

**MINUTES OF THE
EAGLE VALLEY TRANSPORTATION AUTHORITY d/b/a Core Transit
BOARD OF DIRECTORS MEETING
May 14, 2025**

A meeting of the Eagle Valley Transportation Authority (“Authority”) Board of Directors (“Board”) was held on May 14, 2025, 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 May 9, 2025, 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 May 9, 2025, and the certification of posting are attached hereto.

ATTENDANCE

Directors in Attendance:

Chair: Director Earle Bidez, Mayor, Town of Minturn

Vice Chair Director Nick Sunday, Councilor, Town of Eagle

Director Rich Carroll, Councilor, Town of Avon

Director Dave Eickholt, Beaver Creek Metro District

Director Jeanne McQueeney, Commissioner, Eagle County

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

Alternate Director Pete Seibert, Councilor, Town of Vail

Attendance:

Scott Robinson, Deputy Director, Core Transit

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

Aryn Schlichting, Director of People & Culture, Core Transit

Scott Robinson, Deputy Director, Core Transit

Tanya Allen, Executive Director, Core Transit

Dave Snyder, Director of Transportation, Core Transit

Sanjok Timilsina, Director of Finance, Core Transit

Dave Levy, Planning Manager, Core Transit

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

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

Cisco Santaella, Operations Manager, Core Transit

Mike Scheuring, Operations and Demand Response Supervisor, Core Transit

Zoe Goldstein, Vail Daily

Tim McMahon, Avon, CO

Seth Levy, Gypsum, CO

Stephanie Samuelson, Vail, CO

Mike Harms, Amalgamated Transit Union

Ed, Vail CO

Attendance on Zoom:

Ray Shei, Alternate Board Member, Beaver Creek Metro District

Tati Wernicke, Core Transit, People and Culture Generalist

Kelly Wamboldt, Core Transit, Safety and Training Supervisor

Jeremiah Johnson, Core Transit, Operations Specialists

Vanesa Duarte, Core Transit, Office/Admin Coordinator

Jodi Doney, Eagle County, Terminal Operations Manager

Juan Reyes, Core Transit, Operations Specialist

Luis Leal, Core Transit, Operations Specialist

APPROVAL OF THE AGENDA

There were no changes to the agenda.

APPROVAL OF MINUTES AND FINANCIAL STATEMENTS

Director Eickholt raised a concern about the IT department budget, noting that the line for Computer Network Software Agreements is nearing its annual limit. Deputy Director Scott Robinson explained that is due to the Clever Devices server migration project, which was expected to finish in 2024 but extended into 2025. He noted the final payment was made this year and had not been included in the 2025 budget. Director Bidez presented the March financial statements, March payables and the April 9 meeting minutes for approval. Director Eickholt motioned to approve the minutes, financial statements and payables. Director Sunday seconded the motion, which passed with a unanimous 7-0 vote.

BOARD COMMENT

Director Bidez and Director McQueeney congratulated Core Transit for being named a finalist in several categories at the Vail Valley Partnership Awards.

PUBLIC COMMENT

Tim McMahon from Avon expressed his disappointment that Sunshine is no longer with Core Transit. He also suggested that emails

addressed to the Board be sent directly to board members.

Mike Harms from the Amalgamated Transit Union expressed support for Stephanie's involvement in the union and affirmed the union's continued commitment to supporting the workers.

Seth Levy from Gypsum noted that the Zoom link on the agenda was not working and thanked the team for increasing service from Dotsero to Gypsum.

Stephanie Sunshine Samuelson from Vail introduced herself to the board and expressed that she was upset about the end of her time in public service because she loved serving the community. She encouraged the Board to really listen to frontline staff at Core Transit and thanked Tim McMahon, Mike Harms, and her colleagues at Core Transit.

Executive Director Tanya Allen announced that staff were working to fix the Zoom link issue for members of the public who wanted to join the meeting virtually.

AGENDA ITEMS

6. Presentations

6.1 Marketing Presentation

Marketing, Communications & Customer Relations Manager Dayana Herr reviewed the marketing and communications departments goals for 2025 in her presentation. She highlighted efforts to enhance customer service, strengthen brand recognition, and the addition of the Customer Service Supervisor role.

She discussed how Core Transit stays connected with riders, pointing out marketing tools such as Facebook, flyers, radio, and bus shelter signage.

She noted that her department also uses email, social media responses, surveys, and events to engage with the public.

She reviewed key successes from 2024, including the brand launch, fare-free growth, and the Colorado Transit Agency of the Year Award. She also shared data on email click rates and website engagement, including the most visited pages. She concluded the presentation with an overview of 2025 priorities, such as a website redesign.

7. Business

7.1 Board Meeting Time Discussion

Executive Director Allen stated that, based on public turnout at last month's evening meeting and feedback from some board members, she wanted to give the Board an opportunity to discuss potentially changing the meeting time.

Discussion amongst the Board ensued about afternoon versus evening meetings. Directors noted pros and cons to both, but Director McQueeney emphasized the importance of consistency for public engagement and to avoid confusion.

Executive Director Allen concluded that, based on the feedback, the meeting schedule will remain as currently planned.

Director Bidez requested that a question about board meeting time preferences be included in a future community survey.

7.2 Smart Card Fee

Executive Director Allen explained that the smart card launch has been successful, with the initial rollout offering the cards free of charge to the public as an incentive. She noted that this was

always intended as a temporary measure, with plans to transition to a per-card fee. She shared that each card costs the organization approximately \$5.69, and staff are proposing a \$5.00 fee for all new or replacement smart cards, effective June 2.

She pointed out that while many riders are using the smart cards as intended by reloading their balances, staff have observed some misuse. She explained that large employers participating in the bulk pass program are often requesting new cards instead of reloading existing ones which creates additional costs and waste.

Director Sunday suggested that the price of the smart card should at least cover the organization's cost. Director Bidez asked if vending machines could be placed in each community to allow for reloading. Executive Director Allen responded that while it is possible, it would be cost prohibitive.

Directors Eickholt and Carroll supported charging a fee for smart cards. Director Bidez emphasized he did not want the fee to feel punitive. Executive Director Allen clarified the fee is for card issuance and noted alternatives like the mobile app are available.

Director Sunday motioned to authorize staff to begin charging \$6.00 for new and replacement Core Transit smart cards beginning on June 2, 2025 in order to recover costs and promote responsible usage. Director Eickholt seconded the motion.

Director McQueeney expressed discomfort with the motion and requested further discussion. Director Alexander supported the staff's recommended \$5.00 fee. After some discussion, the card cost was confirmed at \$5.69. Executive Director Allen explained the cost includes setup and programming fees spread across the cards,

making pricing complex. The Board then discussed the financial impact between charging a \$5.00 versus \$6.00 fee for the smart card.

The original motion was brought back for a roll call vote, which passed with 4 votes in favor and 3 against.

7.3 Strategic Plan Adoption

Executive Director Allen explained that a first draft of the proposed goals and objectives was presented at the April board meeting to confirm alignment before developing the full Strategic Plan. She noted that, following last month's discussion, staff collaborated with marketing and communications partner HyFyve to revise the language for greater clarity and consistency with the organization's brand voice. She presented the full draft for Board review and adoption.

There was a discussion among Board members about reconnecting with the marketing consultant to potentially revise the wording of the mission and vision statements. Director Eickholt made multiple suggestions including reordering Goal 3 to better reflect the title of putting people first and recommended publishing the finalized goals on the website. Director Carroll expressed support for the strategic plan and emphasized the value of revisiting it periodically for updates.

Director Carroll motioned to approve the adoption of the Core Transit Five Year Strategic Plan . Director McQueeney seconded the motion, which passed with a unanimous 7-0 vote.

7.4 Adopting a Records Management Manual: Resolution 2025-08

Deputy Director Robinson explained that to ensure proper handling of records, Core Transit is

adopting a Records Management Manual that outlines guidelines for managing and maintaining organizational records. He noted that Core Transit will adopt the Colorado Special District Records Management Manual with one exception: all project-related documents from Federal Transit Administration-funded projects will be retained for three years following project completion.

Director Eickholt asked for clarification on the exception. Ms. Winn explained that the current Special District Records Schedule does not address project-related documents, and the proposed exception should be seen as an addition to include those types of records.

Director Bidez asked if documents could be destroyed after the three-year period. Ms. Winn explained that without a Records Retention Schedule, all documents must be kept indefinitely and that adopting a schedule allows the organization to manage records more effectively, including deleting them after the specified period if desired. She confirmed that meeting minutes are retained permanently.

Director Sunday motioned to approve Resolution No. 2025-08, Adopting the Records Management Manual. Director Eickholt seconded the motion, which passed with a unanimous 7-0 vote.

7.5 Fund Balance and Reserve Policy

Director of Finance Sanjok Timilsina presented the Fund Balance and Reserve Policy and explained its primary purposes: provide direction to staff for classifying fund balance in accordance with generally accepted accounting principles for governmental entities, to establish a targeted Operating Reserve to be 35% of the annual budgeted expenditures, to develop and amend multi-year capital and operating financial plans,

and to provide sufficient working capital and a margin of safety to address local and regional emergencies without borrowing.

Director Eickholt inquired if the 35% reserve target might be too high. Director of Finance Timilsina shared Eagle County data showing a 21% sales tax drop in 2009, which help informed the 35% target which is equivalent to four months of operating expenditures. He suggested that even if 35% is approved, the finance committee and the Board can revisit and adjust the target later.

Director Carroll agreed that Core Transit is still growing and refining its approach and believes 35% is a good starting point.

Director McQueeney motioned to approve the fund balance and reserve policy as presented. Director Carroll seconded the motion, which passed with a unanimous 7-0 vote.

7.6 Hybrid Bus Purchase – Revised Purchase Order

Director of Transportation Dave Snyder noted that in April, the Board approved a purchase order for five buses not to exceed \$4,934,605. He noted that as the buses entered production, there were some pricing adjustments from the manufacturer. He explained that it would be advantageous to include additional features, such as warranties and a fire suppression system. He stated that this request seeks authorization for the Treasurer and Executive Director to sign updated purchase orders in an amount not to exceed 3% of the original amount approved on April 1, 2024, which would come to an additional \$148,038.15 in total.

Director Sunday motioned to allow the Treasurer and Executive Director to sign updated purchase orders in an amount not to exceed 3% of the

original amount approved on April 1, 2024. Director Alexander seconded the motion, which passed with a unanimous 7-0 vote.

7.7 Diesel Bus Purchase

Director of Transportation Snyder explained Core Transit is purchasing one 40' diesel low floor bus using a "piggyback" option on an existing State of Washington contract. He mentioned that this purchase will be partially funded through a federal grant, which was previously approved at the February meeting. The grant will cover \$494,000 of the total purchase price, with \$265,045 coming from the transit capital fund.

Director Sunday motioned to approve the purchase order with Gillig, LLC for one 40' diesel low floor bus for \$759,045 and authorize the Executive Director and Treasurer to approve final invoice adjustments of up to 3% above the \$759,045. Director Carroll seconded the motion, which passed with a unanimous 7-0 vote.

7.8 Maintenance Contract

Director of Transportation Snyder explained that Core Transit's current agreement with Eagle County for bus stop shelter maintenance ends on May 31. He stated that a Request for Qualifications was published, and two bids were received. Staff recommends approving a contract with Shades of Green Lawn Maintenance, effective June 1, 2025.

Director Alexander motioned to approve the 12-month maintenance services agreement valued at \$153,300 with Shades of Green for assistance with the upkeep of Core Transit bus stops and shelters. Director Eickholt seconded the motion, which passed with a unanimous 7-0 vote.

8. Staff Reports

Deputy Director Robinson announced that he would pause to allow time for public comment. There was none.

Deputy Director Robinson reminded the Board of the upcoming budget planning season. He provided updates on team-building events and noted the strong applicant response to open positions. He also highlighted the new technology setup in the Gypsum conference room and congratulated staff on the successful launch of the summer schedule.

Director of Transportation Snyder announced the hiring of a new full-time Maintenance Coordinator Tony Arenales and congratulated Mike Scheuring on his new title as Operations and Demand Response Supervisor. He highlighted a 61% increase in ridership in April 2025 compared to April 2024 and shared that six new buses are scheduled to arrive in May.

Executive Director Allen shared that the RTA bill, which Core Transit testified in support of, has passed and allows for a sales tax exemption on building employee housing.

EXECUTIVE SESSION

Director Davis made a motion to enter Executive Session pursuant to C.R.S. 24-6-402 (4)(b) for a conference with Core Transit's general counsel to receive legal advice on labor relations and Executive Session pursuant to Sections 24-6-402(4)(f), and 24-6-204(4)(e), C.R.S. for the purpose of conducting the Executive Director's annual review and negotiation of the Executive Director's employment agreement. Director McQueeney seconded the motion which passed with a unanimous 7-0 vote.

ADJOURNMENT

Director Bidez announced that the Executive Session had concluded.

Director Carroll made a motion to adjourn the meeting at 3:25 pm. Director Eickholt seconded the motion which passed with a unanimous 7-0 vote.
