksgiving Day - Thursday, November 27  
Christmas Day - Thursday, December 25<sup>th</sup>

### **Floating Holiday**

In addition to either the 13 or 11 scheduled holidays, staff recommends offering one additional floating holiday. Offering a floating holiday enhances inclusivity and flexibility, allowing employees to take time off for personally significant holidays, whether for family, religious, or cultural reasons. This policy respects diverse backgrounds and boosts



employee satisfaction and morale, fostering a motivated and engaged workforce.

---

## **FINANCIAL CONSIDERATIONS:**

Holiday pay is typically not budgeted for and is absorbed within salary line items with periods of vacancies. However, to ensure transparency and facilitate better planning of this benefit, we have decided to include holiday pay in the 2025 budget. This addition will be presented for the board's final review. The difference in cost between the 11 and 13 holiday options is shown below:

Holiday Option	Total Cost
11 Holidays	\$132,000
11 Holidays + 1 Floating Holiday	\$144,000
13 Holidays	\$156,000
13 Holidays + 1 Floating Holiday	\$168,000

*To calculate the cost of holiday pay, we assumed a scenario where 35 employees work each day at an average rate of \$34 per hour for a 10-hour day. This calculation focuses solely on the additional income earned by employees scheduled to work during the holiday period.*

---



**To:** The Eagle Valley Transportation Authority d/b/a Core Transit Board  
**From:** Tanya Allen, Core Transit Executive Director

**Meeting Date:** 11/13/2024

---

**SUBJECT:** Resolution 2024-15 A Single Source Contract with SGM, Inc.  
For Engineering Design Services

- 1. RECOMMENDED ACTIONS:** Approval of Resolution 2024-15, A Resolution Approving Single Source Contract with SGM, Inc. for Engineering Design Services in the amount of \$155,000.

---

**BACKGROUND:**

Eagle County/ECO Transit entered into a services agreement with SGM, Inc. in June of 2023 for design work related to site safety improvements to the Lake Creek Village transit stop. The project was awarded following a formal Request for Proposals, with a value of \$190,381 for the full scope of work. This work was intended to result in bid-ready documents that would enable Eagle County to proceed with construction to be funded by a \$1.2m Congressionally Directed Spending (CDS) grant awarded in 2022.

Approximately \$30,000 in design work was completed before the project was placed on hold following the departure of key staff and the pending ECO Transit transition. The contract with Eagle County lapsed and Eagle County requested Core execute our own contract if we were interested in continuing to pursue this project. CDOT has confirmed the CDS grant for construction can be transferred to Core Transit similar to the way they have agreed to handle other ECO Transit grants spanning the transition period.

We have reviewed progress to date with SGM and Core's operations team and support continuing this design work. SGM has presented



an updated Scope of Work for the remaining stages of the project totaling \$155,000 for Core Transit's consideration.

A project of this size would normally be subject to a public bidding process based on our procurement policy. The policy allows for single source contracts for purchasing services from one vendor, when doing so allows Core Transit to negotiate more favorable terms, reduces the administrative overhead required to research products and negotiate prices with multiple vendors, and/or results in receiving a better quality of goods or services.

Because this is a project already in process that was already subject to a public bidding process, staff recommends approval of this contract under the single source process.

---

**FINANCIAL CONSIDERATIONS:** Funding for this project has been included in the proposed 2025 Budget. We anticipate being able to move forward with construction in 2026.

---

**ATTACHMENTS:**

1. Resolution 2024-15: A Resolution Approving Single Source Contract with SGM, Inc. for Engineering Design Services
2. Service Agreement with Scope of Work and Rate Sheet

## **EAGLE VALLEY TRANSPORTATION AUTHORITY**

### **RESOLUTION NO. 2024 - \_15\_**

#### **A RESOLUTION APPROVING SINGLE SOURCE CONTRACT WITH SGM, INC. FOR ENGINEERING DESIGN SERVICES**

WHEREAS, Eagle Valley Transportation Authority dba Core Transit (“Core Transit”) was created by voter authorizing approving the Eagle Valley Transportation Authority Intergovernmental Agreement by and among Beaver Creek Metropolitan District; Town of Avon, Colorado; Eagle County, Colorado; Town of Eagle, Colorado; Town of Minturn, Colorado; Town of Red Cliff, Colorado; and Town of Vail, Colorado, dated as of September 1, 2022 (the “Authority IGA”), providing for the establishment of the Authority as a Colorado regional transportation authority pursuant to the Regional Transportation Law, Title 43, Article 4, Part 6, Colorado Revised Statutes, as amended; and

WHEREAS, pursuant to Section 43-4-604(3)(c), C.R.S., the Board of Directors of Core Transit (“Board”) has the power to make and pass orders and resolutions necessary for the government and management of the affairs of Core Transit and the execution of the powers vested in Core Transit; and

WHEREAS, the Board has adopted a Procurement Policy which allows for single source contracts for purchasing services from one vendor, when doing so allows Core Transit to negotiate more favorable terms, reduces the administrative overhead required to research products and negotiate prices with multiple vendors, and/or results in receiving a better quality of goods or services; and

WHEREAS, Eagle County previously engaged SGM, Inc. (“SGM”) to develop engineering plans and construction documents for the design of site safety improvements at the Lake Creek Village Apartments (the “Lake Creek Bus Terminal”); and

WHEREAS, SGM and Eagle County did not complete full scope of work contemplated for the Lake Creek Village Bus Terminal prior to the transition of ECO Transit services from Eagle County to Core Transit; and

WHEREAS, Eagle County selected SGM following a public bidding process; and

WHEREAS, Core Transit has a need to complete the Lake Creek Village Bus Terminal project in an efficient and cost-effective manner; and

WHEREAS, SGM has the skills, specific project knowledge and expertise necessary to complete the project; and

WHEREAS, the Board hereby finds and determines that a single source authorization is appropriate and necessary based on the expertise and experience of SGM and SGM's prior work with Eagle County on this project, which will result in receiving a better quality of service and will reduce the administrative overhead to negotiate prices with multiple vendors and educate other vendors on Core Transit's organization, historical information, and transition.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of Core Transit as follows:

1. Incorporation of Recitals and Single Source. The Recitals above are incorporated herein and confirmed as providing support for selection of SGM as a single-source contractor to provide engineering design services to Core Transit.
2. Approval of MSA and Authorization. The Board approves the Services Agreement between Eagle Valley Transportation Authority d/b/a Core Transit and SGM, Inc. ("Agreement") attached hereto as **Exhibit A** and incorporated herein by this reference. The Executive Director is authorized to execute the Agreement and take all other action necessary to engage SGM to provide the services contemplated therein.
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 13<sup>th</sup> day of November, 2024.

EAGLE VALLEY TRANSPORTATION  
AUTHORITY

---

Amy Phillips, Board Chair

ATTEST:

---

Tanya Allen, Secretary

**EXHIBIT A**

**SERVICES AGREEMENT BETWEEN EAGLE VALLEY TRANSPORTATION  
AUTHORITY D/B/A CORE TRANSIT AND SGM, INC.**

[Attached]

**SERVICES AGREEMENT  
BETWEEN**

**Eagle Valley Transportation Authority d/b/a Core Transit  
and  
SGM, Inc.**

**THIS SERVICES AGREEMENT** (“Agreement”) is made and entered into the most recent day and year set forth below by and between **Eagle Valley Transportation Authority d/b/a Core Transit**, a quasi-municipal corporation and political subdivision of the State of Colorado (“Owner”), whose mailing address is PO Box 1070, Gypsum, CO, 81627 and **SGM, Inc.** (“Contractor”), whose mailing address is 111 W 6th St, Suite 200, Glenwood Springs, CO 81601. The Owner and the Contractor are sometimes referred to herein individually as a “Party” and collectively as the “Parties.”

**WITNESSETH:**

In consideration of the mutual covenants and obligations herein expressed, it is agreed by and between the Parties as follows:

1. Scope of Services. The Contractor agrees to provide Engineering Design services, as further described in **Exhibit A**, attached hereto and incorporated herein by this reference (“Scope of Services”). All provisions of **Exhibit A**, including without limitation any terms and conditions included therein, shall be subject to the provisions of this Agreement. In the event of a conflict or inconsistency between a provision in the body of this Agreement and a provision in **Exhibit A** or any other exhibit or schedule attached hereto, the provision in the body of this Agreement shall control.

2. Time of Commencement and Completion of Services. The services to be performed pursuant to this Agreement shall be initiated no later than October 1, 2024 and completed no later than December 31, 2025. Any modifications to such deadlines must be agreed upon in writing by the Parties prior to the applicable deadline.

3. Early Termination by Owner. Notwithstanding the time periods contained herein, the Owner may terminate this Agreement at any time without cause by providing written notice of termination to the Contractor. Such notice shall be delivered at least three (3) days prior to the termination date contained in said notice unless otherwise agreed in writing by the Parties. In the event of any such early termination by the Owner, the Contractor shall be paid for services rendered prior to the date of termination, subject only to the satisfactory performance of the Contractor’s obligations under this Agreement. Contractor understands and agrees that such payment shall be the Contractor’s sole right and remedy for such termination.

4. Suspension. Without terminating this Agreement or breaching its obligations hereunder, the Owner may, at its convenience, suspend the services of the Contractor by

giving the Contractor written notice one (1) day in advance of the suspension date. Upon receipt of such notice, the Contractor shall cease its work in as efficient a manner as possible so as to keep its total charges to the Owner for services under this Agreement to the minimum, but in no circumstance later than three (3) business days after receipt of the notice of suspension. No work shall be performed during such suspension except with prior written authorization by the Owner Representative (as defined below). If a suspension is still in effect thirty (30) calendar days after the Contractor's receipt of the notice of suspension, the Contractor may terminate this Agreement by providing the Owner with written notice of termination. Upon the Owner's receipt of such notice of termination from Contractor, this Agreement will be deemed terminated.

5. Compensation. In consideration of the services to be performed pursuant to this Agreement, the Owner agrees to pay the Contractor the amounts set forth in **Exhibit A**. Total compensation shall not exceed one-hundred and fifty-five thousand Dollars (\$155,000). The Owner shall provide no benefits to the Contractor other than the compensation stated above. The Contractor shall bill its charges to the Owner periodically, but no more frequently than once a month. All fees, commissions, product charges and expenses invoiced shall be due within thirty (30) days of the date of billing. Interest on unpaid or late bills shall accrue at 1½ percent per month (18.0 % A.P.R.). Client agrees that all invoices not objected to in writing within thirty (30) days of receipt will be deemed accepted. In the event Owner objects to an invoice, interest charges shall not accrue until Owner and Contractor agree to either a revised invoice, in which case the no interest charges shall apply, or the disputed invoice is validated, in which case interest shall accrue from the date of validation.

6. Qualifications on Obligations to Pay. No partial payment made by the Owner shall be considered final acceptance or approval of that part of the Scope of Services paid for or shall relieve the Contractor of any of its obligations under this Agreement. Notwithstanding any other terms of this Agreement, the Owner may withhold any payment (whether a progress payment or final payment) to the Contractor if any one or more of the following conditions exists:

(a) The Contractor is in default of any of its obligations under this Agreement, including without limitation the obligation to maintain insurance and provide Certificates of Insurance to the Owner in accordance with Section 13 (Insurance).

(b) Any part of such payment is attributable to services that are not performed in accordance with the terms of this Agreement and its associated exhibit(s). The Owner will pay for any portion of the services performed in conformance with this Agreement and its associated exhibit(s).

(c) The Contractor has failed to make payments promptly to any third-party used to perform any portion of the services hereunder, subject to Paragraph 9, for which the Owner has made payments to the Contractor.

7. Owner Representative. The Owner will designate, prior to commencement of work, its project representative (the “Owner Representative”) who shall make, within the scope of his or her authority, all necessary and proper decisions with reference to the Scope of Services. All requests for contract interpretations, change orders, and other clarification or instruction shall be directed to the Owner Representative.

8. Independent Contractor. The Contractor agrees that the services to be performed by the Contractor are those of an independent contractor and not of an employee of the Owner. **The Contractor is obligated to pay federal and state income tax on any moneys earned pursuant to this Agreement. Neither the Contractor nor its employees, if any, are entitled to workers’ compensation benefits from the Owner for the performance of the services described in this Agreement.**

9. Assignment. The Contractor shall neither assign any responsibilities nor delegate any duties arising under this Agreement to a third party without the prior written consent of the Owner, which may be granted or denied in Owner’s sole discretion.

10. Standard of Care. The Contractor shall perform the services hereunder at or above the standard of care of those in its profession or industry providing similar services in the Owner’s local area; provided, however, that in the event the standard of care is higher in the local area where the Contractor’s office primarily responsible for providing the services is located, then the standard of care applicable to the local area where the Contractor’s office is located shall be applicable to such services.

11. Accuracy of Work. Based on the Standard of Care, the Contractor shall correct any errors or deficiencies in the Contractor’s services of which it becomes aware promptly and without additional compensation unless such corrective action is directly attributable to errors or deficiencies in information furnished by the Owner. The Owner’s approval of the Contractor’s services shall not diminish or release the Contractor’s duties or obligations hereunder, since the Owner is ultimately relying upon the Contractor’s skill and knowledge to perform the Scope of Services. The obligations contained in this Section 11 shall survive for a period of two (2) years SGM following termination or expiration of this Agreement.

12. Duty to Warn. The Contractor agrees to call to the Owner’s attention errors in any drawings, plans, sketches, instructions, information, requirements, procedures, and other data supplied to the Contractor by the Owner or a third-party that it becomes aware of and believes may be unsuitable, improper, or inaccurate in a material way. However, the Contractor shall not independently verify the validity, completeness, or accuracy of such information unless otherwise expressly engaged to do so by the Owner. Nothing shall detract from this obligation unless the Contractor advises the Owner in writing that such data may be unsuitable, improper, or inaccurate and the Owner nevertheless confirms in writing that it wishes the Contractor to proceed according to such data as originally given.

13. Insurance.

(a) During the term of this Agreement, the Contractor shall purchase and maintain, at its own cost and expense, the following:

(i) Workers' compensation insurance for its employees, if any, as required by Colorado law with limits of at least \$500,000 per injury or illness an employee suffers as a result of providing the services hereunder, with a \$500,000 aggregate per occurrence.

(ii) Employer's liability insurance with limits of at least \$500,000 per employee/accident and \$1,000,000 aggregate.

(iii) Commercial general liability insurance covering, without limitation, premises operations, products-completed operations, contractual liability insuring the obligations assumed by the Contractor under this Agreement, personal and advertising injury, and broad form property damage, with limits of at least \$2,000,000 per occurrence for bodily injury, death or damage to property; \$2,000,000 per occurrence for personal and advertising injury; \$2,000,000 products-completed operations; and \$2,000,000 general aggregate; and

(iv) Automobile liability insurance covering all owned, hired and non-owned vehicles used in the performance of the Contractor's services under this Agreement with a limit of at least \$2,000,000 combined per accident for bodily injury and property damage; and

(b) The insurance required herein may be satisfied through any combination of primary and excess/umbrella liability policies.

(c) The insurance required herein shall be written by an insurance company or companies that (i) have an A.M. Best Company rating of "A-VII" or better, and (ii) are authorized to issue insurance in the State of Colorado.

(d) The Owner, the Owner Representative, and the Owner's directors, officers, and employees, shall be endorsed as "Additional Insureds" under the (i) commercial general liability insurance policy for both ongoing and completed services for a period of two (2) years; and (ii) automobile liability policy.

(e) The Contractor shall provide a waiver of subrogation endorsement, or its equivalent, under the (i) workers' compensation; (ii) commercial general liability; and (iii) automobile liability insurance policies in favor of the Owner, its directors, officers, agents, and employees.

(f) All liability insurance policies required herein shall provide that the coverage is primary and non-contributory to other insurance available to the Owner and its directors, officers, agents, and employees. Any insurance maintained by the Owner and its directors, officers, agents, and employees shall be excess of and shall not contribute with the Contractor's insurance.

(g) Prior to commencement of performance, the Contractor shall provide certificates of insurance satisfactory to the Owner that clearly evidence all insurance coverages required herein, including but not limited to endorsements (individually and collectively, "Certificates of Insurance"). The Contractor agrees that, until the Owner is supplied with Certificates of Insurance, no payment under this Agreement will be made by the Owner. The Contractor will provide the Owner with updated Certificates of Insurance within ten (10) calendar days of the anniversary of the effective date of coverage should that date fall during the term of this Agreement. Failure of the Owner to require Certificates of Insurance or to identify a deficiency in coverage shall not relieve the Contractor of its responsibility to provide the specific insurance coverages set forth herein.

(h) Subject to Section 9 (Assignment), the Contractor shall require each subcontractor and/or third-party performing work for the Contractor related to the Scope of Services to purchase and maintain insurance of the types and with policy limits no less than those required of Contractor under this Section 13. All general liability policies carried by a subcontractor and/or third-party shall be endorsed to include the Additional Insureds identified above. Each subcontractor and/or third-party shall be required to provide Contractor, upon request, with certificates of insurance evidencing such coverage prior to commencement of work by a subcontractor and/or third party.

(i) The insurance policies afforded hereunder shall not be cancelled or allowed to expire unless at least thirty (30) days' prior written notice has been delivered to the Owner, except in the event of cancellation due to non-payment of a premium, in which case notice shall be given to the Owner no later than ten (10) days prior to cancellation of the policy. Upon receipt of any notice of cancellation or non-renewal, the Contractor shall, within five (5) days, procure other policies of insurance as necessary to comply with this Section 13 and provide Certificates of Insurance evidencing the same to the Owner. Notwithstanding the provisions contained in Section 18 (Remedies), if the Contractor fails to procure the required insurance or provide the Owner with Certificates of Insurance within the timeframe provided, the Owner may terminate or suspend this Agreement upon written notice to the Contractor.

14. Compliance with Laws. The Contractor is obligated to familiarize itself and comply with all laws applicable to the performance of the Scope of Services, including without limitation all state and local licensing and registration requirements.

15. Acceptance Not Waiver. The Owner's approval or acceptance of, or payment for, any of the services shall not be construed to operate as a waiver of any rights or benefits provided to the Owner under this Agreement.

16. Default. Each and every term and condition hereof shall be deemed to be a material element of this Agreement. In the event either Party should fail or refuse to perform according to the terms of this Agreement, such Party may be declared in default.

17. Remedies. Except as provided in Section 13(i) (Insurance), in the event a Party declares a default by the other Party, such defaulting Party shall be allowed a period of ten

(10) days within which to cure said default. In the event the default remains uncorrected, the Party declaring default may elect to (a) terminate the Agreement and seek damages; (b) treat the Agreement as continuing and require specific performance; or (c) avail itself of any other remedy at law or equity. If the non-defaulting Party commences legal or equitable actions against the defaulting Party, the defaulting Party shall be liable to the non-defaulting Party for the non-defaulting Party's reasonable attorney fees and costs incurred because of the default.

18. Indemnification; No Waiver of Liability or Immunity. The Contractor agrees to indemnify, defend, and hold harmless the Owner and its officers, directors, employees, agents, engineers/architects and attorneys from any and all damages and liabilities incurred as a result of any negligent act, error or omission by Contractor in the performance of the Scope of Services. As part of this obligation, the Contractor shall reasonably compensate the Owner for the time, if any, spent by its legal counsel in connection with such claims or actions. The Contractor's obligations under this Section 19 shall be to the fullest extent permitted by law and shall survive termination or expiration of this Agreement. **Notwithstanding any other provision contained in this Agreement, including but not limited to Exhibit A, the Owner does not agree to defend, indemnify, or hold harmless the Contractor or waive or limit the Contractor's liability (either by type of liability or amount).** The Owner is relying on and does not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, defenses, and protections provided by the Colorado Governmental Immunity Act, § 24-10-101, *et seq.*, C.R.S., as from time to time amended, or otherwise available to the Owner or its officers or employees.

19. Binding Effect. This writing constitutes the entire agreement between the Parties and shall be binding upon the Parties, their officers, employees, agents and assigns and shall inure to the benefit of the Parties' respective survivors, heirs, personal representatives, successors and permitted assigns.

20. Amendment. No amendment or modification of this Agreement shall be binding upon the Parties unless the same is in writing and approved by a duly authorized representative of each Party.

21. Law; Venue. The laws of the State of Colorado shall govern the construction, interpretation, execution, and enforcement of this Agreement. Venue for any dispute between the Parties arising out of or relating to this Agreement shall be in the State of Colorado District Court for Eagle County.

22. Severability. In the event any term or condition of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

23. Annual Appropriation. The Owner's obligations hereunder are subject to the annual appropriation of funds necessary for the performance thereof, which appropriations shall be made in the sole discretion of the Owner's Board of Directors.

24. Ownership of Work Product. All documents such as reports, plans, drawings and contract specifications, information, and other materials prepared or furnished by the Contractor (or the Contractor's independent professional associates, permitted subcontractors, and consultants) and paid for pursuant to this Agreement are instruments of public information and property of the Owner. All internal documents which support the public information such as field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by the Contractor as instruments of service shall be provided to the Owner. The Owner understands such documents are not intended or represented to be suitable for reuse by the Owner or others for purposes outside the specific scope and conditions of the Scope of Services. Any reuse without written verification or adaptation by the Contractor for the specific purpose intended will be at the Owner's sole risk and without liability or legal exposure to the Contractor, or to the Contractor's independent professional associates, permitted subcontractors, or consultants.

25. Taxes. The Owner is a governmental entity and is therefore exempt from state and local sales and use tax. The Owner will not pay for or reimburse any sales or use tax that may not directly be imposed against the Owner. The Contractor shall use the Owner's sales tax exemption for the purchase of any and all products and equipment on behalf of the Owner.

26. Timeliness. Contractor's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the project.

27. Notices. All notices which are required, or which may be given under this Agreement shall be effective when mailed via registered or certified mail, postage prepaid and sent to the address first set forth above.

28. Counterparts, Electronic Signatures and Electronic Records. This Agreement may be executed in multiple counterparts, each of which shall be an original, but all of which, together, shall constitute one and the same instrument. The Parties consent to the use of electronic signatures and agree that the transaction may be conducted electronically pursuant to the Uniform Electronic Transactions Act, § 24-71.3-101, *et seq.*, C.R.S.

29. No Third-Party Beneficiaries. The Parties to this Agreement do not intend to benefit any person not a party to this Agreement. No person or entity, other than the Parties to this Agreement, shall have any right, legal or equitable, to enforce any provision of this Agreement.

30. Section Headings. The section headings in this Agreement have been inserted for convenience of reference only and shall not affect the meaning or interpretation of any part of this Agreement.

31. Not Construed Against Drafter. Each Party acknowledges that it has had an adequate opportunity to review each and every provision contained in this Agreement, including the opportunity to consult with legal counsel. Based on the foregoing, no provision of this Agreement shall be construed against either Party by reason of such Party being

deemed to have drafted such provision.

[Signature Pages Follow]

**OWNER:**

**EAGLE VALLEY TRANSPORTATION  
AUTHORITY**, a quasi-municipal corporation  
and political subdivision of the State of  
Colorado

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**CONTRACTOR:**

**SGM, Inc.**, a civil engineering firm

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**EXHIBIT A**

**SCOPE OF SERVICES AND COMPENSATION**

September 12, 2024

Tanya Allen - Executive Director  
CORE Transit  
PO Box 1070  
Gypsum, CO 81637  
970-328-3533  
Tanya.allen@coretransit.org

**RE: Lake Creek Village Transit Hub Design: Civil Engineering Proposal**

Dear Tanya:

Thank you for this opportunity. As requested, we are updating our proposal to reflect the new Core Transit transition. SGM previously performed survey, subsurface utility engineering, and environmental work and that information will help the project move forward through preliminary and final design.

SGM proposes to work on a time and materials basis and bill only the actual hours necessary to complete the project (rather than lump sum). Our invoices include phase and tasks codes with notes that will allow you to understand what aspects we have spent time on. Below are specific categories and tasks to help break down the estimated fees we envision. This is a budgetary estimate. Our goal is to perform well in a reasonable submission timeframe and be considered as the engineer of choice on future projects that you may have in the area. Totals listed below include SGM QA/QC for all deliverables.

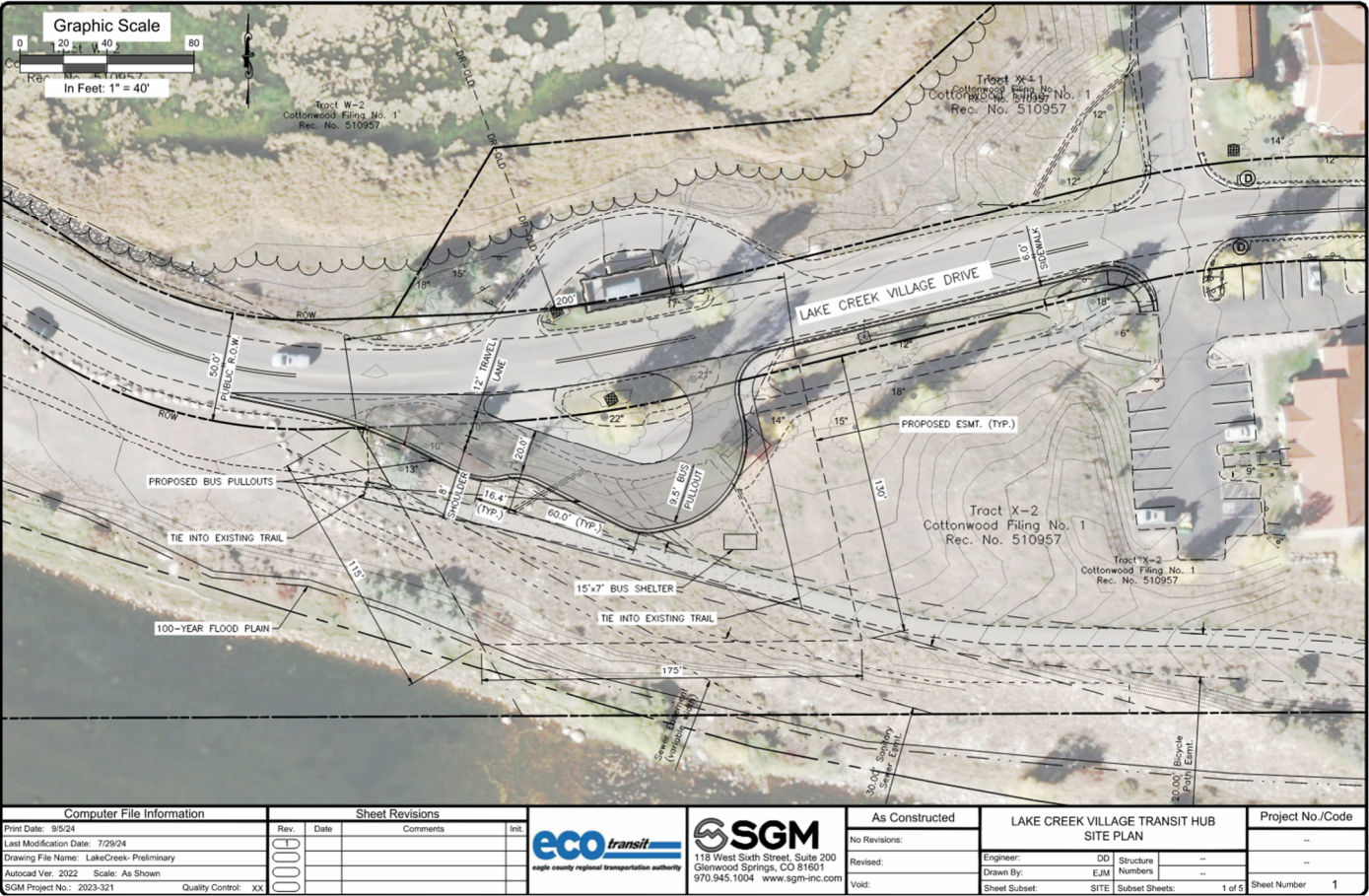
The general Scope of Services for this proposal are listed below:

### Scope of Work

The primary categories associated with the Project SOW include:

1. Project Management and Meetings
2. Initial Project Development
3. Subsurface Utility Engineering (SUE)
4. Preliminary Design
5. Final Design

The scope of work includes proposed bus pullout area, charging stations, bus shelter (no water/sewer), and sidewalk. Additional scope detail is provided below for the specific disciplines required for this project.



**Field Survey and ROW acquisition** - SGM will provide:

- This proposal includes up to 1 temporary construction easement and 1 permanent easement creation for each of the 3 potentially affected properties.

**Geotechnical Investigation** – GROUND Engineering will provide:

- Drill 5 test holes at locations to be determined in the field by GROUND to evaluate the subsurface profile and to obtain earth material samples for laboratory testing. Of these, 4 test holes will be drilled within the proposed pavement areas and 1 test hole will be drilled within the approximate proposed bus shelter footprint.
- Conduct a laboratory testing program to evaluate relevant engineering characteristics of the materials at the site.
- Analyze the results of the field and laboratory studies to develop geotechnical parameters for bus shelter foundations, floor systems, site grading/earthwork operations, excavation conditions, utility lateral installation, lateral earth pressures, water-soluble sulfate content, soil corrosivity, and private pavements sections.
- Prepare a report summarizing the data obtained and present our recommendations for the design of pavement and building structures.

**Utility Investigation** – SGM staff will provide:

- If the drainage design is able to direct water quality and storm piping improvements toward the Eagle River, the project should have limited potential for utility conflicts for improvements south of Lake Creek Village Drive. Limiting potential conflicts within the Lake Creek Village Drive relocation design will also be a design goal. Limiting the potential conflict locations in the 30% design update will serve to reduce the SUE QLA scope of work. SGM will plan to coordinate with ECO Transit throughout the design process to limit and reduce the assumed scope of the SUE work.
- The scope of work assumes two days of SUE field investigation (QL B/A), and 10 utility test holes, including traffic control and subcontracted hydrovac for the test holes. This scope will be used as needed based on potential conflicts identified at 30% design.
- The scope of work includes providing CDOT format Utility Conflict Matrix, Owner Clearance Letters, and Utility Project Special Provision as directed in addendum question #18.

**Electrical Design** – SGM staff will provide:

- Electrical consulting to determine what infrastructure will be required to support a maximum of 2 future DC fast charging stations for electric buses at this facility. Inverted pantograph-style stations are anticipated.
- Coordination with the rest of the design team to ensure that the overall site design will accommodate the requisite electric infrastructure and any conduits under new paving are pre-installed in this project.
- Design and produce construction drawings for a small electric service to serve the bus shelter only.
- Design and specify bus shelter lighting.
- Additional site lighting design scope (beyond the bus shelter) is excluded from this fee proposal but is available from SGM as an hourly added service.
- Design and construction drawings for the future bus charging system are excluded from this fee proposal but is available from SGM as an hourly added service.



**Civil Design** – SGM staff will provide:

- Drainage design per Eagle County standards.
- Bus pullout, turnaround, and site plan per the current preliminary plan that has been developed with Eagle County over the past few months.
- Provide updated 30% design plan based on collected field investigation data that specifically address topography, utilities, environmental, and geotechnical investigations. Will include a specification table of contents and cost estimate.

- Provide Final Construction Plans, Specifications (PSP/SSP), and Estimate (PSE).

## Project Fees

SGM's design fee is based on the RFP, addendums, experience with similar projects, and familiarity with Core Transit and Eagle County. Overall, our proposed fee reflects SGM's full understanding of your needs and all the elements necessary to complete this project, the scope of which is shown in the exhibit provided below. SGM provided the previous 2023 contract cost breakdown and job to date cost breakdown for each phase.

Cost Breakdown by Phase						
		2023 CONTRACT				2024 PROPOSAL
Phase		SGM Labor	SGM Subconsultants	Total Cost	Job to Date	Total Cost
1	PHASE 1 - PROJECT MANAGEMENT AND MEETINGS	\$ 7,313		\$ 7,313	\$ 3,640.50	\$ 3,672.50
2	PHASE 2 - INITIAL PROJECT DEVELOPMENT	\$ 32,332	\$ 12,000	\$ 44,332	\$ 17,867.62	\$ 26,464.38
3	PHASE 3 - SUBSURFACE UTILITY ENGINEERING	\$ 21,358	\$ 15,000	\$ 36,358	\$ 4,237.03	\$ 32,120.97
4	PHASE 4 - PRELIMINARY DESIGN	\$ 32,344		\$ 32,344	\$ 13,555.50	\$ 18,788.50
5	PHASE 5 - FINAL DESIGN	\$ 67,534		\$ 67,534	\$ -	\$ 67,534.00
6	Phase 6 - OTHER DIRECT COSTS	\$ 2,500		\$ 2,500	\$ -	\$ 2,500.00
TOTAL COSTS:				\$ 190,381	\$ 39,300.65	\$ 151,080.35

*Work will be billed monthly according to the attached fee schedule. Should the need for significant deviations from the proposed scope arise, either at your request or due to unforeseen circumstances outside of SGM's control, we will work with you to amend the scope and fee as appropriate.*

## Assumptions / Exclusions / Clarifications

The following assumptions were made in the development of this fee estimate:

- Bi-weekly meetings are assumed to begin once preliminary design begins. The project manager will attend all meetings in person, if desired. Discipline leads will attend the meetings on an as-needed basis.
- A 4-month project duration has been assumed.
- In person project meetings by PM
  - Kickoff Meeting
  - 30% Design Review Meeting
  - 1 Public / BoCC Meeting is assumed
  - 1 Site Property Owner Meeting(s) are assumed
- The existing utility engineering work in this scope will include a Utility Notification Center of Colorado (UNCC) 811 ticket, discussions with utility owners, investigation of surface utilities, and identification of potential conflicts.
- Landscape architecture or landscape design is not required for this project.
- LOMR / CLOMR is not required for this project.
- Structural Engineering is not required for this project.
- On-site renewable energy system design is not required for this project.

- Backup generator systems are not required for this project.
- Irrigation systems are not required for this project.
- No “green” building certifications (LEED etc) or compliance are required for this project

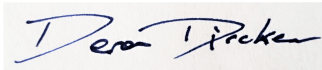
**Deliverables:**

- Construction Drawings signed and stamped by a Professional Engineer in electronic format to be submitted to you for review and approval.

Thank you for the opportunity to provide these services. Please feel free to contact me if I may provide further information or details.

Sincerely,

**SGM**

A handwritten signature in blue ink that reads "Deron J. Dirksen". The signature is written in a cursive, flowing style.

Deron J. Dirksen, PE  
Senior Engineer II  
[derond@sgm-inc.com](mailto:derond@sgm-inc.com)  
303-903-0717

CC: Dan Cokley



## Fee Schedule January 2024

### Hourly Rate\*

PRINCIPAL ENGINEER .....	\$240.00
SENIOR ENGINEER III .....	\$225.00
SENIOR ENGINEER II .....	\$210.00
SENIOR ENGINEER I .....	\$190.00
ENGINEER IV .....	\$173.00
ENGINEER III .....	\$159.00
ENGINEER II .....	\$135.00
ENGINEER I .....	\$116.00
SENIOR PROJECT MANAGER.....	\$172.00
PROJECT MANAGER.....	\$160.00
PRINCIPAL CONSULTANT .....	\$239.00
SENIOR CONSULTANT II .....	\$205.00
SENIOR CONSULTANT I .....	\$170.00
CONSULTANT III.....	\$143.00
CONSULTANT II.....	\$125.00
CONSULTANT I.....	\$112.00
TECHNICIAN III .....	\$96.00
TECHNICIAN II .....	\$82.00
TECHNICIAN I .....	\$69.00
CLERICAL.....	\$88.00
SENIOR CADD/GIS .....	\$160.00
CADD/GIS III.....	\$138.00
CADD/GIS II.....	\$125.00
CADD/GIS I.....	\$102.00
CONSTRUCTION MANAGER .....	\$151.00
CONSTRUCTION TECHNICIAN II .....	\$138.00
CONSTRUCTION TECHNICIAN I .....	\$125.00
PRINCIPAL SURVEYOR .....	\$191.00
LAND SURVEYOR III .....	\$175.00
LAND SURVEYOR II .....	\$158.00
LAND SURVEYOR I .....	\$142.00
SURVEY TECHNICIAN III .....	\$127.00
SURVEY TECHNICIAN II .....	\$114.00
SURVEY TECHNICIAN I .....	\$103.00
FIELD SURVEY (1-Man Crew).....	\$172.00
FIELD SURVEY (2-Man Crew).....	\$229.00
SUE FIELD PROJECT MANAGER.....	\$208.00
SUE FIELD TECHNICIAN .....	\$144.00
EXPERT TESTIMONY .....	\$365.00

\*There is 10% upcharge to the rates shown for electrical engineering

### REIMBURSABLES

<u>Equipment</u>	<u>Rate</u>
Vehicle Mileage .....	Current IRS Standard Mileage Rate
ATV / Snowmobile .....	\$125.00/day
UTV .....	\$250.00/day
Flow Tote.....	\$125.00/day
<u>Reproduction</u>	
Black & White Plots .....	\$ 5.50/sheet
Mylar Plots .....	\$19.00/sheet
Color Plots .....	\$30.00/sheet
Photocopies.....	\$ 0.25/page
<u>Miscellaneous</u>	

10% will be added to all direct expenses, including FedEx, special delivery and courier charges, special consultants, subcontractors, laboratory tests, airfare, lodging, meals, car rental, telephone, outside printing expense, etc. **Interest of 1.5% per month will be charged for invoices past 30 days.**

**To:** The Eagle Valley Transportation Authority d/b/a Core Transit Board  
**From:** Dave Rogers, Director of Finance

**Meeting Date:** 11/13/2024

---

**SUBJECT:** Audit Services Engagement Letter

**RECOMMENDED ACTIONS:** Approve the engagement letter with Haynie & Company for the FY2024 in the amount of 25,000.00

---

**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. In 2023, EVTA engaged Haynie & Company for its initial audit and to maintain continuity wishes to do so again for the FY2024.

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 the fees for services. The letter includes language that addresses the timing of the audit indicating delivery of a report no later than June 30, 2025 unless unusual circumstances arise. Fees for anticipated services are estimated to be 25,000.00. On page one of the engagement letter, you will notice that management had elected to omit the Management's Discussion & analysis (MD&A). Staff spoke with Haynie & Company, and typically, they don't see agencies our of size provide the MD&A to be included, staff can request CRS provide that to the auditors for inclusion in the FY24 audit if the board desires.

---

**FINANCIAL CONSIDERATIONS:** The FY24 budget included 25,000.00 for audit services

---

**ATTACHMENTS:**

1. Engagement Letter

November 6, 2024

Core Transit  
PO Box 1070  
Gypsum, CO 81637

To the Members of the Board of Directors:

We are pleased to confirm our understanding of the services we are to provide for Core Transit (Authority) for the year ended December 31, 2024.

#### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities and each major fund, and the disclosures to the financial statements, which collectively comprise the basic financial statements of Core Transit as of and for the year ended December 31, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Core Transit's basic financial statements. Such 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. As part of our engagement, we will apply certain limited procedures to Core Transit's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

##### **1) Management's Discussion and Analysis.**

We have also been engaged to report on supplementary information other than RSI that accompanies Core Transit'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 GAAS, and we 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 - Housing Service Fund
- 2) Schedule of Revenues, Expenditures and Change in Fund Balances–Budget and Actual – Transit Capital Fund
- 3) Schedule of Revenues, Expenditures and Change in Fund Balances–Budget and Actual - Air 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 auditors' 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.

#### **Auditors' 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.

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
- Improper revenue recognition

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Core Transit'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.

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.

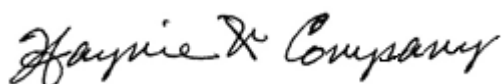
We estimate that our fees for the financial statement audit will range from \$20,000 to \$25,000. The audit fee includes expenses. Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. In accordance with our firm policies, work may be suspended 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. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

### Reporting

We will issue a written report upon completion of our audit of Core Transit's financial statements. Our report will be addressed to the Board of Directors of Core Transit. 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 auditors' 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

Response:

This letter correctly sets forth the understanding of Core Transit:

---

Officer signature

---

Title

---

Date



**To:** The Eagle Valley Transportation Authority d/b/a Core Transit Board  
**From:** Tanya Allen, Core Transit Executive Director

**Meeting Date:** 11/13/2024

---

**SUBJECT:** Birds of Prey In-Kind Sponsorship Request

**RECOMMENDED ACTIONS:** Approve in-kind sponsorship for the Birds of Prey World Cup event of up to a maximum of \$25,000 in donated transit service over five days.

---

**BACKGROUND:**

The annual Birds of Prey World Cup event organized by the Vail Valley Foundation (VVF) is taking place in early December. For the first time, the event will span two weekends, including both men's and women's events.

ECO Transit has traditionally provided up to two vehicles and drivers to assist with shuttling guests to and from the parking lot to Beaver Creek Village, staff and equipment permitting. VVF is requesting Core Transit provide similar levels of support for guest circulation this year. Our operations team has confirmed that up to two vehicles may be possible based on projected staffing and equipment, with a final determination to be made closer to the event.

The estimated cost for donation purposes of these two vehicles (including fuel, driver, and overhead) is \$2,500/vehicle/per day. With five days of service requested, we value this in-kind donation at up to \$25,000.

Core Transit recently approved a donation policy that limits discretionary staff approval \$2,500 of donated transit services. The value of this service exceeds this amount and thus may be brought to



the board for discussion and approval at staff discretion. We believe this is worthy of board consideration given the importance of this event to our broader community and ECO's previous participation. In addition, this request includes sponsorship opportunities in exchange for our support that provide additional value. These include:

1. Rights to use event marks/logos, with VVF approval
2. Logo listing on website – Official Partners section
3. Inclusion of Core Transit Routes to Beaver Creek on Birds of Prey website page called: How to get to the race
4. Logo in rotation on Videoboard logo loop
5. 2x VIP tickets per race
6. 2x VIP bags
7. Non-dedicated inclusion within a 'Getting to the Races'/Know Before You Go" event email blast

We view active involvement in this event as an opportunity to highlight recent improvements to our system, challenge traditional perceptions about the best way to travel to and from the event and support our community's sustainability goals. Our new fare-free service beginning in Eagle and augmented Vail/Beaver Creek Express may be able to shoulder a significant portion of the overall transportation burden provided they are properly advertised and marketed as part of VVF's overall event communication strategy.

Core Transit acknowledges ECO's long-standing participation in the event and sees value in continuing to partner with VVF moving forward. Staff is seeking approval for up to \$25,000 worth of donated service, to cover the maximum of two buses for five days, pending confirmation of available resources from the operations team.

---

**FINANCIAL CONSIDERATIONS:** Transit service would be provided as an in-kind donation for sponsorship opportunities consistent with Core Transit's mission and goals.

---

## **ATTACHMENTS:**



None

**To:** Core Transit Board

**From:** Tanya Allen, Executive Director | Scott Robinson, Deputy Director | Lance Trujillo, Director of Innovation & IT | Aryn Schlichting, Director of People & Culture | Dave Rogers, Director of Finance | Dayana Herr, Marketing, Communications & Customer Experience Manager | Dave Levy, Planning Manager

**RE:** Core Transit Admin Division Report – November 13, 2024

**Meeting Date:** 11/13/2024

---

## **PEOPLE & CULTURE REPORT**

### **Recruiting & Hiring**

We are currently fully staffed for Bus Operators and are planning to overstaff with the expectation of some level of turnover consistent with past experience. Housing remains a valuable resource in supporting our recruitment efforts and our ability to quickly backfill any vacancies.

We've been actively listening to feedback from our applicants, and here's what we've heard:

- 7 out of 18 new hires are from out-of-state locations such as Florida, Texas, and Minnesota and they are only able to make the move if housing is provided.
- They are drawn to us by competitive pay and benefits and in some cases the opportunity to change industries for a different pace of life.
- Many express a love for driving, a desire to experience life in Colorado, and an interest in working for a company that prioritizes their well-being. Applicants are also looking for long-term career opportunities that support their families.
- Additionally, returning employees have shared positive past experiences with ECO and a strong desire to rejoin our team.

## **Housing**

In total we have 42 units in our rental pool with 1 current vacancy. In November, we added 2 - 3 bedroom apartments, totaling 6 units, to our master lease program. Allowing us to house a total of 42 employees in operations. This accommodates about 43% of our operations staff.

## **Benefits & Open Enrollment**

We have launched Open Enrollment, which is the employees' one-time opportunity to make changes to their benefits plan for 2025. Benefits and employee premiums will remain the same for all staff in 2025. Employees continue to be happy with our CEBT plan and the option for low to zero dollar health care options. Our returning seasonal employees are especially excited to hear that they are now eligible for health insurance under Core Transit.

## **Culture & Performance**

In October, we released an RFP for an external organization to help establish cultural norms, organizational decision-making processes, meeting structures, and feedback loops to ensure a strong foundation for communication and efficiency at Core Transit. With 14 applications, we plan to review them and commence the work in January. This is part of our efforts to have robust systems in place to support future expansion and growth.

As highlighted in the one-time transition bonus memo, we are pleased that performance across the organization remains strong. The People & Culture team is actively supporting operations to maintain a supportive and professional workplace culture, addressing issues immediately, regularly referencing the Employee Handbook and showing that feedback is a part of our organization. Cultivating a workplace culture around a positive attitude and a growth mindset (GPS).

Month Deposited	2023 Actual		2024 Budget	2024 Actual
January			738,818	738,938
February			1,542,284	1,542,532
March	1,500,564		1,472,250	1,472,487
April	1,530,340		1,530,608	1,530,855
May	1,633,223		1,615,128	1,615,388
June	732,001		654,212	654,317
July	613,184		606,729	606,827
August	861,752		862,872	863,011
September	1,042,918		1,104,110	1,104,288
October	992,709		984,341	984,213
November	918,907		918,759	873,477
December	720,960		720,844	-
			12,750,955	11,986,333

We are preparing for the annual audit for FY24. We are consolidating as many contracts and agreements into one location for ease of access and have shared those with Haynie & Company. We are working with CRS on ensuring all documentation is readily available and supportive of the financial statements. We have identified areas which may require greater focus given this is effectively the first of the operation and shared those with the auditor. Staff expect the FY24 audit to take much more time for both staff, CRS and the auditors as we are building the foundation this time which will just need updating for future year's audits.

## **MARKETING & COMMUNICATIONS REPORT**

This month, the Marketing & Communications team has focused on several significant projects to prepare for the Winter Season and to further strengthen brand recognition across the valley.

### **Branding Project**

Our bus branding project is progressing well, with 30 buses now featuring the new design. We aim to have all buses branded, including new hybrid buses and paratransit cutaways, by the start of the new year. In line with the transition from ECO to Core Transit, we will also begin updating bus shelter and stop signage to reflect the Core Transit brand, minimizing any confusion for returning winter season riders who regularly use our services.

### **Fare-Free Youth Program**

The Fare-Free for Youth program launched on November 1st. Our outreach included a comprehensive communications campaign with a press release, social media posts, and updates shared with the School District and partner organizations. The community response has been enthusiastic, recognizing the program's valuable benefits for Eagle County youth. We are also collaborating the marketing firm contracted by CASTA, to develop additional marketing assets for promoting the program through the end of the year.

## Winter Schedule

In early October, we released the initial Winter Schedule updates, highlighting the season's service enhancements and adjustments. The community's response was strong, with high engagement from both locals and visitors looking forward to the upcoming improvements. We will release the final timetables on November 18th, giving riders ample time to plan for the December 1st schedule launch.

We are finalizing the schedule design and preparing the new "Bus Like a Pro" brochure, which will serve as a guide to help riders navigate our system more effectively. This resource will cover essential tips for using the bus system easily and efficiently. Additionally, we are updating schedule holders at bus shelters to display not only the new timetables but also maps, QR codes, and other key information to enhance accessibility to our services, including bus tracking.

## Community Engagement Events

This month, we engaged with riders and gathered valuable feedback at several community events, including a Spanish focus group for our 10-year transit plan, the Vail Valley Foundation's health fair, and the Winter Update meeting for the Vail Chambers Business Association. We also participated in the "Touch a Truck" event, where children had the chance to explore our bus, sit in the driver's seat, and learn more about how our system works. Looking ahead, we're excited to connect further with the community at the "OneVillage" event in Beaver Creek, which offers another opportunity to promote our brand and listen to rider feedback. New this year, we're also working to schedule an update for the EGE Airport staff and vendors.

## In the News/Blog Posts

- [Upcoming Winter Schedule Updates](#)
- [Actualizaciones del Horario de Invierno](#)

- [Core Transit receives state funding for a one-year youth fare-free program](#)
- [Core Transit recibe financiamiento estatal para un programa de tarifas gratuitas para jóvenes por un año](#)
- [Core Transit Named Transit Agency of the Year](#)
- [Core Transit Nombrada Agencia de Transporte del Año](#)
- [Avon Town Council candidates appeal to voters at forum](#)
- [Core Transit plans for more service across Eagle County this winter](#)
- [Western Rail Coalition formed with local support to explore passenger rail in Eagle County](#)
- [Vail announces parking rates, pass offerings for 2024/25 ski season](#)
- [Core Transit receives state funding for one-year, youth fare-free program](#) - RealVail.com
- [Core Transit receives state funding for a one-year youth fare-free program](#) - Vail Daily
- [Bluegrass festival, comedy, country dancing, fire trucks and fun this weekend in the Vail Valley](#)

## **INNOVATION & IT REPORT**

As the end of the year creeps closer, the IT team continues to work on projects that we anticipate being completed before 2025. As our technology has grown, the IT team has been in high demand to keep pace with support and updates.

### **Clever Devices Hosting**

Our testing of the VPN tunnel to the hosted site has been completed successfully. We are currently testing bus communications to the hosted site via cellular connectivity. We hope to have the live data moved to the hosted site in the next month. Once completed, we will have removed 13 servers and 50 CPU cores from ECG dependency.

### **Passenger Real Time**

Our current real time system, “rideecotransit.com” is in the rebranding phase and will soon become “coretransitnow.org”. The transition of this system required several domain changes, rebranding at the website and coordination of server changes.

### **Apollo Hosting**

Our Apollo video surveillance system will be moved from ECG to Luminator hosting. We are currently building the contract with Luminator (Apollo's parent company) and plan to present to the board in December. Hosting the Apollo software will update our video surveillance software and provide a hosted solution removing another dependency with ECG.

## **PLANNING REPORT**

### **10 Year Plan**

Significant progress has been made in several phases of the 10 Year Plan:

- Our Public Outreach phase is complete, and key findings will be presented to the board in our December meeting.
- Both the Existing Conditions analysis and the Travel Market analysis are in advanced stages of development, and elements of each and how those findings will be applied to the 10 Year Plan will be discussed in the next board meeting.
- We are also beginning work on our Capital Improvement Plan with a comprehensive facilities review on November 18 to assess functions, functionalities, and outstanding needs of our structural assets.

### **Youth Fare Free Transit Grant (YFTG)**

On November 1 we launched our grant-funded Youth Fare Free Transit Program, which enables 18-and-under riders to ride free with Core Transit. This program will provide a meaningful financial benefit to youth riders who board or alight in Gypsum and Leadville.

More broadly, the year-long program will empower youth to explore the community and independently solve problems that require transportation; relieve parents from lengthy cross-valley drives that fare-free transit can now cover; and demonstrate the value and effectiveness of Core Transit services to a wider range of user groups and use-cases.

### **Data Wrangling, Normalization, and Reporting**

Ongoing work to mine, make sense of, and make use of our data is paying off. Progress will be evident in the forthcoming Existing Conditions and Travel Market analyses, which rely heavily on our ability to access and interpret large amounts of raw data.

In connection with these tasks we have developed data mining processes which can be reproduced and scaled to serve a range of ongoing planning and operational data needs. Additionally, we are developing report templates and cadences that will sync our team around KPIs and aspects of our service which are best represented and understood through consistent data reporting.

### **DEPUTY DIRECTOR REPORT**

As we continue to make steps towards transition from a start up culture to a more steady state culture we have been able to start looking ahead more while supporting business admin staff with their current projects. This includes starting to plan for the FY24 Audit, Organizational Structure Development project, 10-year transit plan branding deliverables, a new custom website and much more!

Based off this board meeting agenda and all of the updates from the business admin staff in this report, you will see that we are still producing at a very fast pace to continue building our processes and procedures to support the boards strategic plan. Fun Fact – As we started compiling information for the auditors, we had over 62 agenda

items in 16 meetings so far in 2024. You all, as our board, have been busy and hard at work building this new agency right alongside staff, thank you!

The Authority has an investment maturing at the end of November and staff are actively working on a two-year cash flow projection for the financial committee to review. This will help guide the length of our next investment.

## **EXECUTIVE DIRECTOR REPORT**

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

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

Strategic Priority	Current to Next 30 days	Within next 60 days
1. Build Core Transit's organizational structure and culture	<ul style="list-style-type: none"> <li>◆Orientation and onboarding for winter staff</li> <li>◆Award RFP for assistance with leadership and organizational development</li> <li>◆ERP implementation</li> </ul>	<ul style="list-style-type: none"> <li>◆Begin formal review of legacy housing program</li> <li>◆Develop next tier of employee benefit programs (wellness, etc.)</li> <li>◆Leadership and development work</li> </ul>
2. Take action on transportation improvements	<ul style="list-style-type: none"> <li>◆Launched 12-month youth fare-free program</li> <li>◆Transdev maintenance facility operational</li> <li>◆Return of 2 additional refurbished buses</li> </ul>	<ul style="list-style-type: none"> <li>◆Transdev work on backlogged PMs</li> </ul>
3. Plan for the region's transportation future	<ul style="list-style-type: none"> <li>◆Completing existing condition analysis</li> <li>◆Recurring PMT and TAC meetings</li> <li>◆Site and facility reviews</li> </ul>	<ul style="list-style-type: none"> <li>◆Presentation to Board (December)</li> <li>◆Development of screening criteria and alternatives analysis</li> </ul>
4. Transition ECO Transit's operations	<ul style="list-style-type: none"> <li>◆Finance and shelter IGAs</li> <li>◆Avon/Swift Gulch Agreement</li> <li>◆Additional easement transfers</li> <li>◆Formal transfer of remaining capital assets on ECC books</li> </ul>	<ul style="list-style-type: none"> <li>◆All transition items closed out and/or incorporated into agreements</li> <li>◆Finalize plan to sunset GFI Fareboxes</li> </ul>

## **Congratulations!**

Congratulations to Core Transit dispatchers Alex Romero and Mike Scheuring for completing CASTA's LEAD Academy program. This award-winning leadership program consists of in-person and Zoom sessions with leadership experts and transit industry leaders as well as personalized leadership assessment and coaching sessions. It provides Fellows with world-class leadership skills and the professional foundation necessary to lead the transit industry into the future. We are pleased to have been able to offer this opportunity to these valuable staff members and look forward to their continued contributions to Core Transit and our community.

## **Statewide Transportation Planning**

CDOT has launched the process of updating the Long-Term 2050 Statewide Transportation Plan. This plan is developed in consultation with the Intermountain Transportation Planning Region (IMTPR) composed of entities in Eagle, Garfield, Pitkin, Summit, and Lake Counties. Inclusion of proposed projects in the Regional and Statewide Plans is a critical step in the process of competing for available grant funding. Tanya is participating actively in these conversations as Core Transit's representative and as a member of the IMTPR's Executive Committee.

## **Other Activities**

Tanya attended the Fall CASTA Conference from October 9-10 and participated in a transit director panel focusing on opportunities and challenges facing transit in Colorado.

## **Planned Future Topics**

### **December:**

- 10 Year Plan Progress Update
- Hazard Mitigation Plan Approval/Emergency Response MOU
- FY24 Auditor Level of Engagement

### **January:**

- Annual Admin Resolution

- Grant policy
- Board conduct policies
- Fare collection technology review

**February:**

- 2025 Retreat Planning

# Core Transit Operations Update

**NOVEMBER 2024**

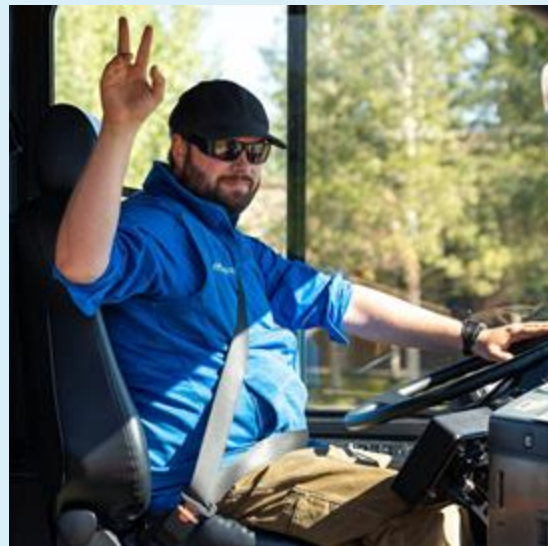


# Core Transit Update – Ridership

## Total System Ridership

• Preceding month (October 2024)	98,139
• Same month last year (October 2023)	75,600
• 2024 YTD (through 10/31)	1,207,344
• 2023 TYD (through 10/31)	950,293

**30% increase vs. same month 2023**  
**27% increase YTD over 2023**



# Core Transit Update – Routes

Total System Ridership (October 2024)

- Scheduled Trips/Trips Completed (direct operation):  
**5,053/5,048 99.9%**
- Unscheduled Trips (Shadow Buses, direct operation):  
**0**
- Scheduled Trips/Trips Completed (contract):  
**1178/1176 99.8%**
- Missed Contract Trips filled by Core Transit:  
**1/2 50% of total missed contract trips**
- Net Contract Service Missed  
**1/1178, .01% of total contract trips**



# Core Transit Update – Operators

## Directly Operated Service/Winter Schedule Requirements

- Minimum required number of Drivers 62
- Current number of drivers
  - Full-time Operators 43
  - Part-time Operators 1-FTE
  - Seasonal Operators 8
  - Operators available/Operators needed 52/62 84% staffed
  - Operators in training 15

## Contract Service

- Operators available/Operators needed 10/8, Fully staffed
- Operators in training 2 in hiring pipeline



THANK  
YOU

