



## TRANSIT DEPARTMENT

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### **SUMMIT COUNTY TRANSIT BOARD MEETING**

Wednesday, April 26, 2023, 8:15 a.m.

#### **SUMMARY MINUTES**

#### **I. CALL TO ORDER**

The monthly meeting of the Summit County Transit Board on Wednesday, April 26, 2023, was called to order by Chair, Kent Willis at 8:15 a.m.

#### **II. ROLL CALL**

Board Members present and answered to the roll call were:

Kent Willis, Chair – Town of Frisco  
Josh Blanchard – Summit County  
Becky Bowers - Upper Blue Basin (At Large Member)  
Katrina Doerfler- Lower Blue Basin (At Large Member)  
Kyle Hendricks – Town of Dillon  
Matt Hulsey – Town of Breckenridge  
Susan Juergensmeier (remotely) – Snake River Basin (At Large)  
Tom Koehler - Ten Mile Basin (At Large Member)  
Ted Pilling – Town of Blue River

Staff present were as follows: Chris Lubbers, Transit Director; Alex Soto, Operations Manager (remotely), Ann Findley, Planner, George Zachos, Shift Supervisor and Vivian Pershing, Administrative Assistant.

#### **III. APPROVAL OF MINUTES AND AGENDA**

The minutes from the Mar. 29, 2023, Summit County Transit Monthly Meeting and Apr. 26, 2023 meeting agenda were reviewed. Katrina Doerfler moved to approve the minutes, with a second by Ted Pilling. Tom Koehler moved to approve the agenda, second by Becky Bowers. Motions carried.

#### **IV. RECOGNITION OF GUESTS AND PUBLIC COMMENTS**

No guests were present or public comments received.

#### **V. REGULAR MONTHLY UPDATE ITEMS**

##### **A. Transit Director Report and Financials**

Chris Lubbers discussed the Transit Financial Summary, Sales Tax Data and Budget Report in detail, focusing on current revenue, labor, administration/office, capital and fleet replacement, operation and maintenance, safety and insurance, training and recognition along with beginning and ending fund balances. He reported on the Frisco Transit Center ribbon cutting ceremony and Sheriff's Office making use of their space. He updated the Board on capital improvement projects on employee housing units and the Transit Ops Center. A budget statement of operating revenue and expenses for year to date to March 31, 2023 was given. The Financial Report was approved unanimously by the board.

## **B. Operations and Maintenance Report**

Ann Findley discussed the executed contract with security guards at bus stations targeted for 3pm to 1am and the DoubleMap/TransLoc hardware, software, app upgrade and tablet equipment installation in fall. Bus stop signs and website will include the QR code. Kent Willis, Ms. Doerfler, Ms. Bowers and Mr. Hulsey inquired on automatic passenger counting possibilities. Mr. Lubbers, Kyle Hendricks and George Zachos replied on GTFS inclusion, bandwidth, accuracy and customer interface functionality. Ms. Findley reviewed the Transit Operations Summary in detail, focusing on current fixed-route passenger counts, and current mass transit sales tax receipts, and ridership changes by route, comparing hourly service in 2022 to hourly service in 2023 with a .68% increase in March 2023, especially in the Blue River, Park County and Lake County Commuter, Copper-Frisco, Wilderndest/Silverthorne Loop routes. She discussed bus operator staffing, training, recruiting efforts, safety metrics, employee recognition, and advertising. Ms. Findley reviewed maintenance technician staffing, work orders, bus and para transit availability, warranty issues, road calls, costs, preventative maintenance, bus performance and parts availability. Matt Hulsey commented on heat reliability in their new electric buses. Ms. Doerfler inquired on regaining 30-minute service in fall. Alex Soto commented optimistically. Mr. Willis complimented drivers and staff on customer service. The Operations and Maintenance Report was approved unanimously by the board present.

## **C. Agenda Items**

Ms. Findley gave an update on Transit to Trails. Mr. Koehler, Ms. Doerfler, Mr. Hendricks and Mr. Willis commented on outreach and encouraged inviting Open Space, water basin groups and/or Recreation management to the annual retreat for big picture planning. Josh Blanchard mentioned sustainability and equity roles and responsibility outlines.

Ms. Findley reviewed the scope of work for the micro-transit feasibility study and programs in communities similar to ours with a county service assessment. Goals remain to service the first/last mile, to possibly expand our operating area within county limits, and engage the public through social media, meetings and surveys. The scope would provide services to write and apply for suitable funding to hire a company to operate a county system. The rough timeline would have the study complete by Dec 31, 2023, hire an operating company by April 30, 2024 to start up by Sept. 15, 2024.

Mr. Lubbers summarized current HB23-1101 legislation regarding ozone season transit grant program flexibility and its potential effect on Transportation Planning Regions that the Senate adopted April 18, 2023. He reviewed a draft of passenger rules of conduct and exclusion from Summit Stage service. Ms. Doerfler moved to accept the proposed rules of conduct, Mr. Hendricks second. Motion passed. Mr. Willis suggested a review and discussion of the adoption at the August meeting.

Mr. Lubbers discussed a future consideration and potential next steps in forming and establishing a regional transit authority. He reviewed steps for a CDOT contract and public hearings with registered voter approval of boundaries, financing and scope. Mr. Willis asked that these topics be continued in future meeting agendas.

## **Adjournment**

Meeting was adjourned at 9:50 a.m.