



# Meeting Notice

The next meeting of the Gunnison Valley Transportation Authority (RTA) will take place:

**May 7, 2021 at 8:00 a.m.  
By Zoom or Telephone.**

Use this link (or cut and paste this URL) to join the Zoom Meeting:

<https://us02web.zoom.us/j/6830894427>

**Password: 9476**

Dialing Instructions for Phone Access:

Dial-in Numbers: 1-669-900-9128 or 1-346-248-7799

Meeting ID: 683 089 4427

**Passcode: 9476**

For copies of the agenda and minutes of previous meetings, please go to [www.gunnisonvalleyrta.org/meetings](http://www.gunnisonvalleyrta.org/meetings) or call Scott Truex at 970-275-0111.

Two or more County Commissioners may be in attendance at this meeting.

Also, three or more RTA Board Members may attend the monthly Mayor/Manager meetings which are held at noon on the first Thursday of each month – call Scott Truex at 970-275-0111 for the next meeting location.



**AGENDA – MAY 7, 2021**  
**GUNNISON VALLEY TRANSPORTATION AUTHORITY**  
**ZOOM MEETING – 8:00 A.M. MDT**

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8:00 A. INTRODUCTION

**CONSENT AGENDA – motion & decision requested** to approve the consent agenda

B. ADOPTION OF THE AGENDA

C. APPROVAL OF THE MARCH 26, 2021 REGULAR MEETING MINUTES

D. EXECUTIVE DIRECTOR'S FINANCIAL REPORT

E. CORRESPONDENCE

- Letter of support for City of Gunnison
- Letter of recommendation for Alpine Express
- Project sponsor letter for FASTER funding

F. OLD BUSINESS

- 1) Air program reports
- 2) Bus program reports

G. NEW BUSINESS

**REGULAR AGENDA**

8:05 F. OLD BUSINESS - continued

- 3) Airport update – Rick Lamport
- 4) Tourism Association report – John Norton
- 5) Bus service update – Scott Truex & Pam Cook
- 6) Air Command report – Scott Truex & David Clayton
- 7) 2020-21 winter air service wrap-up – Kent Myers & Bill Tomcich
- 8) 2021 summer air service discussion – Kent Myers
- 9) Whetstone Industrial Park Bus Storage Facility Construction – Scott Truex & Leia Morrison – update

8:40 G. PUBLIC COMMENT PERIOD

8:45 H. COMMENTS FROM BOARD MEMBERS & STAFF

8:50 I. NEW BUSINESS

- 1) Adoption of GVRTA Air Service Goals as recommended by the Air Command Committee – **motion & decision requested**
- 2) Resolution #1, Series 2021 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GUNNISON VALLEY TRANSPORTATION AUTHORITY APPROVING THE GUNNISON VALLEY TRANSPORTATION AUTHORITY TITLE VI PLAN, PUBLIC NOTICE OF RIGHTS / COMPLAINTS PROCESS, LIMITED ENGLISH PROFICIENCY PLAN, PUBLIC PARTICIPATION PLAN, AND POLICIES AND PROCEDURES FOR THE USE OF GUNNISON VALLEY RTA PUBLIC TRANSPORTATION – **motion & decision requested**
- 3) Adoption of new GVRTA Drug and Alcohol Testing Policy – Scott Truex – **motion & decision requested**
- 4) Revised GVRTA Policy Regarding Advertising on Buses – Scott Truex – **motion & decision requested**
- 5) Request from the City of Gunnison for a financial contribution towards the construction of a bus stop at the new Library site – Scott Truex – **motion & decision requested**
- 6) FAST Act reauthorization request – update – Scott Truex
- 7) Discussion regarding possible purchase of housing for RTA workers – Scott Truex and Leia Morrison

9:35 J. ADJOURNMENT OF REGULAR MEETING

**Next Meeting** – June 11, 2021 at 8:00 a.m. (location TBD).

All times are approximate – the meeting may move more quickly or more slowly than indicated.

**GUNNISON VALLEY TRANSPORTATION AUTHORITY  
MEETING MINUTES  
MARCH 26, 2021**

**A. INTRODUCTION**

The meeting was called to order at 8:03 am.

A roll call vote was held for board members in attendance.

Jim Miles - Yes

Liz Smith - Yes

Roland Mason – No (Roland Mason joined the meeting after the initial roll call vote.)

Laura Mitchell – Yes

Chris Haver - Yes

Steve Morris – Yes

Boe Freeburn - Yes

Janet Farmer - Yes

Also present: Scott Truex, Leia Morrison, Kent Myers, Bill Tomcich, Rick Lamport, representatives of Alpine Express, and members of the public.

**CONSENT AGENDA**

**B. ADOPTION OF THE AGENDA**

**C. APPROVAL OF THE FEBRUARY 12TH, 2021 REGULAR MEETING MINUTES**

**D. EXECUTIVE DIRECTOR'S FINANCIAL REPORT**

**E. CORRESPONDENCE**

- Letter of support for TAPP

**F. OLD BUSINESS**

1) Air program reports

2) Bus program reports

**G. NEW BUSINESS**

Jim Miles ***moved to approve the consent agenda as presented.*** Laura Mitchell seconded the motion. The motion passed unanimously via roll call vote.

Liz Smith - Yes

Laura Mitchell – Yes

Chris Haver – Yes

Steve Morris - Yes

Boe Freeburn - Yes

Jim Miles - Yes

Roland Mason – Not Present

Janet Farmer - Yes

## REGULAR AGENDA

### F. OLD BUSINESS. continued

#### 3) Airport Update - Rick Lamport

Construction on the new terminal project has begun at the airport. The projected completion date for this construction project is 100% completion by Fall of 2022. They are projecting that by December of 2021 the entire upstairs will be complete along with the new jet bridge completion and parking lot.

American Airlines Dallas/Fort Worth air service will end on April 5th.

Snow removal was really good this season.

Rick noted that when the big storm hit on March 6<sup>th</sup>, he was disappointed that many Colorado airports continued to receive service when we did not.

#### 4) Tourism Association report – John Norton

John reported that as winter comes to a close, TAPP is no longer spending on winter. He is happy with late season bookings.

For summer service there will be a carbon buy-down promotion for the Houston flight.

#### 5) Bus service update – Scott Truex & Pam Cook

Scott provided an update of winter bus service reporting that as of March first ridership was down similar to February.

On April 5th we will transition to our 18-trip schedule.

We now have 100% of our drivers vaccinated for COVID-19.

TSA has contacted the RTA to ensure we are forcing the mask mandate.

The Mountaineer Square bus stop in Mt. Crested Butte will move from its current location at the spot at the bottom to the top spot. This move will improve the functioning of the ADA lift because the ground is flatter at the top spot.

Cindy Barbour of Alpine Express reported that the late-night taxi in Crested Butte has begun running again. The service will be running Thursday - Sunday until 2:30 am until they hear otherwise.

#### 6) Air Command report – Scott Truex

All items on this report will be discussed later in the meeting except that the Air Command will be working on the air service strategic goals and bring a recommendation to the Board at the next meeting.

#### 7) 2020-21 winter air service – update and discussion – Kent Myers & Bill Tomcich

Kent Myers reported that the load factors in DEN are soft because of the availability of seats on the larger aircraft but that the actual passenger count is strong over previous years. Starting the 29th of March and running through May 6th we will be switching to a RJ145/50 seat aircraft that will be providing twice day service.

Dallas Fort Worth experienced the best load factor of all three markets this winter season but the financial are soft. We are not really making what we need to. We did save a lot of money since they were able to switch to the Airbus and CRJ700 when appropriate. This program will exceed the \$300,000 cap.

Houston has good load factors and the current financials are good. United was flexible on the scheduling which was helpful. We will not have to pay on the \$300,000 cap.

Bill reported that our load factors are soft for us but are higher than any other mountain community that we track. Our reliability performed the best as well. Our completion factors are all above 95% and outperformed all comparable markets. Coming into the spring we will shift from Sky West to Commute Air with new E-145 and twice a day service. United will be adjusting their May schedule and we will be updated next week on that.

Roland Mason questioned if because the fares were a little soft out of Dallas and stronger out of Houston, could this have contributed to financials? Bill said yes, and also, the addition of Southwest into Montrose suppressed fares in Montrose and for the regions. Bill commented that when Southwest announced that Gunnison was, in their opinion, included in their market. Bill says numbers do not indicate that leakage to Montrose is a factor. Roland requested we keep an eye on this potential leakage in particular. John Norton will be able to track this in Arrivalist. John also reiterated that we all have vested interest in seeing the two flight a day schedule be successful. We all need to help get the word out. Rick Lampion reminded the group that with the Blue Canyon closure, this service is critical.

SUMMER - Flights will fly Saturday and Sunday all of June and daily June 1-September 6th. The contract details have been confirmed with United. The contract is for \$300,000 and Janet Farmer has been authorized to sign it. Kent said that 176 seats per day coming in during the heart of the summer feels like the right fit.

John Norton said there may be an assumption that our airport is closing for the construction project since schedules have not been available thus far. May 5th is the transition day from their April to May schedules and we should see a change to this online as of this weekend. Again, we all need to help get the word out.

#### 8) SCASD Grant Application – Kent

The grant has been submitted and we are unsure when we will hear back. There will be \$33,000,000 available. Rick Lampion provided the board with a list of small and non hub airports in the country that have applied but it was not a comprehensive list. Rick believes we have a very good chance.

#### 9) Whetstone Industrial Park update - Scott and Leia

We are working on the RFQ for requests for qualifications, the first draft is in the packet. We will continue to update the board.

## G. PUBLIC COMMENT PERIOD

No public comments were submitted.

## H. COMMENTS FROM BOARD MEMBERS & STAFF

Three grants in different stages that we are working on right now including the Statement of WORK (SOW) on the Gunnison Valley Storage Facility Design Project with CDOT, the operating grant for \$242,000 from CDOT which has been signed. Also, we are working on the contracts for CRSAA Stimulus of \$898,000 which should be fully executed in the next few months.

CASTA is having an in-person conference this spring and Scott and Leia plan to attend.

Warranty issue on bus #506 are still being worked on. We have not been credited the \$28,000 yet and if we have to pay, we will ask MCI to reimburse us.

Scott and Janet met with Julie McKluskie about the State Transportation package and how more local control of these funds is better for all of the agencies in the state.

Scott met with Matthew Birnie and Juan Guerra to discuss the fiscal management agreement that exists between Gunnison County and the RTA. The county has managed our funds and our 5-year contract which for this year is at \$11,300 (started at \$10,000). There is an automatic rollover for an additional 5 years but a cost allocation plan has suggested closer to a \$50,000 cost for the RTA. Scott is in negotiations.

An updated Title VI final draft will be in the packet for the next meeting. It has been approved by CDOT.

Updated bus window advertising policy will also be presented at the next meeting.

Roland Mason (whose mom is a driver for the senior service in Crested Butte) said that in the last 3-4 weeks due to increased vaccination among seniors there has been a significant increase in calls for service. Calls are also coming in from Health and Human Services and Gunnison Valley Hospital, to utilize the Mountain Express Crested Butte senior service to transport riders outside of the valley. Scott will talk to Joni Reynolds and Jeremy Herzog at Mountain Express to discuss the potential of lifting guidelines on this service and increasing drivers. There will be 3 vehicles for senior services within the next year or so.

Gunnison Valley Housing Fund approached Scott about the upcoming project and Leia and Scott have been looking at some alternative housing solutions for drivers. Since our fund balance is so strong Scott suggests now is a good time to invest in real estate for this continued issue amount drivers in need of housing. Scott and Leia have had conversations with Gatesco and the City of Gunnison. Roland questions if when we complete the project at Whetstone will we have a shift that starts from Crested Butte? Scott confirmed that all winter shifts will begin in Gunnison but that we will continue to look into this as things proceed. When free market sales are available at the Lazy K project and when Gunnison Rising sales begin, these could be a good fit. The board agreed that looking into this further is appropriate for the RTA.

Leia reported that we did receive a complaint on Facebook about a rider waiting for over an hour at Skyland and also a bus not stopping when she indicated a stop was needed.

## I. NEW BUSINESS

1) Painting the exterior of the maintenance facility at 905 W. Evans – Scott Truex and Leia Morrison – We will ask for approval at the next meeting if we expect to exceed budget for this project.

2) Approval draft of RFQ for Architectural and Engineering service for designing a new bus storage facility at the Whetstone Industrial Park on Hwy 135.

Revisions are expected. Kathy Fogo and CDOT are looking at the current draft and Scott and Leia will be discussing this on April 1st with consultants.

Laura Mitchell moved and Jim Miles seconded a ***motion to publish notice of the RFQ and make the final version available after approval by the RTA Board Chair, Executive Director, and Attorney***

Roll Call Vote:

Roland Mason - Yes

Laura Mitchell – Yes

Chris Haver – Yes

Steve Morris - Yes

Boe Freeburn - Yes

Jim Miles - Yes

Liz Smith - Yes

Janet Farmer – Yes

Before adjournment, Rick Lamport reported that Vail (applied for \$1,000,000 for low cost carrier service) and Taos (applied for \$750,000 American to Dallas) also applied for the SCASD grant.

## J. ADJOURNMENT OF REGULAR MEETING

Roland Mason moved to adjourn and the meeting was adjourned at 8:57am

Next Meeting – The next meeting will be held May 7th at 8:00am . (electronically).



## March, 2021 - Financial Report:

This report was prepared for the GVRTA Board of Directors on May 1, 2021 with information provided by the County Finance Department and shows posted revenues through February, 2021 and expenditures through March, 2021.

### Sales Tax Revenues:

 <b>Gunnison Valley Transportation Authority</b> <b>Sales Tax Revenues</b>									
Month	2018	2019	2020	Budget 2021	Actual 2021	% vs Budget	% Change 20-21	Projected 2021	
Jan	\$ 249,593	\$ 268,551	\$ 313,013	\$ 228,268	\$ 365,491.06	60.1%	16.8%	\$ 365,491	
Feb	\$ 232,924	\$ 260,830	\$ 315,712	\$ 221,706	\$ 392,187.30	76.9%	24.2%	\$ 392,187	
Mar	\$ 275,787	\$ 288,248	\$ 245,671	\$ 245,011				\$ 400,000	
April	\$ 192,282	\$ 209,259	\$ 205,492	\$ 177,870				\$ 205,492	
May	\$ 222,436	\$ 226,656	\$ 233,927	\$ 192,658				\$ 233,927	
June	\$ 342,874	\$ 356,093	\$ 373,164	\$ 302,679				\$ 373,164	
July	\$ 449,769	\$ 496,362	\$ 509,375	\$ 421,908				\$ 509,375	
Aug	\$ 379,326	\$ 433,103	\$ 464,055	\$ 368,138				\$ 464,055	
Sept	\$ 468,970	\$ 385,137	\$ 472,333	\$ 327,366				\$ 472,333	
Oct	\$ 241,205	\$ 295,453	\$ 364,890	\$ 251,135				\$ 364,890	
Nov	\$ 193,550	\$ 249,916	\$ 296,457	\$ 212,429				\$ 296,457	
Dec	\$ 308,627	\$ 386,581	\$ 426,868	\$ 328,594				\$ 426,868	
<b>Year-to-date</b>	<b>\$ 482,517</b>	<b>\$ 529,381</b>	<b>\$ 628,725</b>	<b>\$ 449,974</b>	<b>\$ 757,678.36</b>	<b>68.4%</b>	<b>20.5%</b>		
<b>Full Year</b>	<b>\$ 3,557,343</b>	<b>\$ 3,856,189</b>	<b>\$ 4,220,957</b>	<b>\$ 3,277,761</b>		<b>37.4%</b>	<b>6.7%</b>	<b>\$ 4,504,239</b>	

\*March revenues are projected to be 2% above February and the rest of the year is projected flat to last year.

GVRTA Fund Reports:

 <b>Gunnison Valley Transportation Authority - General Fund</b> Financial Report - March, 2021		YTD	2021		2021
		Actual	Adopted Budget	Revisions	Projected
<b>Beginning General Fund Balance</b>		\$ 2,131,500	\$ 1,586,805	\$ 544,695	\$ 2,131,500
<b>Revenues:</b>					
<b>Sales Tax</b> - (Projected flat to 2020 - March adjusted for 2020 closure)	\$	757,678.36	\$ 3,277,761	\$ 1,226,478	\$ 4,504,239
<b>Sales Tax - Clerk</b>	\$	5,948.17	\$ 16,500	\$ 3,000	\$ 19,500
<b>Interest Charges</b>	\$	425.09	\$ 1,600	\$ 700	\$ 2,300
<b>Other Fines</b>	\$	492.85	\$ 7,000	\$ -	\$ 7,000
<b>Rental Income</b>	\$	6,600.00	\$ 26,400	\$ -	\$ 26,400
<b>Earnings on Investments</b>	\$	(7,051.83)	\$ 40,000	\$ (17,000)	\$ 23,000
<b>FTA CRRSAA Stimulus Operating Grant</b>			\$ -	\$ 897,944	\$ 897,944
5311 A & O <b>FTA 5311 Admin. &amp; Operating Grant</b>			\$ 242,618	\$ -	\$ 242,618
<b>Total Revenues</b>		\$ 764,092.64	\$ 3,611,879	\$ 2,111,122	\$ 5,723,001
<b>Transfers:</b>					
<b>To Capital Fund</b>			\$ 150,000	\$ -	\$ 150,000
<b>To Air Command Fund</b>			\$ 950,000	\$ -	\$ 950,000
<b>To Senior Transportation Fund</b>			\$ 306,000	\$ -	\$ 306,000
<b>Total Transfers</b>		\$ -	\$ 1,406,000	\$ -	\$ 1,406,000
<b>Expenditures:</b>					
<b>Postage</b>			\$ 100	\$ -	\$ 100
<b>Photocopies</b>			\$ 100	\$ -	\$ 100
<b>Supplies &amp; Equipment Under \$4,000</b>			\$ 2,000	\$ -	\$ 2,000
<b>Building Repair and Maintenance</b>	\$	600.00	\$ 20,000	\$ -	\$ 20,000
<b>Travel - Transportation</b>	\$	-	\$ 8,000	\$ (3,000)	\$ 5,000
<b>Travel - Meals</b>	\$	-	\$ 6,000	\$ (1,000)	\$ 5,000
<b>Travel - Lodging</b>	\$	-	\$ 6,000	\$ (1,000)	\$ 5,000
<b>Legal Services</b>	\$	566.77	\$ 8,000	\$ (3,000)	\$ 5,000
<b>Contracted Temporary Help - Marcy &amp; RAE</b>	\$	1,450.00	\$ 5,000	\$ 2,500	\$ 7,500
<b>Contract Svcs - Social Firekeeper, GPS, Bus Stops</b>	\$	15,164.01	\$ 58,000	\$ -	\$ 58,000
<b>Management Services - TMS</b>	\$	25,496.96	\$ 76,491	\$ -	\$ 76,491
<b>Meetings - Registrations</b>	\$	-	\$ 1,000	\$ 500	\$ 1,500
<b>State Fees</b>	\$	2,374.90	\$ 28,500	\$ 500	\$ 29,000
<b>Treasurer's Fees</b>	\$	10,908.03	\$ 39,000	\$ 8,000	\$ 47,000
<b>Advertising, Notices, Public Outreach &amp; Website</b>	\$	1,094.70	\$ 20,000	\$ -	\$ 20,000
<b>Dues &amp; Memberships</b>	\$	2,461.50	\$ 14,000	\$ -	\$ 14,000
<b>Auditing</b>	\$	-	\$ 7,500	\$ -	\$ 7,500
<b>Insurance &amp; Bonds</b>	\$	9,315.33	\$ 12,500	\$ (3,185)	\$ 9,315
<b>Investment Commissions/Fees</b>	\$	-	\$ 50	\$ -	\$ 50
<b>Transfer to County General Fund</b>	\$	2,837.49	\$ 11,350	\$ -	\$ 11,350
5311 - A <b>Management Services - TMS</b>	\$	25,496.96	\$ 76,491	\$ -	\$ 76,491
5311 - O <b>Diesel Fuel</b>	\$	20,722.08	\$ 42,000	\$ 4,000	\$ 46,000
5311 - O <b>CNG Fuel</b>	\$	38,046.71	\$ 129,000	\$ 17,000	\$ 146,000
5311 - O <b>Repair &amp; Maintenance - Vehicles</b>	\$	53,918.53	\$ 185,000	\$ 61,000	\$ 246,000
5311 - O <b>Purchased Transportation Services</b>	\$	485,542.32	\$ 1,372,000	\$ 309,960	\$ 1,681,960
<b>Total Expenditures</b>		\$ 695,996.29	\$ 2,128,082	\$ 392,275	\$ 2,520,357
<b>Ending General Fund Balance</b>		\$ 2,199,596	\$ 1,664,602	\$ 2,263,542	\$ 3,928,144
Report shows posted revenues through February and expenditures through March Report prepared by Scott Truex with information from the County Finance department on May 1, 2021.					

GVRTA Fund Reports:

 <b>GVRTA Capital Reserve Fund</b> Financial Report - March, 2021		YTD Actual	2021 Adopted Budget	Revisions	2021 Projected
<b>Beginning Fund Balance</b>		\$ 169,725	\$ 168,872	\$ 853	\$ 169,725
<b>Revenues:</b>					
<b>Funds from RTA General Fund</b>		\$ -	\$ 150,000	\$ -	\$ 150,000
<b>State SB267 Captial Grant (facility)</b>		\$ -	\$ -	\$ 170,000	\$ 170,000
5339/FASTER - C <b>State FASTER Captial Grant (bus)</b>		\$ -	\$ 604,800	\$ (800)	\$ 604,000
<b>Total Revenues</b>		\$ -	\$ 754,800	\$ 169,200	\$ 924,000
<b>Expenditures:</b>					
5339/FASTER - C <b>Bus Purchase</b>		\$ -	\$ 757,000	\$ (2,000)	\$ 755,000
SB 267 <b>Facility Design and Construction</b>		\$ -	\$ -	\$ 170,000	\$ 170,000
<b>Capital Improvements</b>		\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>		\$ -	\$ 757,000	\$ 168,000	\$ 925,000
<b>Ending Fund Balance</b>		\$ 169,725	\$ 166,672	\$ 2,053	\$ 168,725
Report shows posted revenues through February and expenditures through March					
Report prepared by Scott Truex with information from the County Finance department on May 1, 2021.					
 <b>GVRTA Air Command Fund</b> Financial Report - March, 2021		YTD Actual	2021 Adopted Budget	Revisions	2021 Projected
<b>Beginning Fund Balance</b>		\$ 1,952,713	\$ 1,951,608	\$ 1,105	\$ 1,952,713
<b>Revenues:</b>					
<b>Funds from RTA General Fund</b>		\$ -	\$ 950,000	\$ -	\$ 950,000
<b>Total Revenues</b>		\$ -	\$ 950,000	\$ -	\$ 950,000
<b>Expenditures:</b>					
<b>Airline Guarantees - Winter 20-21</b>		\$ -	\$ 604,303	\$ (304,303)	\$ 300,000
<b>Professional Services -Airplanners</b>		\$ 34,000.00	\$ 78,000	\$ 7,000	\$ 85,000
<b>Contract with Airport for Airline Mechanic</b>		\$ -	\$ 24,000	\$ -	\$ 24,000
<b>Airline Guarantees - Summer</b>		\$ -	\$ 250,000	\$ 50,000	\$ 300,000
<b>Total Expenditures</b>		\$ 34,000.00	\$ 956,303	\$ (247,303)	\$ 709,000
<b>Ending Fund Balance</b>		\$ 1,918,713	\$ 1,945,305	\$ 248,408	\$ 2,193,713
Report shows posted revenues through February and expenditures through March					
Report prepared by Scott Truex with information from the County Finance department on May 1, 2021.					
 <b>GVRTA Senior Transportation Fund</b> Financial Report - March, 2021		YTD Actual	2021 Adopted Budget	Revisions	2021 Projected
<b>Beginning Fund Balance</b>		\$ 330,886	\$ 320,255	\$ 10,631	\$ 330,886
<b>Revenues:</b>					
<b>Funds from RTA General Fund</b>		\$ -	\$ 306,000	\$ -	\$ 306,000
<b>Total Revenues</b>		\$ -	\$ 306,000	\$ -	\$ 306,000
<b>Expenditures:</b>					
<b>Capital Expenses</b>		\$ -	\$ 65,000	\$ -	\$ 65,000
<b>Contracted Services</b>		\$ 60,382.53	\$ 294,000	\$ (8,000)	\$ 286,000
<b>Total Expenditures</b>		\$ 60,382.53	\$ 359,000	\$ (8,000)	\$ 351,000
<b>Ending Fund Balance</b>		\$ 270,503	\$ 267,255	\$ 18,631	\$ 285,886
Report shows posted revenues through February and expenditures through March					
Report prepared by Scott Truex with information from the County Finance department on May 1, 2021.					

## Summary of all Funds

<b>GVRTA Total Revenues and Expenditures</b>  Financial Report - March, 2021		YTD Actual	2021 Adopted Budget	Revisions	2021 Projected	
<b>Beginning Fund Balance</b>		\$ 4,584,824	\$ 4,027,540	\$ 557,284	\$ 4,584,824	
<b>Revenues:</b>		\$ 764,093	\$ 4,216,679	\$ 2,280,322	\$ 6,497,001	
<b>Expenditures:</b>		\$ 790,379	\$ 4,200,385	\$ 304,972	\$ 4,505,357	
<b>Ending Fund Balance</b>		\$ 4,558,538	\$ 4,043,834	\$ 2,532,634	\$ 6,576,468	
Report shows posted revenues through February and expenditures through March Report prepared by Scott Truex with information from the County Finance department on May 1, 2021.						
<b>GVRTA Summary of all Funds</b>  Financial Report - March, 2021		2021 Actual Beginning Balance	YTD Current Balances	2021 Budgeted Ending Balance	Revisions	2021 Projected Ending Balance
<b>Fund Balances</b>						
<b>Unrestricted General Fund Balance</b>		\$ 2,131,500	\$ 2,199,596	\$ 1,664,602	\$ 2,263,542	\$ 3,928,144
<b>Capital Reserve Fund Balance</b>		\$ 169,725	\$ 169,725	\$ 166,672	\$ 2,053	\$ 168,725
<b>Air Command Fund Balance</b>		\$ 1,952,713	\$ 1,918,713	\$ 1,945,305	\$ 248,408	\$ 2,193,713
<b>Senior Transportation Fund Balance</b>		\$ 330,886	\$ 270,503	\$ 267,255	\$ 18,631	\$ 285,886
<b>Total Fund Balance</b>		\$ 4,584,824	\$ 4,558,538	\$ 4,043,834	\$ 2,532,634	\$ 6,576,468
Report shows posted revenues through February and expenditures through March Report prepared by Scott Truex with information from the County Finance department on May 1, 2021.						



April 26, 2021

To whom it may concern,

The Gunnison Valley RTA (GVRTA) supports the efforts of the City of Gunnison to improve the intersection at the corner of Quartz Street, 11<sup>th</sup> Street and Spencer Avenue which will soon become the location of the new Gunnison County Library.

The GVRTA has been working closely with the City to ensure that transit is a successful component of the new library location and we intend to include a bus stop at the intersection on our current route as soon as the library construction is complete.

This intersection also borders the Gunnison Community School (K-8) and we believe that this bus stop will be an amenity for students and teachers at the school and the residents of the neighborhood as well as library patrons and staff.

Therefore, the GVRTA supports the City of Gunnison's request for a CDOT Revitalizing Main Street grant to obtain funding for the intersection realignment and the addition of a bus stop and shelter at the intersection.

Thank you for your consideration.

Sincerely,

Scott Truex,  
Executive Director  
Gunnison Valley RTA



April 26, 2021

To Whom It May Concern,

Alpine Express has been providing excellent service for the Gunnison Valley RTA for the past ten years. The RTA contracts with Alpine Express to use our vehicles to provide commuter bus service between Gunnison and Mt. Crested Butte, Colorado. Alpine Express is responsible for all aspects of providing the service including staffing of drivers, dispatch, supervisors, and providing vehicle maintenance on our fleet of commuter coaches.

Our contract with Alpine Express has one-year options which must be renewed annually by the RTA Board of Directors. Alpine Express provides excellent customer service to our clients and has been exemplary in their ability to provide the RTA with up-to-date reporting on all aspects of our operations. We require daily, monthly, and annual documentation and we receive all reports on time and as requested.

Over the past few years, we have substantially expanded our service (from 5,600 service hours in 2015 up to 13,750 service hours in 2020.) Each request for increased service was handled professionally and with enthusiasm by Alpine Express management and staff.

During the pandemic, Alpine Express has been exceptional in maintaining our vehicles and has increased sanitation efforts to ensure public safety. At times when our vehicles have been out of service for maintenance or repairs, Alpine Express has generously offered their vehicles to provide for our clients.

The Gunnison Valley RTA has a very strong partnership with Alpine Express and our community benefits greatly from this relationship.

Please contact me with any questions. Thank you.

Sincerely,

Scott Truex,  
Executive Director  
Gunnison Valley RTA



April 25, 2021

The Honorable Michael Bennet  
261 Russell Senate Building  
Washington, DC 20510

The Honorable John Hickenlooper  
Russell Senate Office Building  
Suite SR-B85  
Washington, DC 20510

RE: Request for federal funds to support the Gunnison Valley RTA (GVRTA) Fleet Expansion Project and the CASTA Statewide Transit Improvement Proposal

Dear Senator Bennet and Senator Hickenlooper,

As the Chair of the Board of Directors of Gunnison Valley RTA, I write to respectfully request your support in securing funds through the FAST Act Reauthorization to support our Fleet Expansion Project and the Colorado Association of Transit Agencies (CASTA) Statewide Transit Improvement Proposal. The GVRTA Fleet Expansion Project will allow us to purchase two new CNG fueled vehicles which in turn will allow us to continue to expand our commuter bus service between Gunnison and Mt. Crested Butte.

The GVRTA Fleet Expansion Project is a high priority for us because as we have been expanding our service, we need to continue to upgrade our fleet with environmentally friendlier vehicles. The RTA Board of Directors, which includes representative from the towns of Crested Butte and Mt. Crested Butte, the City of Gunnison, and Gunnison County are all fully supportive of this application, as it keeps our service running at peak performance with buses that are safe and reliable and allows us to continue to reduce single occupancy vehicles on State Highway 135.

The Gunnison Valley RTA Fleet Expansion Project, along with the other projects included in the CASTA Statewide Transit Improvement Proposal, will help to create an integrated transit system that meets the mobility needs of Coloradans. These projects will maximize the role of transit within Colorado's transportation system to enhance system capacity, promote intermodal connectivity, and reduce vehicle miles travel and greenhouse gas emissions.

Please give the Gunnison Valley RTA Fleet Expansion Project and the CASTA Statewide Transit Improvement Proposal the highest consideration for funding.

Thank you.

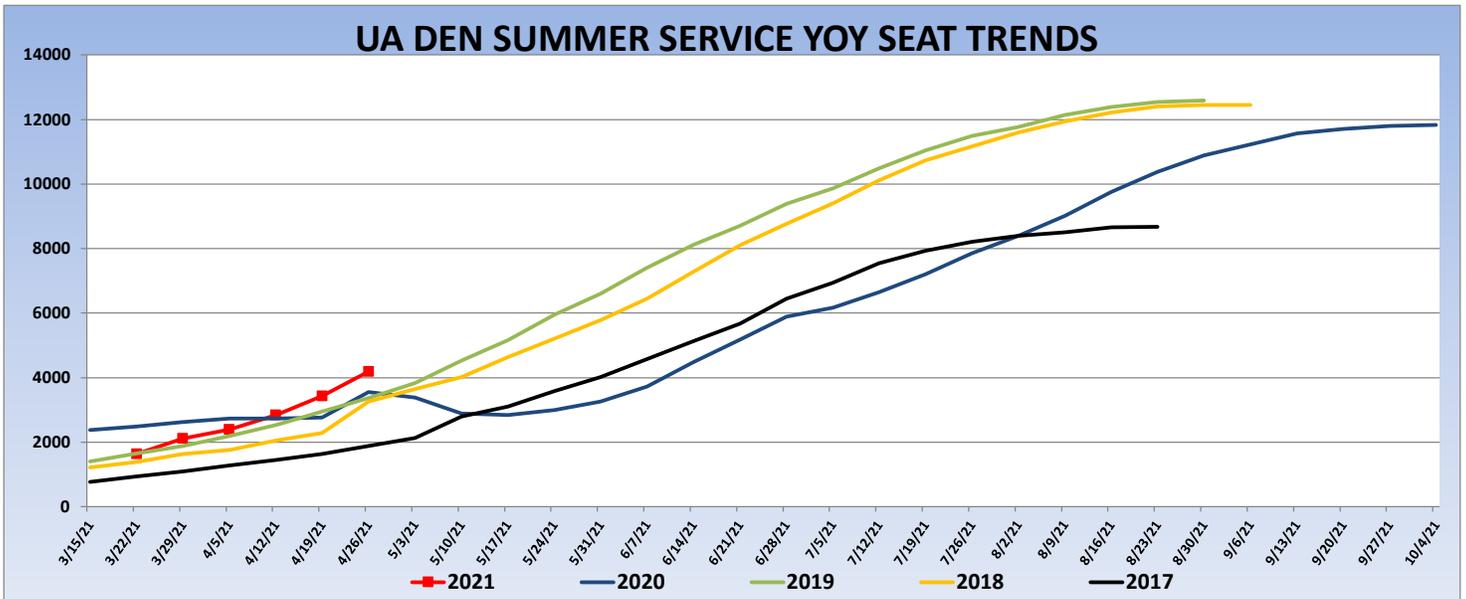
Sincerely,

*Janet R. Farmer*

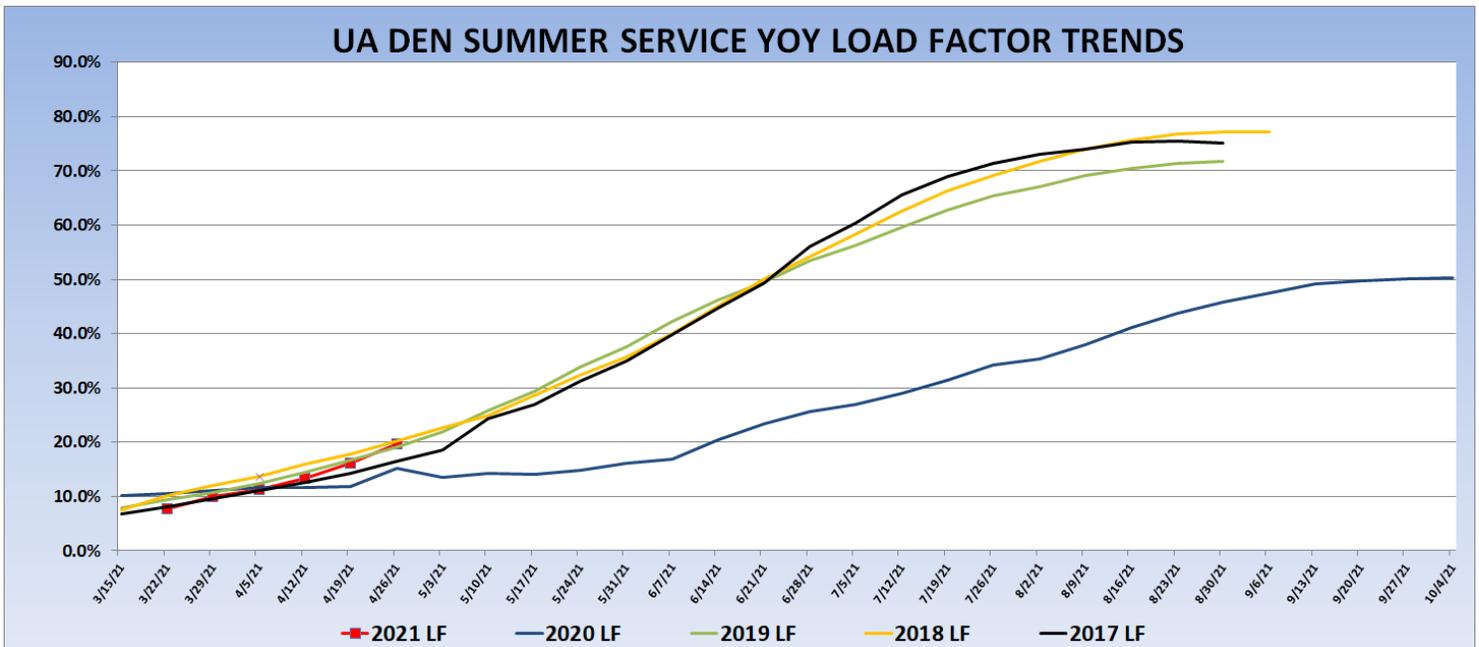
Janet R. Farmer,  
GVRTA Board Chair and Mayor of Mt. Crested Butte

**Air Program Reports – Summer, 2021 as of 4/26/2021:**

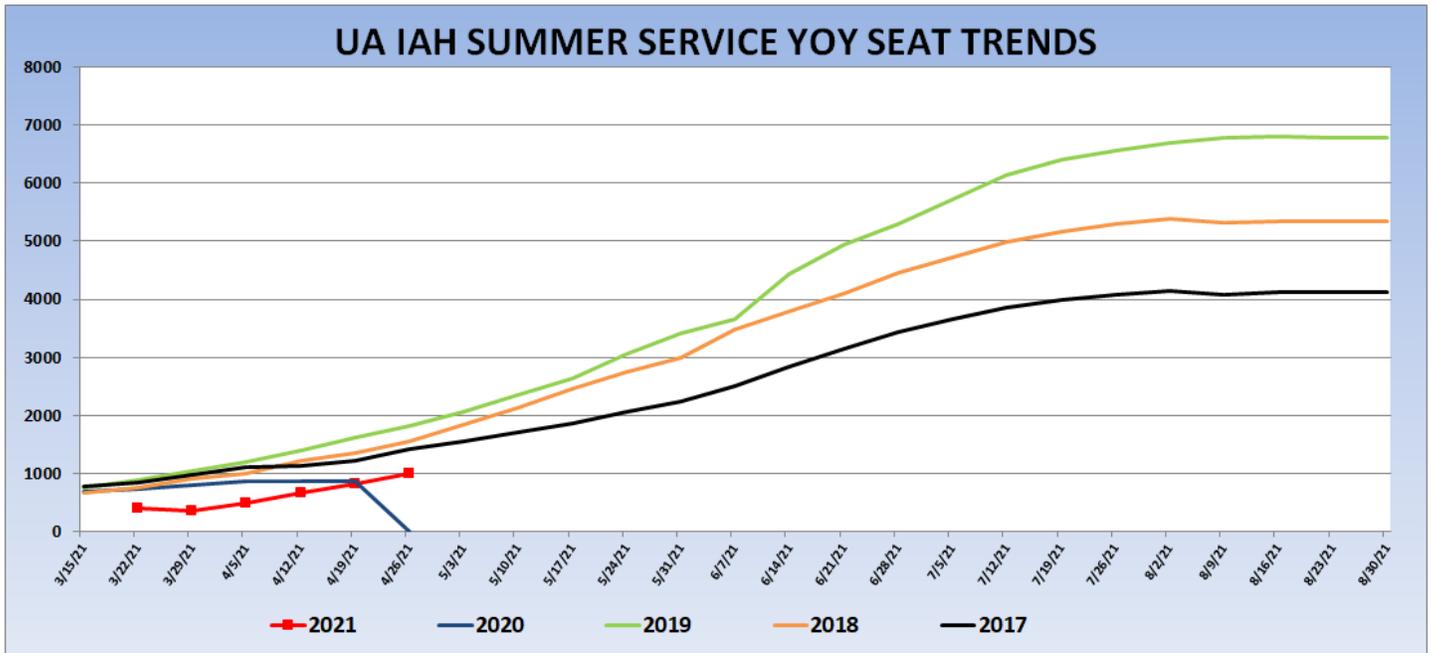
**DEN – Total Seats Sold vs last four years:**



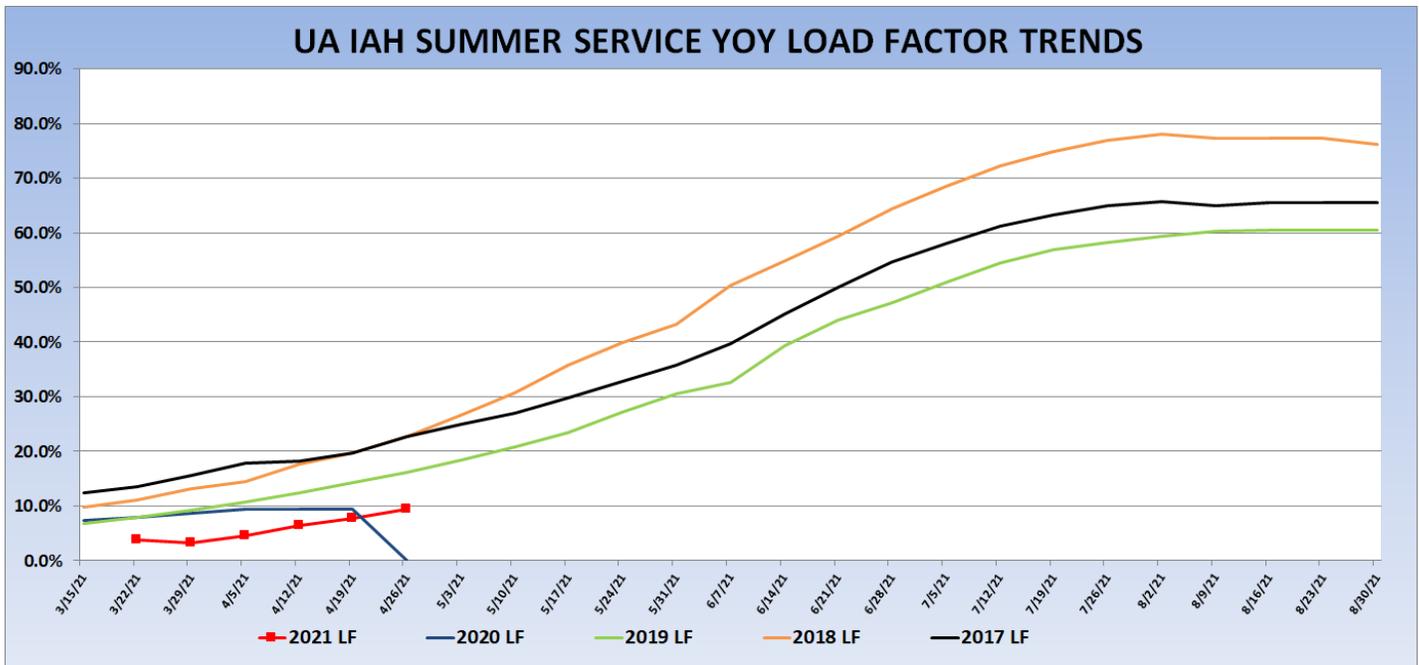
**DEN – Total Load Factor vs last four years:**



### IAH – Total Seats Sold vs last four years:



### IAH – Total Load Factor vs last four years:



## Bus program reports – March, 2021

### Bus Ridership Report – March, 2021:

Ridership on the RTA Gunnison - Crested Butte Route 2021								2021 Overcrowding		2020			YOY	
Month	Riders	Bus Trips	Service Hours	Service Miles	Days	Riders Per Trip	Riders Per Day	Riders Refused Boarding	Times Riders Refused	Riders	Riders Per Trip	Riders Per Day	Total Riders Change	Percent Riders Change
January	19,104	1,729	1,832	56,759	31	11.0	616.3	193	33	31,860	18.4	1,027.7	(12,756)	-40.0%
February	18,052	1,572	1,739	51,701	28	11.5	644.7	141	19	30,132	18.6	1,039.0	(12,080)	-40.1%
March	18,660	1,734	1,836	56,892	31	10.8	601.9	48	10	14,080	10.5	454.2	4,580	32.5%
April														
May														
June														
July														
August														
September														
October														
November														
December														
<b>Total</b>	<b>55,816</b>	<b>5,035</b>	<b>5,407</b>	<b>165,352</b>	<b>90</b>	<b>11.1</b>	<b>620.2</b>	<b>382</b>	<b>62</b>	<b>76,072</b>	<b>5.9</b>	<b>845.2</b>	<b>(20,256)</b>	<b>-26.6%</b>

### Passengers by Stop – Winter, 2020-2021:

2020-2021 Winter RTA Bus Boardings by Bus Stop																		Northbound	
Month	# of days	Gunnison Community Schools	11th & Virginia	Safeway Spruce & Hwy50	Teller & Hwy50	WCU Colorado & Ohio	Denver & Hwy135	Spencer & Hwy135	Tall Texan	Ohio Creek	Almont	ON CB South	OFF CB South	Riverland	Brush Creek	Riverbend	CB 4-Way	Total Northbound Passengers	
November	6	149	121	133	97	80	137	108	41	14	18	80	24	4	13	14	34	1,043	
December	31	1,232	1,088	1,094	912	753	1,100	754	413	198	454	758	200	61	85	108	326	9,336	
January	31	1,330	1,184	1,070	870	1,108	1,094	869	453	245	534	692	228	72	52	154	383	10,110	
February	28	1,160	1,161	1,068	756	1,074	986	804	368	204	473	738	195	66	90	194	509	9,651	
March	31	1,207	1,114	1,063	713	1,068	1,082	899	408	204	465	685	225	84	105	201	598	9,896	
April	4	148	143	164	81	167	131	114	45	24	63	138	19	9	17	25	62	1,331	
<b>Total</b>	<b>131</b>	<b>5,226</b>	<b>4,811</b>	<b>4,592</b>	<b>3,429</b>	<b>4,250</b>	<b>4,530</b>	<b>3,548</b>	<b>1,728</b>	<b>889</b>	<b>2,007</b>	<b>3,091</b>	<b>891</b>	<b>296</b>	<b>362</b>	<b>696</b>	<b>1,912</b>	<b>41,367</b>	

2020-2021 Winter RTA Bus Boardings by Bus Stop														Southbound	
Month	# of days	Mt CB Transit Center	CB 4-Way	Riverbend	Brush Creek	Riverland	ON CB South	OFF CB South	Almont	Ohio Creek	Tall Texan	Gunnison Rec Center	Total Southbound Passengers		
November	6	454	358	2	10	3	28	69	27	-	54	19	955		
December	31	4,609	2,822	26	47	53	229	537	135	30	328	183	8,462		
January	31	4,839	2,986	57	52	46	241	568	157	9	378	229	8,994		
February	28	4,237	3,028	47	41	65	227	633	186	8	361	201	8,401		
March	31	4,076	3,442	44	51	69	236	589	177	20	420	229	8,764		
April	4	537	462	8	7	11	23	107	20	1	52	29	1,150		
<b>Total</b>	<b>131</b>	<b>18,752</b>	<b>13,098</b>	<b>184</b>	<b>208</b>	<b>247</b>	<b>984</b>	<b>2,503</b>	<b>702</b>	<b>68</b>	<b>1,593</b>	<b>890</b>	<b>36,726</b>		

CB South Ridership Winter 2020-21										
Month	# of days	RTA Riders	MT Exp. Riders	Total Riders	Last Year	Last Year	Last Year	Change	20-21	20-21
					RTA Riders	MT Exp. Riders	Total Riders		CB South Passengers Per Day	Per 1-Way Bus Trip
November	6	201	99	300	465	130	595	(295)	50	0.94
December	31	1,724	1,200	2,924	4,042	1,786	5,828	(2,904)	94	1.78
January	31	1,729	1,166	2,895	3,709	1,544	5,253	(2,358)	93	1.76
February	28	1,793	1,495	3,288	3,661	1,733	5,394	(2,106)	117	2.22
March	31	1,735	1,328	3,063	1,322	684	2,006	1,057	99	1.86
April	4	287	150	437	-	-	-	437	-	-
<b>Total</b>	<b>131</b>	<b>7,469</b>	<b>5,438</b>	<b>12,907</b>	<b>13,199</b>	<b>5,877</b>	<b>19,076</b>	<b>(6,169)</b>	<b>99</b>	<b>1.86</b>

## Passenger Boardings by Time – Winter, 2020-2021:

Gunnison Valley RTA Passengers by Time - Winter 2020-21							
Northbound							
	Nov	Dec	Jan	Feb	March	April	Total
5:30 AM	14	149	133	124	97	4	521
6:00 AM	28	137	233	328	272	24	1,022
6:30 AM	72	562	620	540	456	43	2,293
6:45 AM	15	66	106	165	213	22	587
7:00 AM	83	622	693	519	560	66	2,543
7:30 AM	78	745	612	643	696	56	2,830
8:00 AM	47	620	753	707	703	80	2,910
8:30 AM	67	553	637	575	547	72	2,451
9:00 AM	41	508	530	473	477	68	2,097
9:30 AM	43	508	542	472	512	60	2,137
10:00 AM	34	484	470	402	440	79	1,909
10:30 AM	34	471	506	461	427	88	1,987
11:05 AM	57	463	450	435	448	94	1,947
11:35 AM	33	374	379	303	326	74	1,489
12:05 PM	31	296	330	286	274	49	1,266
1:00 PM	22	316	308	290	294	33	1,263
1:30 PM	39	252	298	287	285	43	1,204
2:15 PM	50	289	325	289	279	44	1,276
3:05 PM	26	276	272	313	301	32	1,220
3:30 PM	19	232	250	254	229	40	1,024
4:00 PM	21	320	362	339	437	60	1,539
4:30 PM	21	144	160	180	198	35	738
5:00 PM	12	169	238	218	314	28	979
6:00 PM	45	210	303	300	327	36	1,221
7:05 PM	31	228	256	316	315	30	1,176
8:05 PM	38	127	116	179	198	37	695
9:10 PM	26	83	85	123	142	16	475
10:10 PM	16	132	143	130	129	18	568
<b>Total</b>	<b>1,043</b>	<b>9,336</b>	<b>10,110</b>	<b>9,651</b>	<b>9,896</b>	<b>1,331</b>	<b>41,367</b>
Southbound							
	Nov	Dec	Jan	Feb	March	April	Total
6:40 AM	13	130	173	146	167	16	645
7:10 AM	11	82	88	102	114	11	408
7:40 AM	14	104	101	106	125	20	470
8:10 AM	19	92	95	74	85	7	372
8:40 AM	23	104	129	98	81	12	447
9:10 AM	10	89	86	79	108	10	382
9:40 AM	12	96	96	63	104	8	379
10:15 AM	20	107	125	125	120	14	511
10:45 AM	13	111	150	97	111	12	494
11:15 AM	18	113	131	119	125	15	521
11:45 AM	21	143	156	164	168	18	670
12:25 PM	48	315	353	305	309	35	1,365
1:25 PM	47	437	371	380	378	47	1,660
2:15 PM	40	532	462	450	449	62	1,995
2:40 PM	26	367	410	380	272	26	1,481
3:15 PM	48	589	596	526	424	54	2,237
3:45 PM	67	527	618	534	450	57	2,253
4:15 PM	87	711	808	672	689	101	3,068
4:45 PM	65	626	713	637	688	89	2,818
5:15 PM	98	813	761	640	643	88	3,043
5:30 PM		52	179	176	160	29	596
5:45 PM	39	298	282	241	320	41	1,221
6:15 PM	49	462	379	347	448	60	1,745
7:15 PM	38	307	270	358	367	41	1,381
8:20 PM	19	280	266	334	392	63	1,354
9:20 PM	47	372	369	337	406	60	1,591
10:25 PM	32	346	448	484	539	91	1,940
11:25 PM	31	257	379	427	522	63	1,679
<b>Total</b>	<b>955</b>	<b>8,462</b>	<b>8,994</b>	<b>8,401</b>	<b>8,764</b>	<b>1,150</b>	<b>36,726</b>
<b>Overall Total</b>	<b>1,998</b>	<b>17,798</b>	<b>19,104</b>	<b>18,052</b>	<b>18,660</b>	<b>2,481</b>	<b>78,093</b>

Average Riders per Bus - Winter 2020-21							
Northbound							
	Nov	Dec	Jan	Feb	March	April	Total
5:30 AM	2.3	4.8	4.3	4.4	3.1	1.0	4.0
6:00 AM	4.7	4.4	7.5	11.7	8.8	6.0	7.8
6:30 AM	12.0	18.1	20.0	19.3	14.7	10.8	17.5
6:45 AM	2.5	2.1	3.4	5.9	6.9	5.5	4.5
7:00 AM	13.8	20.1	22.4	18.5	18.1	16.5	19.4
7:30 AM	13.0	24.0	19.7	23.0	22.5	14.0	21.6
8:00 AM	7.8	20.0	24.3	25.3	22.7	20.0	22.2
8:30 AM	11.2	17.8	20.5	20.5	17.6	18.0	18.7
9:00 AM	6.8	16.4	17.1	16.9	15.4	17.0	16.0
9:30 AM	7.2	16.4	17.5	16.9	16.5	15.0	16.3
10:00 AM	5.7	15.6	15.2	14.4	14.2	19.8	14.6
10:30 AM	5.7	15.2	16.3	16.5	13.8	22.0	15.2
11:05 AM	9.5	14.9	14.5	15.5	14.5	23.5	14.9
11:35 AM	5.5	12.1	12.2	10.8	10.5	18.5	11.4
12:05 PM	5.2	9.5	10.6	10.2	8.8	12.3	9.7
1:00 PM	3.7	10.2	9.9	10.4	9.5	8.3	9.6
1:30 PM	6.5	8.1	9.6	10.3	9.2	10.8	9.2
2:15 PM	8.3	9.3	10.5	10.3	9.0	11.0	9.7
3:05 PM	4.3	8.9	8.8	11.2	9.7	8.0	9.3
3:30 PM	3.2	7.5	8.1	9.1	7.4	10.0	7.8
4:00 PM	3.5	10.3	11.7	12.1	14.1	15.0	11.7
4:30 PM	3.5	4.6	5.2	6.4	6.4	8.8	5.6
5:00 PM	2.0	5.5	7.7	7.8	10.1	7.0	7.5
6:00 PM	7.5	6.8	9.8	10.7	10.5	9.0	9.3
7:05 PM	5.2	7.4	8.3	11.3	10.2	7.5	9.0
8:05 PM	6.3	4.1	3.7	6.4	6.4	9.3	5.3
9:10 PM	4.3	2.7	2.7	4.4	4.6	4.0	3.6
10:10 PM	2.7	4.3	4.6	4.6	4.2	4.5	4.3
<b>Total</b>	<b>6.2</b>	<b>10.8</b>	<b>11.6</b>	<b>12.3</b>	<b>11.4</b>	<b>11.9</b>	<b>11.3</b>
Southbound							
	Nov	Dec	Jan	Feb	March	April	Total
6:40 AM	2.2	4.2	5.6	5.2	5.4	4.0	4.9
7:10 AM	1.8	2.6	2.8	3.6	3.7	2.8	3.1
7:40 AM	2.3	3.4	3.3	3.8	4.0	5.0	3.6
8:10 AM	3.2	3.0	3.1	2.6	2.7	1.8	2.8
8:40 AM	3.8	3.4	4.2	3.5	2.6	3.0	3.4
9:10 AM	1.7	2.9	2.8	2.8	3.5	2.5	2.9
9:40 AM	2.0	3.1	3.1	2.3	3.4	2.0	2.9
10:15 AM	3.3	3.5	4.0	4.5	3.9	3.5	3.9
10:45 AM	2.2	3.6	4.8	3.5	3.6	3.0	3.8
11:15 AM	3.0	3.6	4.2	4.3	4.0	3.8	4.0
11:45 AM	3.5	4.6	5.0	5.9	5.4	4.5	5.1
12:25 PM	8.0	10.2	11.4	10.9	10.0	8.8	10.4
1:25 PM	7.8	14.1	12.0	13.6	12.2	11.8	12.7
2:15 PM	6.7	17.2	14.9	16.1	14.5	15.5	15.2
2:40 PM	4.3	11.8	13.2	13.6	8.8	6.5	11.3
3:15 PM	8.0	19.0	19.2	18.8	13.7	13.5	17.1
3:45 PM	11.2	17.0	19.9	19.1	14.5	14.3	17.2
4:15 PM	14.5	22.9	26.1	24.0	22.2	25.3	23.4
4:45 PM	10.8	20.2	23.0	22.8	22.2	22.3	21.5
5:15 PM	16.3	26.2	24.5	22.9	20.7	22.0	23.2
5:30 PM	-	1.7	5.8	6.3	5.2	7.3	4.5
5:45 PM	6.5	9.6	9.1	8.6	10.3	10.3	9.3
6:15 PM	8.2	14.9	12.2	12.4	14.5	15.0	13.3
7:15 PM	6.3	9.9	8.7	12.8	11.8	10.3	10.5
8:20 PM	3.2	9.0	8.6	11.9	12.6	15.8	10.3
9:20 PM	7.8	12.0	11.9	12.0	13.1	15.0	12.1
10:25 PM	5.3	11.2	14.5	17.3	17.4	22.8	14.8
11:25 PM	5.2	8.3	12.2	15.3	16.8	15.8	12.8
<b>Total</b>	<b>5.7</b>	<b>9.7</b>	<b>10.4</b>	<b>10.7</b>	<b>10.1</b>	<b>10.3</b>	<b>10.0</b>
<b>Overall Total</b>	<b>5.9</b>	<b>10.3</b>	<b>11.0</b>	<b>11.5</b>	<b>10.7</b>	<b>11.1</b>	<b>10.6</b>

## Winter 2020-2021 GVRTA On-Time Performance

Southbound - Crested Butte 4-Way								
	# of Days	Planned # of Trips	Actual # of Trips	Percentage of Actual Trips				
				Zero to 5 minutes late	Zero to 10 minutes late	Zero to 15 minutes late	More than 15 minutes	Not Tracked
November	6	168	162	93.2%	95.1%	95.7%	0.6%	3.7%
December	31	868	845	91.2%	97.5%	97.9%	0.2%	1.9%
January	31	868	864	91.9%	95.7%	96.1%	0.2%	3.7%
February	28	784	778	90.7%	94.7%	95.4%	0.5%	4.1%
March	31	868	867	90.1%	93.7%	94.0%	0.2%	5.8%
April	4	112	112	96.4%	96.4%	96.4%	0.0%	3.6%
<b>Total</b>	<b>131</b>	<b>3,668</b>	<b>3,628</b>	<b>91.3%</b>	<b>95.4%</b>	<b>95.8%</b>	<b>0.3%</b>	<b>3.9%</b>

Northbound - Spencer and Hwy 135								
	# of Days	Planned # of Trips	Actual # of Trips	Percentage of Actual Trips				
				Zero to 5 minutes late	Zero to 10 minutes late	Zero to 15 minutes late	More than 15 minutes	Not Tracked
November	6	168	162	95.7%	96.9%	97.5%	1.2%	1.2%
December	31	868	841	92.5%	96.7%	97.7%	0.2%	2.0%
January	31	868	865	92.9%	94.2%	94.7%	0.1%	5.2%
February	28	784	781	89.5%	93.2%	94.2%	0.5%	5.2%
March	31	868	867	94.1%	94.9%	95.0%	0.3%	4.6%
April	4	112	112	93.8%	96.4%	96.4%	0.0%	3.6%
<b>Total</b>	<b>131</b>	<b>3,668</b>	<b>3,628</b>	<b>92.5%</b>	<b>94.9%</b>	<b>95.6%</b>	<b>0.3%</b>	<b>4.1%</b>

<b>Average:</b>				<b>91.9%</b>	<b>95.2%</b>	<b>95.7%</b>	<b>0.3%</b>	<b>4.0%</b>
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## Complaints, Late/Missed Runs & Incidents – March

3/1-3/31/2021				
Date	Complaint	Late run	Missed Runs	Reason
3-Mar	N/A		1:00 PM NB AND 2:15 PM SB	DRIVER MISUNDERSTANDING SHIFT DETAILS
4-Mar	N/A	7:10 AM, 9:00 AM & 11:15 AM SB/8:00 AM & 10:00 AM NB		SNOW, SLOW TRAFFIC, RUNS 20-25 MINS LATE
6-Mar	N/A	7:30AM NB		ALMONT HEADING NB, COVERED 8:40 AM SB TOO, USED ADDTL BUS 5:30 PM SB
9-Mar	N/A	8:05 PM NB AND MOST RUNS AFTER THAT		SNOWING, POOR VISIBILITY, HIGH WINDS
18-Mar	N/A	6:15 PM SB		6:15 PM SB LATE TO GUNNY, DRVR WAITED FOR POLICE TO ARREST PASSENGER
21-Mar	N/A	4:30 PM NB		PROBLEMS W #503/SWITCHED BUSES AT SPENCER/SLIGHT DELAY
21-Mar	N/A	10:15 AM SB ????		DRIVER FOR HAD TO CALL EMT FOR PASSENGER THINKING HE WAS HAVING A HEART ATTACK

### 2021 Miles per Bus:

Miles per Bus - 2021	5311	Local	DOLA	5339	SB-228	5339	5339/VW	FASTER	AEX Buses	Total Bus Miles (odom.)	Total Revenue Miles
	2017-D	2017-D	2017-C	2018-C	2019-C	2019-C	2020-C	2021-C			
Bus #	#504	#505	#506	#503	#502	#501	#500	#507			
January	9,533	9,206	3,710	9,108	8,265	9,040	7,339		1,902	58,103	56,759
February	9,396	7,821	8,891	9,075	2,595	9,101	9,387		1,782	58,048	51,701
March	4,230	10,448	2,394	10,098	6,421	10,159	11,539		2,299	57,588	56,892
<b>Total</b>	<b>23,159</b>	<b>27,475</b>	<b>14,995</b>	<b>28,281</b>	<b>17,281</b>	<b>28,300</b>	<b>28,265</b>		<b>5,983</b>	<b>173,739</b>	<b>165,352</b>

### 2021 Repairs per Bus:

Repairs per Bus - 2021	5311	Local	DOLA	5339	SB-228	5339	5339/VW	FASTER	Inventory Fleet	Total
	2017-D	2017-D	2017-C	2018-C	2019-C	2019-C	2020-C	2021-C		
Bus #	#504	#505	#506	#503	#502	#501	#500	#507		
January	\$ 1,010	\$ 1,250	\$ 1,020	\$ -	\$ 646	\$ 309	\$ -	\$ -	\$ 4,416	\$ 8,651
February	\$ -	\$ 2,854	\$ 820	\$ -	\$ 174	\$ 931	\$ 558	\$ -	\$ 10,806	\$ 16,143
March	\$ 3,530	\$ 542	\$ 12,205	\$ 769	\$ 125	\$ 989	\$ 866	\$ -	\$ 10,099	\$ 29,125
<b>Total</b>	<b>\$ 4,540</b>	<b>\$ 4,646</b>	<b>\$ 14,045</b>	<b>\$ 769</b>	<b>\$ 945</b>	<b>\$ 2,229</b>	<b>\$ 1,424</b>	<b>\$ -</b>	<b>\$ 25,321</b>	<b>\$ 53,919</b>

### Senior Reports – 2021:

Ridership on the RTA Funded Senior Services - 2021										
Month	Gunnison	CB	Total	Gunnison	CB	Total	Gunnison	CB	Total	
	Riders	Riders	Riders	Miles	Miles	Miles	Invoices	Invoices	Invoices	
January	664	95	759	1,988	1,525	3,513	\$ 14,288	\$ 2,706	\$ 16,994	
February	725	101	826	2,606	1,972	4,578	\$ 16,652	\$ 3,797	\$ 20,449	
March	914	158	1,072	2,728	2,315	5,043	\$ 19,274	\$ 3,666	\$ 22,940	
<b>Total</b>	<b>2,303</b>	<b>354</b>	<b>2,657</b>	<b>7,322</b>	<b>5,812</b>	<b>13,134</b>	<b>\$ 50,214</b>	<b>\$ 10,169</b>	<b>\$ 60,383</b>	

**Gunnison Valley Air Service Goals**  
**Revised May, 2021**

**Priorities**

1. *Collaborative Public-Private Partnership*
2. *Ensuring Stable and Sustainable Funding*
3. *Air Service Results for the Valley*
4. *Valley Marketing*
5. *Community Engagement*

**Goal #1: Creating a Collaborative Public-Private Partnership**

The Gunnison Valley's economy significantly relies on air travelers – including visitors, students, local residents and second homeowners – who rely upon year-round air travel opportunities. Easily half of the jobs in the Valley depend on tourism. Increased visitors to the Valley through the Gunnison Airport benefit the entire Valley – we are one economy.

Valley-wide leadership from CBMR, the RTA, Gunnison Airport, WCU, and the Tourism Association has united in common purpose to create a synergistic Public Private Partnership focused on excellence and reliability in air service for the Valley. This collaborative Partnership will pool resources and speak with one voice to strengthen air service to the Valley. The following goals will define this collaborative Partnership:

**✚ Result #1: Affiliation**

The proposed Public Private Partnership will be a legal entity of the Gunnison Valley Transportation Authority (RTA) and will be known as the AC, the Air Command. The AC by-laws will be agreed to by founding members and approved by RTA board. – **Accomplished.**

**✚ Result #2: AC Voting Membership**

The AC will be comprised of the following members:

- 2 voting members – Gunnison Valley Transportation Authority (RTA) Chair and Appointed Board Member
- 2 voting members – Representatives from Crested Butte Mountain Resort (CBMR)

- 1 voting member – Tourism Association (TAPP) Executive Director
- 1 voting member – Gunnison Airport (GUC) Manager
- 1 non-voting member – RTA Executive Director
- 1 non-voting member – Appointed by WCU.

The AC will consider asking an interested community member to act as a non-voting facilitator/chair. – **Accomplished.**

**✚ Result #3: Decision Making Authority**

AC by-laws will stipulate that only member organizations are authorized to make decisions. Should a member be unable to attend a meeting, then he/she may designate another representative from that same organization to attend the meeting. Designated representatives must be empowered to both make decisions and commit financial resources on behalf of the member organization. – **Accomplished.**

**✚ Result #4: Public and Private Funds**

AC by-laws will stipulate that the Public-Private Partnership shall be legally eligible to receive both public and private funds. – **Accomplished.**

**✚ Result #5: Authority to Negotiate**

Coordinated negotiations with airlines, under the auspices of the AC, are critical to promoting and improving air service in the Valley. Negotiations with airlines will, in all cases, be conducted by one or more AC members, with consultation and assistance provided by air consultants, as needed. – **Accomplished and ongoing.**

**✚ Result #6: Information Sharing**

In a business environment that is as prone to rapid change as the airline industry, and as highly competitive as resort markets, information is currency. All information related to air service, including marketing trends and data, that is provided to or that becomes available to any partner will be shared with all partners. All members are committed to creating open and honest dialogue, and to respecting any and all proprietary information. – **Accomplished and ongoing.**

**✚ Result #7: Air Service Goals Updates**

These Air Service Goals will be **updated annually** in March or April. Updated Air Service Goals may include additional targets and metrics.

## **Goal #2: Ensuring Stable and Sustainable Funding**

The AC partners' approach to funding will be characterized as accountable, flexible and sustainable. The AC partners are pooling funds and together are strategically directing resources to maximize the impact and minimize the expense of airline guarantees and incentives for flights into and out of the Gunnison Airport.

The AC must have the flexibility to act quickly to anticipate and respond to changes in the market, and particularly, to changes in the airline industry and to decisions that impact GUC made by individual carriers. Decisions will be informed by the most up-to-date data and analysis available.

AC's funding strategies leverage increased resources to marketing the Valley. The following results implement the Partnership's funding strategies:

### **✚ Result #1: Strategic Plan and Budget Approval**

By May, 2016 the RTA Board will approve the ongoing Air Service Strategic Plan and the Budget for the Partnership. The AC will be a sub-fund of the RTA. – **Accomplished.**

### **✚ Result #2: Fund Balances**

The AC will establish a minimum fund balance of 30% annual contracted Minimum Revenue Guarantees (MRG's), and provide the ability to spend down, creating both security and flexibility. – **Accomplished and ongoing.**

### **✚ Result #3: MRG Funds**

30% - 50% of the MRG cap will be spent each year. CBMR is committed to investing previous MRG funds in additional marketing for air service and the Valley.

### **✚ Result #4: Marketing Funds Growth**

Marketing and sales funding will keep pace with air service growth.

### **✚ Result #5: Airline Incentives**

By August, 2016 Gunnison County Airport will have a policy approved by the Board of County Commissioners (BoCC) authorizing airline incentives that will be used in negotiations with airlines. – **Accomplished.**

### **Goal #3: Achieving Air Service Results for the Valley**

Long term, reliable, sustainable air service through the Gunnison Airport is and will continue to be the priority. We will be opportunistic in looking at all options and ideas to leverage resources to expand air service year-round. The following Results will create a flexible, long-term and sustainable Air Service Goals that will fuel our local economy and set an aggressive, competitive market position for the Valley:

#### **✚ Result #1: Economic Impact of the Airport to the Valley**

**By 2023**, Gunnison Valley will experience a 40% increased economic impact over the 2013 level, as evidenced by: (delayed due to pandemic)

- 45,000 enplanements
- Increased corporate and general aviation activity
- Increased load factor across the board

#### **✚ Result #2: Additional Service in Summer season**

**By Summer 2022**, Gunnison Valley will consider expanded air service which will increase connectivity and our reach into other visitor markets.

#### **✚ Result #3: Expanded Hub Service in Winter**

In coordination with CBMR, expanded service to a new hub will be considered when appropriate. Meanwhile enhancing service to current hubs will be a priority.

#### **✚ Result #6: Air Service Leakage**

**By June, 2023**, GUC and Valley residents and visitors will experience 69% or less leakage to other airports, accomplished through increased air service connectivity for originating passengers.

#### **✚ Result #7: Connectivity for Business Travelers**

By June, 2018, Gunnison Valley business travelers will experience improved air service connectivity year-round. This result will help the Valley establish an environment that is conducive to location-neutral businesses, which can further strengthen our economy. – **Year-round service is accomplished and connectivity is ongoing.**

#### **✚ Result #8: General Aviation at GUC**

AC will have a strong partnership established with the GUC Airport/Fixed Base Operator (FBO) and Gunnison County to attract more General Aviation customers and generate additional revenue, as evidenced by the following:

- By October, 2019, General Aviation and commercial airline customers will be able to rely on the services of a qualified airline mechanic located at GUC, on duty year around. – **Accomplished.**
- By October, 2019, General Aviation customers will be able to experience improved lounge and ramp services, to include access to courtesy cars. – **Lounge is accomplished.**

#### **Goal #4: Focused Valley Marketing and Sales**

The Tourism Association (TAPP) and CBMR have developed a strong marketing partnership that will be further strengthened by the AC Public Private Partnership. Under the auspices of the AC, the TA and CBMR will continue to develop and implement cooperative marketing plans, which will be fully integrated where appropriate.

Further, dollars previously dedicated by CBMR to fund flight guarantees (MRG's) will now be invested in marketing, significantly increasing the resources dedicated to promoting our Valley. Marketing strategies will be closely aligned to the Air Service Goals and the Valley's Brand, and will be focused on the following results:

##### **+ Result #1: Marketing Coordination**

Marketing and sales plans by the Tourism Association, CBMR and other AC members will be developed and executed in a coordinated manner, and where appropriate, will be integrated with other AC efforts. This will include website designs and updates, social media campaigns, and other marketing strategies, and where possible, will focus on air service and targeted routes included in the Air Service Goals. – **Accomplished and ongoing.**

##### **+ Result #2: Leveraging Airline Marketing**

Investments in marketing and sales will, where appropriate, build upon and leverage airlines' booking sites and social media; these strategies will be executed in a manner that bolsters our partnerships with airlines.

##### **+ Result #3: Increased Enplanements**

To reach the Air Service Result of 45,000 enplanements **by 2023**, the AC will be opportunistic and consider all options including special events, targeted weekends, charters, boutique airlines, fractional jets, and other air service strategies when developing marketing and sales plans.

##### **+ Result #4: Marketing the Valley's Brand**

The AC will work with the TAPP and Chambers to develop and strengthen a common understanding of the Valley's 'Brand', and to align marketing strategies to that Brand.

**✚ Result #5: Marketing the Airport to Outbound Travelers**

The RTA, TAPP and the Airport will annually develop a marketing program to encourage outbound travelers to Think Gunnison Airport First.

**Goal #5: Community Engagement**

The entire Gunnison Valley community benefits from visitors who fly into the Gunnison Airport. For both visitors and residents, reliable air service for business and personal travel is critical. The issues and dynamics of air service into the Valley, the financing of air service, the realities of a rapidly changing airline industry, and the economic implications for all Valley businesses and residents are not easily understood.

The AC very much wants the entire community engaged with air service and to understand the full impact it has on our community and economy. In particular, local businesses, government entities, non-profits, and other community entities directly benefit from air service and are invited, along with the entire community, to participate in its success in the following ways:

**✚ Result #1: Public Relations Plan**

By October 1, 2017, the Air Command will create a Public Relations Plan. The Public Relations Plan will be aligned to relevant AC Results, and will include action plans, responsible parties, and measurable milestones and metrics. – **Accomplished and ongoing.**

**✚ Result #2: Local Businesses as Ambassadors for Air Service**

By Spring, 2019, 90% of hospitality related businesses will receive communication regarding the importance and functionality of the air program in a manner that is consistent with Air Command messaging. Non-Hospitality related businesses, including realtors, will also be communicated to as a result of these efforts. In their Public Relations Plan, the Air Command will include strategies for engaging local hospitality related businesses and ensuring consistent messaging and commitment to Air Service goals. – **Accomplished and ongoing.**

GUNNISON VALLEY TRANSPORTATION AUTHORITY (GVRTA)  
RESOLUTION NO. 1  
SERIES 2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GUNNISON VALLEY TRANSPORTATION AUTHORITY APPROVING THE GUNNISON VALLEY TRANSPORTATION AUTHORITY TITLE VI PLAN, PUBLIC NOTICE OF RIGHTS / COMPLAINTS PROCESS, LIMITED ENGLISH PROFICIENCY PLAN, PUBLIC PARTICIPATION PLAN, AND POLICIES AND PROCEDURES FOR THE USE OF GUNNISON VALLEY RTA PUBLIC TRANSPORTATION

WHEREAS, the Gunnison Valley Transportation Authority (RTA) as a condition of receiving Federal financial assistance under the Urban Mass Transportation Act of 1964 as amended, must submit on an annual basis its Title VI Assurance as part of the annual Certification and Assurance submission to the Federal Transit Administration (FTA); and

WHEREAS, the Board of Directors has reviewed and considered the Plan at a regularly scheduled meeting of the RTA on MAY 7, 2021; and

WHEREAS, the Plan includes appendixes which contain other documents and plans such as a Public Notice of Rights / Complaints Process, Limited English Proficiency Plan, Participation Plan, and Policies and Procedures for the use of RTA Public Transportation; and

WHEREAS, the Board of Directors has determined that the Plan, a copy of which is attached hereto, should be approved by the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GVRTA THAT:**

Section 1. That the Gunnison Valley Transportation Authority Title VI Plan and documents included in the appendixes of the Plan attached hereto is approved by the Board.

INTRODUCED, READ AND ADOPTED at a regular meeting of the RTA on the 7<sup>th</sup> day of May, 2021.

GUNNISON VALLEY TRANSPORTATION AUTHORITY

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By: Janet R. Farmer, Board Chair

Attest:

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By: Roland Mason, Secretary

# **Gunnison Valley RTA**

## **Title VI Plan**

*Related to  
Transportation Planning and Transportation Improvements*

Adopted by the Board of Directors –  
May 7, 2021

**AGENCY INFORMATION**

**RECIPIENT:** Gunnison Valley Transportation Authority (RTA)  
Rural Transit Agency (population under 200,000)

**CONTACT INFORMATION:**

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Executive Director  
Gunnison Valley RTA  
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## TABLE OF CONTENTS

	<u>Page</u>
I. PROVISION OF TITLE VI ASSURANCES	4
II. TITLE VI COMPLIANCE HISTORY	5
III. INCORPORATION OF THE PROGRAM	6
IV. GENERAL GUIDELINES/REQUIREMENTS	9
a. Annual Certification and Assurance	9
b. Complaint Procedures	9
c. Promoting Public Inclusive Participation	9
d. Record Title VI Activities	9
e. Access for LEP Persons	9
f. Minority Representation on Boards	9
g. Public Notification	10
h. Additional Information	10
i. Timely Submission	10
j. Environmental Analysis of Construction Projects	11
k. Facility Location Determination	11
l. System-Wide Service Standards and Policies	12
APPENDIX A – Title VI Clause Re: All Contracts Subject To Title VI	14
APPENDIX B – Title VI Clause Re: Real Property Transactions	16
APPENDIX C – Title VI Clause Re: Federally Funded Real Property Transactions/Improvements	17
APPENDIX D - Public Notice of Rights / Complaint Process	19
APPENDIX E – RTA’s Limited English Proficiency (LEP) Plan	25
APPENDIX F – RTA’S Public Participation Plan	29
APPENDIX G – RTA’s Policies and Procedures for the Use of RTA’s Public Transportation System	30
APPENDIX H – Resolution Approving Plan	34
Title VI Equity Analysis for site selection of bus storage facility	35

## **I. PROVISION OF TITLE VI ASSURANCES**

The RTA hereby certifies that, as a condition of receiving Federal financial assistance under the Urban Mass Transportation Act of 1964, as amended, it will ensure that:

- a. RTA shall submit on an annual basis, their Title VI Assurance, as part of their annual Certification and Assurance submission to the FTA.
- b. No person, on the basis of race, color, or national origin, will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
- c. RTA will compile, maintain, and submit in a timely manner, Title VI information required by FTA Circular 4702.1A and in compliance with the Department of Transportation's Title VI Regulation, 49 CFR, Part 21.7.
- d. RTA will make it known to the public that those persons or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

## II. TITLE VI COMPLIANCE HISTORY

- a. There are no outstanding lawsuits or complaints naming the RTA which allege discrimination on the basis of race, color or national origin with respect to service or other transit benefits.
- b. There are no pending applications for Federal financial assistance, and there is no Federal financial assistance currently being provided to the RTA other than that being supplied by the Federal Transit Administration (FTA). Currently the RTA is applying for Section 5311, & 5339 funding through the FTA.
- c. During the course of the last three (3) years, there have not been any civil rights compliance review activities conducted with respect to the RTA and, to the best of our knowledge, there are not presently any ongoing civil rights compliance review activities being conducted with respect to the RTA.
- d. There are currently no pending construction projects which would negatively impact minority communities being performed by the RTA.

### III. INCORPORATION OF THE PROGRAM

The Gunnison Valley RTA (hereinafter referred to as the “RTA” or “Recipient”) hereby agrees that, as a condition to receiving any Federal financial assistance from the Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the “Act”), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the “Regulations”), and other pertinent directives. No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Transit Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a) of the Regulations.

More specifically, and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its Federal Transit Administration program:

- a. That the Recipient agrees that each “program” and each “facility”, as defined in subsections 21.23(e) and 21.23(b) of the Regulations will be (with regard to a “program”) conducted, or will be (with regard to a “facility”) operated, in compliance with all requirements imposed by, or pursuant to, the Regulations.
- b. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Transit Administration programs and, in adapted form in all proposals or negotiated agreements:

***The RTA, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders/proposers that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to the invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.***

- c. That the Recipient shall insert the clauses contained herein as **APPENDIX A** in every contract subject to this Act and the Regulations.
- d. That the Recipient shall insert the clauses contained herein as **APPENDIX B**, as a covenant running with the land, in any deed from the United States affecting a transfer of real property, structures, or improvements thereon, or interest herein.
- e. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
- f. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
- g. That the Recipient shall include the appropriate clauses contained herein as **APPENDIX C**, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under Federal Transit Administration programs; and (b) for the construction or use of, or access to, space on, over, or under real property acquired, or improved under Federal Administration programs.
- h. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
- i. The Recipient shall provide for such methods of administration for the programs as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
- j. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

- k. The Recipient assures that the level and quality of transit service and related benefits are provided in a manner consistent with Title VI of the Civil Rights Act of 1964.

THESE ASSURANCES are given in consideration of, and for the purpose of, obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the recipient by the Department of Transportation under the Federal Administration and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Transit Administration programs.

The person(s) whose signature appears below, are authorized to sign these assurances on behalf of the grant applicant or recipient.

Date: 5-7-21

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Janet R. Farmer, Board Chair  
Gunnison Valley RTA Board of Directors

#### IV. GENERAL GUIDELINES/REQUIREMENTS

##### a. Annual Certification and Assurance

As stated in Section I, RTA shall submit annually, their Title VI assurance, as part of their annual Certification and Assurance submission to the FTA.

##### b. Complaint Procedures

In compliance with 49 CFR Section 21.9(b), RTA has developed procedures for investigating and tracking Title VI complaints filed against them. Such procedures shall be made available to the public upon request. RTA complaint procedures and complaint form are contained herein as **APPENDIX D.**

##### c. Promoting Inclusive Public Participation

FTA shall take meaningful steps to involve minority and LEP populations in public participation activities. RTA's Public Participation Plan is contained herein as **APPENDIX F.**

##### d. Record Title VI Activities

In compliance with 49 CFR Section 21.9(b), RTA shall prepare and maintain a list of any active investigations conducted by entities other than the FTA, lawsuits, or complaints naming TOB that allege discrimination on the basis of race, color, or nation origin. Such list shall include:

- 1) Date the investigation, lawsuit, or complaint was filed;
- 2) Summary of the allegation(s);
- 3) The status of the investigation, lawsuit, or complaint; and
- 4) Actions taken by the RTA in response to the investigation, lawsuit or complaint.

##### e. Access for LEP Persons

RTA shall take steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient (LEP). RTA will assist persons with limited English proficiency to participate in the transportation planning process. RTA Staff will make every effort to provide translators and document translation, where feasible, upon request. RTA's Limited English Proficiency (LEP) Plan is contained herein as **APPENDIX E.**

##### f. Minority Representation on Boards

RTA does not have transit-related, non-elected planning boards, advisory councils or committees that are either appointed by or serve the RTA.

g. Public Notification

In compliance with 49 CFT Section 21.9(d), RTA shall provide information to the public regarding their Title VI obligations and apprise members of the public of the protections against discrimination afforded to them by the Title VI. RTA complaint procedures and public notification information are contained herein as

**APPENDIX D.**

h. Additional Information

RTA acknowledges that, at the discretion of the FTA, information other than that which is required by FTA C 4702.1A, may be requested in writing of the RTA, to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI.

i. Timely Submission

RTA acknowledges that their Title VI submissions and/or updates thereto, shall be supplied to their FTA Regional Office once every three (3) years. The submission shall include, but is not limited to:

- 1) A summary of public outreach and involvement activities undertaken since the last submission and a description of steps taken to ensure that minority and low-income people had meaningful access to these activities;
- 2) RTA's process for persons with limited English proficiency (LEP);
- 3) Title VI Complaint and Tracking procedures;
- 4) A list of any Title VI investigations, complaints or lawsuits filed since the last submission; and
- 5) A copy of RTA's public notice regarding Title VI compliance and public access and instructions to RTA Title VI complaint procedures.

Portions of the Plan which have not changed since the last submission will not be resubmitted, however, RTA shall include a statement to this effect in lieu of copies of the original documents in order to eliminate redundancy in resubmissions.

j. Environmental Analysis of Construction Projects

RTA shall integrate an environmental justice analysis into their National Environmental Policy Act (NEPA) documentation of transit related construction projects of which require NEPA. If a Categorical Exclusion (CE) is performed, RTA shall complete the FTA's standard CE check-list which includes a section on community disruption and environmental justice. While preparing an Environmental Assessment (EA) or Environmental Impact Statement (EIS), RTA shall integrate into their documents, the following:

- 1) A description of the low-income and minority population within the study area affected by the project, and a discussion of the method used to identify this population;
- 2) A discussion of all adverse effects that would affect the identified minority and low-income population;
- 3) A discussion of all positive effects that would affect the identified minority and low-income population;
- 4) A description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects, including, but not limited to, any special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues, and the replacement of the community resources destroyed by the project, if applicable;
- 5) A discussion of the remaining effects, if any, and why further mitigation is not proposed; and
- 6) For projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, a comparison will be completed of mitigation and environmental enhancement actions between the two stated areas. If there is no basis for such a comparison, RTA shall describe why this is so.

k. Facility Location Determination

The RTA will not make land acquisition or site development decisions on the basis of race, color, or national origin, and will adhere to the requirements of FTC 4702.1B, Chapter III-11, as such may be amended, during the planning stage of any project.

I. System-Wide Service Standards and Policies

**Service Standards:**

Vehicle Load Standard:

The average of all loads on the single RTA commuter route during the peak operating period should not exceed vehicles' achievable capacities, which are 57 passengers for the 45 foot Over the Road Coaches.

<b>GVRTA Vehicle Load Standards</b>				
Type of Vehicle	Seated	Standing	Total	Maximum Load Factor
45' Over the Road Coach	57	0	57	1.00

Vehicle Headway Standard:

Due to the seasonal and commuter nature of RTA service, headways on the RTA commuter route vary by season and by time.

<b>2021 GVRTA Headways</b>			
Winter		Spring/Summer/Fall	
Peak	Off-Peak	Peak	Off-Peak
15 Minutes	1 hour	30 Minutes	90 Minutes

Note: headways are maximums and may be shorter.

On Time Performance Standard:

RTA vehicles are considered on time if it departs the first scheduled timepoint on the route at or after the scheduled departure and no more than 15 minutes late. RTA's on-time performance objective is 95% or greater. RTA monitors on-time performance monthly and out of compliance departures are reported as part of performance reports covering all aspects of operations. In 2020, RTA had 12,854 departures of which 55 were reported not to be on time.

Service Availability Standards:

RTA's commuter route will distribute transit service so that 90% of all residents in the service area are within a ½ mile walk or 5-mile drive of the commuter bus route.

## **Service Policies:**

### Vehicle Assignment:

The RTA operates one route and all vehicles are assigned to the same route. The RTA currently operates one maintenance/storage facility in Gunnison and all vehicles are stored there. When an additional storage facility is constructed at the north end of the valley, vehicles will be assigned to facilities based upon fuel type. Diesel fueled vehicles will be kept at the north end of the valley since there are no CNG fueling facilities in that area.

### Distribution of Transit Amenities:

Installation of transit amenities along the bus route are based primarily upon safety needs at each stop and secondarily based upon the number of passenger boardings at stops and stations along the route.

**APPENDIX A - TITLE VI PLAN**  
**(to be inserted into every contract subject to Title VI)**  
*The Gunnison Valley RTA is herein referred to as the "RTA"*

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- 1) **Compliance with Regulations:** The contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- 2) **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- 4) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the **RTA** or the **FEDERAL TRANSIT ADMINISTRATION** to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the **RTA**, or the **FEDERAL TRANSIT ADMINISTRATION** as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with nondiscrimination provision of this contract, the **RTA** shall impose contract sanctions as it or the **FEDERAL TRANSIT ADMINISTRATION** may determine to be appropriate, including but not limited to:
  - a) Withholding of payments to the contractor under the contract until the contractor complies; and/or
  - b) Cancellation, termination, or suspension of the contract, in whole or in part.

**APPENDIX A - TITLE VI PLAN (Continued)**

**(to be inserted into every contract subject to Title VI)**

- 6) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the **RTA** or the **FEDERAL TRANSIT ADMINISTRATION** may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the **RTA** to enter into such litigation to protect the interests of the **RTA**, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

**APPENDIX B - TITLE VI PLAN**  
**(to be inserted into real property transactions)**  
*The Gunnison Valley RTA is herein referred to as the "RTA"*

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW, THEREFORE, the Department of Transportation, as authorized by Law, and upon the condition that the **RTA** will accept title to the Lands and maintain the project constructed thereon, in accordance with **THE STATE OF COLORADO**, the Regulations for the Administration of **PROGRAM** and the policies and procedures prescribed by **FEDERAL TRANSIT ADMINISTRATION** of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the **RTA** all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

(HABENOUUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the **RTA** and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the **RTA**, its successors and assigns.

The **RTA**, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over or under such lands hereby [,] [and]\* (2) that the **RTA** shall use the lands and interest in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, and (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction. \*

\* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

**APPENDIX C - TITLE VI PLAN**  
**(to be inserted into Federally funded real property transactions or improvements)**  
*The Gunnison Valley RTA is herein referred to as the "RTA"*

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the **RTA** pursuant to the provisions of Assurance 7(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for herself/himself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee Lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination of Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)\*

That in the event of breach of any of the above nondiscrimination covenants, the **RTA** shall have the right to terminate the (license, lease, permit, etc.) and to re-enter and repossess said (licenses, lease, permit, etc.) to re-enter and repossess said land and facilities thereon, and hold the same as if said (license, lease, permit, etc) had never been made or issued.

(Include in deeds)\*

That in the event of breach of any of the above nondiscrimination covenants the **RTA** shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the **RTA** and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the **RTA** pursuant to the provisions of Assurance 7(b).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for herself/himself, his/her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in case of deeds, and leases add "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing services thereon, no person on the grounds of race, color, or national origin shall be excluded from the participation in, be denied. the benefits of, or be otherwise subjected to discrimination, and (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

**APPENDIX C - TITLE VI PLAN (Continued)**  
**(to be inserted into Federally funded real property transactions or improvements)**

(Include in licenses, leases, permits, etc.)\*

That in the event of breach of any of the above nondiscrimination covenants, the **RTA** shall have the right to terminate the (license, lease, permit, etc. ) and to re-enter and repossess said land and the facilities as thereon, and hold the same as if said (license, lease, permit, etc.) had never been made or issued.

(Include in deeds)\*

That in the event of breach of any of the above nondiscrimination covenants, the **RTA** shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the **RTA** and its assigns.

\* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

## APPENDIX D

### TITLE VI PUBLIC NOTICE OF RIGHTS / COMPLAINT PROCESS GUNNISON VALLEY RTA (RTA)

#### Public Notice of Rights

The following statement shall be posted in conspicuous and accessible locations at the RTA Transit Center, on the RTA website ([www.gunnisonvalleyrta.org](http://www.gunnisonvalleyrta.org)); permanently displayed on public transit vehicles; and other appropriate materials made available to the public: (*Documents will be translated into languages other than English, upon request.*)

#### *Non-Discrimination - Your Rights Under Title VI of the Civil Rights Act of 1964*

*The United States Department of Transportation (DOT) ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color or national origin in the provisions of benefits and services resulting from federally assisted programs and activities. Any person, who believes the Gunnison Valley RTA (RTA) has violated his /her Title VI protections, should contact the Gunnison Valley RTA at 970-275-0111 or email [struex@gunnisonvalleyrta.org](mailto:struex@gunnisonvalleyrta.org). RTA has also developed a policy to assist individuals who are Limited English Proficient (LEP). Translation services, in order to assist LEP individuals, shall be made available to RTA's customers upon request. RTA's Title VI policy, complaint procedures and LEP Plan shall be made available upon request by contacting the Gunnison Valley RTA Bus System at the above-noted information. For Federal Title VI information, please contact the Federal Transit Administration (FTA), Region 8 at 720-963-3300. Federal Title VI information, including filing complaints, can also be accessed on the FTA web site at: [www.fta.dot.gov](http://www.fta.dot.gov).*

#### Title VI Information, Limited English Proficient (LEP) information and Complaint Process (for printed materials, website, and other mediums upon request)

The Gunnison Valley RTA (RTA) grants all persons equal access to all its public transportation services. It is further the intent of the RTA that all persons are aware of their rights to such access. This is designed to serve as an educational tool for citizens so that they may understand one of the civil rights laws that protect their benefit of the RTA programs and services, specifically, as it relates to Title VI of the Civil Rights Act of 1964.

#### What is Title VI?

Title VI is a section of the Civil Rights Act of 1964 requiring that "No person in the United States shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Note that Title VI does not address gender discrimination. It only covers race, color, and national origin. Other Civil Rights laws prohibit gender discrimination.

#### What is LEP?

As part of Title VI requirements, the RTA has developed a Limited English Proficiency (LEP) Plan to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to RTA services as required by Executive Order 13166 "Improving Access to Services for Persons With Limited English Proficiency," reprinted at 65 FR 50121 (August 16, 2000). A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

#### RTA's Complaint and Investigation Procedures

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, for alleged discrimination in any program or activity administered by the RTA.

**APPENDIX D (Continued)**

**TITLE VI PUBLIC NOTICE OF RIGHTS / COMPLAINT PROCESS**  
**GUNNISON VALLEY RTA (RTA)**

These procedures do not deny the right of the complainant to file formal complaints with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the RTA may be utilized for resolution. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited under Title VI and related statutes may file a complaint.

The following measures will be taken to resolve Title VI complaints:

- 1) A formal complaint must be filed within 180 calendar days of the alleged occurrence. Complaints shall be in writing and signed by the individual or his/her representative, and will include the complainant's name, address and telephone number; name of alleged discriminating official, basis of complaint (race, color, or national origin) and the date of alleged act(s). A statement detailing the facts and circumstances of the alleged discrimination must accompany all complaints.

The RTA strongly encourages the use of the attached **RTA Title VI Complaint Form** when filing official complaints.

The preferred method is to file your complaint in writing using the **RTA Title VI Complaint Form**, and sending it to:

Title VI Coordinator  
Gunnison Valley RTA  
P.O. Box 1191  
Crested Butte, CO 81224

- 2) In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the RTA Title VI Coordinator. Under these circumstances, the complainant will be interviewed, and the RTA Title VI Coordinator will assist the Complainant in converting the verbal allegations to writing.
- 3) When a complaint is received, the Title VI Coordinator will provide written acknowledgment to the Complainant, within ten (10) calendar days by registered mail.
- 4) If a complaint is deemed incomplete, additional information will be requested, and the Complainant will be provided 60 calendar days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.
- 5) Within 15 calendar days from receipt of a complete complaint, the RTA will determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five (5) calendar days of this decision, the RTA Executive Director or his/her authorized designee will notify the Complainant and Respondent, by registered mail, informing them of the disposition.
  - a. If the decision is not to investigate the complaint, the notification shall specifically state the reason for the decision.

**APPENDIX D (Continued)**

**TITLE VI PUBLIC NOTICE OF RIGHTS / COMPLAINT PROCESS**  
**GUNNISON VALLEY RTA (RTA)**

- b. If the complaint is to be investigated, the notification shall state the grounds of the RTA's jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
- 6) When the RTA does not have sufficient jurisdiction, the RTA Executive Director or his/her authorized designee will refer the complaint to the appropriate State or Federal agency holding such jurisdiction.
- 7) If the complaint has investigative merit, the RTA Executive Director or his/her authorized designee will instruct the Title VI Coordinator to fully investigate the complaint. A complete investigation will be conducted, and an investigative report will be submitted to the Executive Director within 60 calendar days from receipt of the complaint. The report will include a narrative description of the incident, summaries of all persons interviewed, and a finding with recommendations and conciliatory measures where appropriate. If the investigation is delayed for any reason, the Title VI Coordinator will notify the appropriate authorities, and an extension will be requested.
- 8) The RTA Executive Director or his/her authorized designee will issue letters of finding to the Complainant and Respondent within 90 calendar days from receipt of the complaint.
- 9) If the Complainant is dissatisfied with the RTA's resolution of the complaint, he/she has the right to file a complaint with the:

Federal Transit Administration  
Region 8  
Attn: Civil Rights Officer  
12300 West Dakota Avenue  
Suite 310  
Lakewood, CO 80228  
720-963-3300  
Fax 720-963-3333

FTA Complaint procedures can also be found on the FTA web site at: [www.fta.dot.gov](http://www.fta.dot.gov). These procedures are also outlined in FTA Circular 4702.1A, Chapter IX.

APPENDIX D (Continued)

TITLE VI PUBLIC NOTICE OF RIGHTS / COMPLAINT PROCESS  
GUNNISON VALLEY RTA

# Title VI Complaint Form

## Complaint Form

Instructions: If you would like to submit a Title VI complaint to the Gunnison Valley RTA Bus System, please fill out the form below and send it to: Gunnison Valley RTA, Attn: Title VI Coordinator, P.O. Box 1191, Crested Butte, CO 81224. For questions or a full copy of RTA's Title VI policy and complaint procedures call 970-275-0111 or email [struex@gunnisonvalleyrta.org](mailto:struex@gunnisonvalleyrta.org).

1. Name (Complainant):	
2. Phone:	3. Home address (street no., city, state, zip):
4. If applicable, name of person(s) who allegedly discriminated against you:	
5. Location and position of person(s) if known:	6. Date of incident:
7. Discrimination because of: <input type="checkbox"/> Race <input type="checkbox"/> National origin <input type="checkbox"/> Color	

8. Explain as briefly and clearly as possible what happened and how you believe you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you. Also, attach any written material pertaining to your case.

9. Why do you believe these events occurred?

10. What other information do you think is relevant to the investigation?

11. How can this/these issue(s) be resolved to your satisfaction?

12. Please list below any person(s) we may contact for additional information to support or clarify your complaint (witnesses):

Name:

Address:

Phone number:

13. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court?

- Yes                       No

If yes, check all that apply:

- Federal agency               Federal court               State court  
 Local agency                   State agency

If filed at an agency and/or court, please provide information about a contact person at the agency/court where the complaint was filed.

Agency/Court:                  Contact's Name:                  Address:                          Phone number:

Signature (Complainant):

Date of filing:

## APPENDIX E

# LIMITED ENGLISH PROFICIENCY PLAN

## Gunnison Valley Transportation Authority (Gunnison Valley RTA)

May 7, 2021

### I. INTRODUCTION

This Limited English Proficiency (LEP) Plan, for the Gunnison Valley RTA has been developed in response to federal requirements included under Section 601 of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), which provides that no person shall “on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Federal Executive Order No. 13166, issued in August 2000 by President Clinton, "Improving Access to Services for Persons with Limited English Proficiency," was created to "... improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency (LEP)..." President Bush affirmed his commitment to Executive Order 13166 through a memorandum issued on October 25, 2001, by Assistant Attorney General for Civil Rights, Ralph F. Boyd, Jr. and Acting Assistant Attorney General, Loretta King directed a strengthening of enforcement of Title VI in a memorandum dated July 10, 2009.

As a sub-recipient of funds from the Federal Transit Administration (FTA), through the Colorado Department of Transportation (CDOT), this Limited English Proficiency (LEP) Plan for the Gunnison Valley RTA has been developed to ensure compliance with Federal LEP regulations. It includes an assessment of the limited English proficiency needs of our area, an explanation of the steps we are currently taking to address these needs, and the steps we plan to take in the future to ensure meaningful access to our transit programs by persons with limited English proficiency.

### II. LIMITED ENGLISH PROFICIENCY NEEDS OF AREA

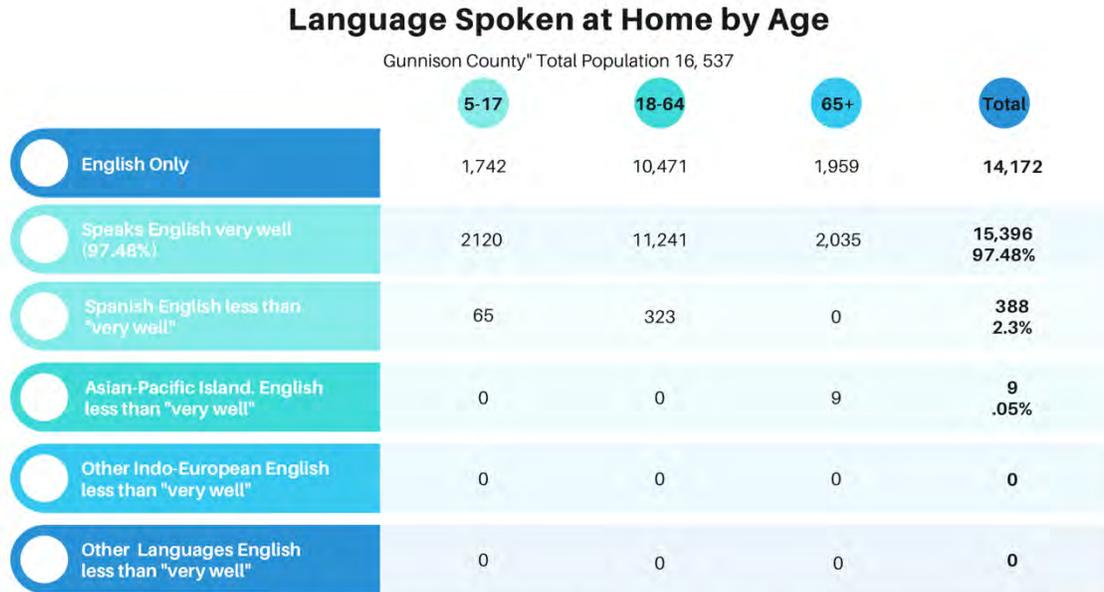
The *Four-Factor Analysis* developed by the FTA requires that information be included in LEP Plans regarding the number and percentage of LEP persons in our area, and the nature, frequency and importance of the contact we have, with LEP persons, in providing transit services. Each of these elements is addressed below.

**Number and Percentage of LEP Persons in Our Area**

**Permanent Population**

*U.S. Census Data*

The U.S. Census provides information to assist in estimating the number of limited English speakers in the permanent population. For small urban areas and rural counties, the best data available is from the U.S. Census Bureau County Covid 19 Impact Planning Report.. Table 1 presents information for Gunnison County on *Language Spoken at Home by Ability to Speak English*, based on that Survey.



Source: United States Census Bureau County Covid 19 Impact Planning Report  
<https://uscensus.maps.arcgis.com/>

As the table shows, there were very low numbers and percentages of persons in the permanent population of Gunnison County, in 2020, who had difficulty speaking English; 397 individuals, less than 3% of all persons age 5 and over. Most of those with difficulty were Spanish or Asian-Pacific Islander language speakers in the valley who might use the RTA service to get to work.

U.S. Census data indicates a very low need to respond to individuals in our service area who have difficulty with English. Those who do have difficulty are primarily Spanish or Asian and Pacific Islander language speakers. Therefore, for this LEP Plan, additional local contacts were not made to clarify the need among the permanent population of our service area. However, we are committed to monitoring LEP needs among the permanent population over time.

**Visitors**

During the summer, 2016 and winter, 2017 surveys of our riders, it was noted that only 8% of our riders are not residents of Gunnison County. However, due to the fact that some of our riders are visitors to Crested Butte Mountain Resort there is a potential need for special services for LEP individuals from our visitor population. As a year-round resort community, the Crested Butte/Mt. Crested Butte area, as well as Gunnison County as a whole, attracts individuals from all over the world. We are therefore sensitive to LEP needs among visitors to our area.

**Summary**

Given the resort nature of the Gunnison Valley RTA service area, the fact that many of the Spanish speakers work at the resort, and the large number of visitors we have, including those who potentially have Limited English Proficiency needs, we are committed to addressing those needs.

#### **Nature, Frequency and Importance of LEP Contact**

The nature and importance of LEP contact is high for public transit services in general, and in our service area, we are sensitive to those needs. We have daily contact with non-English speakers who are commuting to work. Therefore, strategies to address this need have been developed and will continually be reviewed, and improved where needed.

### **III. CURRENT LEP EFFORTS**

Due to the resort nature of our service area, the potential numbers and percentages of LEP persons are significant. As a public transit provider we are committed to addressing the on-going need to service LEP individuals. Therefore, in recent years we have undertaken the following efforts. We ask our provider (Alpine Express at the time of the adoption of this plan) to make our schedules available in Spanish when requested to do so. We adopted an LEP Policy in May, 2010, adopted an LEP Plan in September, 2010 and revised and adopted this plan in May, 2015, March, 2016, and May 2018.

### **IV. PLANS FOR THE FUTURE LEP EFFORTS**

Given the current and potential future need to respond to individuals with Limited English proficiency our LEP Plan includes the elements identified below.

#### **Identifying LEP Persons Who Need Language Assistance**

In order to identify potential future LEP needs with respect to our transit service we will undertake the following:

- Review Census updates as they become available;
- Periodically review perceived LEP needs with our contracted provider and their drivers;
- Make periodic contacts with the Gunnison County Multicultural Center, and other community agencies that may know of LEP persons or groups.

#### **Language Assistance Measures**

As the need arises, we will consider the following to respond to LEP needs:

- Asking our provider to obtain copies of “I Speak Cards” to have on hand if needed;
- Develop Spanish versions of marketing materials, public notices, and related information, as appropriate;
- Asking our provider to consider hiring Spanish-speaking drivers;
- Ask our provider to obtain copies of CDOT’s “Basic Spanish for Transit Employees” and distribute to drivers and customer service staff, as appropriate;
- Become familiar with Language Line Services at <http://www.language.com>;
- Make our schedules available in Spanish on our website;
- Identify other community resources such as agencies serving LEP persons which may have resources to share.

#### **Staff Training**

Similarly, as the need arises, we will consider requiring our provider to address the following staff training topics:

- Federal LEP requirements, your LEP Plan and Title VI;

- Documenting language assistance requests;
- Use of any of the language assistance measures as described above.

### **Outreach Efforts**

Similarly, as the need arises, we will consider the following staff training topics:

- Identify agencies in our area that may serve LEP populations
- Provide information on your services to them, as appropriate
- Provide opportunities for LEP participation at public meetings, through advertising and conduct of meetings, as appropriate

### **Monitoring and Updating Plan**

We will monitor and update this plan every 2-3 years, as needed. This will include:

- Reviewing our LEP Plan with our provider and make adjustments, as needed
- Pay particular attention to demographic changes in our area and to any LEP-related complaints we receive.

### **Disseminating Our LEP Plan**

- Have copies of our plan available to give to agencies serving LEP populations in our area and or for individual requests;
- Post our plan on our website;
- This plan was adopted by the Board of Directors of the Gunnison Valley Transportation Authority at their May 7, 2021 regular meeting.

**APPENDIX F**  
**Public Participation Plan**

Using existing demographic data to determine number of minority, low-income, and LEP populations within the RTA service area, the RTA shall seek out and consider viewpoints of minority, low-income, and LEP populations in the course of conducting public outreach and involvement activities in regards to proposed transportation decisions. RTA shall make every effort to include the following practices:

- 1) Coordination with individuals, institutions, or organizations and implementing community-based public involvement strategies to reach out to members in the affected minority and/or low-income communities;
- 2) Provision of opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments;
- 3) Utilization of locations, facilities and meeting times that are convenient and accessible to low-income and minority communities;
- 4) Utilization of different meeting sizes or formats, or varying the type and number of news media used to announce public participation opportunities; and
- 5) Implementation of DOT's policy guidance regarding RTA's responsibilities to LEP persons.

All RTA Board of Directors meetings are open to the public and a public comment section is part of every agenda. These meetings are advertised in both local newspapers, on the RTA website, and noticed to people on our meeting notification email list. The RTA website includes contact information with quicklinks to provide feedback to all Board and administrative staff members regarding RTA services. The website also includes a form to sign up for newsletters which RTA sends periodically to update the public regarding RTA activities.

**Title VI Plan**  
*Related to*  
*Transportation Planning and Transportation Improvements*

## **APPENDIX G**

### **Policies and Procedures for the Use of Gunnison Valley RTA Public Transportation**

The following document is available on the official Gunnison Valley RTA website.

#### General Use Policies

1. General Policy. Public transportation vehicles and facilities are provided by the Gunnison Valley RTA (RTA) for the benefit of the Crested Butte/Mt. Crested Butte community, visitors, and the general public. All permissible use of public transportation vehicles and facilities shall be strictly limited to conduct consistency with the reasonable use and enjoyment of such services and for their safe and reliable operation.

2. Use of Gunnison Valley RTA Services.

- a. There are currently no fares for the use of RTA services, however the board may adopt fares from time to time.
- b. Use of RTA services is available on a first-come, first-served basis until capacity is reached. The buses cannot wait for incomplete boarding parties.
- c. Use of the RTA Transit System constitutes an acceptance of the terms of use.
- d. All users must wear shirts and shoes and display proper hygiene as to not be overtly offensive to other passengers.

3. Standing Passengers. All standing passengers (whether adults or children) must use the handrails or other stabilization devices provided on the vehicles in order to stabilize themselves while the vehicle is in operation. Passengers are not permitted to stand forward of the Standee Line per federal regulations. Passengers stand at their own risk.

4. Children.

- a. Riders age eight (8) and younger must be under the supervision of a responsible adult at all times when using RTA services.
- b. Children must be removed from strollers while on the RTA.

- c. All children under the age of six (6) must be seated.
  - d. Diapers may not be changed aboard a RTA Transit vehicle.
5. Strollers; Wagons.
- a. Only collapsible strollers, wagons and similar child transport devices are permitted on the RTA. Non-collapsible strollers, wagons, and similar child transport devices are not permitted on the RTA.
  - b. All strollers, wagons, and similar child transport devices shall be carried on the RTA vehicle in their collapsed condition.
6. Bicycles, Skis, and Snowboards.
- a. On a seasonal basis, RTA vehicles are equipped to carry bicycles on a first-come, first-served basis until capacity is reached.
  - b. Any rider traveling with a bicycle, skis, or snowboard must be able to load without assistance.
  - c. Bicycles may not be brought on-board transit vehicles. If space is available, skis and snowboards may be brought on-board. Use of the provided bicycle rack is at the user's own risk.
7. Carry-On Items.
- a. RTA vehicles do not have space specifically designed for storage, and anything other than carry-on baggage is not allowed on RTA vehicles.
  - b. Riders may bring small packages and groceries on-board vehicles if space is available and if they maintain control of these items within their immediate seating area.
  - c. Any rider traveling with carry-on items must be able to board without assistance.
  - d. Carry-on items must not interfere with passenger safety or obstruct the aisles.
  - e. Portable music devices such as radios, iPods, etc. must not be played at a volume that would disrupt the safe operation of the transit vehicle or annoy other passengers. Transit riders are required to use headphones for their radios or iPods while on board a transit vehicle as a courtesy to your fellow passengers.
  - f. No food or beverages may be consumed aboard a RTA vehicle. Beverages should be transported in a spill proof container.
8. Hazardous Materials. Hazardous materials such as explosives, flammable liquids, firearms, or weapons (except as authorized by law) are prohibited on RTA vehicles. Mention of any such materials is considered to be threatening behavior and will not be tolerated. Any violation of this prohibition will result in immediate notification of the appropriate law enforcement officials.
9. Animals. All animals are prohibited from RTA, subject to the following limited exceptions:
- a. Legitimate service animals under the control of a guest with a disability as permitted by the ADA.

- b. Animals stored in an approved carrier under the control of a responsible guest.
  - c. Any rider traveling with an animal may be expelled if the animal's behavior compromises the safe operation of RTA or otherwise poses a threat to the health, safety, and welfare of the public.
10. Smoking. Smoking is strictly prohibited while using RTA vehicle.
11. Loitering. Remaining on board a RTA vehicle without a destination, sleeping on-board a RTA vehicle, or loitering at a Public Transit Station or designated Bus Stop is not permitted.
12. Disruptive Behavior. Loud, obnoxious behavior or the use of foul language is not permitted aboard a RTA Transit Vehicle, at a designated public bus stop, or at a Public Transit Station. Disruptive passengers may be denied RTA Services at the discretion of the Transit Operator.
13. Flash Photography, Laser Pointers. Taking flash photographs or the use of a laser pointer while on board a transit vehicle is extremely dangerous and not permitted.
14. Alcohol; Illegal Drugs.
- a. The consumption of alcohol is prohibited while using the RTA services.
  - b. The possession of an open alcoholic beverage container is prohibited while using the RTA services.
  - c. No person may ride the RTA services while he or she is visibly intoxicated and not in control of their own person.
  - d. The possession, sale, or use of any illegal drug is prohibited while using RTA services.
14. Commuter Bus System. The Gunnison Valley RTA Transit System is a commuter bus public transportation system. We do not make stops at undesignated locations for passengers to board or disembark the bus. The RTA Transit System complies with all state and federal regulations for public transportation and is subject to Federal Transit Administration and Federal Motor Carrier Safety Regulations.
15. Emergencies. In the event of an unforeseen emergency, the Transit Operator shall provide passengers with specific directions for evacuation and/or other necessary actions. For your safety and that of our other passengers, you must comply with the directions provided. Transit Operators are licensed Commercial Drivers and are provided extensive training to meet federal regulations for safety.
16. Compliance with Use Policies. The RTA Transit System reserves the right to deny boarding or RTA services to any person not complying with the Use Policy and Procedures for the transit system. Refusal to comply with the directions of a Transit Operator or Transit Supervisor and/or the hindering of the movement of public transportation is punishable by Federal Law with up to 16 years in prison and up to \$750,000 in fines. Other state and local laws may also apply. Persons not following the basic requirements for Use of the RTA Services will not be allowed to board or will be told they must disembark. The RTA Transit System will notify law enforcement officials of any misconduct involving RTA Services at its discretion.
17. Non-Discrimination. The Gunnison Valley RTA complies with Title VI of the Civil Rights Act of 1964. The level and quality of transportation service will be provided without regard to race, color, or national origin in accordance with Title VI. All RTA services are provided with equal access to all.
18. Accessibility. All RTA vehicles shall meet the standards of accessibility for persons with disabilities established by the Federal Transit Administration pursuant to the Americans with Disabilities

Act, 42 U.S.C. §12101, et seq. (Public Law 101-336). Accessibility is provided along our commuter bus system at designated bus stops only.

Notice

Any person who believes he/she or any specific class of persons is subjected to discrimination prohibited by Title VI Civil Rights Act or the provisions of the Americans with Disabilities Act may by him/herself or by a representative file a written complaint with Gunnison Valley RTA and/or the Federal Transit Administration. All complaints will be promptly investigated.

To request additional information on the Gunnison Valley RTA nondiscrimination obligations or the Americans with Disabilities Act, contact:

Executive Director  
Gunnison Valley RTA  
507 Maroon Avenue  
P.O. Box 1911  
Crested Butte, Colorado 81224

Information in languages other than English will be provided as needed and will be consistent with DOT LEP Guidance. Additionally, alternative formats, i.e. large print are available upon request.

**APPENDIX H**  
**Resolution Approving Plan**

GUNNISON VALLEY TRANSPORTATION AUTHORITY  
RESOLUTION NO. 1  
SERIES 2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GUNNISON VALLEY TRANSPORTATION AUTHORITY APPROVING THE GUNNISON VALLEY TRANSPORTATION AUTHORITY TITLE VI PLAN, PUBLIC NOTICE OF RIGHTS / COMPLAINTS PROCESS, LIMITED ENGLISH PROFICIENCY PLAN, PUBLIC PARTICIPATION PLAN, AND POLICIES AND PROCEDURES FOR THE USE OF GUNNISON VALLEY RTA PUBLIC TRANSPORTATION

WHEREAS, the Gunnison Valley Transportation Authority (RTA) as a condition of receiving Federal financial assistance under the Urban Mass Transportation Act of 1964 as amended, must submit on an annual basis its Title VI Assurance as part of the annual Certification and Assurance submission to the Federal Transit Administration (FTA); and

WHEREAS, the Board of Directors has reviewed and considered the Plan at a regularly scheduled meeting of the RTA on MAY 7,2021; and

WHEREAS, the Plan includes appendixes which contain other documents and plans such as a Public Notice of Rights / Complaints Process, Limited English Proficiency Plan, Participation Plan, and Policies and Procedures for the use of RTA Public Transportation; and

WHEREAS, the Board of Directors has determined that the Plan, a copy of which is attached hereto, should be approved by the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE RTA THAT:**

Section 1. That the Gunnison Valley Transportation Authority Title VI Plan and documents included in the appendixes of the Plan attached hereto is approved by the Board.

INTRODUCED, READ AND ADOPTED at a regular meeting of the RTA on the 7<sup>th</sup> day of May, 2021.

GUNNISON VALLEY TRANSPORTATION AUTHORITY

\_\_\_\_\_  
By: Janet R. Farmer, Board Chair

Attest:

\_\_\_\_\_  
By: Roland Mason, Secretary  
GUNNISON VALLEY RTA  
TITLE VI PLAN



## **Title VI Equity Analysis**

Gunnison Valley RTA Bus Storage Facility  
and  
Crested Butte Mt. Express  
Administration, Operations, Maintenance, and Storage Facility

Site Selection

February, 2021

Adopted by the Mt. Express Board of Directors on February 18, 2021  
Adopted by the Gunnison Valley RTA Board of Directors on February 12, 2021

**Table of Contents**

Background and Project Description ..... 2  
Title VI Compliance ..... 3  
Site Selection Process ..... 4  
Community Outreach ..... 4  
Benefits and Burdens Analysis ..... 5  
Location of the Whetstone Industrial  
Park..... 6  
Site Location Maps ..... 8  
Alternatives Equity Analysis and Cumulative Impacts ..... 9  
Conclusions ..... 9

**Background and Project Description**

The Gunnison Valley RTA (GVRTA) is a governmental entity (special taxing district) located in Gunnison County, Colorado. The commuter bus mission of the GVRTA is to provide a long term and energy efficient public transit system between the north and south ends of the Highway 135 corridor.

The Crested Butte Mountain Express (MX) is formed by an intergovernmental agreement between the Towns of Crested Butte and Mount Crested Butte located in Gunnison County, Colorado. The mission of MX is to provide safe, free and courteous public ground transportation services for residents of and visitors to the Mt. Crested Butte, Crested Butte, and surrounding north valley communities and to provide a safe, fair, and honest working environment for Mountain Express employees.

In 2019, the GVRTA provided approximately 12,800 service hours and approximately 427,000 service miles along their commuter route between Gunnison and Mt. Crested Butte. This service carried 224,718 passengers during 2019.

In 2019, the MX provided approximately 18,479 service hours and approximately 100,304 service miles along their six routes serving Crested Butte, Mt. Crested Butte and CB South. These services carried a total of 712,042 passengers during 2019.

In order to continue to fulfill their missions, the GVRTA and MX first began discussing the possibility of purchasing a joint parcel for a joint bus storage facility in the north end of the Gunnison Valley in the spring of 2018. These discussions were begun due to an opportunity afforded by the development of a new industrial park (The Whetstone Industrial Park) located approximately 2.5 miles south of Crested Butte along Colorado State Hwy 135. Both entities determined at regularly scheduled public meetings that it would make sense to purchase a lot jointly for future expansion of bus storage needs.

The GVRTA operates a maintenance facility in the City of Gunnison and determined that operations would be significantly enhanced if there was a possibility of storing buses somewhere near Crested Butte which is approximately 28 miles to the North.

MX has a maintenance facility located at 2 N Eighth St. in the Town of Crested Butte. This facility has, over time as the MX fleet has grown, become too constrained to handle the expanding fleet. MX determined that having a place to store buses within a few miles of their current facility would enhance their ability to provide their service and the new industrial park was determined to be the most logical location to do so.

In summer of 2018, the two entities jointly purchase Lot 16 of the Whetstone Industrial Park for \$450,000.

While in negotiations for this joint purchase, the MX held public meetings and decided that it would make sense to plan for a relocation of their entire maintenance facility. The MX negotiated and completed the purchase of the adjacent Lot 17 for \$450,000 in 2018 with the intention of locating a new facility there at some point in the future.

After this purchase, the GVRTA and MX worked together to develop a site plan for the lots and it soon became apparent that, though the desired facilities could be developed on these lots they would soon be constrained and future expansion would be impossible. At public meetings, during the winter/spring of 2020, the two entities determined that the best course of action would be to trade the two lots (16 & 17) back to the developer for two lots located elsewhere in the development (Lots 10 and 11) and to purchase the adjacent Lot 12 for \$600,000. These three lots (10, 11, & 12) consist of three acres and allow for a site plan which creates the opportunity for success for both entities now and for well into the future. This transaction was completed in April of 2020.

**Title VI Compliance**

GVRTA and MX are committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B.

Title 49 CFR Section 21.9(b)(3) states, “In determining the site of location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or

subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part.” Title 9 CFR part 21, Appendix C, Section (3)(iv) provides, “The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin.”

GVRTA and MX are required to conduct a Title VI equity analysis to ensure the location is selected without regard to race, color, or national origin. Per guidance in the circular, this analysis must:

- Include outreach to persons potentially impacted by the siting of the facility;
- Compare impacts of various siting alternatives;
- Determine if cumulative adverse impacts might result due to the presence of other facilities with similar impacts in the area; and
- Occur before the selection of the preferred site.

If disparate impacts are identified, the least discriminatory alternative must be implemented.

#### **Site Selection Process**

The site selection process started with identifying the space needs based on the fleet projections. Based on feedback from GVRTA and MX staff the site selection criteria were used to identify and evaluate potential sites for the new Administration, Operations, Maintenance, and Storage Facilities that accommodates GVRTA and MX’s current and future needs (through 2050).

Site selection criteria were listed in the following categories.

- General Geographic Area (within 10 miles of Crested Butte)
- Site Size and Configuration
- Cost
- Access Requirements
- General Site Requirements

The site selection process started with identifying the space needs based on the fleet projections. Site selection criteria were then developed.

The only locations in the valley identified in the north end of the Gunnison Valley which allow for this type of industrial use and were of sufficient size were located in the Whetstone Industrial Park. In this industrial park, two lot configurations were identified. Race, color, and national origin were not considered during the identification or evaluation of potential sites.

#### **Community Outreach**

GVRTA and MX sought community input on the location of the new MX Administration, Operations, Maintenance, and MX and GVRTA Storage Facilities during the discussion regarding the purchase and trade of the lots at the Whetstone Industrial Park on February 28, 2020 at the regular meeting of the GVRTA Board of Directors and at the May 24, 2020 regular meeting of the MX Board of Directors.

Notification of the GVRTA public meeting was made in the following ways:

1. Posted on GVRTA website
2. Posted in the Town of Crested Butte, Town of Mt. Crested Butte, City of Gunnison and County Building meeting notice boards
3. Email notification to stakeholders
4. Advertisement in local newspapers

Notification of the MX public meeting was made in the following ways:

1. Posted in the Town of Crested Butte and Town of Mt. Crested Butte meeting notices board
2. Advertisement in the local newspaper

No public comments were received.

#### **Benefits and Burdens Analysis**

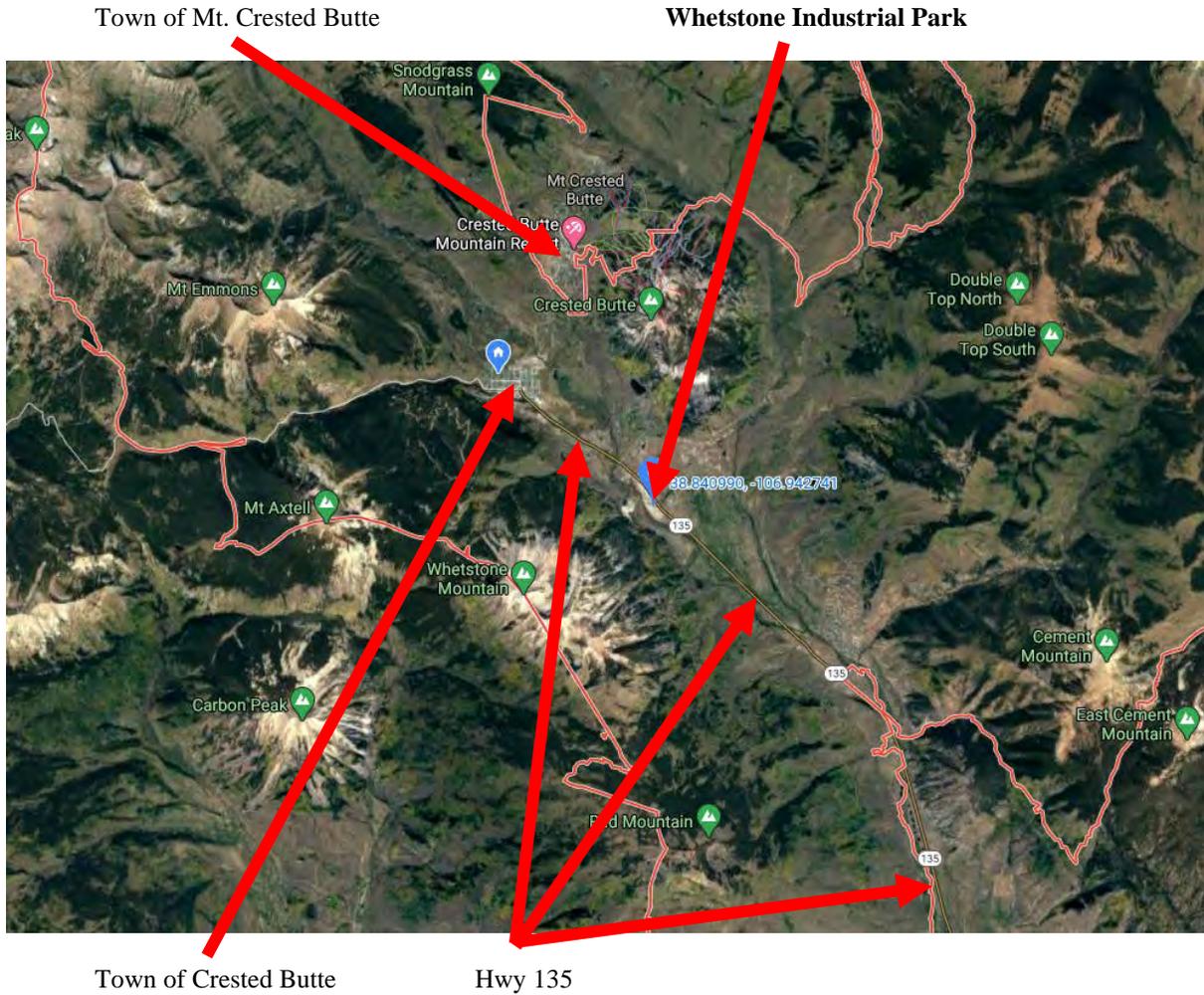
GVRTA and MX reviewed benefits and burdens of each site to determine any impacts that might adversely affect the community. There would be no displacement of residents or operating businesses at either of the two sites considered in this site selection. None of the sites have residential properties within the surrounding area. Therefore, no persons are impacted by the siting of these facilities.

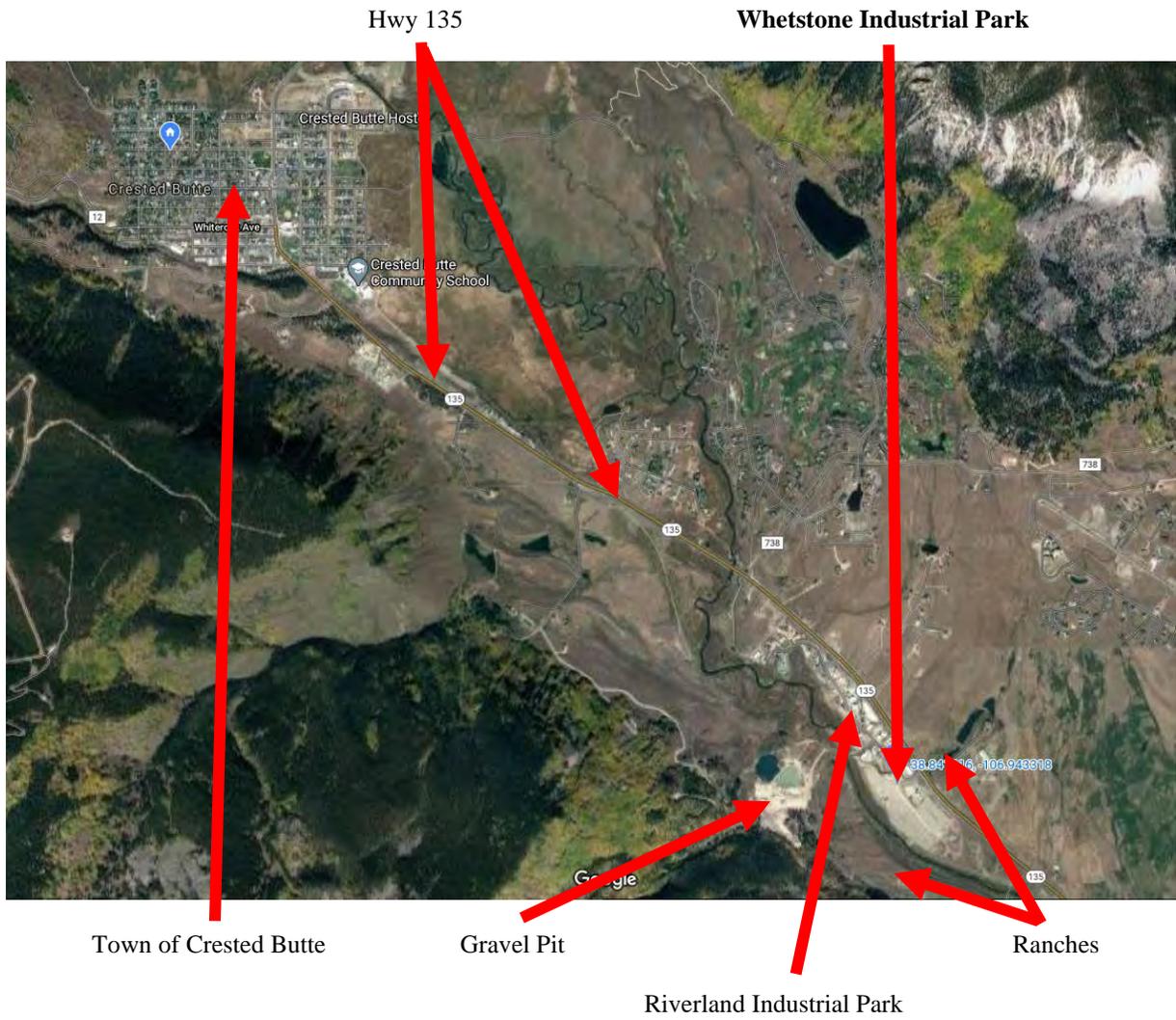
Table 1: Benefits and Burdens

Site	Benefits and Positive Impacts	Burdens and Negative Impacts
Lots 16 & 17 Whetstone Industrial Park	<ul style="list-style-type: none"> <li>-Excellent access to Hwy 135</li> <li>-Compatible with surrounding area</li> <li>-Minimal deadhead</li> </ul>	-Size is constrained and no room for future growth
Lots 10, 11, & 12 Whetstone Industrial Park	<ul style="list-style-type: none"> <li>-Excellent access to Hwy 135</li> <li>-Compatible with surrounding area</li> <li>-Minimal deadhead</li> <li>-Preferred size of lot</li> </ul>	-None identified

**Location of the Whetstone Industrial Park**

The Whetstone Industrial Park is located approximately 2.5 miles southeast of the Town of Crested Butte on Colorado State Hwy 135 which runs between Gunnison and Crested Butte. The Whetstone Industrial Park is bordered by the Riverland Industrial Park to the north, a gravel pit and ranches to the west and south and there another ranch to the northeast and east across Hwy 135 (which is owned by the developer of the park. Gunnison County is not zoned, and uses are defined by the County Land Use Resolution. The Whetstone Industrial Park was approved through Gunnison County’s land use approval process. Bus storage and maintenance is allowed within the industrial park under that approval.







There are no residential neighborhoods adjacent to or near either of the selected parcels so there would be no disparate impact to any people living nearby.

Table 2: Demographic Data

	Gunnison County, Colorado	Census Tract 9638, Gunnison County, Colorado (Includes Crested Butte & Site Locations)
Total Population	16,802	4,710
White	16,367	4,539
Non-White	435	171
Non-White %	2.59%	3.63%

Source: American Community Survey Table ID DP05, 2019 ACS 5-Year Estimates

**Conclusions**

All locations identified and evaluated for consideration for the new MX Administration, Operations, Maintenance, and MX and GVRTA Storage Facilities were selected without regard to race, color, or national origin. An evaluation of the poverty rate, minority population rate (non-white), and LEP rate for the two sites showed no adverse impacts for either of the sites since there are no residential neighborhoods adjacent to or near either site. Lots 10, 11, & 12 should be considered as a candidate for relocation of bus, maintenance and operations facility as this site showed no adverse impacts to any persons.

## **Gunnison Valley Transportation Authority (GVRTA)**

### **Drug and Alcohol Testing Policy**

**Adopted as of 5/7/21**

The Gunnison Valley Transportation Authority (GVRTA) is dedicated to providing safe, dependable and economical transportation services to our transit system passengers. The GVRTA hires a subcontractor (AEX, Inc.) to provide this service. This policy is intended to be the minimum requirements for substance abuse testing and is not intended to limit the subcontractor from following its own policy as long as its own policy meets or exceeds the requirements in this policy. The GVRTA subcontractor's employees are our most valuable resource and it is our goal to provide a safe, satisfying working environment, which promotes personal opportunities for growth. In meeting this goal it is our policy to (1) assure that subcontractor's employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner; (2) create a workplace environment free from the adverse effects of drug abuse and alcohol misuse; (3) prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and (4) encourage subcontractor's employees to seek professional assistance any time personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

All references to "employee" or "employees" in this policy refers to AEX, Inc. employees as well as to GVRTA employees.

#### **A. PURPOSE**

- 1) The GVRTA provides commuter bus service for the residents and visitors of Gunnison County, Colorado. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, GVRTA declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and

prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

- 3) Any provisions set forth in this policy that are included under the sole authority of GVRTA and are not provided under the authority of the above-named Federal regulations are underlined. Tests conducted under the sole authority of GVRTA will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

## **B. APPLICABILITY**

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles and any transit employee who operates a non-revenue service vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above-mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

## **C. DEFINITIONS**

*Accident*: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means

damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Adulterated specimen:* A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

*Alcohol:* The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

*Alcohol Concentration:* Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

*Aliquot:* A fractional part of a specimen used for testing, it is taken as a sample representing the whole specimen.

*Canceled Test:* A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

*Confirmatory Drug Test:* A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

*Confirmatory Validity Test:* A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

*Covered Employee Under FTA Authority:* An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

*Designated Employer Representative (DER):* An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other

communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

*DOT, The Department, DOT Agency:* These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

*Dilute specimen:* A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

*Disabling damage:* Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Evidentiary Breath Testing Device (EBT):* A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

*Initial Drug Test: (Screening Drug Test)* The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

*Initial Specimen Validity Test:* The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid

*Invalid Result:* The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

*Laboratory:* Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory

Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

*Limit of Detection (LOD):* The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

*Limit of Quantitation:* For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

*Medical Review Officer (MRO):* A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

*Negative Dilute:* A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

*Negative result:* The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

*Non-negative test result:* A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

*Oxidizing Adulterant:* A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

*Performing (a safety-sensitive function):* A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

*Positive result:* The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

*Prohibited drug:* Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine, as specified in 49 CFR Part 40, as amended.

*Reconfirmed:* The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

*Rejected for Testing:* The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

*Revenue Service Vehicles:* All transit vehicles that are used for passenger transportation service.

*Safety-sensitive functions:* Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling the movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

*Split Specimen Collection:* A collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

*Substance Abuse Professional (SAP):* A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

*Substituted specimen:* A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

*Test Refusal:* The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site

- before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
  - (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
  - (6) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
  - (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
  - (8) Fail to cooperate with any part of the testing process.
  - (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
  - (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
  - (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
  - (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
  - (13) Fail to remain readily available following an accident.
  - (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

*Vehicle:* A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

*Verified negative test:* A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use at or above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

*Verified positive test:* A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use at or above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

*Validity testing:* The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

#### **D. EDUCATION AND TRAINING**

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

**E. PROHIBITED SUBSTANCES**

- 1) Prohibited substances addressed by this policy include the following.
  - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a GVRTA supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- c. Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

**F. PROHIBITED CONDUCT**

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
  - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039,

USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:

- i. The employee's alcohol concentration measures less than 0.02; or
  - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
  - 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
  - 7) GVRTA, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
  - 8) Consistent with the Drug-free Workplace Act of 1988, all GVRTA/AEX employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

#### **G. DRUG STATUTE CONVICTION**

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the GVRTA management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.

#### **H. TESTING REQUIREMENTS**

- 1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function.

Under GVRTA authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

- 3) All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with GVRTA. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

#### **I. DRUG TESTING PROCEDURES**

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS or LC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and

provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the GVRTA. If a legitimate explanation is found, the MRO will report the test result as negative.

- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. GVRTA will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however GVRTA will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.
- 8) Observed collections

- a. Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
  - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to GVRTA that there was not an adequate medical explanation for the result;
  - ii. The MRO reports to GVRTA that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
  - iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
  - iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
  - v. The temperature on the original specimen was out of range;
  - vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
  - vii. All follow-up-tests; or
  - viii. All return-to-duty tests

**J. ALCOHOL TESTING PROCEDURES**

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD))

which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) GVRTA affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

#### **K. PRE-EMPLOYMENT TESTING**

- 1) All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.

- a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
- b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
- c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
- d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.
- e. If a pre-employment test is canceled, GVRTA will require the applicant to take and pass another pre-employment drug test.
- f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

- h. Applicants are required (even if ultimately not hired) to provide GVRTA with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. GVRTA is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide GVRTA proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

#### **L. REASONABLE SUSPICION TESTING**

- 1) All GVRTA FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under GVRTA' authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) GVRTA shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.

- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the GVRTA
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. GVRTA shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the GVRTA. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

#### **M. POST-ACCIDENT TESTING**

- 1) FATAL ACCIDENTS – A covered employee will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) NON-FATAL ACCIDENTS - A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
  - a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
  - b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that GVRTA is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), GVRTA may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

#### **N. RANDOM TESTING**

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Employees who may be covered under company authority will be selected from a pool of non-DOT-covered employees.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under GVRTA authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under GVRTA' authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

#### **O. RETURN-TO-DUTY TESTING**

All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to

work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee will require a return-to-duty drug test, alcohol test, or both.

#### **P. FOLLOW-UP TESTING**

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

#### **Q. RESULT OF DRUG/ALCOHOL TEST**

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, referred to a list of USDOT qualified Substance Abuse Professionals (SAPs) for assessment. No employee will be allowed to return to duty requiring the performance of safety-sensitive job functions without the approval of the SAP and the employer.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal is defined as any of the following circumstances:
- a) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
  - b) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
  - c) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
  - d) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
  - e) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
  - f) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
  - g) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
  - h) Fail to cooperate with any part of the testing process.
  - i) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
  - j) Possess or wear a prosthetic or other device used to tamper with the collection process.
  - k) Admit to the adulteration or substitution of a specimen to the collector or MRO.
  - l) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
  - m) Fail to remain readily available following an accident.
  - n) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
- 4) For the first instance of a verified positive test from a sample submitted as the result of a random drug/alcohol test, disciplinary action against the employee shall include:
- a. Mandatory referral to Substance Abuse Professional for assessment, formulation of a treatment plan, and execution of a return to duty agreement;
  - b. Failure to execute, or remain compliant with the return-to-duty agreement shall result in termination from GVRTA employment.

- i. Compliance with the return-to-duty agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy.
      - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.
      - d. A periodic unannounced follow-up drug/alcohol test which results in a verified positive shall result in termination from GVRTA employment.
- 5) The first instance of a verified positive post-accident or reasonable suspicion drug and/or alcohol test shall result in termination.
- 6) The second instance of a verified positive drug or alcohol test result for any category of testing shall result in termination from GVRTA employment.
- 7) An alcohol test result of  $\geq 0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NON-DOT alcohol test with a result of less than 0.02 BAC.
- 8) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
  - a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return to work agreement;
  - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from GVRTA employment.
    - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the

sole authority of GVRTA and will be performed using non-DOT testing forms.

- c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. All tests conducted as part of the return to work agreement will be conducted under company authority and will be performed using non-DOT testing forms.
  - d. A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.
  - e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.
  - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with GVRTA.
  - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 9) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

#### **R. GRIEVANCE AND APPEAL**

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

#### **S. PROPER APPLICATION OF THE POLICY**

GVRTA is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

#### **T. INFORMATION DISCLOSURE**

- 1) Drug/alcohol testing records shall be maintained by the GVRTA Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need to know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over GVRTA or the employee.

- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
  
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

**Gunnison Valley Transportation Authority (GVRTA)**  
**Substance Abuse Policy & Drug and Alcohol Testing Policy**

**PROOF OF ADOPTION:**

This Policy was adopted by the Board of Directors of the GVRTA at their regular meeting on May 7, 2021.

Affirmed by the Chair of the Board of Directors \_\_\_\_\_ 5/7/2021  
Janet R. Farmer, Board Chair



## **Attachment B Contacts**

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

### **GVRTA Drug and Alcohol Program Manager**

Name: Pam Cook

Title: Director of Operations, AEX, Inc.

Address: PO Box 1250, Gunnison, CO 81230

Telephone Number: 970-209-1368

### **Medical Review Officer (MRO) Services Will Be Provided by:**

Company: i3 Screen

Officer: David Nahin

Address: 9501 Northfield Boulevard, Denver, CO 80238

Telephone: 877-295-3341

### **Substance Abuse Professional (SAP):**

Name: Barbara Kinkelaar LPC, LAC, NCAC II, SAP

Address: 518 28 Road, B-209 Grand Junction, CO 81501

Telephone: 970-210-1544

Fax: 970-245-3216

### **DHHS Certified Laboratory:**

Name: MEDTOX Laboratories, Inc.

Address: 402 W County Road D, St Paul, MN 55112

Telephone: 651-636-7466

### **Collection Site:**

Name: Mark High

Address: 800 W Ohio Ave, Gunnison, CO 81230

Telephone: 970-901-8400

### **Secondary Collection Site:**

Name: Drug Testing Inc.

Address: 26 S. Stough Ave. Montrose, CO 81401

Telephone: 970-249-1113



## GUNNISON VALLEY TRANSPORTATION AUTHORITY (RTA) POLICY REGARDING ADVERTISEMENTS ON BUSES

The Gunnison Valley Transportation Authority (RTA) desires to utilize its fleet of buses to promote valley-wide interests as expressed through governmental entities within its jurisdiction, including WSCU, and local non-profit entities. To achieve this goal, the RTA authorizes signs to be placed on the exterior of its bus windows under the following conditions:

1. The governmental or non-profit entity must make a presentation to the Board and obtain Board approval for the proposed signage. Such approval shall be valid for up to three years.
2. The sign(s) must be made of perforated vinyl designed to be see-through from the interior of the bus.
3. The sign(s) must be provided by and paid for by the entity desiring to advertise.
4. Each sign must fit within each side window of a bus and entirely cover the window.
5. Sign(s) must be applied by a professional installer and removed by entity staff under the direction of Alpine Express no later than three years after approval (unless an extension is granted by the Board).

After the adoption of this policy, the following guidelines may apply:

1. WSCU may advertise in all appropriate windows on ~~both sides~~the right side of 1 bus;
2. Other governmental entities and non-profit entities may advertise in one window of up to three of the remaining buses as available.
3. Signs will be placed only on the right (passenger) side windows of the buses.
4. There are six windows available for advertising on each bus and windows will be available on a first come, first serve basis. If more entities desire to advertise than there is space available, then a waiting list will be created.

Adopted ~~6-6-195~~7-21