

**MINUTES OF THE  
EAGLE VALLEY TRANSPORTATION AUTHORITY d/b/a CORE TRANSIT  
BOARD OF DIRECTORS SPECIAL MEETING  
August 1, 2024**

A special meeting of the Eagle Valley Transportation Authority (“Authority”) Board of Directors (“Board”) was held on August 1, 2024, at 12:00 p.m. The meeting was held virtually. Notice of the meeting was posted on July 29, 2024, and included agenda items, location, and time, as well as the teleconference information, needed to participate in the public portion of the meeting.

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**ATTENDANCE**

**Directors in Attendance on Zoom:**

Director Amy Phillips, Mayor and Councilor, Town of Avon

Director Dave Eickholt, Beaver Creek Metro District

Director Nick Sunday, Councilor, Town of Eagle

Director Barry Davis, Councilor, Town of Vail

Director Earle Bidez, Mayor, Town of Minturn

Director Jeanne McQueeney, Commissioner, Eagle County

**Directors Absent:**

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

**Public Attendance on Zoom:**

Ray Shei, Alternate Director, Beaver Creek Metro District

Tanya Allen, Executive Director, Core Transit

Scott Robinson, Deputy Director, Core Transit

Ursula Hayden, Director of Finance, Core Transit

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

Dave Snyder, Director of Transportation, Core Transit

Dayana Herr, Marketing, Communications & Customer Relations Manager, EVTA

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

Bryan Woods, Alternate Director, Town of Eagle

Larry Tenenholz, Acting Director, ECO Transit

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**APPROVAL OF THE AGENDA**

Director Phillips presented the agenda for the meeting and inquired if there were any proposed changes. There were none.

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**BOARD COMMENT**

There was none.

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**PUBLIC COMMENT**

There was none.

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**AGENDA ITEMS**

**5. Business**

**5.1 Employee Handbook**

Director of People and Culture Aryn Schlichting presented the Core Transit Employee Handbook. She emphasized its role in policy expectations, procedures, and the organizational culture. She noted that the handbook was thoroughly reviewed by legal counsel, leadership, and the personnel committee.

Director Eickholt requested clarification on the specific training that the Safety and Training Supervisor will receive concerning the Drug and Alcohol Policy section of the Employee Handbook.

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Mr. Tenenholz confirmed that the training would include FTA-approved certifications.

Director Bidez suggested adding a future agenda item to consider a policy on board conduct.

Director Phillips motioned to approve the Employee Handbook and associated program documents as presented. Director Sunday seconded the motion, which passed with a 6-0 unanimous vote.

Director Phillips motioned to approve the Drug and Alcohol Policy as presented. Director Sunday seconded the motion, which passed with a 6-0 unanimous vote.

## **5.2 Title VI**

Executive Director Tanya Allen explained that the Federal Transit Administration requires a board adopted Title VI Policy as a condition of receiving any Federal assistance for transit operations or capital. The Plan must include required notices, complaint procedures, and tracking procedures, as well as information regarding service standards and support for non-English speaking populations.

Director Eickholt motioned to approve resolution 2024-12, a resolution authorizing and adopting Eagle Valley Transportation Authority d/b/a Core Transit Title VI Plan. Director Sunday seconded the motion, which passed with a 6-0 unanimous vote.

## **5.3. IT Agreements**

Director Davis exited the meeting. Deputy Director Scott Robinson presented the transfer of ongoing IT agreements that have been anticipated and incorporated into the Core Transit budget.

Alternate Director Ray Shei brought up a concern about the cost of the Masabi contract in relation to

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the fare-free system. Deputy Director Robinson responded that staff has already begun discussions about exploring alternatives to Masabi but transferring the current contract from Eagle County was important for continuity of operations. The board agreed to revisit this issue in January 2025 and evaluate it in terms of the budget and fare expectations. Director Davis re-entered the meeting.

Director Eickholt motioned to approve the IT and Service Contracts as presented with Eagle County, Clever, Freshdesk and Masabi. Director Sunday seconded the motion, which passed with a 5-0 vote and 1 abstention from Director Davis who was absent for the discussion.

#### **5.4 Other Business**

Staff and board members confirmed the time and locations for the Core Transit celebration week.

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#### **ADJOURNMENT**

The meeting was adjourned at 12:39 pm.

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