INTERGOVERNMENTAL
AGREEMENT FOR GARFIELD COUNTY
SENIOR PROGRAMS
TRAVELER SERVICES - 2022

This Intergovernmental Agreement is made by and between the **Garfield County Board of County Commissioners, State of Colorado,** a statutory county ("BOCC"), sitting as the BOCC and as the **Board of Social Services** , and the **Roaring Fork Transportation Authority** , a regional transportation authority (" RFTA"), in order to set forth the terms and conditions of county-wide transportation services for the Garfield County Senior Programs for calendar year 2022 (the " IGA" or "Agreement "). This Agreement is effective as of January 1, 2022.

RECITALS

A. The BOCC and RFTA, collectively, the " Parties," are authorized to make the most efficient and effective use of their governmental powers, responsibilities, and monies by cooperating and contracting with other governments. Colo. Const. art. XIV §§ 1 8(2)(a) and (2)(b); Colorado Revised Statutes § 29-1-201.

B. In 2009, the BOCC and RFTA, together with seven (7) other governmental entities and local municipalities, entered into an Intergovernmental Agreement to set forth the terms and conditions of their cooperative provision, administration and funding of meal and transportation services to senior citizens and persons with disabilities of Garfield County ("the 9-Party IGA"). This 9-Party IGA is recorded in records of the Garfield County Clerk and Recorder at Reception No. 7761 42.

C. In accordance with the 9-Party IGA, in 2009 and each consecutive year thereafter, the nine parties have also entered into a Memorandum of Understanding that sets forth each party's annual agreement to share administrative and operational costs of the Senior Programs meal and transportation services and the methodology by which those costs will be allocated among them (the "MOU").

D. The Town of Parachute, an original signatory to the 9-Party IGA, opted out of the Garfield County Senior Programs for 2017. Colorado Mountain College has opted out of the 9-Party IGA. The remaining seven original signatories have agreed to continue such services and have entered a 7-Party Memorandum of Understanding for 2022. The 2022 MOU is attached to this Agreement as Attachment No. 2 and is incorporated for the purpose of explaining the cost methodology adopted regarding the 2022 transportation services (the "2022 MOU").

E. Pursuant to the 9-Party IGA, the BOCC agreed to provide, through its Department of Human Services ("DHS"), the contractual management of transportation services for the Senior Programs. (9-Party IGA, r 6.) The BOCC fulfills this responsibility by, among other things, annually negotiating this Agreement with RFTA and by ensuring proper allocation of appropriate costs to the other municipalities in accordance with the MOU.

F. The Colorado Human Services Code and the Colorado Older Americans Act authorize and encourage DHS to provide transportation services, such as the Traveler. The Colorado Older Americans Act encourages "agencies at all levels of government" to cooperate to administer programs and deliver services to the older population.

G. The transportation services provide ADA based services to the eligible assessed senior citizens and persons with disabilities of Garfield County in accordance with this Agreement are provided by the Traveler bus system operated by RFTA (the "Traveler"). The Traveler also provides services that are not within the scope this IGA.

H. Both RFTA and the BOCC desire to continue to provide transportation. services to eligible Garfield County senior citizens and persons with disabilities in 2022 in accordance with the 7-Party IGA and appropriate the 2022 MOU.

NOW, THEREFORE, for and in consideration of mutual covenants and agreements set forth below, the Parties agree as follows:

AGREEMENT

1. Incorporation of Recitals. The foregoing Recitals are incorporated as if set forth in full.

2. **Purpose of this Agreement.** The purpose of this IGA is to define the responsibilities of the respective Parties with respect to the provision of transportation services to the eligible senior citizens, and persons with disabilities, defined below, of Garfield County.

3. Term of Agreement. This Agreement shall have an Effective Date of January 1, 2022 regardless of the date signed and shall terminate on December 31, 2022.

4. Transportation Services Provided. The transportation services funded by this Agreement are wheelchair accessible, curb to curb, driver assisted transportation services to assessed Garfield County residents who have difficulty utilizing public transportation and have an assessed functional disability affecting the ability to use public transportation. The Traveler provides transportation to destinations throughout Garfield County. In order to achieve the stated purpose, the BOCC specifically grants RFTA the authority to operate outside RFTA's boundaries and within the unincorporated boundaries of Garfield County, consistent with the provisions of C.R.S. § 43-4-605(1)(£) as required to comply with this IGA. Riders must make reservations 48 hours in advance.

5. Contract Amount. The amount to be paid by the BOCC to RFTA in 2022 for the provision of the services contemplated by this Agreement is **Four Hundred Ninety-Nine Two Hundred and Nine Dollars and Seventy-Nine Cents ($499,209.79).** This amount is based upon RFTA's estimated cost to provide the services in 2022 ($690,255) less amounts received by RFTA from other sources who utilize the Traveler bus system ($30,000) and less the cost to provide such services to the Town of Carbondale ($24,948.35), the City of Glenwood Springs ($94,048.86), and the Town of New Castle ($42,048.11), each of which is a member of RFTA. Amounts are projected and should

the actual cost exceed the budgeted costs, those

funds will be paid through the Restricted Fund Balance/The Traveler.

a. RFTA's Estimated Cost. The Parties recognize that RFTA's estimate of its costs to provide Traveler services is solely RFTA's responsibility; the BOCC is not responsible in any way for verifying or assuring the accuracy of RFTA's calculation. For 2022, RFTA estimates that it's cost to provide these services is $690,255.00.

b. Other Traveler Services. The Parties recognize that RFTA's operation of the Traveler by means of this IGA does not include funding for ADA complementary paratransit services in the City of Glenwood Springs. Funding for this complementary paratransit service is provided by a separate contract between the City of Glenwood Springs and RFTA, which RFTA represents to be **$30,000.00** for 2022.

c. RFTA Member Jurisdictions. The estimated net cost to provide Traveler transportation services to RFTA's member jurisdictions is calculated by the cost methodology set forth in the 2022 MOU, to which both the BOCC and RFTA are parties. For 2022, the estimated total Traveler transportation services net cost attributable to these member jurisdictions pursuant to the applicable methodology is **$171,922.85.**

6. RFTA Responsibilities. In order to accomplish the purposes of this IGA, RFTA agrees to perform the following:

a. Transportation Services. RFTA shall provide and administer the Traveler transportation services described in RFTA's Scope ofServices, attached as Attachment No. 1, and Exhibits A - E thereto, which are incorporated here as if fully set forth, plus certain special events, which in prior years have included the Garfield County Air Show, Volunteer Appreciation Luncheon, and a Holiday show.

b. Vehicle Inventory. RFTA shall purchase new vehicles as needed to maintain the Traveler Vehicle Inventory. Title to such vehicles will be held in RFTA's name. RFTA will update the Vehicle Inventory as required by the addition and/or removal of vehicles, in accordance with paragraph 6(c).

c. Vehicle Replacement. In the event that any vehicle included on the Vehicle Inventory reaches the end of its useful life, RFTA shall either: (1) sell the vehicle by means of an advertised sealed bid and remit any proceeds of the sale to the BOCC; or (2) convey title to the vehicle to the BOCC by written agreement , at which time the vehicle shall be removed from the Vehicle Inventory. The Parties recognize the disposition of any vehicle must be in accordance with the rights of lien holders identified on the vehicle title.

d. Vehicle Transfer. Upon expiration of this IGA, if not extended by future agreements, RFTA shall transfer title to all vehicles listed on the Vehicle Inventory to the BOCC.

e. Communication System. RFTA shall continue to utilize its communication system for Traveler services.

f. Donations and Contributions. RFTA shall provide to the BOCC all fees collected and/or donations received for support of the senior transportation programs in accordance with Attachment No. 1, paragraph 4.

g. Functional Assessment Assistance. Traveler staff will do everything related to Functional Assessments. RFTA shall provide all intake and other information received from potential new clients who wish to apply for Traveler transportation services to the BOCC's Senior Programs Manager upon receipt and shall lead in the functional assessment process. RFTA will provide to the BOCCs Senior Programs Manager monthly the number of potential new clients, out of assessments and applications pending.

h. Monthly Financial Reports. RFTA shall provide the financial and other reports detailed in Attachment No. 1 to DHS monthly. Such reports shall include, without limitation, a monthly report of all expenses attributed by RFTA to the transportation services made the basis of this Agreement. The Parties agree to identify a mutually acceptable format for performance and fiscal reporting.

i. Annual Reconciliation Report. In addition to the monthly reports, on or before March 1, 2023, RFTA shall provide a reconciliation report for the operation of the Traveler for the 2022 calendar year. RFTA's obligations to submit a reconciliation report and return funds or request expenses shall survive termination of this IGA.

J. Right to Audit. RFTA shall allow the BOCC to audit RFTA's books and records relating to the operation of the Traveler upon reasonable notice at any time during the term of this Agreement and for six (6) months thereafter. The audit shall be at the BOCC's expense except for reasonable RFTA personnel costs. The BOCC shall provide RFTA with a copy of any audit report within thirty
(30) days following receipt by the BOCC. In addition, if requested RFTA will provide the BOCC with a copy of its annual audit within thirty (30) days of the BOCC ' s request.

k. Claim Notification. RFTA shall immediately notify the BOCC, through the Senior Programs Manager, of any accident involving the Traveler and any claim or lawsuit made against the Traveler or RFTA in writing in accordance with paragraph 15 and shall cooperate with the BOCC in responding to all complaints, claims or suits. Passenger Complaints shall further be handled in accordance with paragraph 6 of Attachment No. 1. The Traveler handles all complaints and communicates the outcomes to the BOCC's Senior Program Manager after appropriate investigations have been completed.

l. Funding Sources. RFTA and the BOCC shall cooperate with each other to identify and apply for grants, donations, and other funding opportunities for

both the purchase of vehicles and operational funding associated with providing senior transportation services.

m. Cost Methodology. RFTA acknowledges and agrees to the Cost Methodology related to the allocation of senior programs transportation services agreed to in the 2022 MOU, and included in the 2022 budget approved by the RFTA Board on December 9, 2021. If the actual 2022 costs exceed the budget, they will be

covered by means of the Annual Reconciliation and True-up procedure set forth in the MOU, or by the fund established after cost savings at the end of the year have been recognized.

7. BOCC Responsibilities. In order to accomplish the purposes of this IGA, the BOCC, directly or through DHS, agrees perform the following:

a. Compensation. For calendar year 2022, the BOCC shall pay RFTA the amount set forth in paragraph 5 **($499,209.79)** for the services provided in accordance with this Agreement. Payment will be made in twelve (12) equal monthly payments of **$41,600.81** beginning no later than February 26, 2022, and each 10th day of the month thereafter during the 2022 I term of this IGA.

b. Functional Assessment Evaluations: Traveler staff will take over the Functional Assessments including mailing applications, scheduling assessments, and providing outcome data to the BOCC's Senior Program Manager monthly.

c. Training Assistance. All training related to providing transportation to Traveler clients will be provided by RFTA supervisors.

d. Funding Sources. RFTA and the BOCC shall cooperate with each other to identify and apply for grants, donations, and other funding opportunities for both the purchase of vehicles and operational funding associated with providing senior transportation services.

e. Complaint and Claim Cooperation. The BOCC shall cooperate with RFTA to respond to passenger complaints and claims of which the County has been notified by RFTA in accordance with Paragraph 6 (1).

f. Bilingual Literature. The BOCC agrees to provide written information regarding the services provide for distribution by the Traveler in both English and Spanish.

g. Fuel Access. The BOCC agrees to grant access to Traveler vehicles to the BOCC fueling stations by means of the Garfield County's gas fueling system. All fuel costs will be paid by RFTA, the expense for which may be credited to the monthly invoice amount set forth in paragraph 7(a).

8. Definitions:

a. Initial Pickup Location: The initial pickup location for cost allocation purposes is the Municipality in which the first leg of a passenger's trip occurs, whether it is a round trip, a

one-way trip, or a multi-legged trip. For example, if a passenger is picked up in municipality A to be transported to Municipality B and is later picked up in Municipality B for a return ride to Municipality A, the initial pickup location for cost allocation purposes is Municipality A for both trip legs.

b. Loaded Miles: Loaded miles are the total distance driven while a passenger is in the vehicle.

c. Loaded Minutes: Loaded minutes are the total duration of time while a passenger is in the vehicle.

9. Termination. Either Party may terminate this IGA upon a minimum of thirty (30) calendar days after the date of written notification by the other Party. Such termination may be with or without cause. Upon such termination, RFTA shall be entitled to compensation

for operation of the transportation services provided prior to the date of termination. Unexpended funds shall be returned to the BOCC, and all vehicles and equipment shall be conveyed or assigned to the BOCC, in accordance with paragraph 6(d).

10. Indemnification. To the extent permitted by law, the Parties shall hold harmless, indemnify, and defend the other, including the other's employees, officers, agents, and assigns, from any claim, lawsuit, or award of damages to the extent such claim, lawsuit or award arises from the action or inaction of that party's officers, employees, and agents. Nothing herein shall be interpreted as a waiver of governmental immunity to which the BOCC or RFTA would otherwise be entitled under C.R.S. § 24-6-10 I, *etseq.*

11. Appropriation. This IGA is expressly contingent upon appropriation and budgeting for the costs required herein. Should either RFTA or the BOCC fail to appropriate or have available sufficient funds to pay for the costs of the obligations set forth herein, this IGA shall be considered of no force and effect, except to the extent that the BOCC has tendered payment to RFTA as set forth herein.

12. Whole Agreement. This IGA sets forth the whole agreement of the Parties. No representation, either verbal or written, shall be considered binding to the extent it is not set forth herein.

13. Amendment and Assignment. This IGA may be amended, altered, or modified solely through a written agreement signed by both Parties. This IGA may not be assigned without written agreement.

14. Facsimiles and Counterparts. This IGA and all documents required for performance may be signed in counterparts. Facsimile signatures may be substituted for originals on such documents.

15. Notice and Identity of Administrators and Contact Persons. Notices required under this IGA shall be in writing and may be hand-delivered, sent by receipted delivery service, or certified mail, return receipt requested, postage prepaid, or delivered electronically to the addresses and authorized representatives, identified below. Any Party by notice so given may change the address to which future notices shall be sent, as well as the identity of the IGA Administrator.

Notice to RFTA Administrator Contact Person	Dan Blankenship, Chief Executive Office\ Roaring Fork Transportation Authority 2307 Wulfsohn Road Glenwood Springs, CO 8160 I Phone: (970) 384-4981 Fax: (970) 945-7386 E-mail: dblankenship@rfta.com
Notice to BOCC Administrator	Sharon Longhurst-Pritt, DHS Director 195 West 14th Street, Building B Rifle, CO 81650 Phone: (970) 625-5282, Ext 3265 Fax: (970) 625-0927 E-maill: spritt@garfield-county.com

Contact Person
For BOCC

Judy Martin, Senior Programs Manager
195 West 14th Street, Building B
Rifle, CO 81650
Phone: (970) 945-9191, ext. 3061
Fax: (9970) 938-0465
E-Mail: jumartin@garfield-county.com

16. Authority. Each person signing this IGA represents and warrants that said person is fully authorized to enter into and execute this document and bind the Party represented.

17. Governing Law. The laws of the State of Colorado shall govern the validity, performance, and enforcement of this IGA. Venue for any action pursuant to this IGA shall lie in Garfield County, Colorado.

IN WITNESS WHEREOF, the Parties have executed triplicate originals of this IGA to be effective on the date of the last signature set forth below.

ATTEST:

BOARD OF COUNTY COMMISIONERS GARFIELD COUNTY, COLORADO and BOARD OF SOCIAL SERVICES

_____
Clerk to the Board

_____
By: John Martin, Chair

ATTEST:

ROARING FORK TRANSPORTATION AUTHORITY

_____
Clerk to the RFTA Board of Directors

By:_____

_____, Chair

INDEX OF ATTACHMENTS

Attachment No. 1: 2022 RFTA Scope of Services

Exhibit A: 2022 Vehicle Inventory

Exhibit B: 2022 County Holidays

Attachment No. 2: 2022 Transportation Cost Methodology

Attachment No. 3 2022 RFTA Budget

Attachment No 4 Transportation Arithmetic & Assumptions

Table 1	Cost Allocation Basis 2022 Draft Budget
Table 2	Summary of Cost with Adjustments for Glenwood Springs Take Off & Garfield County Contributions
Table 3	2020 Trip Distances and Durations
Table 4	2019 Ridership Data
Table 5	Marginal Rates Used in Cost Model

Attachment No 5 2020 Combined Congregate Meal, Well & Wise and Transportation Service Costs

Attachment No.6 7-Party Memorandum of Understanding

Attachment No. 1 to Traveler IGA 2022

RFTA SCOPE OF SERVICES

1. Service Description: The services to be performed by RFTA shall include, but not be limited to, scheduling the most appropriate and cost-effective trips, providing individual transportation services on a pre-arranged and/or scheduled basis for all eligible Garfield County residents. The present 2022 Vehicle Inventory and Garfield County Holiday Schedule are attached as Exhibits A and B, respectively. All of the items specified below shall be documented, updated, and maintained in written form by RFTA and shall be made available to the County upon request.

2. Services Provided. RFTA shall be responsible for day-to-day administration and provision of the Traveler bus services in Garfield County, including:

a. Provide Garfield County trips to congregate meal sites, medical-related appointments locally, social activities, paid and volunteer employment, and to activities of daily living destinations as agreed to by the County and RFTA and providing at least one trip per month for medical-related appointments.

b. Maintain the Traveler schedule including days of the week (currently 5 days a week, Monday Through Friday), excluding Garfield County Holidays (see Exhibit B), number of rides provided by jurisdiction, starting location, destinations, and type of service (i.e., wheelchair accessible, curb to curb, driver assisted transportation).

c. Deliver meals in East Garfield s and from the Rifle Senior Center kitchen to the West Garfield meal sites as identified by Garfield County Senior Programs. Meals shall be transported in a cambro and be properly secured in the vehicle s. The Traveler may be used to assist with door-to-door delivery of meals during COVID. At such a time when congregate meals return Traveler services for delivery of meals will no longer be utilized.

d. Provide all personnel services, including but not limited to recruiting, hiring, performing background checks, training, supervising, and monitoring qualified Traveler staff including program managers, drivers, dispatchers, schedulers, and others, according to applicable law, rules, and regulations.

e. Coordinate the training of Traveler staff regarding the special skills and sensitivity needed when serving senior citizens and adults with disabilities utilizing the Traveler.

f. Coordinate between the Traveler and the RFTA fixed route service to maximize services in Garfield County for senior citizens and adults with disabilities.

g. Work with the Garfield County Senior Programs Manager and DHS Finance Director toward a mutually agreed upon format for performance and fiscal reporting and on the report submission schedule.

h. Distribute information on the Traveler provided by the BOCC in English and Spanish, with the assistance of Garfield County Senior Programs, including Traveler usage rules and information on the Garfield County Senior Programs.

i. Carry out Traveler operations in accordance with applicable federal, state, and local rules, regulations, statutes, laws, and policies and procedures.

j. Discuss any major purchase, e.g., communication equipment or new vehicles, for which funds provided under this IGA will be used, with the Garfield County Senior Programs Manager. Any vehicles and equipment purchased with contract funds shall be conveyed to the BOCC and shall be returned to the possession of the BOCC if RFTA ceases to provide services described herein.

k. Maintain the confidentiality of all users of the Traveler.

l. Participate in the Garfield Emergency Operations when necessary.

m. RFTA agrees to comply with all recommendations of Public Health as a result of COVID. This may include but is not limited to additional cleaning regimes, mask wearing compliance, limited number of passengers on the Traveler at one time and other such activities as directed through orders of the Governor or CDPH.

3. Vehicles: RFTA shall:

a. Regularly maintain, and keep in a good quality, attractive, and safe condition all vehicles identified on the Vehicle Inventory list attached as Exhibit A and used in providing Traveler transportation services. In the event of mechanical breakdown by a vehicle which results in the removal of a vehicle from service, RFTA shall have a reasonable time during that same day within which to replace the affected vehicle.

b. License, register and insure all vehicles used in the Traveler identified on Exhibit A and add the BOCC as a "loss payee" or "additional insured," as appropriate, along with the lien holders identified on the vehicle titles or registrations.

c. Provide proof of current registration and insurance in accordance with paragraph 3(b) to the DHS Senior Programs Manager for calendar year 2022.

d. Allow the BOCC to change signage on the Traveler vehicles to reflect program management by Garfield County, RFTA and organizations providing funding.

4. Collection of Revenue: RFTA shall develop a procedure for offering users of the Traveler the opportunity to contribute to the costs of the services and shall not deny services if a passenger cannot contribute. RFTA shall collect any fares/donations from Traveler passengers and provide such collections to the BOCC through the DHS Senior Programs Manager on a weekly basis.

5. Service Reports and Audit: RFTA shall submit to the BOCC, through the Senior Programs Manager in the Department of Human Services, a monthly report due on the 10th of the following month. The report will include the following information:

- the estimated loaded hours and loaded miles incurred in each jurisdiction
- specific number of one-way rides provided during the prior month by each jurisdiction, indicating type of ride and including whether the ride was ADA, Paratransit, Assisted, Lift Ride or Wheelchair.
- the number of trips denied, and the reasons denied
- the use of a waiting list if a list is required
- variance in the Traveler's user numbers or expenditures. RFTA shall alert the County with possible remedies and adjustments if user figures or dollars expended rise or fall significantly.
- amount of program income received from Traveler ridership
- number of persons utilizing the Traveler
- completed and updated Rider Information including any re-assessments and new functional assessments completed during the month and any denied assessment information. Share any riders whose status has changed from active to inactive monthly, updated rider information such as changes in address or phone numbers

6. Passenger Complaints. Every complaint, concern or suggestion concerning the Traveler shall be responded to as promptly as practicable. RFTA shall maintain a program providing a reasonable opportunity for users of the Traveler to render complaints, suggestions, and comments concerning the Traveler. RFTA shall provide the BOCC, through its Senior Programs Manager, with copies of all communications received by customers on a monthly basis, by the 20th of the month following the month in which they occurred.

7. Traveler Drivers: RFTA shall ensure that all Traveler drivers comply with all local, state, and federal laws and regulations applicable to providing transit services. In recognition of the quality and care of services provided by RFTA and the importance of a first impression made on the public, RFTA management shall monitor the following appearance standards for drivers on the Traveler routes:

a. Drivers shall present a neat, clean, hygienic, and professional appearance at all times.
b. Smoking, chewing tobacco, or reading personal materials shall not be permitted while boarding or transporting passengers.
c. The cleanliness and appearance of the interior and exterior of each van.

Transportation Services

a. Cost Methodology - Transportation: The BOCC agrees to be responsible for fifty percent (50%) of the total budgeted cost to provide Senior Transportation Services in 2022. The remaining fifty percent will be paid for by grants, program income, a 2020 refund of excess revenue, and allocated payments from the Municipalities based upon the fully allocated net cost of providing services, based upon the total number of trips, total Loaded Miles, and total Loaded Minutes consumed by each Municipality in 2022. Costs will be considered allocable to a Municipality based upon the Initial Pickup Location as defined herein, regardless of the number of trip legs or Municipalities visited by the passenger. RFTA agrees to be responsible for the fully allocated net cost of the transportation services provided to the three Municipalities that are current RFTA members: the Town of Carbondale, the City of Glenwood Springs, and the Town of New Castle. The remaining non-RFTA member Municipalities, the City of Rifle and the Town of Silt agree to pay the fully allocated cost of transportation allocable to their municipalities. The BOCC agrees to be responsible for any remaining transportation costs, including any shortfalls in anticipated grant and program funding income.

b. 2022 Budgeted Contributions: As illustrated in Attachment D, the total budgeted cost to provide Senior Transportation Services in 2022 is $693,861.00. This cost represents the costs to the BOCC and to RFTA to provide such services in the amounts of $33,606.00 and $690,255.00, respectively, less the amount of $30,000 received by RFTA from other sources who utilize the Traveler bus system pursuant to a contractual agreement that is unrelated to this MOU. The BOCC's 50% share of this amount equals $346,930.50, Anticipated grant and program funding income for 2022 is $93,638.000 for a total of $330,568.50 in contributions from the County, grants, program income and the 2020excess revenue refund.

c. Allocation of County Contribution and Grant and Program Income: The County's contribution, inclusive of its 50% commitment, anticipated grant, program income, and the 2020 excess revenue refund, shall be allocated first to the cost of rides originating in unincorporated Garfield County. Any remaining balance shall be allocated on a pro rata basis relative to each other party's fully allocated cost.

d. Estimated Contributions: On the Chart below, the following estimates are offered to aid the Municipalities in planning and budgeting for their portion of the Traveler transportation services costs, estimated to be a total of $161,045.31. The allocated amounts shown are based on the 2022 budgeted amounts identified above and a forecast of ridership and services levels for 2022 (assuming 75% of 2019 service levels).

Jurisdiction	Est. Rides	Est. Loaded Miles	Est. Loaded Minutes	Est. Fully Allocated Cost	Est. Allocation of County Contribution, Grants & Program Income	Est. Net Responsibility for Each Municipality
Carbondale	742	4,459	10,350	$45,047.20	$20,098.85	$24,948.35
Glenwood Springs	4,688	11,423	27,180	$169,816.37	$75,767.51	$94,048.86
New Castle	908	12,074	18,217	$75,922.85	$33,874.74	$42,048.11
Silt	156	1,067	1,522	$7,915.04	$3,531.48	$4,383.56
Rifle	4,371	14,958	23,813	$158,648.19	$70,784.57	$87,863.62
Garfield County	3,587	28,882	54,510	$236,511.35	$236,511.35	$0.00
Total	**14,450**	**72,863**	**135,593**	**$693,861.00**	**$440,568.50**	**$253,292.50**

e. Monthly Billing: With the exception of RFTA, which will pay directly for the full allocated net costs attributable to its member jurisdiction,

f. **Annual Reconciliation and True-up**: No later than March 1 of 2023, RFTA will publish a reconciliation statement. Actual expenditures for the 2022 year will be allocated based on the actual trips and estimated load miles and loaded minutes provided to the Parties in 2022. If the total fully allocated costs calculated for any Party during the preceding year exceeds the amount paid by the Party during the preceding year, a reconciliation credit or debit in the amount of the difference will be made for each such Party by the County. If a credit is due, RFTA will pay back to the County the amount it has been overpaid by the County for any Party or Parties within 30-days of the reconciliation statement. If a debit is owed, the Party or Parties owing the debit will pay the County the amount owed within 30 days of receiving the reconciliation statement, and the County will remit any additional payments received and owed to RFTA within 30 days of receipt of the Party or Party's debit payment(s) to the County.

EXHIBIT "A"
2022 TRAVELER VEHICLE INVENTORY

January 2022 Traveler Vehicles

Vehicle Number	Year	Vehicle Make & Model	Accessibility Features / Uses	Seating Capacity	Staging Area	License Plate	VIN	Owned By, per RB*	Fuel Type
G19	2021	Ford E450 Econoline	Lift, 1WC	14	Rifle	CDNN78	1FDFE4FN2MDC21860	Traveler	Gas
G18	2021	Ford E450 Econoline	Lift, 1WC	14	Rifle	CDNN77	1FDFE4FN6MDC21859	Traveler	Gas
G17	2018	Ford E450 SD Glaval	Rear Lift, 2WC	14	GWS	OHK930	1FDFE4FS2JDC31001	Traveler	Gas
G16	2018	Ford E450 SD Glaval	Rear Lift, 2WC	14	Rifle	OHK929	1FDFE4FS0JDC31000	Traveler	Gas
G15	2015	Ford E450 SD Glaval	Rear Lift, 2WC	14	GWS	529RUQ	1FDF4FS6FDA30502	Traveler	CNG
G14	2015	Ford E450 SD Glaval	Rear Lift, 2WC	14	GWS	528RUQ	1FDFE4FS9FDA12107	Traveler	CNG
G12	2009	Ford E350 SD Goshen Pacer	Lift	8	Rifle	378VHC	1FDEE35L49DA88564	Traveler	Gas
G7	2006	Toyota Sienna Minivan	Admin	5	GWS	794JCI	STDZA23C16S460666	RFTA	Gas
G5	2005	Pontiac Montana Minivan	Admin	5	Rifle	J95JCI	1GMDX33L85D277432	RFTA	Gas
G1	2003	Ford Windstar Minivan	Fogging	7	GWS	075HTP	2FMZA5141YBA71684	RFTA	Gas

EXHIBIT "B"
2022 GARFIELD COUNTY HOLIDAY SCHEDULE

Monday, January 3rd - New Year's Day Monday, February 21st - President's Day Monday, May 30th - Memorial Day Monday, July 4th - Independence Day Monday, September 5h - Labor Day Friday, November 11th - Veteran's Day Thursday, November 24th - Thanksgiving Day Friday, November 25th - Post Thanksgiving Day Friday, Dece1nber 23rd- Pre-Christmas Eve Day Monday, December 26th - Christmas Day Observed

Attachment No. 2

2022 Transportation Cost Methodology

Cost Methodology—2022

Transportation Budget	Annual		
Wages	$ 21,116.00	Staff: 32% Manager	
Employee Benefits	$ 11,440.00	7% Prog Coordinator	
Communication	$ 200.00		
Motor Pool Charges	$ 50.00		
Training	$ 200.00		
Office Supplies	$ 200.00		
Computer Supplies	$ 200.00		
Freight, Postage, Delivery	$ 200.00		
Total County Expenses	***$ 33,606.00***		
RFTA	$690,255.00	Projected based on RFTA Actual Expenditures	November 2, 2021, budget
MINUS GWS Paratransit	***$ 30,000.00***		
Total RFTA Expenses	***$660,255.00***		
Total Expenses	***$693,861.00***		
Less Program Income	$ 13,000.00		
Less CSBG	$ 60,638.00		
Less Mt. Valley Development	$ 20,000.00		
Total G/P Income	**$ 93,638.00**		
Less 50% County Share	$346,930.50		
RFTA Refund 2020 applied	$ 81,369.65	per 4/19/2021 BOCC Meeting	
Total County Share	**$346,930.50**		
Total Revenue	**$440,568.50**		
Total Expenses	***$693,861.00***		
Income less expenses	**$253,292.50**		
Municipal Budget Share for Distribution	**$253,292.50**		

Prepared by Ross Peterson

2022 Traveler Forecast Service And Cost Data

Jurisdiction	Est. Rides	Est. Loaded Miles	Est. Loaded Minutes	Est. Fully Allocated Cost	Est. Allocation of County Contribution, Grants & Program Income	Est. Net Responsibility for Each Municipality
Carbondale	742	4,459	10,350	$45,047.20	$20,098.85	$24,948.35
Glenwood Springs	4,688	11,423	27,180	$169,816.37	$75,767.51	$94,048.86
New Castle	908	12,074	18,217	$75,922.85	$33,874.74	$42,048.11
Silt	156	1,067	1,522	$7,915.04	$3,531.48	$4,383.56
Rifle	4,371	14,958	23,813	$158,648.19	$70,784.57	$87,863.62
Garfield County	3,587	28,882	54,510	$236,511.35	$236,511.35	$0.00
Total	**14,450**	**72,863**	**135,593**	**$693,861.00**	**$440,568.50**	**$253,292.50**

	2019 Audited Amount	2020 Audited Amount	2021 Actual YTD 9/30/2021	2021 Est. Accrual Adjustments	2021 Projected Amount	2021 Budget Amount	2021 +/- Budget	2022 Draft Budget	2022 +/- Budget	Notes
			2021 Projection (as of 10/24/2021)					2022 Preliminary Budget (as of 11/2/2021)		
	$ 512,133	$ 357,754	$ 411,288	$ (18,065)	$ 393,223	$ 549,827	$ (156,604)	$ 490,612	$ (59,215)	This amount will change based upon Garco's Calculation
	$ 30,000	$ 30,000	$ -	$ 30,000	$ 30,000	$ 30,000	$ -	$ 30,000	$ -	Assumes status quo
are Support	$ 5,183		$ -	$ -	$ -	$ -	$ -	$ -	$ -	Garfield County Reimbursement of Software Support Expenditures
er's Revenues	$ 547,316	$ 387,754	$ 411,288	$ 11,935	$ 423,223	$ 579,827	$ (156,604)	$ 520,612	$ (59,215)	
	$ 42,198	$ 45,198	$ 35,531	$ 14,469	$ 50,000	$ 50,000	$ -	$ 61,500	$ 11,500	1 Dispatch Position (former Admin Assistant position) - Assumes potential wage adjustment, a merit increase up to 4%, and 84
	$ 78,318	$ 84,926	$ 64,322	$ 23,678	$ 88,000	$ 88,000	$ -	$ 100,300	$ 12,300	1 Supervisor FTE - Assumes potential wage adjustment and a merit increase up to 4%
	$ 56,526	$ 41,485	$ 18,222	$ -	$ 18,222	$ 62,000	$ (43,778)		$ (62,000)	Relief Supervisor Job Position not budgeted in 2022
	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	(Full time Drivers recorded in non CDL line below)
	$ 64,448	$ 39,357	$ 53,714	$ 13,660	$ 68,000	$ 48,800	$ 19,200	$ 24,750	$ (24,050)	4 FT Drivers and 0.5 Part-time drivers. Assumes: merit increase up to 4%; 2022 budget assumes a 25% increase in driving hou
	$ 150,184	$ 103,879	$ 64,454	$ 16,391	$ 83,000	$ 181,200	$ (98,200)	$ 199,250	$ 18,050	of 7,500 hours.
	$ 21,556	$ 16,337	$ 10,899	$ 9,101	$ 20,000	$ 32,000	$ (12,000)	$ 26,000	$ (6,000)	Assumed reduction due to fewer budgeted miles in 2022 (83,000 miles) than budgeted in 2021 (107,800 miles)
	$ 2,011	$ 1,155	$ 934	$ 1,616	$ 2,550	$ 2,550	$ -	$ 2,550	$ -	Assumes status quo
	$ 1,700	$ 1,275	$ -	$ 2,100	$ 2,100	$ 2,100	$ -	$ 2,100	$ -	Assumes 6 x $350
	$ 1,125	$ 1,750	$ 5,500		$ 5,500	$ 1,750	$ 3,750	$ 1,750	$ -	Assumes status quo
	$ 363	$ 395	$ 5,366	$ 1,234	$ 6,600		$ 6,600	$ 3,300	$ 3,300	Shift Pay for vehicle fogging - assumed 50% of 2021 levels
	$ -	$ 3,241	$ 556	$ -	$ 556		$ 556	$ -	$ -	
	$ 56,837	$ 47,670	$ 34,253	$ 20,747	$ 55,000	$ 62,000	$ (7,000)	$ 56,300	$ (5,700)	
	$ 58,708	$ 51,996	$ 36,598	$ 17,302	$ 53,900	$ 64,200	$ (10,300)	$ 72,650	$ 8,450	Includes 5% increase in health insurance costs and change in employee's health insurance elections due to change in personnel
Expenditures	$ 533,972	$ 438,663	$ 330,350	$ 120,297	$ 453,428	$ 594,600	$ (141,172)	$ 550,450	$ (44,150)	
					-7%	22%				
	$ 40,000	$ 40,000	$ 30,000	$ 10,000	$ 40,000	$ 40,000	$ -	$ 40,000	$ -	Status quo
	$ -	$ -	$ -	$ 5,000	$ 5,000	$ 5,000	$ -	$ -	$ (5,000)	One time consulting fees in 2021 for cost allocation model
	$ 15,783	$ 8,420	$ -	$ 8,420	$ 8,420	$ 15,000	$ (6,580)	$ 15,000	$ -	Estimated - insurance renewal is in process
	$ 24,312	$ 15,849	$ 10,533	$ 6,164	$ 16,697	$ 16,697	$ -	$ 14,021	$ (2,676)	1517 Blake St. 201 - 30% share of costs and adjustment for 84% allocation to the Traveler
	$ 6,453	$ 6,217	$ 7,672	$ 3,528	$ 11,200	$ 11,200	$ -	$ 9,408	$ (1,792)	Estimated
	$ -	$ -	$ -	$ 200	$ 200	$ 200	$ -	$ 756	$ 556	Estimated per review of prior actuals and to balance travel/training accounts for anticpated needs
	$ 103	$ 55	$ -	$ -	$ -	$ 1,600	$ (1,600)	$ 756	$ (844)	Estimated per review of prior actuals and to balance travel/training accounts for anticpated needs
	$ 367	$ 488	$ 520	$ -	$ 520	$ 500	$ 20	$ 500	$ -	Estimated
			$ 110	$ 90	$ 200	$ 200	$ -	$ 200	$ -	Estimated
Expenditures	$ 87,018	$ 71,029	$ 48,835	$ 33,402	$ 82,237	$ 90,397	$ (8,160)	$ 80,641	$ (9,756)	
	$ 34,060	$ 15,182	$ 17,376	$ 11,624	$ 29,000	$ 29,000	$ -	$ 30,000	$ 1,000	Includes repairs and fuel purchased at Garfield County; Assumes: Fuel is based on approximately 34,000 miles budgeted in 202
	$ 605	$ 209	$ -	$ 800	$ 800	$ 800	$ -	$ 672	$ (128)	Original 2021 Budget was $34,000 and was reduced by $5,000 for cost allocation consultant.
	$ 760	$ 370	$ 225	$ 575	$ 800	$ 800	$ -	$ 672	$ (128)	Status quo
	$ -	$ -	$ -	$ -	$ -		$ -		$ -	Status quo
	$ 11,564	$ 5,940	$ 5,140	$ 2,860	$ 8,000	$ 12,000	$ (4,000)	$ 11,000	$ (1,000)	Fuel charged internally at RFTA; Assumes 83,000 toal miles budgeted in 2022 with 49,000 miles budgeted in 2022; Projected m
	$ 10,038	$ 3,668	$ 3,997	$ 3,003	$ 7,000	$ 10,000	$ (3,000)	$ 8,000	$ (2,000)	2022 budgeted miles are approximately 80% of 2021 budgeted miles.
	$ 5,183	$ 10,228	$ 10,228	$ -	$ 10,228	$ 10,500	$ (272)	$ 8,820	$ (1,680)	Route Match Software Support (84% allocation of total cost to the Traveler)
Expenditures	$ 62,210	$ 35,599	$ 36,966	$ 18,862	$ 55,828	$ 63,100	$ (7,272)	$ 59,164	$ (3,936)	
Expenditures	$ 683,200	$ 545,291	$ 416,151	$ 172,561	$ 591,493	$ 748,097	$ (156,604)	$ 690,255	$ (57,842)	
ncing Sources	$ (135,884)	$ (157,536)	$ 5,886	$ (160,626)	$ (168,270)	$ (168,270)	$ (0)	$ (169,643)	$ (1,373)	
	$ 135,885	$ 157,536	$ (5,886)	$ 174,156	$ 168,270	$ 168,270	$ -	$ 169,643	$ 1,373	Status Quo; this amount will change based on Garco's calculation
ing Sources	$ 0	$ (0)	$ -	$ 13,530	$ 0	$ (0)	$ (0)	$ -	$ -	

Transportation Arithmetic & Assumptions
Table 1. Cost Allocation Basis 2022 Draft Budget

Compensation	Line Item Cost	Cost Category	Varies By
Administration	61,500	Fixed	
Transportation Supervisor	100,300	Fixed	
Relief Supervisor			
Bus Operator 3 (FTYR)			
Bus Operator 2 (PTYR)	24,750	Variable	Hours
Bus Operatorâ€Non CDL(FTYR)	199,250	Variable	Hours
Mechanics	26,000	Variable	Miles
Overtime Pay	2,550	Variable	Hours
Alt Activity	2,100	Variable	Hours
Bonus Pay	1,750	Variable	Hours
Shift Pay	3,300	Variable	Hours
Separation Pay		Variable	Hours
Fringe Benefits	56,300	Variable	Hours
Health Insurance	72,650	Variable	Hours
Subtotal Traveler's Compensation Expenditures	**550,450**		
Admin Operating Expenditures			
Admin Overhead	40,000	Fixed	
Third Party Consulting			
Vehicle Insurance	15,000	Fixed	
Office Rental	14,021	Fixed	
Telephone/Communications	9,408	Fixed	
Staff Training	756	Variable	Hours
Travel	756	Fixed	
Office Supplies	500	Fixed	
Postage	200	Fixed	
Subtotal Traveler's Admin Operating Expenditures	**80,641**		
Operating Expenditures			
Repairsâ€Third pty sevices	30,000	Variable	Miles
Drug & Alcohol Testing	672	Variable	Hours
DOT Exams	672	Variable	Hours
Equipment			
Unleaded Fuel	11,000	Variable	Miles
Compressed Natural Gas	8,000	Variable	Miles
Software Support	8,820	Fixed	
Subtotal Traveler's Operating Expenditures	59,164		
Total Traveler's Expenditures	**690,255**		

Table 3. 2020 Trip Distances & Durations

2020 Service Data

Jurisdiction	Ridership	Loaded Miles	Loaded Hours	Avg. Distance	Avg. Duration
Rifle	3,326	11,382	302	3.4	5.4
Glenwood Springs	3,156	7,691	305	2.4	5.8
Garfield County	1,208	9,728	306	8.1	15.2
New Castle	269	3,579	90	13.3	20.1
Silt	203	1,388	33	6.8	9.8
Carbondale	86	517	20	6.0	14.0
Total	**8,248**	**34,286**	**1,056**	**N/A**	**N/A**

Table 4. 2019 Ridership Data

2019 Service Data

Jurisdiction	Ridership
Carbondale	989
Glenwood Springs	6,250
New Castle	1,210
Silt	208
Rifle	5,828
Garfield County	4,782
Total	**10,610**

2022 Estimated Service data used in the MOU above are based on:

Rides = 75% of 2019 ridership
Loaded Miles = Estimated 2022 ridership multiplied by 2020 average trip distances
Loaded Minutes = Estimated 2022 ridership multiplied by 2020 average trip durations.

Table 5. Marginal rates used in cost model

Cost Category	Costs by Catgegory	Marginal Rates
Variable Hours	$348,897	$2.57
Variable Miles	$71,740	$0.98
Fixed	$273,224	$18.91
Total	**$693,861**	**N/A**

Cost Methodology—2022

Nutrition Budget		Annual
Wages	$	150,450.00
Employee Benefits	$	76,124.00
Professional - Other	$	281,625.00
Repair and maintenance	$	200.00
Rental of Land & Buildings	$	100.00
Communications	$	550.00
Printing and Binding	$	300.00
DHS - Destruction of Records	$	250.00
Travel	$	300.00
Motor Pool Charges	$	10,000.00
Professional Affiliations	$	100.00
Training	$	600.00
Office Supplies	$	1,000.00
Operating Supplies	$	9,000.00
Computer Supplies	$	400.00
Freight, postage, Delivery	$	2,600.00
Copy Machine Usage	$	1,300.00
Food - non travel related	$	3,000.00
Computers & computer equipment	$	1,000.00
Total 12 Month Budget		**$538,899.00**
Less AAA funding	$	150,265.00
Less NSIP Incentives	$	13,000.00
Less Program Income	$	21,000.00
Grant & Program Income Total	**$**	**184,265.00**
40% County Share of Total Expenses	$	215,559.60
Garfield County Share	**$**	**215,559.60**
Projected Income/County Share	$	399,824.60
Income less expenses		$139,074.40
Municipal Budget Share for Distribution		**$139,074.40**

Staff: 64% Manager
72% Program Coordinator
77% Program Coordinator

NUTRITION BREAKDOWN SUMMARY FOR MUNICIPALITIES

2022				2021		2020		2019	
Jurisdiction	***# of Meals Served***	***Percent of Total***	***Municipal Nutrition Contribution***	***# Meals***	***Contributions***	***# Meals***	***Contributions***	***# Meals***	***Contributions***
Carbondale	1,157	6.33%	**$8,806.32**	1,306	$ -	1,342	$ -	1,241	$ 1,526.41
Glenwood Springs	6,812	37.28%	**$51,848.45**	4,875	$ -	4,111	$ -	3,873	$ 4,763.72
New Castle	996	5.45%	**$7,580.89**	723	$ -	719	$ -	734	$ 902.81
Silt	1,778	9.73%	**$13,532.96**	2,074	$ -	2,418	$ -	2,477	$ 3,046.67
Parachute	-	0.00%	**$0.00**	-		-		-	$ -
Rifle	7,529	41.21%	**$57,305.78**	6,420	$ -	7,157	$ -	7,918	$ 9,739.00
Municipal Total	***18,272***	***100.00%***	***$139,074.40***	15,398	$ -	15,747	$ -	16,243	$ 19,978.60
Garfield County	***3,325***			3,265		3,190		3,253	
Parachute	-			-		-		-	
Grand Total	***21,597***			18,663		18,937		19,496	
Based on July 2020 - June 2021 Usage				Based on July 2019 - June 2020		Based on July 2018 - June 2019		Based on July 2017 - June 2018	

Cost Methodology—2022

Transportation Budg	Annual	
Wages	$ 21,116.00	Staff: 32% Manager
Employee Benefits	$ 11,440.00	7% Prog Coordinator
Communication	$ 200.00	
Motor Pool Charges	$ 50.00	
Training	$ 200.00	
Office Supplies	$ 200.00	
Computer Supplies	$ 200.00	
Freight, Postage, Delivery	$ 200.00	
Total County Expens	***$ 33,606.00***	

RFTA	$690,255.00	Projected based on RFTA Actual Expenditures November 2, 2021 budget
MINUS GWS Paratra	*$ 30,000.00*	
Total RFTA Expense	***$ 660,255.00***	
Total Expenses	***$ 693,861.00***	
Less Program Income	$ 13,000.00	
Less CSBG	$ 60,638.00	
Less Mt. Valley Devle	$ 20,000.00	
Total G/P Income	**$ 93,638.00**	
Less 50% County Sha	$346,930.50	
RFTA Refund 2020 ap	$ 81,369.65	per 4/19/2021 BOCC Meeting
Total County Share	**$346,930.50**	
Total Revenue	**$440,568.50**	
Total Expenses	***$ 693,861.00***	
Income less expense	**$253,292.50**	
Municipal Budget Share for Distribution	**$253,292.50**	

2022 Traveler Forecast Service And Cost Data

Prepared by Ross Peterson

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Cost Methodology—2022

Well & Wise Budget		Annual	
Wages	$	32,062.00	Staff: 4% Manager
Employee Benefits	$	17,174.00	28% Program Coordinator
Repair & maintenance	$	25.00	
Licenses and permits	$	750.00	16% Program Coordinator
Travel	$	1,000.00	
Motor Pool Charges	$	500.00	
Training	$	3,000.00	
Office supplies	$	100.00	
Other supplies	$	100.00	
Food - non travel related	$	4,000.00	
Computers & computer equipment	$	600.00	
Total 12 Month Budget		**$59,311.00**	
Less AAA funding	$	50,000.00	
Grant & Program Income Total	$	**50,000.00**	
Income less expenses		$9,311.00	
Total County Match		***$9,311.00***	

COMBINED CONTRIBUTION BREAKDOWN

Jurisdiction	*2022* Nutrition *Contribution*	*2022* Transportation *Contribution*	*2022* Well & Wise *Contribution*	2022 Total *Contributions*	*RFTA* Transportation *Contribution*	*2022* Nutrition *Contribution*	*2022* Transportation *Contribution*	*2022* Well & Wise *Contribution*	2022 Net Adjusted Total
Carbondale	$8,806.32	$24,948.35	-	***$33,754.67***	**$24,948.35**	$8,806.32	-	-	**$8,806.32**
Glenwood Springs	$51,848.45	$94,048.86	-	***$145,897.31***	**$94,048.86**	$51,848.45	-	-	**$51,848.45**
New Castle	$7,580.89	$42,048.11	-	***$49,629.00***	**$42,048.11**	$7,580.89	-	-	**$7,580.89**
Silt	$13,532.96	$4,383.56	-	***$17,916.52***		$13,532.96	$4,383.56	-	**$17,916.52**
Rifle	$57,305.78	$87,863.62	-	***$145,169.40***		$57,305.78	$87,863.62	-	**$145,169.40**
Garfield County	$ 215,559.60	$ 346,930.50	9,311.00	***$571,801.10***		$215,559.60	$346,930.50	9,311.00	**$571,801.10**
Totals	$354,634.00	$600,223.00	9,311.00	**$964,168.00**	**$161,045.31**	$354,634.00	439,177.69	9,311.00	**$803,122.69**