INTERGOVERNMENTAL AGREEMENT
FOR GARFIELD COUNTY SENIOR PROGRAMS
TRAVELER SERVICES - 2023

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 2023 (the "IGA" or "Agreement"). This Agreement is effective as of January 1, 2023.

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 §§ 18(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. 776142.

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 2023. The 2023 MOU is attached to this Agreement as Attachment No. 6 and is incorporated for the purpose of explaining the cost methodology adopted regarding the 2023 transportation services (the "2023 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, ¶ 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 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 of 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 2023 in accordance with the IGA and appropriate 2023 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, 2023 regardless of the date signed and shall terminate on December 31, 2023.

4. Transportation Services Provided. The transportation services funded by this Agreement are wheelchair accessible, curb to curb, driver assisted transportation services to Garfield County residents sixty-five (65) years old and older who have difficulty utilizing public transportation ("Seniors"). The Traveler also serves citizens under the age of sixty-five (65) with a 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)(f) 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 2023 for the provision of the services contemplated by this Agreement is Five Hundred Sixty-Eight Thousand, One Hundred Thirty-Three Dollars **($568,133.00).** This amount is based upon RFTA's estimated cost to provide the services in 2023 less amounts received by RFTA from other sources who utilize

the Traveler bus system and less the cost to provide such services to the Town of Carbondale, the City of Glenwood Springs and the Town of New Castle, each of which is a member of RFTA. Amounts are projected and should they reflect a higher cost, 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 2023, RFTA estimates that its cost to provide these services is **$771,023.00.**

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 2023.

c. RFTA Member Jurisdictions. The cost to provide senior transportation services to RFTA's member jurisdictions is calculated by the cost methodology set forth in the 2023 MOU, to which both the BOCC and RFTA are parties. For 2023, the total transportation cost attributable to these member jurisdictions pursuant to the applicable methodology is **$172,890.00.**

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 transportation services described in RFTA's Scope of Services, attached as Attachment No. 1, and Exhibits A - B 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 services to the BOCC's Senior Programs Manager upon receipt and shall lead in the functional assessment process. RFTA will provide to the BOCC's 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 February 15, 2024, RFTA shall provide a reconciliation report for the operation of the Traveler for the 2023 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 incident 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 2023 MOU, and included in the 2023 budget approved by the RFTA Board on December 8, 2022. If the actual 2023 costs exceed the budget, they will be covered by means of the Annual Reconciliation and True-up procedure as 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 2023, the BOCC shall pay RFTA the amount set forth in paragraph 5, $568,133 in eleven (11) monthly payments of $47,344.42 and one monthly payment of $47,344.38 beginning no later than February 26, 2023 and each 10th day of the month thereafter during the 2023 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(l).

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

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. One-Way Passenger Trips: This represents vehicles transporting passengers one way from their origins to their destinations on any leg of their trips. This does not mean round trips or vehicle trips, since more than one passenger can be riding on a vehicle at the same time resulting in "X" number of one-way passenger trips.

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

d. 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. § 24-6-101, *et seq* .

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 Officer Roaring Fork Transportation Authority 2307 Wulfsohn Road Glenwood Springs, CO 81601 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-mail: spritt@garfield-county.com
Contact Person For BOCC:	Judy Martin, Senior Programs Manager 195 West 14th Street Rifle, CO 81650 Phone: (970) 945-9191, ext. 3061 Fax: (970) 928-0465 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 January 1, 2023.

ATTEST:

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

_____
Clerk to the Board

By:_____
_____, Chair

Dated: _____

ATTEST:

ROARING FORK TRANSPORTATION AUTHORITY

_____
Clerk to the RFTA Board of Directors

By:_____
_____, Chair

Dated: _____

INDEX OF ATTACHMENTS

Attachment No. 1: 2023 RFTA Scope of Services

Exhibit A: 2023 Vehicle Inventory
Exhibit B: 2023 County Holidays

Attachment No. 2: 2023 Transportation Cost Methodology

Attachment No. 3: 2023 RFTA Budget

Attachment No. 4: Transportation Arithmetic & Assumptions

Table 1 Cost Allocation Basis 2023 Draft Budget
Table 2 Summary of Cost with Adjustments for Glenwood Springs Take Off & Garfield County Contributions

Attachment No. 5: 2023 Combined Congregate Meal, Well & Wise and Transportation Service Costs

Attachment No. 6: 2023 7-Party Memorandum of Understanding

Attachment No. 1 to Traveler IGA 2023

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 2023 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. Meals at Carbondale and Glenwood Springs meal sites are delivered by Chef Alan Kokish. Traveler will deliver meals 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 vehicles.

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. Traveler services will be adjusted because of Governor orders or Public Health recommendations. 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 2023.

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 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 actual route hours and miles incurred;
- 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, Para-transit, 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 eligible for Traveler service and the number utilizing the service each month; and
- 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.

8. 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 2023. The remaining fifty

percent is paid for by grant and program funding income and allocated payments from the Municipalities based upon the fully allocated cost of providing services considering the total number of trips, total Loaded Miles, and total Loaded Minutes consumed by each Municipality. 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 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. 2023 Budgeted Contributions: As illustrated in Attachment 2, the total budgeted cost to provide Senior Transportation Services in 2023 is **$776,380.00.** This cost represents the costs to the BOCC and to RFTA to provide such services in the amounts of **$35,357.00** and **$771,023.00**, respectively, less the amount of **$30,000.00** 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 **$311,757.00** plus the 2021 applied RFTA refund from 2021 totaling **$76,433.00** totals **$388,190.00**. Anticipated grant and program funding income for 2023 is **$78,494.00** for a total of **$466,684.00.** in contributions from the county and from grants and program income.

c. Allocation of County Contribution and Grant and Program Income: The County's contribution, inclusive of its 50% commitment and anticipated grant and program income, 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: The following estimates are offered to aid the Municipalities in planning and budgeting for their portion of the Traveler costs. The amounts shown are based on the 2023 budgeted amounts identified above and a forecast of ridership and services levels for 2023.

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Municipality	Est. One-Way Passenger Trips	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	59	456	1,375	$5,762	$2,813	$2,949
Glenwood Springs	3,328	9,745	54,103	$242,992	$118,614	$124,377
Newcastle	716	9,376	22,051	$89,017	$43,453	$45,564
Silt	68	243	977	$4,750	$2,319	$2,431
Rifle	4,079	8,137	53,816	$262,522	$128,148	$134,374
Garfield County	1,391	18,389	42,003	$171,338	$171,338	-
Total	**9,641**	**46,346**	**174,325**	**$776,380**	**$466,684**	**$309,696**

e. Monthly Billing: RFTA will pay directly for the full allocated net costs attributable to its member jurisdictions and each of the remaining Parties will pay the County the amount shown on their respective lines in the Chart above.

f. Annual Reconciliation and True-up: No later than February 15, 2024, RFTA will publish a reconciliation statement. Actual expenditures for the 2023 year will be allocated based on the actual one-way passenger trips and estimated load miles and loaded minutes provided to the Parties in 2023. 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" TO ATTACHMENT 1
2023 TRAVELER VEHICLE INVENTORY

January 2023 Traveler Vehicles

Vehicle Number	Year	Vehicle Make & Model	Accessibility Features/Uses	Seating Capacity	Staging Area	License Number	VIN	Owned By	Fuel Tye
G01	2000	2000 FORD WINDSTAR	Admin	7	Fogging	075HTP	2FMZA5141YBA71684	RFTA	Gas
G07	2006	2006 TOYOTA SIENNA	Admin	5	Primary Rifle	794JCI	5TDZA23C16S460666	RFTA	Gas
G08	2007	2007 E-450 CUTAWAY	Mid-LIFT 2WC	14	GMF / Rifle	796JCI	1FDXE45S76DB15709	RFTA	Gas
G11	2009	2009 FORD E450	Mid-LIFT 2WC	14	GMF / Rifle	377VHC	1FDFE45SX9DA61905	Traveler	Gas
G12	2009	2009 FORD E450	Mid-LIFT 2WC	14	GMF / Rifle	378VHC	1FDEE35L49DA88564	Traveler	Gas
C12	2013	FORD EXPLORER	Admin	8	Primary / Blake	703DBF	1FM5K8D81DGB59245	RTFA	Gas
G14	2015	2015 GLAVAL BUS	REAR LIFT 2WC	14	GMF	528RUQ	1FDFE4FS9FDA12107	Traveler	CNG
G15	2015	2015 GLAVAL BUS	REAR LIFT 2WC	14	GMF	529RUQ	1FDFE4FS6FDA30502	Traveler	CNG
G16	2018	2018 GOSHEN IMPULSE E450 2WD	REAR LIFT 2WC	14	GMF / Rifle	OHK929	1FDFE4FS0JDC31000	Traveler	Gas
G17	2018	2018 GOSHEN IMPULSE E450 2WD	REAR LIFT 2WC	14	GMF / Rifle	OHK930	1FDFE4FS2JDC31001	Traveler	Gas
G18	2021	2021 ELKHART COACH ECII	REAR LIFT 2WC	14	GMF / Rifle	CDNN77	1FDFE4FN6MDC21859	Traveler	Gas
G19	2021	2021 ELKHART COACH ECII	REAR LIFT 2WC	14	GMF / Rifle	CDNN78	1FDFE4FN2MDC21860	Traveler	Gas

EXHIBIT "B" TO ATTACHMENT 1
2023 GARFIELD COUNTY HOLIDAY SCHEDULE

Monday, January 2nd – New Year's Day
Monday, February 20th – President's Day
Monday, May 29th – Memorial Day
Tuesday, July 4th – Independence Day
Monday, September 4th – Labor Day
Friday, November 10th – Veteran's Day
Thursday, November 23rd – Thanksgiving Day
Friday, November 24th – Post Thanksgiving Day
Friday, December 22nd – Christmas Eve Day
Monday, December 25th – Christmas Day

Attachment No. 2: 2023 Transportation Cost Methodology

Cost Methodology—2023

Transportation Budget		Annual	
Wages	$	21,116	Staff: 32% Manager
Employee Benefits	$	11,440	7% Prog Coordinator
Communication	$	200	
Motor Pool Charges	$	50	
Training	$	200	
Office Supplies	$	200	
Computer Supplies	$	200	
Freight, Postage, Delivery	$	200	
Total County Expenses	***$***	***35,357***	
RFTA	***$***	***771,023***	
MINUS GWS Paratransit	***$***	***30,000***	
Total Net RFTA Expenses	***$***	***741,023***	
Total Expenses	***$***	***776,380***	
Less Program Income	$	5,500	
Less CSBG	$	61,494	
Less Mt. Valley Development	$	11,500	
Total G/P Income	***$***	***78,494***	
County Net 50% Share	$	311,757	
2021 Refund Applied	$	76,433	
Total County 50% Share	$	388,190	
Total Revenue	$	466,684	
Total Expenses	***$***	***776,380***	
Revenue less expenses	$	309,696	
Municipal Budget Share for Distribution	$	309,696	

2022 Traveler Forecast Service And Cost Data

Jurisdiction	Est. One-Way Passenger Trips	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	59	456	1,375	$ 5,762	$ 2,813	$ 2,949
Glenwood Springs	3,328	9,745	54,103	$ 242,992	$ 118,614	$ 124,377
New Castle	716	9,376	22,051	$ 89,017	$ 43,453	$ 45,564
Silt	68	243	977	$ 4,750	$ 2,319	$ 2,431
Rifle	4,079	8,137	53,816	$ 262,522	$ 128,148	$ 134,374
Garfield County	1,391	18,389	42,003	$ 171,338	$ 171,338	$ -
Total	**9,641**	**46,346**	**174,325**	**$ 776,380**	**$ 466,684**	**$ 309,696**
Check Total	9,641	46,346	174,325	$776,380	$466,684	$309,696
Difference =/-	-	-	-	-	-	-

Attachment No. 3: 2023 RFTA Budget

Traveler Program
Statement of Revenues and Expenditures

TRAVELER'S	2021 Audited Amount	2022 Projection (as of 10/19/2022): Actual YTD 9/30/2022	Est. Accrual Adjustments	2022 Projected Amount	2022 Budget Amount	+ / - Budget	2023 Preliminary Budget (as of 10/22/2022): 2023 Draft Budget	+ / - Budget	Notes
REVENUES									
Traveler's Contract	$ 409,348	$ 374,407	$ 124,803	$ 499,210	$ 499,210	$ -	$ 568,133	$ 68,923	*Based on Preliminary Draft of 2023 Cost Methodology*
City of GWS Discretionary Grant	$ 30,000	$ -	$ 30,000	$ 30,000	$ 30,000	$ -	$ 30,000	$ -	Assumes status quo
Garfield County Contributions - Software Support		$ -	$ -	$ -	$ -	$ -	$ -	$ -	Garfield County Reimbursement of Software Support Expenditures
Total Traveler's Revenues	**$ 439,348**	**$ 374,407**	**$ 154,803**	**$ 529,210**	**$ 529,210**	**$ -**	**$ 598,133**	**$ 68,923**	
EXPENDITURES									
Compensation									
Administration	$ 24,041	$ -	$ -	$ -		$ -		$ -	
Transportation Supervisor	$ 93,471	$ 74,505	$ 28,608	$ 103,113	$ 100,300	$ 2,813	$ 111,700	$ 11,400	1 Supervisor FTE - Assumes potential wage adjustment and a merit increase up to 4%
Relief Supervisor	$ 18,222	$ -	$ -	$ -		$ -	$ -	$ -	Relief Supervisor Job Position not budgeted in 2022; will not be budgeted in 2023
Dispatcher	$ 32,930	$ 44,934	$ 17,979	$ 62,913	$ 61,500	$ 1,413	$ 68,000	$ 6,500	1 Dispatch Position (former Admin Assistant position) - Assumes potential wage adjustment, a merit increase up to 4%, and 84% allocation to the Traveler
Bus Operator 3 (FTYR)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	(Full time Drivers recorded in non CDL line below)
Bus Operator 2 (PTYR)	$ 83,395	$ 46,880	$ 12,978	$ 60,484	$ 24,750	$ 35,734	$ 47,840	$ 23,090	4 FT Drivers and 1 (FTE) Part-time drivers. Assumes: merit increase up to 4%; 2023 budget assumes a 11% increase in driving hours (10,400 hours) over 2022 budget of 9,400 hours for increased dispatch/supervisor coverage.
Bus Operator-Non CDL(FTYR)	$ 90,284	$ 121,479	$ 41,268	$ 164,902	$ 199,250	$ (34,348)	$ 213,700	$ 14,450	
* Mechanics	$ 21,065	$ 30,077	$ 7,923	$ 38,000	$ 26,000	$ 12,000	$ 32,000	$ 6,000	Assumed status quo of budgeted miles in 2023 (83,000 miles) as compared to 2022 (83,000 miles)
Overtime Pay	$ 2,633	$ 7,690	$ 10	$ 7,700	$ 2,550	$ 5,150	$ 6,000	$ 3,450	Increase in order to anticipate any staffing needs
Alt Activity	$ 2,125	$ 425	$ 1,675	$ 2,100	$ 2,100	$ -	$ 2,550	$ 450	Assumes 6 x $425
Bonus Pay	$ 7,500	$ 8,747	$ -	$ 8,747	$ 1,750	$ 6,997	$ 1,750	$ -	Assumes status quo
Shift Pay	$ 6,713	$ 4,640	$ 1,245	$ 5,885	$ 3,300	$ 2,585	$ 4,600	$ 1,300	Shift Pay for vehicle fogging will go away in 2022/2023 due to Air Purification System. Shift pay will continue in 2023 for succesion planning.
Separation Pay	$ 556	$ 5,957	$ -	$ 5,957	$ -	$ 5,957	$ -	$ -	
Fringe Benefits	$ 49,059	$ 43,485	$ 16,100	$ 59,600	$ 56,300	$ 3,300	$ 67,000	$ 10,700	
Health Insurance	$ 50,776	$ 52,232	$ 10,969	$ 63,200	$ 72,650	$ (9,450)	$ 68,100	$ (4,550)	Includes 7% increase in health insurance costs and change in employee's health insurance elections due to change in personnel
Subtotal Traveler's Compensation Expenditures	**$ 482,771**	**$ 441,050**	**$ 138,754**	**$ 582,600**	**$ 550,450**	**$ 32,150**	**$ 623,240**	**$ 72,790**	
				19%	**13%**				
Admin Operating Expenditures									
* Admin Overhead	$ 40,000	$ 30,000	$ 10,000	$ 40,000	$ 40,000	$ -	$ 40,000	$ -	Status quo
Third Party Consulting	$ 5,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	One time consulting fees in 2021 for cost allocation model
Vehicle Insurance	$ 6,545	$ -	$ 7,177	$ 7,177	$ 15,000	$ (7,823)	$ 9,000	$ (6,000)	Estimated - insurance renewal is in process
Office Rental	$ 14,622	$ 12,397	$ 5,603	$ 18,000	$ 14,021	$ 3,979	$ 19,703	$ 5,682	1517 Blake St. 201 - 30% share of costs
Telephone/Communications	$ 10,373	$ 8,057	$ 2,735	$ 10,800	$ 9,408	$ 1,392	$ 11,000	$ 1,592	Estimated
Staff Training	$ -	$ -	$ -	$ -	$ 756	$ (756)	$ 1,000	$ 244	Increased request due to sending one employee/driver to PASS (Passenger Assistance Safety and Senstivity) Training in 2023
Travel	$ -	$ -	$ -	$ -	$ 756	$ (756)	$ 756	$ -	Estimated per review of prior actuals and to balance travel/training accounts for anticipated needs
Office Supplies	$ 558	$ 547	$ -	$ 547	$ 500	$ 47	$ 550	$ 50	Estimated
Postage	$ 110	$ 184	$ 16	$ 200	$ 200	$ -	$ 200	$ -	Estimated
Subtotal Traveler's Admin Operating Expenditures	**$ 77,208**	**$ 51,185**	**$ 25,532**	**$ 76,724**	**$ 80,641**	**$ (3,917)**	**$ 82,209**	**$ 1,568**	
Operating Expenditures									
Repairs-Third pty sevices	$ 24,502	$ 26,914	$ 8,086	$ 35,000	$ 30,000	$ 5,000	$ 33,000	$ 3,000	Includes repairs performed at RFTA Facilites and fuel purchased at Garfield County; Fuel is based on approximately 34,000 miles budgeted in 2023; Projected miles in 2023 is 30,000. Assumes a 10% increase in fuel, part, and shipping costs.
Drug & Alcohol Testing	$ 29	$ 240	$ 432	$ 672	$ 672	$ -	$ 672	$ -	Status quo
DOT Exams	$ 725	$ 573	$ 99	$ 672	$ 672	$ -	$ 672	$ -	Status quo
Equipment	$ -	$ -	$ -	$ -		$ -		$ -	
Unleaded Fuel	$ 6,605	$ 6,422	$ 2,177	$ 8,600	$ 11,000	$ (2,400)	$ 13,000	$ 2,000	Fuel charged internally at RFTA; Assumes 83,000 total miles budgeted in 2023 with 49,000 miles budgeted in 2023; Projected mileage in 2022 is 41,000 miles.
Compressed Natural Gas	$ 5,550	$ 3,981	$ 1,670	$ 5,700	$ 8,000	$ (2,300)	$ 8,000	$ -	2023 budgeted miles are approximately equal to 2022 budgeted miles.
Software Support	$ 10,228	$ 10,230	$ -	$ 10,230	$ 8,820	$ 1,410	$ 10,230	$ 1,410	Route Match Software Support (84% allocation of total cost to the Traveler); additional license and hosting fees for one additional user
Subtotal Traveler's Operating Expenditures	**$ 47,639**	**$ 48,360**	**$ 12,464**	**$ 60,874**	**$ 59,164**	**$ 1,710**	**$ 65,574**	**$ 6,410**	
Total Traveler's Expenditures	**$ 607,618**	**$ 540,595**	**$ 176,749**	**$ 720,199**	**$ 690,255**	**$ 29,943**	**$ 771,023**	**$ 80,768**	
Traveler's Net Total Before Other Financing Sources	**$ (168,270)**	**$ (166,188)**	**$ (21,946)**	**$ (190,989)**	**$ (161,045)**	**$ (29,943)**	**$ (172,890)**	**$ (11,845)**	
Other Financing Sources									
Transfer from RFTA General Fund	$ 168,270	$ 166,188	$ 21,946	$ 190,989	$ 161,045	$ (29,944)	$ 172,890	$ 11,845	*Based on Preliminary Draft of 2023 Cost Methodology*
Travelers Net Total After Other Financing Sources	**$ (0)**	**$ 0**	**$ -**	**$ -**	**$ -**	**$ (59,887)**	**$ 0**	**$ 0**	

Attachment No. 4: Transportation Arithmetic & Assumptions
Table 1. Cost Allocation Basis Draft Budget

2023 Budget

Compensation		Amount	Cost Category
Administration	$	68,000	Fixed
Transportation Supervisor	$	111,700	Fixed
Relief Supervisor			
Bus Operator 3 (FTYR)			
Bus Operator 2 (PTYR)	$	47,840	Variable
Bus Operatorâ€Non CDL(FTYR)	$	213,700	Variable
Mechanics	$	32,000	Variable
Overtime Pay	$	6,000	Variable
Alt Activity	$	2,550	Variable
Bonus Pay	$	1,750	Variable
Shift Pay	$	4,600	Variable
Separation Pay	$	-	Variable
Fringe Benefits	$	67,000	Variable
Health Insurance	$	68,100	Variable
Subtotal Traveler's Compensation Expenditures	**$**	**623,240**	
Admin Operating Expenditures			
Admin Overhead	$	40,000	Fixed
Third Party Consulting			
Vehicle Insurance	$	9,000	Fixed
Office Rental	$	19,703	Fixed
Telephone/Communications	$	11,000	Fixed
Staff Training	$	1,000	Variable
Travel	$	756	Fixed
Office Supplies	$	550	Fixed
Postage	$	200	Fixed
Subtotal Traveler's Admin Operating Expenditures	**$**	**82,209**	
Operating Expenditures			
Repairsâ€Third pty sevices	$	33,000	Variable
Drug & Alcohol Testing	$	672	Variable
DOT Exams	$	672	Variable
Equipment			
Unleaded Fuel	$	13,000	Variable
Compressed Natural Gas	$	8,000	Variable
Software Support	$	10,230	Fixed
Subtotal Traveler's Operating Expenditures	$	65,574	Variable
Total Traveler's Expenditures	**$**	**771,023**	

Table 2

Summary of 2023 Budgeted Costs by Cost Driver with Adjustments for Glenwood Takeoff & County Contributions

Cost Allocation Expense Category	Total Budgeted Expense by Cost Allocation Category	Distribution	Glenwood ADA Takeoff	Garfield County Administrative Expense	Traveler Costs
Variable Hours (Loaded Minutes)	$ 413,884	53.68%	$ 16,104	$ -	$ 397,780
Variable Miles	$ 86,000	11.15%	$ 3,346	$ -	$ 82,654
Fixed	$ 271,139	35.17%	$ 10,550	$ 35,357	$ 295,946
Total	**$ 771,023**	**100.00%**	**$ 30,000**	**$ 35,357**	**$ 776,380**

Garfield County 50% Contribution, Grants and Program Income

Garfield County 50% Contribution	$ 388,190
Estimated Grants and Program Income	$ 78,494
Total County Contribution, Grants and Program Income	**$ 466,684**

Attachment No. 5:

2023 Combined Congregate Meal, Well & Wise and Transportation Service Costs

COMBINED CONTRIBUTION BREAKDOWN

Jurisdiction	2023 Nutrition Contribution	2023 Transportation Contribution	2023 Well & Wise Contribution	2023 Total Contributions	RFTA Transportation Contribution	2023 Nutrition Contribution	2023 Transportation Contribution	2023 Well & Wise Contribution	2023 Net Adjusted Total
Carbondale	$10,920.06	$2,949.00	-	$13,869.06	$2,949.00	$10,920.06	-	-	$10,920.06
Glenwood Springs	$52,686.76	$124,377.00	-	$177,063.76	$124,377.00	$52,686.76	-	-	$52,686.76
New Castle	$5,910.78	$45,564.00	-	$51,474.78	$45,564.00	$5,910.78	-	-	$5,910.78
Silt	$14,976.82	$2,431.00	-	$17,407.82		$14,976.82	$2,431.00	-	$17,407.82
Rifle	$50,381.98	$134,374.00	-	$184,755.98		$50,381.98	$134,374.00	-	$184,755.98
Garfield County	$ 236,671.60	$388,190.00	7,688.00	$632,549.60		$236,671.60	$388,190.00	7,688.00	$632,549.60
Totals	$371,548.00	$697,885.00	7,688.00	$1,077,121.00	$172,890.00	$371,548.00	524,995.00	7,688.00	$904,231.00

Attachment No. 6 to Traveler IGA 2023

7-Party Memorandum of Understanding 2023