



~Agenda~

**For a Regular Meeting of the  
Southwest Transit Coordinating Council**

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**Friday, January 15, 2016**

**9:00 a.m.**

**Carnegie Building 1188 E. 2<sup>nd</sup> Ave., Durango**

\*\*\*Video and phone conferencing will be available.

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

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

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**I. Introductions**

**II. Consent Agenda**

- a. November 2015 meeting minute approval
- b. December 2015 grant reimbursement request

**III. Discussion Items**

- a. Introduction of COG Coordinator, Jessica Laitsch, as new Transit Council Coordinator
- b. Review outcomes from October and November facilitated meetings (goals, purpose, structure, etc.)
- c. Discussion regarding public/private partnerships

**IV. Decision Items**

- a. Elect Chair/Vice Chair positions

**V. Reports**

- a. 2016 Meeting Dates
- b. Human Service Provider Updates
- c. Transit Provider Updates

Southwest Transit Coordinating Council  
4 November 2015  
Carnegie Building 1188 E 2nd Ave., Durango

In Attendance:

Amber Blake - City of Durango  
Ed Gilbert - Cortez Cab  
Jennifer Hill - City of Durango  
Kalisha Crossland - San Juan Basin Health Department  
Matt Muraro - CDOT  
Kent Harris - Durango Transit  
Clayton Richter - SUCAP/Roadrunner Transit (by phone)  
Judy Hudson-Trujillo - Trujillo Group (by phone)  
Sylvia Labrucherie - (by phone)  
Miriam Gillow-Wiles - SWCCOG  
Shannon Cramer - SWCCOG  
Jessica Laitsch - SWCCOG  
Marsha Porter-Norton - Moderator

**I. Introductions**

The meeting was called to order at 10:12 a.m. Marsha Porter-Norton introduced herself and her role in the meeting. She described that the purpose of this meeting is to review the goals identified at the last meeting and to discuss staff and council roles. She added that, time permitting, they may begin a discussion about mission and vision. She provided an overview of the attached “Basic Roles of Board and Staff” document.

**II. October meeting minutes**

The minutes were accepted.

**III. Discussion Items**

Amber Blake introduced Jennifer Hill, the Multimodal Manager for the City of Durango. Miriam Gillow-Wiles reported that she attended the Rural Transit Assistance Program (RTAP) conference. Amber reported that she had also attended and presented at the RTAP conference, and mentioned that RTAP has a number of trainings and other information available. She added that they also offer training for the General Transit Feed Specification (GTFS) Builder application, during which time transit provider information can be loaded to Google Transit.

**IV. Decision items**

a. Confirm 2016 goal/objectives

Marsha provided an overview of the discussion from the last meeting, which was summarized on the attached SW Transit Coordinating Council 2016 Goals document.

Amber clarified that the state requires there be coordination across the region, but the council itself is not specifically required, although there is funding available to help facilitate the

coordination. She also suggested that with respect to the purpose, the council is coordinating services to become more efficient and avoid duplication of effort.

Amber asked for clarification on the first goal; there was discussion about adjusting the wording of this goal. Matt Muraro asked whether the CDOT Regional Coordinated Transit Plan was referenced in the meeting. He pointed out that a lot of effort went into creating this with a number of the same stakeholders and should be factored in here. There was general agreement that the CDOT regional plan should be integrated with the goals being developed. Marsha read the goals identified in the CDOT regional plan. Amber suggested that the council's first goal fits with goal number four and the second goals from each are integrated. Amber asked about goal number four, since the council is not a policy making board. Marsha replied that this referred to ensuring the council is represented to the TPR as needed. Amber asked who would be the voice of the council to the TPR. Miriam replied that it would depend on the issue and who was available to attend. Amber suggested establishing a procedure to designate, for example, that the chair, vice-chair or a proxy represent the council. Marsha asked if the council would like to modify the structure to include a chair and vice-chair. She summarized her understanding that the council does not wish to begin advocacy, but would like to have a voice at the TPR if issues arise. Miriam agreed that there is a desire for communication with the TPR. Matt suggested that the council's goal number five fits with the CDOT goal number four.

Marsha asked if there are important goals in the CDOT plan that are not captured in the council's goals. Amber replied that, while transit oriented development is important, it is most important for the council to share information and be a resource for the member organizations. She added that they should set goals that are attainable in a shorter timeframe, as the long-term goals would be those identified in the CDOT regional plan. Marsha asked how the group would like to move forward. Miriam replied that identifying short-term goals, such as what will be accomplished in 2016, will be helpful for grant funding. Amber suggested that the goals from the CDOT regional plan be the long-term, overarching goals and the vision statement be used as an initial vision statement for the council. She requested that staff associate the goals with those in the CDOT regional plan to identify the short-term achievable goals. Marsha summarized that the document will be revised to include long-term goals, which are the same as those in the CDOT Regional Transit Plan, and some of the short-term goals will be tied to the long-term goals while some will be specific to the council.

Marsha mentioned that at the last meeting there was concern about whether actual implementation of transit is truly the goal of the council. Amber replied that there is a need for regional transit, but the question is how to implement. Matt stated that this group's focus is creating efficiencies and addressing the "low-hanging" fruit. He added that CDOT has begun providing transit and will be looking at ways to expand this. Ed Gilbert stated that the private sector does not seem to be well represented. He asked about public and private providers working together to fill gaps and expressed concern about the rates some services are being offered at. Amber replied that rates are set depending on the service. Marsha suggested that he continue to engage with the group and that this issue be included as an agenda item at the next meeting. She suggested that he inform staff of any other private providers that should be involved. She also

suggested that the SW Colorado Regional Transit Plan be sent out to the group for review. Miriam mentioned that she will need to send the grant application before this can be finalized and will send out a draft for comments.

Marsha reviewed the background behind the health and human services providers' needs list. She mentioned the suggestion to explore other outreach ideas for interacting with these agencies besides having them attend these meetings.

b. Confirm 2016 mission, vision, and purpose

Marsha read the vision identified in the state regional transit plan and asked if the council would like to adopt it as their vision statement.

c. Define staff and council roles and responsibilities

Miriam explained that staff needs direction on expectations and how roles can best be utilized. Marsha asked how staff sees their role. Miriam replied that currently the staff role is to support and coordinate the council meetings; however, she would prefer a more standard board/staff separation where the council identifies what they would like to achieve and staff implements with support from the council. She suggested having staff act as a conduit for information to the council, identify a chair and vice-chair to set the agendas, and possibly establish by-laws. Marsha asked whether bylaws are needed. Amber stated that the board/staff distinction may not be appropriate for the council at this point since the council members are the currently the content experts, although this may be beneficial eventually. Matt mentioned that bylaws may not be necessary considering the TPRs in the region do not have by-laws. Amber replied that bylaws may be helpful. Marsha added that sometimes "by-laws" may seem too formal, but having something written can provide some guidance and may be helpful for the group. Judy Hudson-Trujillo suggested creating operating agreements.

Marsha asked for clarification on the point that the council members are the content experts while staff coordinates meetings and asked whether this is how it should look, and if not, how it should. Amber replied there has been discussion about the purpose of the council. Matt suggested building content expertise among staff. Miriam asked about setting it up similar to the TPR where staff is the conduit and facilitator. Matt replied this group is different as the TPR is not working to address as many specific goals. Amber added that expertise related to health and human service issues is of primary importance. Miriam replied that the roles can shift as appropriate and the ultimate goal is to have staff with content expertise. Marsha asked for clarification that the council sets the mission, vision, purpose and goals and the staff are facilitators, day to day, project based, "linkers," and provide clerical and financial assistance and oversight. She asked whether the SWCCOG is a grant writer. Miriam replied that at this point they do not have the capacity to write many additional grants. Matt added that the City of Durango and Roadrunner do not need assistance with grant writing, but smaller organizations could benefit from assistance. Amber pointed out the benefits in having council members share knowledge and help one another.

Marsha summarized that the council members are the experts, they share information and knowledge. She pointed out that there will need to be work done on the mission, vision, and purpose as these were not fully addressed in this meeting. She further summarized that staff does not make decisions, rather they bring information to the council. Amber mentioned that they have not seen financial information and requested that staff begin presenting financial information on the grant. Marsha stated that this information will be written up.

Amber added that it would be helpful to get feedback from health and human service providers relative to what benefit they get or would like to get from the council. Kalisha Crossland agreed that the goals identified are important for her organization, but often meetings do not provide useful information. Marsha suggested seeking feedback on “what’s in it for me” from health and human service providers. She added that the major take-away today is that the regional transit plan needs to be the guiding document for the council to work towards achieving, while recognizing the challenges in actually accomplishing the long-term goals. She also mentioned that the council currently has a list of needs from health and human service providers that needs to be updated to include Montezuma and Dolores counties. Amber asked that staff send an email to the health and human service providers asking “what’s in it for me” and to continually refer to the resulting list to keep these needs in the forefront. Kalisha agreed that it is important to keep providers involved as interest has waned.

Sylvia Labrucherie recommended exploring the appendixes in the regional transit plan. She added that part of CDOT’s goal is to turn the transit plans into action plans, which this seems to be a step in that direction. Marsha pointed out that the SWCCOG does not have unlimited resources, so try to pick projects that are doable. Amber added that when looking at projects they need to ensure human service providers are included as appropriate.

**V. Reports:**

a. Transit Provider Updates

Amber stated that the City of Durango transit will not be cutting service. Kalisha asked if they will be adding a route to the Tech Center. Amber replied that they are waiting to determine this as it will depend on a number of factors.

b. Human Service Provider Updates

None.

c. Grant Updates

None.

Matt asked whether he should be part of the council or if he would serve in an advisory capacity. Amber replied it would be important to have him as an advisory member.

Marsha summarized that: the goal list will be re-written to link with the CDOT Regional Transit Plan; the vision statement from the regional transit plan was adopted; the council may wish to look at reworking the vision and purpose statements; the council will elect a chair and vice-chair;

the council will craft operating agreements (bylaws); CDOT's role will be advisory; at the next meeting there will be a discussion about private interests and the public sector; staff will email human service agencies to ask "what's in it for me" and will look at this information with respect to the regional transit plan to determine specific projects; an initial breakdown of council and staff roles have been identified and may need to be adjusted.

Amber asked that Sylvia send information about how private providers can work with transit providers for door to door trips.

The meeting ended at 11:42 p.m.

# REQUEST FOR REIMBURSEMENT

for MOBILITY MANAGEMENT EXPENSES

AGNECY NAME		TAX ID (FEIN)	
MAILING ADDRESS		TELEPHONE	
CITY, STATE, ZIP		PO NUMBER	
WEBSITE			

REIMBURSEMENT REQUESTED GRANT PROGRAM:	
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PROJECT or GRANT PERIOD	START DATE (MM/DD/YYYY)		END DATE (MM/DD/YYYY)	
REPORTING FREQUENCY:		MONTHLY	REPORTING END DATE (MM/DD/YYYY)	

<b>GRANT STATUS REPORT</b>	
GRANT ITEM	MOBILITY MANAGEMENT (Share Ratio: 80/20)
Original Contract Amount	
Previous Contract Amount	
Total Eligible Expenses	
<b>FTA Share of Total Eligible Expenses (80%)</b>	
Local Share of Total Eligible Expenses (20%)	
New Contract Balance	

<b>DETAILED EXPENSE REPORT</b>		
Expense Line Items	In-Cash	FTA Eligible
Salaries and Wages		
Employee Benefits		
Other Employee Payments		
Purchased Personal Services		
Marketing		
Communications		
Rentals		
Supplies and Materials		
Other Expenses		
In-State Travel		
Out-of-State Travel		
<b>TOTALS</b>		

**ITEMIZED RECEIPTS OR INVOICES**

Provide an itemized list of receipts or invoices being submitted for reimbursement. Submit scanned copies of each via email or hard copies via postal mail. If the number of receipts being submitted exceeds the number of lines below, submit additional pages via email or postal mail.

LINE	RECEIPT AMOUNT	RECEIPT DESCRIPTION
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**PROGRESS REPORT**

yes no	I've submitted a Progress Report for this Request for Reimbursement to my Grant Manager.	When you submit this Request for Reimbursement, email a Progress Report to your Grant Manager. Include items specific to your Contract and Scope of Work and describe what Scope of Work components this Reimbursement Request is covering.
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**PROGRESS REPORT**

<b>PROGRESS REPORT</b>		DATE REQUEST SUBMITTED
yes no	I certify, that to the best of my knowledge and belief, the data in this Request for Reimbursement are correct and that all the outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously received.	



LCC Expenses Dec 1 - Dec 31, 2015

FINAL REQUEST

Supply/Equipment

Date Paid	Name	Memo	Account	Actual Cost	Reimbursement Cost	% Charged to Grant	Notes
12/31/2015	TransitPlus	ADA Paratransit Plan Template	5640 - Consulting	\$ 1,152.00	\$ 768.08		Excess over remaining grant balance covered by other grant
12/26/2015	City Market	Meeting Treats	5512 - Meeting Exp	13.85	6.93	50%	Split between 2 grants
12/21/2015	Office Depot	Paper	5545 - Office Equipment/Computers	28.99	9.66	33%	Split between 3 grants
12/21/2015	City Market	Meeting Treats	5512 - Meeting Exp	33.62	16.81	50%	Split between 2 grants
12/29/2015	NWCCOG	L. Patterson Medicaid billing training expenses, Invoice 062010-01	5640 - Consulting	\$ 751.26	\$ 751.26	100%	
12/20/2015	Kathy Murphey and Associates	Transportation evaluation for Dolores County	5640 - Consulting	\$ 2,569.35	\$ 1,284.67	50%	Split between 2 grants
12/18/2015	Amazon.com	Office Supplies - desk organizer	5550 - Supplies	\$ 20.99	\$ 5.25	25%	Split between 4 grants
12/18/2015	Amazon.com	Office Supplies - utility cart	5550 - Supplies	\$ 72.00	\$ 18.00	25%	Split between 4 grants
12/18/2015	Amazon.com	Office Supplies - key rack	5550 - Supplies	\$ 8.29	\$ 2.07	25%	Split between 4 grants
12/18/2015	Amazon.com	Office Supplies - recycle container	5550 - Supplies	\$ 38.89	\$ 9.72	25%	Split between 2 grants
12/17/2015	Double Tree Hotel	L. Patterson travel for Medicaid Billing Training	5510 - Travel Exp	\$ 129.36	\$ 129.36	100%	Split between 2 grants
12/17/2015	Jessica Laisch	City Market - Medicaid Billing Training snacks, Krogers's batteries	5512 - Meeting Exp	\$ 62.78	\$ 44.38	100%	City Market \$36.57 and 1/2 of Kroger receipt \$7.81
12/17/2015	AT&T Mobility	Inv 287258826486X12122015	5521 - Telephone/Website/Internet	\$ 31.99	\$ 8.00	25%	Split between 4 grants
12/14/2015	Instant Ink	Ink	5550 - Supplies	\$ 22.63	\$ 11.32	50%	Split between 2 grants
12/10/2015	Amazon.com	Transit Archives File Cabinet	5545 - Office Equipment/Computers	\$ 198.28	\$ 198.28	100%	
12/10/2015	Amazon.com	Office Supplies	5550 - Supplies	\$ 67.78	\$ 22.57	33%	Split between 3 grants
12/4/2015	Think Network Technologies, LLC.	Invoice 23308, Transit Coordinator Desktop	5545 - Office Equipment/Computers	\$ 1,367.46	\$ 1,367.46	100%	
12/2/2015	Town of Mancos.	Mancos Community Center rental fee	5512 - Meeting Exp	\$ 30.00	\$ 30.00	100%	
<b>Total</b>				<b>\$ 6,599.52</b>	<b>\$ 4,683.81</b>		

Benefits

Vendor/Expense Category	Date Paid	GL Category	Description of Expenses	Actual Cost	Reimbursement Cost	% Charged to Grant	Notes
CEBT Health Benefit	12/3/2015	5558 - Insurance-Health	Invoice 7777 for period 12/2015 (Miriam)	\$ 695.50	\$ 16.70		Actual vs %
CEBT Health Benefit	12/3/2015	5558 - Insurance-Health	Invoice 7777 for period 12/2015 (Sara)	\$ 1,697.50	\$ 282.92		Actual vs %
Retirement Benefit	12/10/2015	1006 - Retirement Benefit	Retirement	\$ 129.99	\$ -		Actual vs %
Retirement Benefit	12/24/2015	1006 - Retirement Benefit	Retirement	\$ 129.99	\$ 2.83		Actual vs %
Retirement Benefit	1/7/2016	1006 - Retirement Benefit	Retirement	\$ 135.19	\$ 4.52		Actual vs %
<b>Total</b>				<b>\$ 2,788.17</b>	<b>\$ 306.97</b>		

Salary

Miriam's Hours			Sara's Hours			Jessica's Hours		
Dates	Transit hours	Total pay	Dates	Transit hours	Total pay	Dates	Transit hours	Total pay
Pay period 11/23/2015 - 12/6/2015	0	\$ -	Pay period 11/23/2015 - 12/6/2015	5	\$ 137.39	Pay period 11/23/2015 - 12/6/2015	5.25	\$ 171.07
Pay period 12/7/2015 - 12/20/2015	1.75	\$ 56.52	Pay period 12/7/2015 - 12/20/2015	14	\$ 373.62	Pay period 12/7/2015 - 12/20/2015	7.75	\$ 153.89
Pay period 12/21/2015 - 1/3/2016	2.5	\$ 102.63	Pay period 12/21/2015 - 1/3/2016	6.25	\$ 220.55	Pay period 12/21/2015 - 1/3/2016	1.25	\$ 149.06
	4.25			25.25			14.25	
<b>Total</b>			<b>Total</b>			<b>Total</b>		
		<b>\$ 159.15</b>			<b>\$ 731.56</b>			<b>\$ 474.02</b>

Supply/Equipment	\$ 4,683.81
Benefits	\$ 306.97
Salary	\$ 1,364.73
<b>Total</b>	<b>\$ 6,355.51</b>

# LCC/RCC Operations Progress Report

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**December 2015**

In mid-December, Laurie Patterson with the Northwest Colorado Council of Governments led two training sessions concerning non-emergent medical transportation eligibility and billing as well as an overview of NWCCOG's Mountain Ride Transportation Resource Center, a one-call/one click transportation coordination program. These training sessions were attended by a variety of local transportation and human service providers.

The SWCCOG is working to arrange for the development of a template ADA/paratransit plan for use by local transit agencies in order to be in compliance with CDOT requirements. This template is expected to be ready for use early in 2016.

The LCC grant for 2016 was approved in the amount of \$20,000.

## Southwest Transit Council - 2016

### Vision and Purpose

Southwest Transit Vision: The Southwest Transit Council will provide coordinated transportation services that encourage transit travel among the region's residents, employees, and visitors.

Transit Council Purpose: To collaborate between social services and transit to get regional support for present and future issues by recognizing grant opportunities and identifying needs of the region.

The group talked about this question: What is the purpose of this Council?

Answers:

- It's not just about accessing money. We coordinate between and hook up and link systems and services to become more efficient and avoid duplicating effort.
- Collaboration.
- Working to identify and then meet or address needs.
- Ongoing reporting of needs as they vary across each area.
- Linking our transportation systems together where possible (acknowledged that in our rural/vast area, this is very challenging).

### Long-term Goals

1. Adopt policies that encourage sustainable, transit-oriented development that maximize choices and incentives for reducing dependency on the private automobile.
2. Identify and explore funding opportunities to preserve existing transportation services, expand the transportation network, and share funding information with all transportation providers.
3. Consider regional bus service to boost commerce, tourism, and economic development.
4. Ensure mobility and access for seniors, people with disabilities, people on limited incomes, and other transit dependent populations.
5. Support existing and future transportation services with informational programs, outreach, and incentives.

## Goals for 2016

In support of goal #2 “Identify and explore funding opportunities to preserve existing transportation services, expand the transportation network, and share funding information with all transportation providers”:

#1 Seek and understand funding opportunities, and bring to the Council.

Strategies and actions:

- Utilize meetings and email to share grant and other funding opportunities.
- Share funding resources between members and also from the SWCCOG staff to the members.

In support of goal #4 “Ensure mobility and access for seniors, people with disabilities, people on limited incomes, and other transit dependent populations”:

#2 Increase access to employment, education, and medical opportunities (specifically for/with an emphasis toward)

Strategies and Actions:

- Determine opportunities for any project between transit systems
- Advocacy
- Increase resources for marketing our systems to users
- Link the Council to the TPR (see #5)
- Play a communication role about funding opportunities related to achieving this goal

Note: The group acknowledged the difficulty in opening up new transit with shrinking dollars to cover existing systems. However, that said, this remains a goal. The group agreed that reviewing the needs expressed by human service providers is an important step and that where possible, those needs could be considered by each individual member.

#3 Better engage human service agencies.

Strategies and Actions

- Revisit the list of human service needs each year.
- Add additional counties’ needs to the current list.

- Use the “take the table” to them concept in understanding what their needs are (i.e., go to their meetings). Also, use the following tools for seeking human service needs: surveys, 1:1 conversations, building relationships and meetings.

In support of all long-term goals through the creation of a more effective and efficient Transit Council:

#4 Be a center point and forum for: a) sharing knowledge and resources; b) collaborating; c) reporting on needs and problem solving around those needs; and d) bringing trainings to the region that will help each member better perform their functions and duties.

Strategies and Actions

- The SWTC will, through the help of SWCCOG staff, bring in 1-2 trainings in 2016. A priority is Medicaid billing.
- Everyone will report at each meeting what they are doing, needs, etc. Increase the concept of the Council being a forum.
- The members will share information that comes to them over email or in other ways.
- When possible, each member will share technical expertise with other members.

#5 When asked, the SWCCOG will be a voice at the policy level for transit, working with the TC members. (does this fall under goal #6?)

Strategies and Actions

- SWCCOG staff will summarize the TC meeting minutes and share with the TPR and visa-versa.
- The SWCCOG staff, when asked, will give the Council a voice in policy matters and will bring any opportunities to the TC members for consideration.

#6 Structure

- The group will meet quarterly and use email as necessary in-between meetings.
- The TC will elect a chair and vice-chair
- Create operating agreements (bylaws)

**Roles:**

Transit Council - content experts, sets the mission, vision, purpose and goals

SWCCOG staff - facilitators, day to day, project based, “linkers,” provide clerical and financial assistance and oversight, explore ways to build capacity

CDOT - serve in advisory capacity

**Measures of Success:**

The group discussed this question: The Transit Council will be successful if...

The answers:

- Goals are set and met.
- We leave the meeting with information, collaboration, training and other items that help members do their jobs and apply the knowledge and resources to each particular area, agency and community.
- Space is provided to have a conversation about regional transit.
- If it serves as a resource and knowledge center.
- We are able to say we are on a regional transit council for grant purposes.

## **2016 Southwest Transit Coordinating Council Meeting Schedule**

Below is the 2016 meeting schedule for the Southwest Transit Coordinating Council. All meetings are at the Carnegie Building (1188 E 2nd Ave, Durango) unless otherwise posted.

Friday, January 15, 2016, 9:00am- 11:00am

Friday, March 18, 2016, 9:00am- 11:00am

Friday, May 20, 2016, 9:00am- 11:00am

Friday, July 15, 2016, 9:00am- 11:00am

Friday, September 16, 2016, 9:00am- 11:00am

Friday, November 18, 2016, 9:00am- 11:00am