



~Agenda~

For a Regular Meeting of the
Southwest Transit Coordinating Council

Friday, March 18, 2016 9:00 AM Carnegie Building 1188 E 2nd Ave., Durango, CO 81301

***Video and phone conferencing will be available.

***Join from PC, Mac, iOS or Android: <https://www.zoom.us/j/510934526>

***Or join by phone: [+1 \(408\) 638-0968](tel:+14086380968) or [+1 \(646\) 558-8656](tel:+16465588656) (US Toll), Meeting ID: 510 934 526

- I. Introductions**
- II. January meeting minutes**
- III. Discussion Items**
 - a. Changes to CDOT's FTA funding distribution (5310 and 5311)
 - b. DOLA EIAF 9038 – marketing campaign
 - c. Draft by-laws
 - d. Legislative Update
- IV. Decision items**
 - a. Elect chair and vice chair
- V. Reports (if time allows)**
 - a. Transit Provider Updates
 - b. Human Service Provider Updates
 - c. Grant Updates

Southwest Transit Coordinating Council
15 January 2016
Carnegie Building 1188 E 2nd Ave., Durango

In Attendance:

Peter Tregillus - SUCAP/Roadrunner Transit
Jennifer Hill - City of Durango
Jacob Garlick - Southern Ute Indian Tribe
Nita Purkat - Dolores County (by phone)
Debra Herrera- SUCAP/Roadrunner Transit (by phone)
Sara Trujillo - Southwest Colorado Council of Governments
Shannon Cramer - Southwest Colorado Council of Governments
Jessica Laitsch - Southwest Colorado Council of Governments

I. Introductions

The meeting was called to order at 9:13 a.m.

II. Consent Agenda

a. November 2015 meeting minute approval

b. December 2015 grant reimbursement request

Peter Tregillus asked if the goals identified in the minutes are the same identified in the document attached for this meeting.

III. Discussion Items

a. Introduction of COG Coordinator, Jessica Laitsch, as new Transit Council Coordinator
Jessica Laitsch introduced herself and that she will be the contact at the COG for the Transit Council.

b. Review outcomes from October and November facilitated meetings (goals, purpose, structure, etc.)

Jessica asked if there were comments about the outcomes from the two previous meetings. Peter asked if it was the intent for the council to provide coordinated transit services. Jennifer suggested that the council would coordinate existing transportation services. There was discussion to modify this to read the transit council will provide coordination and support for coordinated transportation services. Peter added that the purpose should include other partners such as employers, medical providers, and workforce centers as there could be a wide variety of people who could benefit from transit service. He suggested adding education as well. Jessica replied that she will make these changes and send the document back out. Peter requested that the goals are regularly addressed to make updates as appropriate.

c. Discussion regarding public/private partnerships

Jessica recommended that they address this topic another time. Peter asked what this was intended to address. Jennifer replied that the discussion had related to the possibility of coordination with charter services. Peter asked whether the issue of public/private partnerships has been discussed with respect to regional transit. There was brief discussion about existing partnerships and potential partnerships with existing transit services.

IV. Decision items

a. Elect Chair/Vice Chair positions

Jessica explained that there had been discussion at the previous meeting to establish board positions and recommended postponing this item to a later meeting. Peter recommended finding someone to volunteer to chair the next meeting and agreed that this items should wait until there is more participation. Jessica added that she plans to have draft bylaws for the next meeting. Peter replied that the issue is the interplay between discussion among transit providers about transit related issues and receiving updated information about the communities' needs. He added that regional transit should be a regular discussion item. Nita asked what types of decisions the council would make. Peter replied that regional transit will be a major issue coming up and there will need to be planning and coordination on this in the near future. Jennifer asked if the COG intends to take on a regional planning role. Sara replied that this would largely depend on staff capacity. Peter suggested contracting a consultant for this work. There was discussion about the role of staff as providing consistency, ensuring ongoing communication and coordination with stakeholders and maintaining information such as a regional plan while the council would provide direction with respect to how to move forward on specific items in addition to being the content experts. Peter asked if the grant money could pay for a consultant to develop a regional plan in the near future. Sara replied that staff would look into this. Nita mentioned that plans have been developed throughout the region and it may be useful to compile that information. Peter recommended that organizations present their plans to the council as they are completed.

V. Reports:

a. 2016 Meeting Dates

b. Human Service Provider Updates

c. Transit Provider Updates

Jennifer reported that the Durango transit center will be closed on the weekends. She added that the city will be introducing a veteran's transit pass. Additionally, the city will be updating their multi-modal transportation master plan, which was originally created in 2012, the process will include a number of public meetings.

Peter reported that the inter-city bus to Grand Junction had a record month in December. He added that one bus was hit and will be out of service for a number of months. He mentioned that Roadrunner has had discussions with Montezuma County to determine their interest level in having regional commuter transit in addition to medical transit. He added that they are looking to purchase an accessible vehicle for the senior center for escorted transportation in addition to three replacement vehicles.

Nita reported that Dolores County is working on their strategic plan which has brought out good information about how to better serve the community and has highlighted the need for improved marketing. She added that they are also working on an asset management plan, looking at what the transit system will look like in the future after they relocate to Dove Creek. She added that this may be valuable information to share with other rural areas.

Jessica reported that the ADA paratransit plan template would be distributed later that day.

The meeting was adjourned at 10:07 a.m.



Notice

The Colorado Department of Transportation is providing notice that it wishes to make modifications to the current process for distributing Federal Transit Administration funds. This change would affect the FTA Section 5310 and 5311 programs, excluding 5311(b)3, RTAP, and 5311(f), Intercity Bus programs. This change will modify those sections of the State Management Plan related to FTA funding and the distribution of those funds.

Current Policy

CDOT receives approximately \$15 million in Federal funding each year, divided into Operating, Capital, and Planning programs. In 2015, applications were taken for Administration and Operating funding for the 2016-2017 planning cycle. There was significantly more funding requests than there were funds available.

As a result of this process, CDOT determined that the current process for funding programs and projects was unable to accommodate the changes that have taken place. Currently the funding and awarding of grants occurs in the following manner:

Section 5310

Under the FTA Section 5310 program, 8% of the annual allocation is designated for State Administrative projects. These funds include local and regional coordinating council start-up projects as well as statewide coordination and technical assistance contracts. At least 55% of the apportionment is designated for capital projects including capital operating projects such as mobility management. A total not to exceed 45% of the funds is available for operating projects which had previously been eligible under Section 5317 New Freedom. At present, no money is set aside for Vehicle or Equipment Capital projects.

The current percentage distribution has been:

- 8% for state administration
- 37% for operating
- 55% for capital, including capital operating such as mobility management

For the 2016 funding year, the projected allocation of \$3,129,441 was divided as follows:

Total Projected Allocation:		
5310		\$3,129,441
	State Administration	\$250,355
	Urban Operating	\$664,400
	Urban Capital Operating	\$812,044
	Small Urban Operating	\$403,135
	Small Urban Capital Operating	\$492,721



	Rural Operating	\$228,053
	Rural Capital Operating	\$278,732

The funding is first assigned to Operating awards up to the budgeted maximum. Any remaining funds are then moved to the Capital Operating element of that region’s funding. The funding for each region is determined by the FTA. The urban funding is only available for projects within the Denver-Aurora urbanized area. Projects within the Fort Collins and Colorado Springs urbanized areas are managed by the Designated Recipient within those regions (Transfort and Mountain Metro Transit, respectively).

Projects for Capital Operating are then awarded funding. Capital Operating includes projects such as mobility management, travel training, brokerage operations, and contracted services. No funding is currently set aside to ensure the availability of funds for vehicle or equipment capital projects.

Section 5311

Under the FTA Section 5311 program, 2% is allocated for the RTAP program. These funds are not included in the distribution plan as they are allocated separately by the FTA. A total of 5.25% of the annual allocation is designated for State Administrative projects. This includes funding Division of Transit & Rail staff positions and operations. Of the remaining funds, up to 15% is designated for the 5311(f) Intercity and Regional Bus program. CDOT has chosen to maximize this contribution based on the need for these services. A total of \$1 million is set aside for vehicle, facility, and equipment capital projects. The remaining funds are then made available for 5311 Administration and Operating projects.

For the first time in the 2016-2017 cycle, CDOT had requests for funding that exceeded the amount available, \$10.8 million compared to a budget of \$7.7 million. The \$7.7 million budget includes an additional \$300,000 that was moved from State Administration funds.

For the funding year of 2016, the projected allocation of \$11,005,213 was divided as follows:

Total Projected Allocation:		
5311	\$11,005,213	
	State Administration	\$580,417
	5311(f)	\$1,650,782
	5311 Administration & Operating	\$7,774,014
	5311 Capital	\$1,000,000

The funding in the Administration & Operating pool was unrestricted meaning there were no allocations for new projects or expansion. Existing grant partners were flat funded for 2016 and three new projects were partially funded.



Evaluation Criteria – Operating

The evaluation criteria for determining funding for eligible projects consists of three elements:

- 30% - Financial Justification
- 30% - Service Justification
- 40% - Merit Score (Coordination)

Applications are given a score of 1 to 3 in ¼ point increments in each category. The scores are then weighted by category and summed to receive a total project score. A baseline score is identified and projects which score below the baseline are determined to not meet the eligibility criteria and are not funded.

Evaluation Criteria – Capital

The evaluation criteria for capital projects depends on the type of project proposed.

- 1) Requests for Replacement/Rebuild Rolling Stock
 - a) Criteria 1: Mileage, Usage, Readiness (7 possible points out of 10)
 - b) Criteria 2: Special Considerations (3 possible points out of 10)
- 2) Requests for Expansion Rolling Stock or Facilities
 - a) Criteria 1: Demonstrated Need and Readiness (7 possible points out of 10)
 - b) Criteria 2: Special Considerations (3 possible points out of 10)
- 3) Requests for Facilities, Design, Equipment
 - a) Criteria 1: Readiness and Demonstrated Timetable (4 possible points out of 10)
 - b) Criteria 2: Project Purpose, Cost Savings, and Efficiency (4 possible points out of 10)
 - c) Criteria 3: Special Considerations (2 possible points out of 10)
- 4) Requests for Planning Studies
 - a) Criteria 1: Project Purpose and Demonstrated Need (7 possible points out of 10)
 - b) Criteria 2: Project Readiness and Sufficiency (3 possible points out of 10)



Proposed Policy Changes

The awards for the 2016 operating year revealed a significant disconnect between the Colorado State Transit Plan goals and objectives and the resultant awards. While the Capital process is a strong one, it is held hostage to the Administration & Operating process which precedes it. CDOT must develop a distribution methodology that addresses the following:

- The policy must address the significant gap between need for funding and available funding
- The policy must address the need for ensuring that capital funds are available for 5310 and 5311 recipients after the Administration & Operating call for projects
- How much of the 5310 funds should be reserved for Operating projects?
- For 5310 Capital projects, how much should be dedicated to vehicle acquisition projects vs. other capital projects (i.e., mobility management)?
- For 5311 funding, is the \$1 million currently set aside for Capital projects appropriate? Should this decrease or increase?
- The policy must ensure that all awards are made within the framework of the regional and state transit plans
- The policy must consider the value of funding “new” projects. These are projects which significantly increase the availability of transit in the state. This may or may not include expansion projects.
- The policy must improve the current evaluation criteria for Administration & Operating funding to more accurately reflect CDOT’s future vision for transit.

To achieve this, CDOT is soliciting input from the public and stakeholders to further the development of this comprehensive funding policy.

Discussion

There are a number of considerations under each of the FTA funding programs.

5310

The current FTA 5310 program has undergone significant change in the past few years. With the enactment of MAP-21, the former New Freedom, Section 5317 programs were absorbed into the 5310 program and activities that were eligible under those programs were made eligible for 5310 funding. This resulted in a significant increase in requests for funding both in the new operating category as well as capital operating (Mobility management, travel training, brokerage operations, and contracted services). For the 2016 program year, CDOT was in danger of exhausting all funds within the 5310 Rural category. This would have meant that no funding would have been available for vehicle or equipment capital projects.



Changes to the current policy must include consideration for ensuring that rural 5310 recipients have vehicle and equipment capital funds available after the operating awards are made. Options for ensuring this include:

- A percentage or amount set aside as is currently done with 5311 funding
- Designating any funds not used in the 45% operating pot for vehicle capital
- Modifying the evaluation process to restrict eligibility for the 55% capital projects
 - For example, increase requirements for qualifying for mobility management funds or;
 - Increase the local match required for capital operating projects
- Designating all 5310 funds for Capital projects (so that all projects can be evaluated with common criteria)
- Increasing the minimum score for determining eligible projects
- A combination of these

Changes to the evaluation process for 5310 funded projects could also serve to maximize the funding impact appropriately. At present, CDOT does not strictly enforce the eligibility criteria for these funds to serve seniors and persons with disabilities. In past years this funding has seen fewer projects than available funding so there has been the opportunity to relax the criteria. By potentially reinforcing the definitions and ensuring that the majority of services provided are for individuals within these two classifications, we could see a decrease in the demand for funding, further freeing up resources for projects that more closely meet the definitions.

5311

The current FTA 5311 program has done an excellent job in funding existing grant partner programs. It has not needed the flexibility to accommodate new funding partners in the past because the demand had never exceeded the available funds. For 2016, the request for funds far outstripped the available money. The growth of transit services in Colorado has not been supported well by the current funding process.

Options for ensuring the best allocation of resources may include the following possibilities:

- Setting aside a percentage of funds for “new starts” and/or expansion programs and awarding these funds first, then transferring any remaining funds back into the general funding pool.
- Developing a funding algorithm that takes into account the funding streams of the grant partner involved, i.e. giving a scoring bonus to agencies that charge a fare or have a dedicated funding source.
- Eliminating or restricting the availability of administration funds which are matched 80:20 compared to the 50:50 match required for operating projects. This option is currently in use in many other states.



- Increasing the required match for agencies which pose a higher risk, based on upcoming risk-based assessments required by the new 2 CFR 200 Supercircular.
- Limiting the available funding to specific program elements, such as only for direct operations or allowing no more than 15% funding for non-operations line items.
- Using performance measures (e.g., cost per trip, cost per revenue mile) and/or economic measures to influence the amount of operating funds available
- Reducing the amount of funding available for Capital projects.

The core question that should be answered by these changes is, where can CDOT's funding have the biggest impact on the availability and quality of mobility services in Colorado? And how do we ensure that the funding is distributed to not only benefit existing services but foster the development of new and expanding programs?

Effect

The effect of these policy changes are dependent on the final decisions being made. However, CDOT anticipates the following key effects:

1. These changes may result in a decrease in funding to some agencies as the new criteria are implemented.
2. These changes may result in additional local match being required for all or some funded projects.
3. These changes may increase the availability of funding for new projects.
4. These changes may decrease the amount of funding available for Administration & Operating as funds are set aside for capital programs.
5. These changes may eliminate funding for some cost centers, such as the elimination or restriction of funds for administration.
6. These changes will change the scoring criteria for operating, administrative, and capital operating projects to become more objective and relate to the regional and statewide transit plans.

Currently funded programs and projects should be prepared for some of these potential effects to be implemented with the 2018-2019 Operating Call for Projects.



Timeline

CDOT is planning for an implementation of the adopted policy changes effective April 1, 2017 for applications for CY 2018 Operating and FFY 2018/SFY 2019 Capital projects. To achieve this, CDOT is planning the following schedule:

November 2015	Notice of Proposed Policy Changes (NPPC) issued
March 2016	State Transit Town Halls collect input
May 2016	Session at Spring CASTA Conference to collect input
July 2016	Public Input sessions held throughout Colorado
September 2016	Draft Policy Changes discussed
March 2017	Final Policy Change input
April 1, 2017	Policy Changes Adopted and Implemented

Input

Input to this NPPC may be submitted to CDOT in a number of ways. Input may be provided directly to the Grants Unit Manager, Rob Andresen via email at rob.andresen@state.co.us, by phone at 303.757.9766, or in writing to:

CDOT Funding Policy Input
Division of Transit & Rail – Grants Unit
4201 East Arkansas Avenue
Shumate Building
Denver, CO 80222

Input will also be collected at the in-person and telephonic sessions scheduled in the timeline above. All input will be collected and reviewed during the development process

Southwest Colorado Regional Transit Coordinating Council (TCC)

Bylaws/Standards of Operations

ARTICLE I

Objective

The objective of the TCC is to serve as the local coordinating council for a five (5) county rural area of Colorado, including Archuleta, Dolores, La Plata, Montezuma, and San Juan Counties, and to provide coordination and support for transportation services that encourage transit travel among the region's residents, employees, and visitors.

ARTICLE II

Representatives

1. Seats

The TCC consists of the following 20 seats (see appendix A for the list of TCC representatives):

- Transportation Service Providers: 5 seats (one from each participating county) Current participating counties include Archuleta, Dolores, La Plata, Montezuma, and San Juan.
- Human Services Providers: 5 seats (one for each participating county)
- Local Government Representatives: 2 seats (1 municipal level representative + 1 county level representative)
- Veteran Service Providers: 1 seat
- Disability Community: 2 seats
- Older Americans Agencies: 1 seat
- Educational organizations: 1 seat
- Medical providers: 1 seat
- Workforce Center: 1 seat
- Consumer: 1 seat

Each representative will identify an alternate. Only one vote per seat will be recognized.

- Advisory Representative: 1 non-voting seat (Colorado Department of Transportation)

2. Term

Unless sooner replaced by the appointing Member Jurisdiction, the term of each representative and alternate representative shall be two years and shall commence at the first regular TCC meeting held in January.

3. Vacancies

If any TCC representative shall cease to hold office on the governing board or cease to hold his or her appointed position of its Member Jurisdiction, a vacancy shall exist and the appointing Member Jurisdiction shall fill the vacancy and such appointee shall serve until the expiration of the original representative's term.

ARTICLE III

Officers

1. Officers

The TCC will elect a Chair and Vice Chair from among its representatives.

A. Chair: The Chair shall preside at all meetings of the TCC.

B. Vice Chair: The Vice Chair shall exercise the functions of the Chair in the Chair's absence or incapacity. In the event the Chairperson should resign from the TCC or a vacancy is created, the Vice Chair shall assume the position until the next scheduled election. In the event the Vice Chair should resign from the TCC or a vacancy is created, a special election will take place at the next scheduled TCC meeting.

C. No person shall hold office if he/she is not a member and no member shall hold more than one (1) office at a time.

2. Election of Officers:

A. Officers shall be elected by a simple majority of the voting representatives of the TCC making up a quorum. Officers shall serve for a term of two (2) year from the date of their election, unless they cease to be a representative before that time. Officers may be elected to successive 2 year terms as voted on by the representatives. The officers shall be elected by vote at a regularly scheduled TCC meeting to serve a term of two (2) years or until their successors are elected. Their term of office shall begin upon adjournment of the regular meeting during which the election took place.

B. The officers shall be elected by vote at a regularly scheduled TCC meeting to serve a term of two (2) years or until their successors are elected. Their term of office shall begin upon adjournment of the regular meeting during which the election took place.

C. Elections shall be held at the TCC meeting in January of every even numbered year.

3. Removal, Resignations and Vacancies of Officers

Any Officer elected by the Board may be removed at any time by the Board by a two-thirds vote. Any Officer may resign at any time by giving written notice of the Officer's resignation to the Chair or Vice Chair, and acceptance of such resignation shall not be necessary to make it effective unless the notice so provides. Any vacancy occurring in any Officer position shall be filled, by succession or by special election by the Board, for the unexpired portion of the term.

ARTICLE IV

Meetings

1. Regular Meetings

A regular meeting of the TCC shall be held on the third Friday of odd numbered months (January, March, May, July, September, November). Meetings will be held at the SWCCOG office between the hours of 9 a.m. and 3 p.m., unless otherwise posted, and will include a conference call option for participants who wish to call in. With prior approval of the TCC board, representatives may vote via electronic means. All Board and committee meetings shall be open to the public and interested participants are encouraged to attend. All Board and committee meetings shall comply with the Colorado Open Meetings Law, C.R.S. 24-6-401 et seq, or any successor statute thereto. Executive sessions may be held in compliance with the Colorado Open Meetings Law, or any successor statute thereto.

2. Special Meetings

Special meetings may be called by the Chair or with a request made by a majority of the representatives.

3. Public Notice of Meetings

Public notices of meetings will be posted at the SWCCOG office and shall otherwise comply with the Colorado Open Meetings Law.

ARTICLE V

Voting

1. Vote

Decisions will be made through consensus whenever possible. If a vote is needed, a motion may be passed by a simple majority of votes cast by the TCC members in attendance, provided a quorum has been reached.

2. Allocation of Voting Rights

A Member Jurisdiction's representative shall be entitled to one (1) vote on all matters that may be cast by the representative or alternate representative if the representative is absent. Affiliate Members' representatives are not entitled to vote.

3. Quorum

A quorum shall consist of at least one half plus one of the total number of voting representatives. Any representative may attend a meeting of the Board in person, or by remote, electronic or telephonic communication methods.

4. Proxy Voting

Proxy voting is not permitted.

ARTICLE VI

Committees

The direction and authority of subgroups or committees will be determined upon their formation.

ARTICLE VII

Amendment

These Bylaws may be amended by 2/3 majority vote of the quorum of representatives in either regular or special session.