

Regular Joint Information Meeting
TOWN COUNCIL & COUNTY COMMISSION

December 4, 2023

1:30 PM

County Chambers

Chair: Luther Propst

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES WITH VIEWS THAT ENCOMPASS ALL AREAS, PARTICIPANTS AND AUDIENCE MEMBERS. **PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

I. ZOOM LINK FOR PUBLIC PARTICIPATION

To join, click the link or copy to your browser: <https://us02web.zoom.us/j/86488972868>

If the link does not work, join at zoom.com with Webinar ID **864 8897 2868**

or join by phone **+1 669 900 6833** with Webinar ID **864 8897 2868**

II. CALL TO ORDER, ROLL CALL, AND ANNOUNCEMENTS

III. PUBLIC COMMENT

This section is reserved for comments on items that are not otherwise included in this agenda. Public comment is limited to 3 minutes. As a general practice, the Electeds will not hold discussion or debate these comments. Nor will they make any decisions presented during this time, but rather refer to staff for follow-up. If you would like to communicate with the Electeds during the meeting, please address them during this open public comment, when public comment is called for on a specific agenda item or send an email to council@jacksonwy.gov and commissioners@tetoncountywy.gov.

IV. CONSENT CALENDAR

A. Meeting Minutes

1. November 6, 2023 Regular Joint Information Meeting

V. DISCUSSION/ACTION ITEMS

- A. Regional Transportation Task Force Agreement (Charlotte Frei, 30 mins)
- B. START Budget Amendment (Bruce Abel, 15 mins)

VI. MATTERS FROM COUNCIL, COMMISSIONERS AND STAFF

VII. ADJOURN

Please note that at any point during the meeting, the Chair or Mayor may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

**JOINT INFORMATION PROCEEDINGS
TOWN COUNCIL AND BOARD OF COUNTY COMMISSIONERS MEETING**

NOVEMBER 6, 2023

JACKSON, WYOMING

The Jackson Town Council met in conjunction with the Teton County Commission in a joint information meeting (JIM) located in the County Commissioner's Chambers located at 200 S. Willow St. at 1:30 P.M.

I. ROLL CALL Upon roll call the following were present:

COUNTY COMMISSIONERS: Luther Propst, Chair, Greg Epstein, Wes Gardner, and Mark Newcomb. Natalia Macker, Vice-Chair, was absent.

TOWN COUNCIL: Mayor Pro Tempore Arne Jorgensen, Jim Rooks, Jonathan Schechter, and Jessica Sell Chambers. Mayor Hailey Morton Levinson joined the meeting at 2:40 p.m.

STAFF: Maureen Murphy, Chris Neubecker, Tyler Sinclair, Paul Anthony, Alyssa Watkins, Heather Overholser, Amy Ramage, Roxanne Robinson, Lea Colasuonno, April Norton and Rose Robertson.

II. PUBLIC COMMENT

Public comment was given by James Musclow regarding the Recreation Center pool closures, and by Freddie Botur, who introduced himself and discussed community projects.

III. CONSENT AGENDA

A. Meeting Minutes. To approve the meeting minutes for the October 2, 2023 meeting as presented.

B. Safe Streets and Roads for All (SS4A) Contract

C. START Budget Amendment for Housing

Public comment was given by James Musclow regarding the SS4A Contract.

On behalf of the County, a motion was made by Commissioner Epstein and seconded by Commissioner Newcomb to approve the minutes for the October 2, 2023 MJM. Chair Propst called for a vote. The vote showed four in favor and the motion carried 4-0 for the County.

On behalf of the Town, a motion was made by Councilmember Rooks and seconded by Councilmember Sell Chambers to approve the minutes for the October 2, 2023 MJM. Mayor Pro Tem Jorgensen called for a vote. The vote showed four in favor and the motion carried 4-0 for the Town.

Item B: Safe Streets and Roads for All (SS4A) Contract was removed from the consent agenda to be discussed later in the meeting.

There was no public comment.

On behalf of the County, a motion was made by Commissioner Gardner and seconded by Commissioner Newcomb to approve Item C: START Budget Amendment for Housing. Chair Propst called for a vote. The vote showed four in favor and the motion carried 4-0 for the County.

On behalf of the Town, a motion was made by Councilmember Rooks and seconded by Councilmember Sell Chambers to approve Item C: START Budget Amendment for Housing. Mayor Pro Tem Jorgensen called for a vote. The vote showed four in favor and the motion carried 4-0 for the Town.

B. Safe Streets and Roads for All (SS4A) Contract

Public comment was given by Sam Petrie, Friends of Pathways regarding the SS4A contract.

Brian Schilling, Director of Pathways & Trails Pathways Coordinator, answered questions from the Board and Council regarding possible amendments to the contract. Lea Colasuonno, Town Attorney answered questions from the Board and Council regarding the scope of Town involvement in this Teton County contract. The Board and Town discussed continuing the item to the November 7, 2023 regular meeting.

On behalf of the County, a motion was made by Commissioner Newcomb and seconded by Commissioner Epstein to continue the notice board contract approval for the Jackson/Teton County Safe Streets for All (SS4A) comprehensive safety action plan professional services contract until the regular meeting tomorrow, November 7, 2023 regular meeting. Chair Propst called for a vote. The vote showed four in favor and the motion carried 4-0 for the County.

Following direction from Mayor Pro Tem Jorgensen, Town Council members did not make a motion on behalf of the Town of Jackson as it is a Teton County contract.

IV. HUMAN SERVICES UPDATES Council and Commission received updates from the following Human Services providers:

- Hannah Cooley, Hole Food Rescue
- Laura Soltau, Teton Literacy Center
- Shannon Brooks Hamby, Community Safety Network Executive Director
- Deidre Ashley, Mental Health and Recovery Services of Jackson Hole, formerly Jackson Hole Community Counseling Center and Curran Seeley
- Chris Moll, Teton County Youth and Family Services
- Jordan Rich, VoiceJH

V. MATTERS FOR DISCUSSION

A. BUILD Grant Update

Heather Overholser, Director of Public Works, presented to the Board an update on the BUILD Grant, specifically the Wyoming projects.

There was no public comment.

The meeting recessed at 2:57 P.M. and reconvened at 3:01 P.M.

B. RFP for 90 Virginian Lane – continued from October 2, 2023 meeting

Public comment was given by Missy Whelan, Margie Lynch, Jean McDaniel, and Michael Keegan regarding the RFP for 90 Virginian Lane.

April Norton, Housing Director, presented to the Board a review of the third draft of the Request for Proposals for Affordable Workforce Housing Development at 90 Virginian Lane (RFP). This is the fourth meeting the Council and Board have held to discuss the future RFP for this site.

On August 7, 2023, the Board and Council provided staff with direction on 10 of 11 key questions presented. On September 11, 2023, the Board and Council provided staff with further direction on key questions presented. On October 2, 2023, the Board and Council provided staff with additional direction on the draft RFP. Since that time, staff have revised the RFP based on the direction received and today seek any final direction from Board and Council. Staff are prepared to release the RFP once it is approved. To inform the Board and Council's final review, staff have summarized direction received at the October meeting and provided some options for adjusting the scoring matrix.

April Norton, Housing Director, and Paul Anthony, Town Planning Director, answered questions from Council and Commission.

On behalf of the County, a motion was made by Commissioner Gardner and seconded by Commissioner Newcomb to direct staff to revise the Request for Proposals consistent with the direction provided in this meeting and to release it via Public Purchase in accordance

with the schedule as presented. Chair Propst called for the vote. The vote showed four in favor and the motion carried 4-0 for the County.

On behalf of the Town, a motion was made by Councilmember Schecter and seconded by Councilmember Rooks to direct staff to revise the Request for Proposals consistent with the direction provided in this meeting and to release it via Public Purchase in accordance with the schedule as presented. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried for the Town.

VI. MATTERS FROM COMMISSION AND COUNCIL

Adjourn. On behalf of the County, a motion was made by Commissioner Epstein and seconded by Commissioner Newcomb to adjourn. Chair Propst called for a vote. The vote showed four in favor and the motion carried 4-0 for the County.

On behalf of the Town, a motion was made by Councilmember Schecter and seconded by Councilmember Sell Chambers to adjourn. Mayor Morton Levinson called for a vote. The vote showed all in favor and the motion carried for the Town.

The meeting adjourned at 4:36 P.M.

TETON COUNTY BOARD OF COUNTY COMMISSIONERS

Luther Propst, Chair

ATTEST:

Maureen E. Murphy, County Clerk

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Town Clerk, Riley Taylor



JOINT INFORMATION MEETING

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: County Administration

PRESENTER: Charlotte Frei

MEETING DATE: December 4, 2023

SUBJECT: Regional Transportation Task Force Update

STATEMENT/PURPOSE

The purpose of this item is for the Town Council and County Commission to:

1. Review an update regarding the Regional Transportation Task Force (Task Force) conclusion of Phase 1A, whereby Task Force members agreed to continue to meet and begin developing a regional transportation needs list to inform a regional plan, and
2. Consider a motion directing staff to continue coordinating transportation regionally in 2024, and affirm the Greater Teton Regional Transportation Task Force Working Agreement as presented.

BACKGROUND/ALTERNATIVES

This section is divided into several sections to provide (1) background, followed by (2) a summary of the Task Force recommendations in 2023, then (3) analysis and recommendations for proceeding in 2024, and (4) key policy questions related to the analysis and recommended motion.

Background on Regional Transportation Planning Processes and Refresh on October 2022 discussion

The Integrated Transportation Plan (ITP, technical update adopted December 2020) recommended formation of a Regional Transportation Planning Organization (RTPO). The initial phase of the RTPO was to be funded by the Town and County to provide continuing, cooperative, and comprehensive transportation planning within Teton County. The recommendation of forming an RTPO was based on Federal legislation permitting their formation (MAP-21, 23 CFR 450, 2015). The authorizing legislation for RTPOs was modeled on the functions of Metropolitan Planning Organizations (MPOs) which are Federally-required bodies in areas over 50,000 residents meeting population density thresholds. One intent of RTPOs is to collaborate with State DOTs to ensure the Long-Range Transportation Plan (LRTP) and the Statewide Transportation Improvement Program (STIP) reflect the goals and objectives of local governments. Forming an RTPO provides **no additional funding** to a non-metropolitan region to conduct **optional** planning processes. In states where RTPOs have been successfully formed, the State DOT plays a significant role in supporting and encouraging cooperation with non-metropolitan regions through these RTPOs. State DOTs and MPOs are at times concerned that the formation of RTPOs will divert funding they rely on for planning activities to those new RTPOs since Federal law has not created new appropriations to support RTPOs. For these reasons, staff did not recommend pursuing an RTPO, but instead proposed to form a Regional Transportation Task Force (see "Stakeholder Analysis" section below) to explore needs and governance alternatives to meet those regional needs.

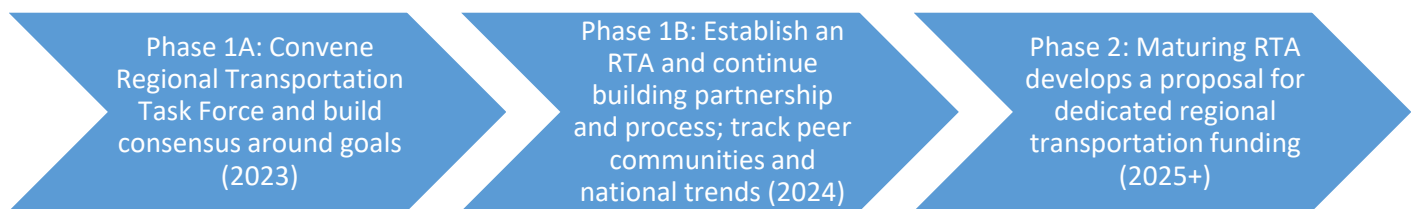
The motion passed on October 3, 2022 read:

To direct staff to convene a Regional Transportation Task Force, amended to include TVA and START, for the calendar year 2023 that will accomplish the below and regularly report back to the Council and Commission on its progress:

1. *Identify, study, and provide recommendations for developing regional transportation plans in general accordance with state and federal regulations and policies;*
2. *Build regional partnerships with neighboring counties, WYDOT, relevant Federal agencies, and community stakeholders;*
3. *Develop a recommended outline of a JPA;*
4. *Identify the structure for partnerships with other entities, including their role in the decision-making process, and develop a recommended outline of necessary agreements with those entities; and*
5. *Establish initial procedures to ensure general compliance with state and federal regulations and coordination across Town and County departments.*
6. *Convene a citizens' advisory committee composed of organizations including but not limited to existing Joint Powers Boards, Resort Districts, and NGOs in task force discussions.*

For the October 3, 2022 JIM staff report, staff wrote “Staff recommends that developing regional governance for transportation would begin with solidifying County and Town procedures and partnerships in Phase 1A. This process then allows several years to develop and deepen partnerships with Federal agencies, regional partners, and peer gateway communities. The **ultimate goal of transportation planning is to deliver quality, lasting transportation infrastructure; building partnerships and staff capacity to support existing and anticipated operations is needed to support that goal.** During Phase 1B, staff anticipates moving forward with a [Regional Transportation Authority (RTA) or Joint Powers Authority (JPA)], while allowing flexibility in Phase 1A to refine parameters of the charter.

Figure 1. Summary of Timeline for Phases 1A, 1B and 2



The initial phase will result in building partnerships and organizational capacity to lead the next phase of transportation planning and project implementation. Based on lessons learned over the first two years, the parties could choose to establish an RTA or pursue Federal-designation of a planning and contracting entity.”

The goal of Phase 1A was to initiate partnership and understand the appetite for collaboration on transportation issues. The attached Working Agreement documents consensus among the Task Force regarding goals for continued collaboration.

The prior stated goal of phase 1B (2024) was to continue to build partnership and processes, potentially establishing an RTA, while the RTPA continued to track peer communities and national trends regarding Rural Transportation Planning Organizations. The Task Force has also begun to establish processes for identifying regional needs (Phase 1B), and a Regional Needs Assessment project will be a key Task Force activity in 2024. Several, but not all, task force members have expressed interest in further exploring a Regional Transportation Authority (RTA) and associated taxing district, but as the remainder of this staff report will detail, clarity regarding specific project and program needs is desirable to establish functional objectives of an RTA or more regional JPA. Thus, the **revised goal of phase 1B is to continue building relationships and documenting transportation needs through a ‘Regional Needs Assessment’ effort.** Over the next year, staff and the Task Force will gain more information to move closer to an agreement for an RTA, a regional transportation vision and plan, and/or dedicated revenue sources for funding capital improvements and transportation programs.

In the longer-term, Phase 2 and beyond, the maturing partnership could become a formal organization, such as an RTA, as a dedicated transportation revenue source is identified. This remains consistent with the ITP definition of a Phase 2 Regional Transportation Planning Organization. A longer-term transportation vision could be part of a robust regional plan that builds on the ‘Regional Needs Assessment’ to be initiated in 2024.

Summary of Phase 1A (2023)

The Task Force is interested in continuing to meet, but there are concerns related to forming a new organization or ceding local decision-making to a regional body. The conversations of the Task Force (see “Stakeholder Analysis” below) have to date validated the ‘phased approach’ quoted above in Figure 1, and the meetings have aligned with the goal of Phase 1A to build consensus around goals. The key findings/updates of Phase 1A are indicated in **Table 1**.

Table 1. Updates regarding Items from BCC/Council Motion

Item from 10/3/2022 Motion	Staff Update on Phase 1A and recommendation for Phase 1B
Convene a Regional Transportation Task Force that will accomplish the below and regularly report back on progress.	A. The Task Force is interested in continuing to meet to provide a formal, cooperative structure for improved and sustained regional collaboration on transportation issues. The working agreement attached to this staff report details the objectives of the Task Force. The RTPA shared a draft working agreement with the Task Force members on October 11, 2023 and all members had the opportunity to provide feedback and revisions on October 18, 2023. All members of the Task Force indicated concurrence with the working agreement and a willingness to bring it to their elected officials for adoption/affirmation directly or via resolution.
1. <i>Identify, study, and provide recommendations for developing regional transportation plans in general accordance with state and federal regulations and policies;</i> 2. <i>Build regional partnerships with neighboring counties, WYDOT, relevant Federal agencies, and community stakeholders;</i>	B. Through a group prioritization exercise, the following regional priority functions emerged by attendees indicating whether the Task Force should lead, partner or not do each activity: a. Develop a regional transportation project/needs list (19 lead, 0 partner, 0 not do) b. Develop a regional transportation plan (18-0-0) c. Lead Federal Lands Access Program (FLAP) Coordination (15-10-1) d. Create and manage a Citizen’s Advisory Committee (12-2-0) e. Transportation Demand Management Plan Development (10-4-0) f. Develop Technical Travel Trends/Data (9-3-1) These group priorities are reflected in the attached working agreement, and staff is focused on the first two items for which there were no “partner” or “not do” votes. Task Force members also identified corridor-level transportation needs in their jurisdiction during meetings. These needs were digitized in Geospatial Information

	Systems (GIS) software and will be carried forward to inform regional planning. In addition to the group priorities, the specific project goals and needs of each member jurisdiction may vary. To be responsive to shared goals between project partners (e.g., Jackson and Alpine or Teton County, WY and Teton County, ID; START and the City of Driggs), staff also recommends setting aside time to explore project needs at a more local level. See the additional discussion below the table.
3. <i>Develop a recommended outline of a JPA;</i>	C. The working agreement attached to this staff report documents consensus around regional goals and represents the conclusion of Phase 1A; the working agreement was shared with all Task Force members for adoption by elected bodies. The working agreement sets out a framework for continued partnership building, allowing all parties (particularly WYDOT, ITD, and Federal agencies) to participate in exploring Phase 1B. The working agreement will be revisited by the end of 2024 (conclusion of phase 1B) based on lessons learned over the next 12 months.
4. <i>Identify the structure for partnerships with other entities, including their role in the decision-making process, and develop a recommended outline of necessary agreements with those entities; and</i>	D. See attached working agreement.
5. <i>Establish initial procedures to ensure general compliance with state and federal regulations and coordination across Town and County departments</i>	E. The Task Force has identified functions that would be appropriately led by a regional entity versus those that should stay local. The regional functions are reflected in the attached working agreement. Other transportation planning, design, funding, construction, and service delivery functions would remain with local governments.
6. <i>Convene a citizens' advisory committee composed of organizations including but not limited to existing Joint Powers Boards, Resort Districts, and NGOs in task force discussions.</i>	F. Staff convened two Citizens' Advisory Committee (CAC) meetings on June 26, 2023 and November 2, 2023. Based on the Task Force working agreement and CAC meeting participation, staff recommends continuing with an informal CAC group at this time. As an informal body, the general public would always be invited to CAC meetings, the group would be advisory, and there would be no application process or interviews with the BCC or Town Council to select standing committee members. Staff has an e-mail distribution list based on diverse community interests and past participation and will continue to invite those participants to engage on transportation issues. Staff will continue to engage with diverse groups (including older adults, people with disabilities, non-English speaking residents [through VoicesJH or other channels], education,

	healthcare, tourism and other stakeholders) on transportation issues.
--	---

Analysis/Recommendations for Phase 1B (2024)

The Working Agreement documents significant progress toward regional transportation collaboration; it was developed based on Task Force discussions and presented to the Task Force for discussion and adoption on October 18, 2023. The working agreement documents general commitments from all members (Section 5.1) and specific commitments from some partners (Section 5.3). Among those specific commitments, the Federal Highway Administration (FHWA) Federal Lands Western and Central divisions have pledged to provide financial or in-kind staff support to advance a ‘Regional Needs Assessment’ study.

The first task of the entire Task Force over the next year is to draft and execute the scope of work for the Regional Needs Assessment in partnership with FHWA (See Regional Needs Assessment Scope of Work), based upon items 1 and 2 in the table above. The general objectives of the Needs Assessment exercise are as follows:

1. Understanding planning and engineering challenges and opportunities related to transportation needs
2. Enhancing the Geographic Information Systems (GIS) layers across existing projects and CIPs
3. Scoping a regional vision process that will generate a regional transportation plan
4. (as funding becomes available) executing a regional visioning and planning process with robust stakeholder and community engagement to inform and establish transportation capital, operating, and maintenance priorities.

The RTPA will continue to work with FHWA Federal Lands, the FHWA division offices, WYDOT, and ITD to ensure the plan process can inform Wyoming and Idaho statewide Long-Range Transportation Plans.

In a second task, a subgroup of local governments referenced in Section 5.2 of the Working Agreement, will work together on more tactical project needs that are better addressed initially between local governments. Staff sees a need to devote significant time to better defining objectives and needs at the corridor level (i.e. projects between 2-3 specific local governments) **while continuing** to shepherd a regional perspective (i.e. goals and strategies shared among local, State and Federal agencies). For example, the Town of Alpine and Lincoln County expressed interest in expanding START service along Highway 89 but could not offer more specifics to the goals/objectives or desired markets served by that expansion. Similarly, the City of Driggs is interested in more year-round and all-day transit and other mobility services. While these could both involve START as a partner, the needs are distinct enough that staff would want to explore shared objectives and project/program feasibility with entities one-on-one. Staff worked with each City/Town and county to develop the following high-level task descriptions for local transportation planning and programming:

1. Work with Lincoln County, WY and Town of Alpine, WY for up to **120 hours in 2024** to identify park-and-ride/vehicle storage facility location(s) and initiate feasibility and conceptual planning for potential START service expansion.
2. Work for up to **120 hours in 2024** toward community mobility improvements for Teton County, ID, Driggs and Victor. This may include feasibility and conceptual planning activities; developing preliminary cost estimates for capital, operations, and maintenance; or other transportation planning activities within the time allocated.
3. Work for up to **120 hours in 2024** with Pinedale and Sublette County Wyoming to coordinate as appropriate regarding Pinedale’s Transportation Master Plan.

The three task descriptions above are defined broadly yet indicate where each Town/City and County are in their transportation planning and programming processes. For instance, Pinedale is in the final stages of writing a Transportation Master Plan, whereas Alpine recently began a Transportation Plan development process. The RTPA has a sufficiently broad knowledge of planning and engineering for all transportation modes to support/define/scope next steps with respect to data collection and planning. Any project concepts that result from the time allocated will need to move through more rigorous planning, public engagement and engineering steps,

but the investment of some staff time at the front end will ensure we are working closely with our neighbors to achieve shared objectives using shared resources per the Integrated Transportation Plan.

Staff suggested 120 hours to each County (and Town(s)/Cities within each county) based on a typical work week. 120 hours is essentially three weeks of staff time and corresponds to the level of effort needed to conduct some research, data analysis, meetings, and documentation of project needs.

Finally, the Integrated Transportation Plan recommended identifying a dedicated transportation funding source. Staff is researching options for dedicated revenue to support transportation plans, programs, infrastructure, and services. At this time, staff is not recommending requesting a financial commitment from our local government partners in the Task Force. The working agreement does not elicit a financial commitment; however, the ‘specific commitments’ section indicates staff time and resources that some Task Force member governments are already committing (e.g., START services, RTPA time, City of Driggs staff time and facility maintenance costs). In the long run, building and maintaining a modern transportation network that meets the goals of the Comprehensive Plan will require significantly more resources (and more organized resource allocation) than currently exists within Teton County and Town of Jackson transportation functions. Staff will continue to explore options for dedicated funding that can achieve the transportation vision of the Comprehensive Plan and ITP.

Key Question 1: Are the boards comfortable with the tasks outlined above to be completed in phase 1B during the upcoming year?

The key tasks are (1) the Task Force will work together on the Regional Needs Assessment and (2) the RTPA suggested time spent working more closely with local governments on corridor-level project needs.

Key Question 2: Specifically, are the boards comfortable with staff spending 360 hours working with neighboring communities to advance their transportation needs/goals?

COMPREHENSIVE PLAN ALIGNMENT

The guiding vision and chapter goal for Multimodal Transportation (Chapter 7) of the Comprehensive Plan is:

Travel by walk, bike, carpool, or transit will be more convenient than travel by single-occupancy vehicle.

Chapter 7 of the Comprehensive Plan Principles include:

“Principle 7.1 – Meet future transportation demand with walk, bike, carpool, transit and micromobility infrastructure”,

“Principle 7.2 – Reduce greenhouse gases from vehicles to below 2012 levels”, and

“Principle 7.3 – Coordinate transportation planning regionally. The Town and County do not have jurisdiction over all components of the transportation network, and so we must lead coordinated efforts to achieve our transportation goals. Various Federal, State, local government, and non-governmental entities fund and manage pieces of the transportation system into and within the community. Coordinating the efforts of all of these entities with the land use efforts of the community is the only way we can meet our transportation and ecosystem stewardship goals.”

These principles guide transportation planning in Teton County and the Town of Jackson, and therefore they guide the organizational structure, goals, and functions of our leadership and participation in the Task Force. In order to achieve these goals, we need to work bilaterally with our neighbors as well as multilaterally throughout the region.

STAKEHOLDER ANALYSIS

The Regional Transportation Task Force is comprised of the following individuals and organizations:

Name	Organization	Title
Jason Wilmot	Bridger Teton National Forest	Forest Service Ranger, Moran WY
Tom Brown	Caribou Targhee National Forest	Assistant Forest Engineer-Roads
Doug Self	City of Driggs, Idaho	Community Development Director, City of Driggs
Jeremy Besbris	City of Victor, ID	City Administrator
Elijah Henley	FHWA Central Federal Lands	Central Federal Lands, Transportation Planning Team Lead
Maureen Gresham	FHWA Idaho Division	Planning and ROW Program Manager
Richard Duran	FHWA WY Division	Technical Services Supervisor & Statewide Planner; FHWA Wyoming Division
Rusty Mizelle	Grand Teton National Park	Chief of Facility Management
Wade Allen	Idaho Transportation Department, District 6	ITD Manager of Planning and Materials
Dustin Havel	Jackson Hole Airport	Assistant Director of Operations
Kent Connelly	Lincoln County WY	County Commissioner
Bruce Abel	Southern Teton Area Rapid Transit (START)	START Director
Jeness Saxton	Sublette County	Sublette County Administrator
Charlotte Frei	Teton County Wyoming and Town of Jackson, WY	Regional Transportation Planning Administrator
Jade Krueger	Teton County, ID - Teton County Planning Dept	Planning Administrator
Eric Green	Town of Alpine, WY	Mayor, Town of Alpine
Abram (Abe) Pearce	Town of Pinedale	Director of Public Works
Melissa Turley	TVA ISD	Executive Director, Teton Village Association ISD
Roxanne Bash	Western Federal Lands	Western Federal Lands, Transportation Planning Team Lead
Jeffrey Brown	WYDOT District 3	Teton County Area Liaison
Mark Wingate	WYDOT Planning	State Planning Engineer
Christina White	Yellowstone National Park	Chief of External Affairs & Partnerships; Yellowstone National Park

The Regional Transportation Task Force members listed above received the draft working agreement on October 11, 2023, and provided feedback at the October 18, 2023 Task Force meeting. The version of the working agreement attached to this staff report incorporates feedback from the Task Force.

FISCAL IMPACT

Staff has employed a consultant to serve as a neutral facilitator for the Task Force for a cost not to exceed \$144,350 across FY 2023 and FY 2024 (adopted by both Town and County). Several project close-out activities remain in FY2024, and the project will be within the FY2024 adopted budget.

The working agreement notes that FHWA Federal Lands will “provide funding and staff time for a regional needs assessment study to commence in 2024”. Staff is working with FHWA and other partners to finalize the scope of work for the regional needs assessment study; the draft scope of work is attached to this staff report.

Staff is working to craft a thoughtful plan using available resources in the approved FY2024 budget and workplan. The FY2025 budget request and workplan will reflect anticipated resource needs.

STAFF IMPACT

The Regional Transportation Planning Administrator (RTPA) work plan includes up to 300 hours in FY 2024 on “Regional Governance”. These 300 hours include serving as staff representative for the Regional Transportation Task Force and Project Manager for the overall Task Force process, as well as carrying out priority recommendations of the Task Force within the limits of the RTPA job description. As of this writing, the RTPA has spent 110 hours in FY2024 on Regional Governance.

The motion below includes additional local government coordination hours needed to “identify, study and provide recommendations *for developing regional transportation plans in general accordance with state and federal regulations and policies.*” Staff is comfortable with the level of effort indicated in the motion below, given there are 6.5 months remaining in FY2024.

LEGAL REVIEW

Gingery, Colasuonno

ATTACHMENTS

Greater Teton Regional Transportation Task Force Working Agreement Dated October 18, 2023
DRAFT Regional Needs Assessment Scope of Work Dated October 18, 2023

RECOMMENDATION

Staff recommends the BCC and Town Council affirm the Working Agreement defining how the Regional Transportation Task Force will continue collaborating throughout calendar year 2024. Furthermore, staff recommends working more closely with Task Force member county and municipal governments to pursue specific projects to inform the regional project list and regional needs. The motion below would supersede the prior motion passed in October 2022 and be the RTPA’s new policy guidance for Phase 1B to continue building local and regional transportation partnerships in 2024. Staff will bring an update back to the BCC and Town Council by December 2024.

SUGGESTED MOTION

Teton County:

I move to affirm the Greater Teton Regional Transportation Task Force Working Agreement as presented, and, furthermore, direct staff to:

1. Continue administrative leadership of the Regional Transportation Task Force in calendar year 2024, including advancing the regional needs assessment study scope of work in partnership with FHWA Federal Lands.
2. Work with Lincoln County, WY and Town of Alpine, WY for up to **120 hours in 2024** to identify park-and-ride/vehicle storage facility location(s) and initiate feasibility and conceptual planning for potential START service expansion.
3. Work for up to **120 hours in 2024** toward community mobility improvements for Teton County, ID; Driggs, ID; and Victor, ID. This may include feasibility and conceptual planning activities; developing preliminary cost estimates for capital, operations, and maintenance; or other transportation planning activities within the time allocated.
4. Work for up to **120 hours in 2024** with Pinedale and Sublette County, Wyoming to coordinate as appropriate regarding Pinedale’s Transportation Master Plan.

Town of Jackson: Same motion

Greater Teton Regional Transportation Task Force

WORKING AGREEMENT

October 18, 2023

1 Purpose:

The purpose of the Greater Teton Regional Transportation Task Force is to provide a formal, voluntary cooperative structure for improved and sustained regional collaboration on transportation issues.

2 Background:

The Integrated Transportation Plan for Teton County recommended the formation of a Regional Transportation Planning Organization (RTPO). To initiate that process, Teton County created a Task Force to explore the desire for such an organization along with its possible roles and functions. A series of Task Force meetings were held in 2023. The meetings were fruitful in that they determined that there is a desire to have a regional forum for transportation planning, however, the level of formality is currently uncertain due to a variety of factors such as the lack of a dedicated, supportive funding mechanism. There is consensus among the members that there is value in ongoing meetings. This framework is intended to provide agreed-upon guidance for the forum.

3 Membership:

Members of the Task Force are from the Wyoming and Idaho Departments of Transportation, federal agencies (FHWA, USFS, NPS), and local governments. The intent is to focus on transportation needs and opportunities for the region. Members are at the staff level. It is expected that members will inform their respective elected leaders of issues and activities of the Task Force as appropriate.

Name	Organization	Title
Jason Wilmot	Bridger Teton National Forest	Forest Service Ranger, Moran WY
Tom Brown	Caribou Targhee National Forest	Assistant Forest Engineer-Roads
Doug Self	City of Driggs, Idaho	Community Development Director, City of Driggs
Jeremy Besbris	City of Victor, ID	City Administrator
Elijah Henley	FHWA Central Federal Lands	Central Federal Lands, Transportation Planning Team Lead
Maureen Gresham	FHWA Idaho Division	Planning and ROW Program Manager
Richard Duran	FHWA WY Division	Technical Services Supervisor & Statewide Planner; FHWA Wyoming Division
Rusty Mizelle	Grand Teton National Park	Chief of Facility Management

Name	Organization	Title
Wade Allen	Idaho Transportation Department, District 6	ITD Manager of Planning and Materials
Dustin Havel	Jackson Hole Airport	Assistant Airport Director – Operations
Kent Connelly	Lincoln County WY	County Commissioner
Bruce Abel	Southern Teton Area Rapid Transit (START)	START Director
Jeness Saxton	Sublette County	Sublette County Administrator
Charlotte Frei	Teton County Wyoming and Town of Jackson, WY	Regional Transportation Planning Administrator
Jade Krueger	Teton County, ID - Teton County Planning Dept	Planning Administrator
Eric Green	Town of Alpine, WY	Mayor, Town of Alpine
Abram (Abe) Pearce	Town of Pinedale	Director of Public Works
Melissa Turley	TVA ISD	Executive Director, Teton Village Association ISD
Seth English-Young	Western Federal Lands	Western Federal Lands, Transportation Planning Team Lead
Jeffrey Brown	WYDOT District 3	Teton County Area Liaison
Mark Wingate	WYDOT Planning	State Planning Engineer
Christina White	Yellowstone National Park	Chief of External Affairs & Partnerships; Yellowstone National Park

4 Goals and Objectives:

The Task Force members generally agree to work together toward the following goals:

1. Establish regional transportation goals and priorities.
2. Understand the transportation funding landscape, leverage existing resources, and strategically pursue new sources.
3. Create efficient partnerships (people, expertise, data, and technical assistance) to support transportation planning and services.
4. Promote sustainable access to natural, scenic, and recreation resources and supporting the local economy through regional transportation planning.

5 Member Commitment

5.1 General Member Commitments

Task Force members commit to approximately quarterly meetings relevant to advancing regional project priorities, starting in 2024. The time and location (in-person or virtual) can be decided by consent of the members. Note-taking/meeting summary responsibilities will be rotated among members. Agenda development, technical and administrative leadership will be managed by the Teton County (WY)

Regional Transportation Planning Administrator with input from all members. Members will naturally change over time, but the number of member organizations will remain relatively constant until additional funding sources are identified that necessitate/justify a broader membership.

It is anticipated that meetings will occur roughly once per calendar quarter, with the following general guidance:

- One (1) all Task Force in-person meeting per year with a rotating location.
- Two to three (2-3) all Task Force meetings per year via web/teleconference.
- Ad hoc meetings for specific projects, as needed.

Task Force Members further agree to:

- Assist in identifying regional transportation needs for both non-discretionary (work, school, household, shopping) and discretionary (recreation, leisure) travel.
- Share relevant system and traveler data to develop a regional understanding of transportation needs.
- Participate in regional planning or visioning studies that the Task Force may undertake and represent their agency in developing regional transportation plans.
- Inform their respective elected or appointed leaders of issues and activities of the Task Force as appropriate.
- Reference the Task Force and any document(s) developed by the Task Force in their local planning documents.
- Contribute staff time to participate in meetings.
- Provide constructive feedback regarding revisions to this working agreement, and revisit this working agreement no later than December 31, 2024.

5.2 County and Town Exploratory Project Subgroup

The following entities further agree to work together in calendar year 2024 to explore other topical/project studies, locations, or corridors to address identified regional mobility needs for workers, families, and visitors:

- Town of Alpine, WY
- Lincoln County, WY
- City of Driggs, ID
- City of Victor, ID
- Teton County, ID
- Town of Pinedale, WY
- Sublette County, WY
- Town of Jackson, WY
- Teton County, WY

These entities will develop an appropriate Memorandum of Understanding and associated project charters before commitments are made beyond initial feasibility/exploratory studies.

5.3 Specific Commitments

Additional specific member commitments include:

City of Driggs

City of Driggs commits to managing its current and future transit assets, including Driggs Transit Center and 5th Street Park & Ride, in accordance with the approved Idaho Transit Asset Management Plan, subject to the annual municipal budgeting allocations.

FHWA Office of Federal Lands Highway (FLH)

FHWA FLH agrees to:

- Provide funding and staff time for a regional needs assessment study to commence in 2024.

Teton County/Town of Jackson

Teton County and the Town of Jackson jointly agree to:

- Provide 300 hours in Fiscal Year 2024 of combined staff time to support regional transportation priorities and initiatives as identified by the Task Force (Section 5.1) and Subgroup (Section 5.2).
- Provide agenda development, technical, and administrative leadership through the Regional Transportation Planning Administrator.

Southern Teton Area Rapid Transit (START)

START agrees to:

- Continue to provide regional transit services as resources allow.

6 Citizens' Advisory Committee:

Teton County will host three to four meetings per year of a Citizens' Advisory Committee (CAC). The content and structure of the CAC is expected to evolve as staff experiments with meeting topics and facilitation styles. This section of the working agreement will be updated as the structure is formalized.

7 Signatures

None. This document is expected to evolve and may require signatures as it develops into a Memorandum of Understanding (MOU) or Cooperative Agreement (CA) in 2024-2025. The question regarding the role of elected officials on a policy board will be resolved when additional funds are identified. At present, decision-making for local systems remains with local elected officials, and Task Force members keep their elected bodies informed of regional transportation discussions.

I. Background

The Greater Teton Regional Transportation Task Force working agreement establishes goals and general processes for addressing transportation goals and challenges. Most regions that engage in a continuing, cooperative, comprehensive (3C) planning process generate a long-range transportation plan with a 20-year forecast. This document offers a high-level scope of work for additional planning efforts to build on the needs identification and clarification exercises conducted at in-person meetings in Alpine, WY in June 2023 and September 2023.

The following scope of services outlines a data-driven planning effort to refine transportation needs, facilitate and synthesize conversations about the opportunities and strategies for addressing those needs. We are looking for feedback from the Task Force on other components they would like to see in a potential scope of work to document needs, a regional vision, and the resources needed to execute that regional vision.

An initial Needs Assessment phase can lay a foundation for:

1. Understanding planning and engineering challenges and opportunities related to transportation needs
2. Enhance the Geographic Information Systems (GIS) layers across existing projects and CIPs
3. Scoping a regional vision process that will generate a regional transportation plan
4. (as funding becomes available) executing a regional visioning and planning process with robust stakeholder and community engagement to inform and establish transportation capital, operating, and maintenance priorities.

The regional vision could either be scoped or, depending on resources available and the scale of the visioning exercise, could be conducted as part of the needs validation. The region vision will be similar to regional plan vision's undertaken for Metropolitan Planning Organizations' (MPO) long-range plan update process. The regional vision public engagement should include virtual public engagement and a series of meetings in each community represented by the Task Force.

Many Task Force member entities have an existing plan in progress or adopted. To reduce re-work, the existing plans can be synthesized to identify commonalities, and staff could work on projects where there is a clear overlap in needs and two or more jurisdictions have formally adopted the priorities. The work could be conducted by a combination of staff and consultants. The diagram below illustrates the relationship between these tactical planning activities and developing a strategic regional vision/plan.

II. Work Activities

1. Project Management – progress meetings, kick-off meetings; establish a core project management team from among Task Force members
2. Needs Assessment phase:
 - a. Synthesize existing plans in progress as of 2023 or adopted/updated since 2020.
 - b. Compile GIS data from information developed by Fehr & Peers in June and September 2023 as well as relevant layers from Federal agencies.
 - c. Validate GIS base data and projects via staff and/or public charette to identify missing needs
 - d. Categorize and prioritize projects in alignment with regional and statewide planning goals (not as a 'Top 10' list but general high, medium, low so we do not get bogged down)
 - e. Build consensus around the projects of greatest need
 - f. Begin process of identifying funding strategies
 - g. Document process and results; Complete a technical memo describing the needs assessment prioritization framework, including list of prioritized projects that have been validated by all stakeholders through their adopted plans or other processes.
3. Interagency Coordination
 - a. Summarize the Federal planning process.
 - b. Describe the Statewide Planning Process
 - c. Recommendations for formalizing collaboration and integration via an amendment to the existing Task Force Working Agreement or adoption of a more formal Memorandum of Understanding.
4. Scope or execute a regional visioning study. The work activities under this task should achieve the following goals:
 - a. Gathers public input on the needs staff developed through the Interagency Planning Charette
 - b. Validates prioritization of key projects (capital, operating and maintenance)
 - c. Adopts a prioritization framework for projects addressing discretionary (e.g. leisure, recreation, non-household shopping) and non-discretionary (work, education, household shopping) travel
 - d. Considers access for different mode choices and underserved communities; references Infrastructure Investment and Jobs Act (IIJA) opportunities in the regional vision
 - e. Creates a regional mobility vision that each local, state and federal entity can refer to as appropriate

III. Deliverables

1. Project Management: project management plan, meeting notes
2. Needs Assessment:

DRAFT Scope of Work for Regional Transportation Needs Assessment and Vision/Plan

October 2023

- a. Technical memo summarizing Needs Assessment phase, and associated data/appendices for project prioritization. Project prioritization should be mindful of individual agency needs as well as gathering feedback from impacted communities through charettes.
 - b. Final GIS layers and prioritization framework as vetted through Interagency Planning Charette
3. Interagency Coordination
 - a. Federal, State and Local Coordination Guidebook and Partnership Plan *that builds on Task Force Working Agreement*
 - b. Plug-in section for all local, state and federal plans to reference the status/progress of the Task Force
4. Scope of work (to put out to bid or conduct in house) to advance the goals originating in the Task Force Working Agreement and further refined through work above.
5. Annotated Outline of regional plan:
 - a. Goals
 - b. Geographic coverage
 - c. Needs
 - d. Performance Measures
 - e. Prioritization of projects
 - f. Funding Resources
 - g. Recommendations

Statement/Purpose

1. Review an update regarding the Regional Transportation Task Force (Task Force) conclusion of Phase 1A, whereby Task Force members agreed to continue to meet and begin developing a regional transportation needs list to inform a regional plan, and

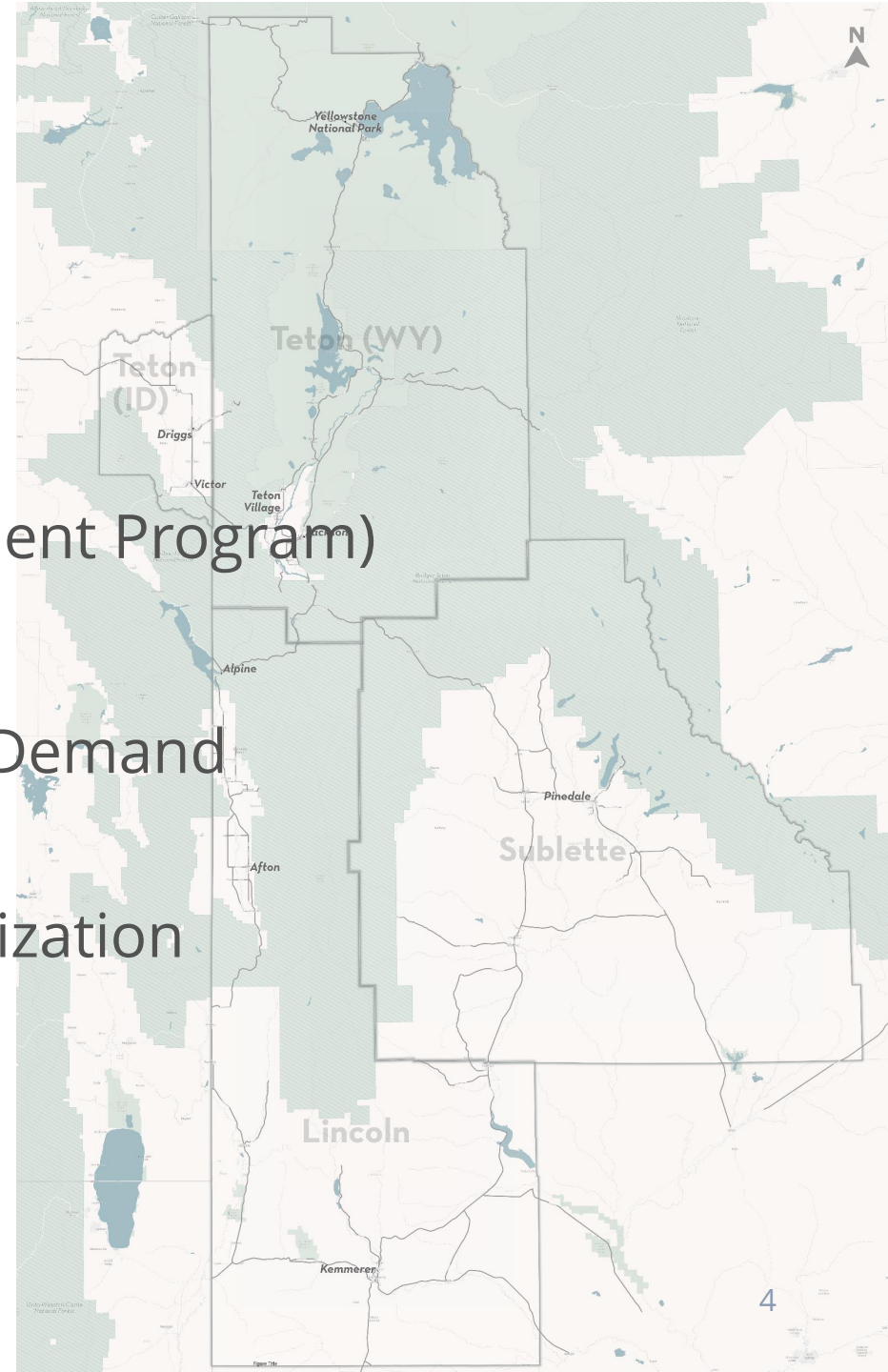
2. Consider a motion directing staff to continue coordinating transportation regionally in 2024, and affirm the Greater Teton Regional Transportation Task Force Working Agreement as presented.

Task Force Participation

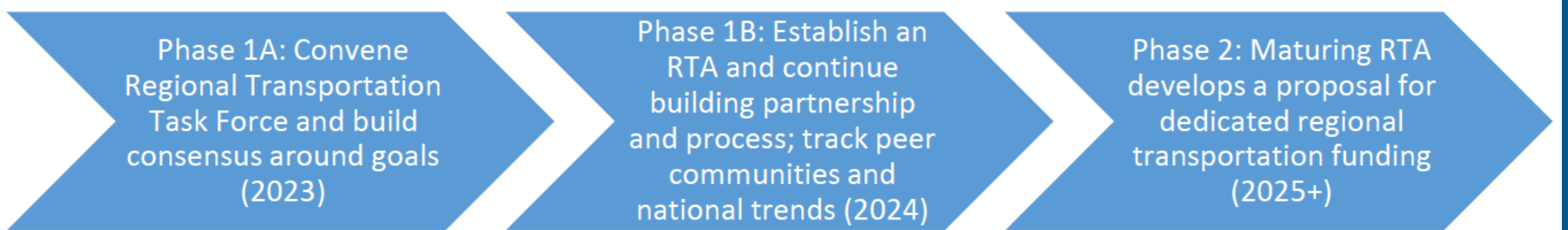
Name	Organization	Title
Jason Wilmot	Bridger Teton National Forest	Forest Service Ranger, Moran WY
Tom Brown	Caribou Targhee National Forest	Assistant Forest Engineer-Roads
Doug Self	City of Driggs, Idaho	Community Development Director, City of Driggs
Jeremy Besbris	City of Victor, ID	City Administrator
Elijah Henley	FHWA Central Federal Lands	Central Federal Lands, Transportation Planning Team Lead
Maureen Gresham	FHWA Idaho Division	Planning and ROW Program Manager
Richard Duran	FHWA WY Division	Technical Services Supervisor & Statewide Planner; FHWA Wyoming Division
Rusty Mizelle	Grand Teton National Park	Chief of Facility Management
Wade Allen	Idaho Transportation Department, District 6	ITD Manager of Planning and Materials
Dustin Havel	Jackson Hole Airport	Assistant Director of Operations
Robert Davis/Kent Connelly	Lincoln County WY	Planning Director
Bruce Abel	Southern Teton Area Rapid Transit (START)	START Director
Jeness Saxton	Sublette County	Sublette County Administrator
Charlotte Frei	Teton County Wyoming and Town of Jackson, WY	Regional Transportation Planning Administrator
Jade Krueger	Teton County, ID - Teton County Planning Dept	Planning Administrator
Eric Green	Town of Alpine, WY	Mayor, Town of Alpine
Abram (Abe) Pearce	Town of Pinedale	Director of Public Works
Melissa Turley	TVA ISD	Executive Director, Teton Village Association ISD
Roxanne Bash	Western Federal Lands	Western Federal Lands, Transportation Planning Team Lead
Jeffrey Brown	WYDOT District 3	Teton County Area Liaison
Mark Wingate	WYDOT Planning	State Planning Engineer
Christina White	Yellowstone National Park	Chief of External Affairs & Partnerships; Yellowstone National Park

Background/Terminology

- **MPO** – Metropolitan Planning Organization
- **STIP (TIP)** - Statewide (Transportation Improvement Program)
- **LRTP** – Long-range Transportation Plan
- **TDM** – Travel Demand Model *or* Transportation Demand Management
- **RTPO** – Regional Transportation Planning Organization
- **RTA** – Regional Transportation Authority
- **JPA** – Joint Powers Agreement



Background/Refresh regarding October 2022 presentation



Phase 1A: Convene
Regional Transportation
Task Force and build
consensus around goals
(2023)

Phase 1B: Establish an
RTA and continue
building partnership
and process; track peer
communities and
national trends (2024)

Phase 2: Maturing RTA
develops a proposal for
dedicated regional
transportation funding
(2025+)

Summary of Phase 1A

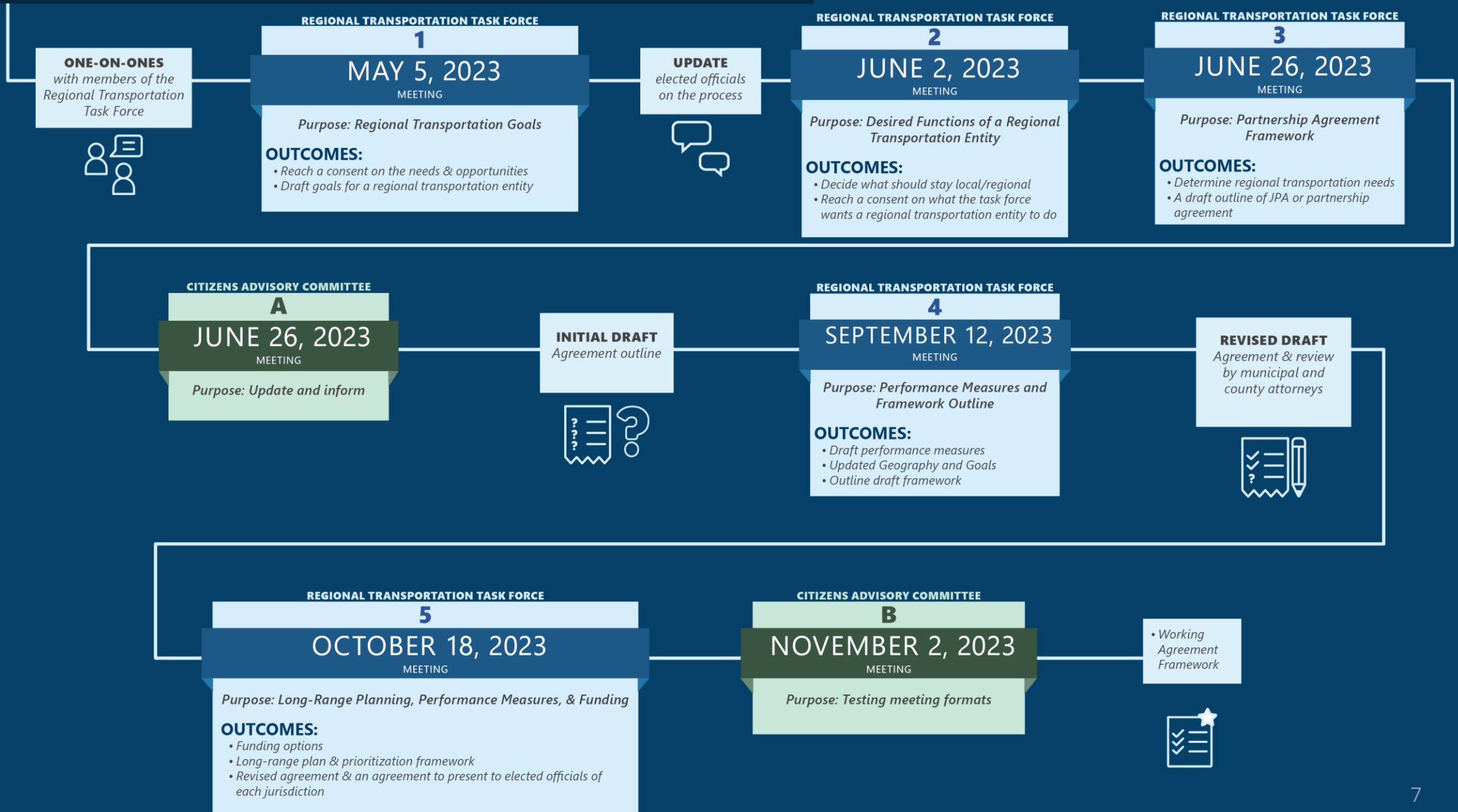
Five meetings of Task Force +
Two Citizens' Advisory Committee
Meetings

=

One Task Force Working Agreement
+ one scope of work for regional
needs assessment

FACILITATION PROCESS

Subject to change



Task Force Goals are documented in Working Agreement



Establishing regional transportation **goals and priorities**.



Understanding the transportation **funding** landscape, leveraging existing resources, and strategically pursuing new sources.



Creating efficient **partnerships** (people, expertise, data, and technical assistance) to support transportation planning and services.



Promoting **sustainable access** to natural, scenic, and recreation resources and supporting the local **economy** through regional transportation planning.

Greater Teton Regional Transportation Task Force WORKING AGREEMENT

October 18, 2023

1 Purpose:

The purpose of the Greater Teton Regional Transportation Task Force is to provide a formal, voluntary cooperative structure for improved and sustained regional collaboration on transportation issues.

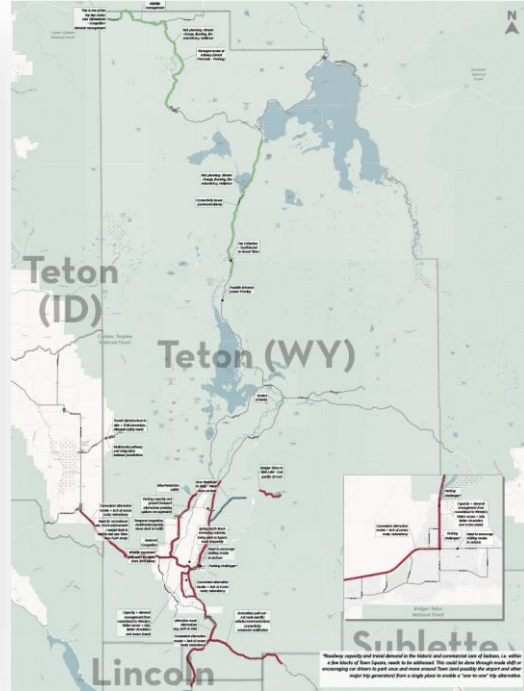
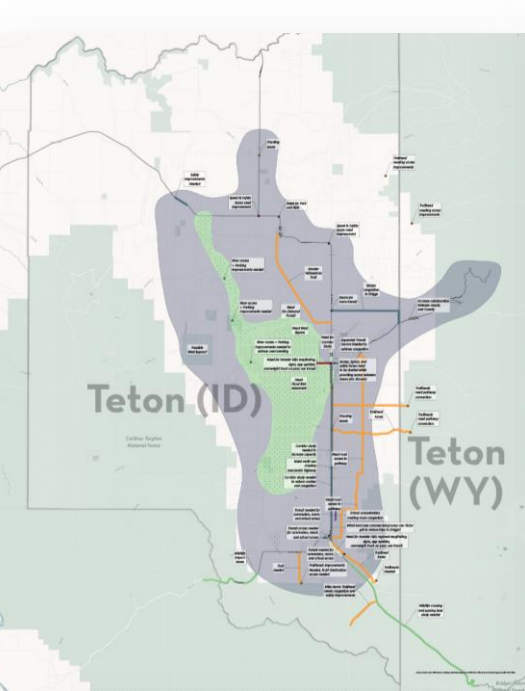
2 Background:

The Integrated Transportation Plan for Teton County recommended the formation of a Regional Transportation Planning Organization (RTPO). To initiate that process, Teton County created a Task Force to explore the desire for such an organization along with its possible roles and functions. A series of Task Force meetings were held in 2023. The meetings were fruitful in that they determined that there is a desire to have a regional forum for transportation planning, however, the level of formality is currently uncertain due to a variety of factors such as the lack of a dedicated, supportive funding mechanism. There is consensus among the members that there is value in ongoing meetings. This framework is intended to provide agreed-upon guidance for the forum.

3 Membership:

Members of the Task Force are from the Wyoming and Idaho Departments of Transportation, federal agencies (FHWA, USFS, NPS), and local governments. The intent is to focus on transportation needs and opportunities for the region. Members are at the staff level. It is expected that members will inform their respective elected leaders of issues and activities of the Task Force as appropriate.

Name	Organization	Title
Jason Wilmot	Bridger Teton National Forest	Forest Service Ranger, Moran WY
Tom Brown	Caribou Targhee National Forest	Assistant Forest Engineer-Roads
Doug Self	City of Driggs, Idaho	Community Development Director, City of Driggs
Jeremy Besbris	City of Victor, ID	City Administrator
Elijah Henley	FHWA Central Federal Lands	Central Federal Lands, Transportation Planning Team Lead
Maureen Gresham	FHWA Idaho Division	Planning and ROW Program Manager
Richard Duran	FHWA WY Division	Technical Services Supervisor & Statewide Planner;
Rusty Mizelle	Grand Teton National Park	FHWA Wyoming Division Chief of Facility Management

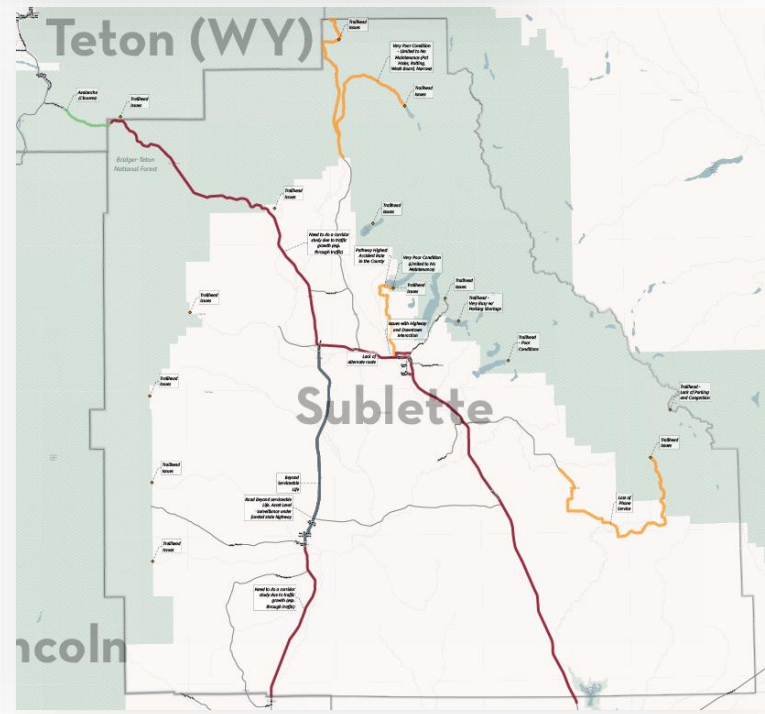
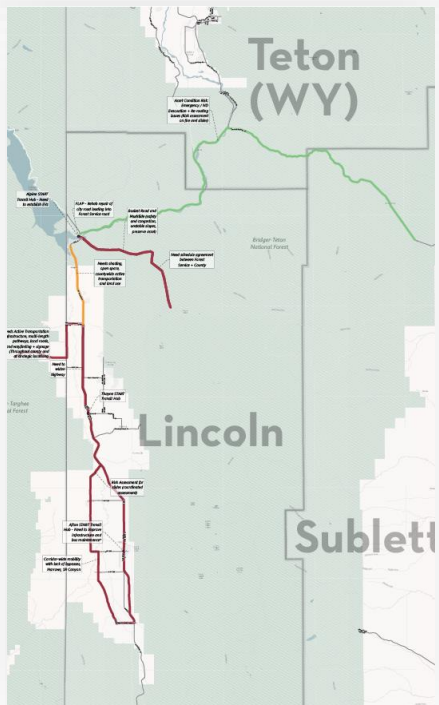


LEGEND

- Congestion/Traffic Issues
- Connection Pathways/Public Access Issues
- Environmental Connection + Impact
- Transit
- Uses/Needs
- Congestion/Traffic Issues
- Connection Pathways/Public Access Issues
- Environmental Connection + Impact
- Highway Improvements

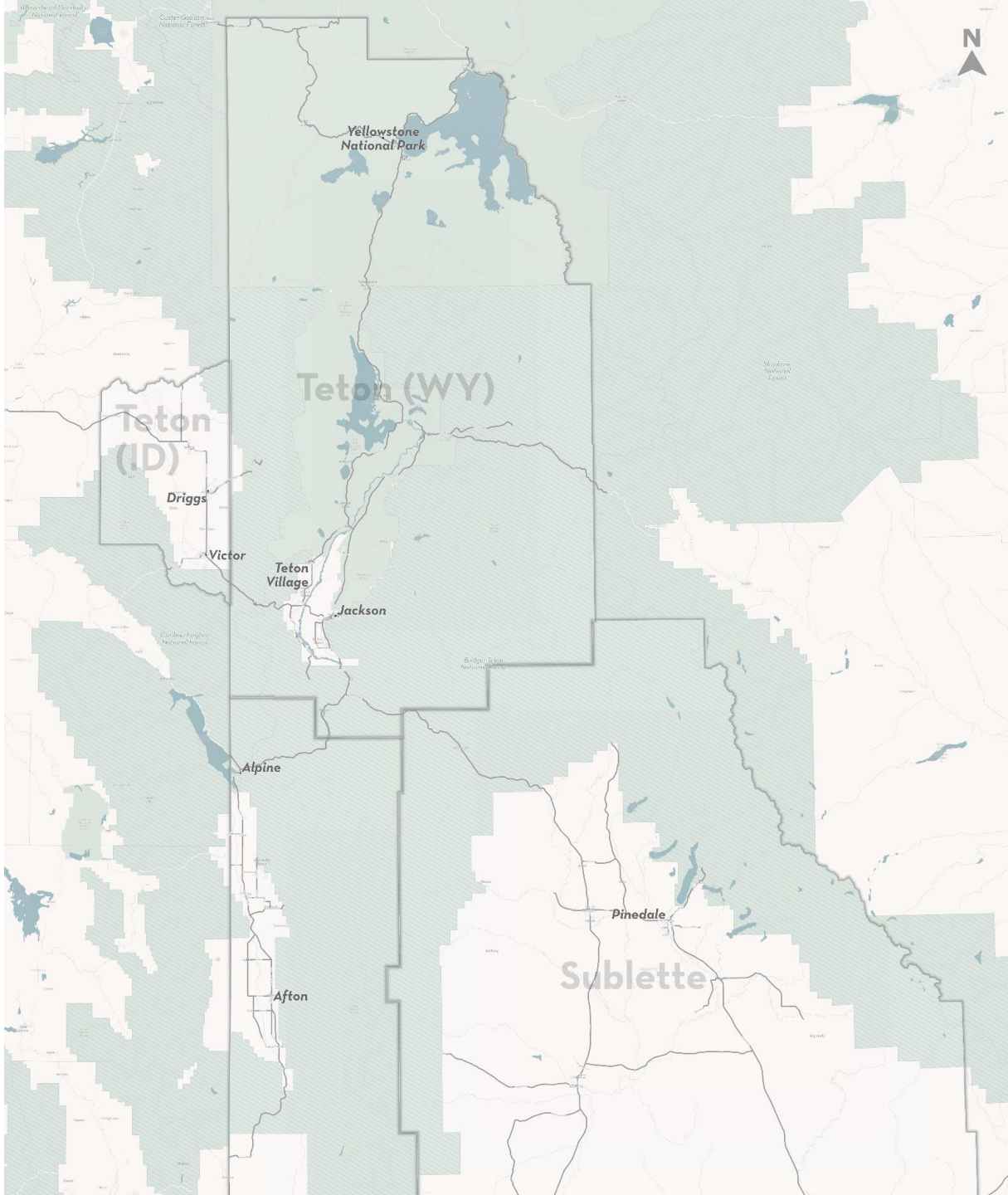
Analysis/ Recommendations for Phase 1B

1. Work closely with FHWA Federal Lands and the entire Task Force to finalize scope of work and execute a Regional Needs Assessment process
2. Work with neighboring Town and County governments to better define objectives and needs at the corridor level



High-level task descriptions for working with neighbors

1. Work with Lincoln County, WY and Town of Alpine, WY for up to **120 hours in 2024** to identify park-and-ride/vehicle storage facility location(s) and initiate feasibility and conceptual planning for potential START service expansion.
2. Work for up to **120 hours in 2024** toward community mobility improvements for Teton County, ID, Driggs and Victor. This may include feasibility and conceptual planning activities; developing preliminary cost estimates for capital, operations, and maintenance; or other transportation planning activities within the time allocated.
3. Work for up to **120 hours in 2024** with Pinedale and Sublette County Wyoming to coordinate as appropriate regarding Pinedale's Transportation Master Plan.



Key Questions

- Are the boards comfortable with the tasks outlined to be completed in phase 1B during the upcoming year?
- Specifically, are the boards comfortable with staff spending 360 hours working with neighboring communities to advance their transportation needs/goals?

Suggested Motion

Teton County:

I move to affirm the Greater Teton Regional Transportation Task Force Working Agreement as presented, and, furthermore, direct staff to:

1. Continue administrative leadership of the Regional Transportation Task Force in calendar year 2024, including advancing the regional needs assessment study scope of work in partnership with FHWA Federal Lands.
2. Work with Lincoln County, WY and Town of Alpine, WY for up to **120 hours in 2024** to identify park-and-ride/vehicle storage facility location(s) and initiate feasibility and conceptual planning for potential START service expansion.
3. Work for up to **120 hours in 2024** toward community mobility improvements for Teton County, ID; Driggs, ID; and Victor, ID. This may include feasibility and conceptual planning activities; developing preliminary cost estimates for capital, operations, and maintenance; or other transportation planning activities within the time allocated.
4. Work for up to **120 hours in 2024** with Pinedale and Sublette County, Wyoming to coordinate as appropriate regarding Pinedale's Transportation Master Plan.

Town: Same Motion



JOINT INFORMATION MEETING AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: START

PRESENTERS: Bruce Abel, Transit Director

MEETING DATE: December 4, 2023

SUBJECT: Requested START FY24 Budget Amendment

STATEMENT/PURPOSE

The purpose of this item is to request Town of Jackson and Teton County approval of an amendment to the adopted Fiscal Year 2024 (FY 24) Southern Teton Area Rapid Transit (START) budget as described below.

BACKGROUND/ALTERNATIVES

START's original FY24 budget request anticipated the provision of all of START's fixed-route bus services utilizing only START employees and vehicles. Given the number of new drivers that we have been able to hire for the winter season and given the challenges currently associated with START's Proterra bus sub-fleet, it is START's recommendation that we secure the services of a contracted bus service provider to supplement START's directly operated fixed-route bus service for the upcoming winter season.

The proposed budget amendment is based on prices received in October of 2023 in response to an RFQ released by START on October 6, 2023, for the provision of contracted fixed-route bus service. This RFQ was issued at the time to provide a potential fallback plan if enough new drivers did not report for training and due to the challenges associated with START's current fleet of Proterra buses.

Given that the Town has not hired the full complement of drivers needed for the 2023-2024 winter season, and given that limited progress has been made in returning a substantive number of Proterra buses into service, staff recommends that START retain the services of a contract bus service provider during the 2023-2024 winter season. The contract will be for the provision of peak hour service on the Teton Village Express route.

The alternative(s) to approving the requested budget amendment would be to not approve the amendment to the adopted START Operations budget and to reduce the level of scheduled transit service provided during the winter 2023-2024 season.

COMPREHENSIVE PLAN ALIGNMENT

Chapter 2. Climate Sustainability

Principle 2.3- Reduce energy consumption through transportation.

Transportation accounts for approximately 80% of the total carbon emissions in the community.

Section 7. Multimodal Transportation

Principle 7.1- Meet future transportation demand through the use of alternative modes.

Alternative Transportation means a transportation system that includes transit, bicycle, and pedestrian modes which offer alternatives to private motor vehicle travel for many trips.

Principle 7.2. Create a safe, efficient, interconnected multi-modal transportation network.

STAKEHOLDER ANALYSIS

Town residents, County residents and Visitors.

FISCAL IMPACT

The approved FY 2024 START budget did not include funding for the provision of contracted fixed-route bus service.

The requested amendment to the approved FY 24 START budget is to increase the approved contracted services expense budget by \$247,000 which represents the cost associated with providing scheduled peak hour trips of the Village Express bus service by a contracted service provider. There will be wage savings from services not provided by START employees. However, a portion of these savings will be utilized to fund increased training costs associated with the improved training program implemented by START. Unspent funds will be returned to the START budget.

STAFF IMPACT

Staffing impacts will be minimal relative to the requested amendment of the adopted START Operations Budget. Existing staff will provide oversight of the contracted service provider in order to ensure that service is provided as specified.

LEGAL REVIEW

Colasuonno

ATTACHMENTS

None

RECOMMENDATION

The START Board of Directors and the Transit Director recommend the Town Council and the County Commissioners approve the requested amendment to the adopted FY 24 START annual Operations Budget.

SUGGESTED MOTION

Town and County

I move to approve an amendment to the Fiscal Year 2023-2024 START Operations budget for the provision of START fixed-route contracted services in the amount of \$247,000.