

TRANSIT EXPRESS

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The Newsletter of the Wyoming Public Transit Association

35th Annual WYTRANS Conference

The annual WYTRANS Conference will be held in **Riverton, Wyoming, August 13-15, 2024**. Conference participants can look forward to a variety of informative training sessions and workshops.

Session Descriptions

Tuesday, August 13

Tuesday 7:30 am Bus Roadeo

We will be kicking off this year's Conference with the Bus Roadeo. Drivers, volunteers and spectators are all welcome to join in on the fun. Cash prizes for top five finishers.

Tuesday, 8:00 a.m.—5:00 p.m. WYDOT LTA

The LTA Training Certification is for all subrecipients that receive funding from WYDOT. This all-day training will help all subrecipients understand the requirements of receiving WYDOT/FTA funding. *For those who did not attend in October 2023.*

Tuesday, 1:00—5:00 p.m. TSI New Driver Training—(Day 1 of 3)

The Transportation Safety Institute transit operator course covers the Americans with Disability Act requirements, emergency evacuation procedures, pre-trip inspections, boarding and de-boarding passengers and more. *Attendance is required all three days for certification.*

Tuesday, 5-6pm

Colorado-West will be hosting a mixer at the Holiday Inn. Stop by for a bit of refreshment!

Tuesday, 6:00 p.m. WYTRANS Awards Dinner

Everyone is invited to attend the Awards Dinner. Top finishers from the roadeo will be announced along with the annual award winners.

Wednesday, August 14

Wednesday, 8:00 a.m.— 5:00 p.m. TSI Driver Training—*Recertification Only*

This 8-hour class is for anyone that has previously completed the TSI driver training course. Drivers should be recertified every three years.

Wednesday, 8:00 a.m.—5:00 p.m. TSI New Driver Training—(Day 2 of 3)

Wednesday, 8:00 a.m.— 9:15 a.m. ADA Paratransit Operations Requirements

No public transportation service is more complicated, or expensive, than ADA Paratransit. It is important that transit operators know exactly what the ADA does, and does not, require in providing Paratransit services to passengers with disabilities. Jess Segovia, ADA Guru, will review all of the ADA's Paratransit operating requirements, including Origin to Destination, Equivalency of Services with Fixed Route, how passengers may be discriminated against, No-Shows, etc. This session will be highly interactive so bring your questions!

Wednesday, 8:00 a.m.— 10:00 a.m. Procurement 101— RLS & Associates

This training will discuss procurement requirements applicable to agencies when they utilize federal dollars. It will include items that must be contained within written procedures, requirements for performing different types of procurements, and common findings and how to avoid them.

Wednesday, 10:00 —10:30 a.m. Vendor Social

A special break to interact with all the vendors who support this year’s conference.

**Wednesday, 10:30 a.m.— 12:00 p.m.
Intro to DBE**

This training will discuss Disadvantaged Business Enterprise requirements and the intent of those requirements. It will cover when an agency is required to have a program, how to develop a goal, and how to report federally-assisted contracting opportunities. It will also cover common findings and how to avoid them.

**Wednesday, 10:30 a.m.—12:00 p.m.
National RTAP**

A representative from the National RTAP program will be joining us to share what new and exciting things they have to offer. Come learn more about this valuable resource.

**Wednesday, 12—1p.m.
Networking Luncheon**

Lunch will be provided along with a great opportunity to connect with colleagues from around the state.

**Wednesday, 1:00p.m.—3:00 p.m.
ADA Paratransit Eligibility Determination**

The ADA requires that transit agencies "strictly limit Paratransit to only those that qualify" - but what does that really mean? Join the ADA Guru in discussing all things eligibility determination, including best practices on application content and understanding the difference between an applicant being unable to use fixed route versus the services being difficult to use. The Appeals process and a number of industry best practices will also be discussed.

**Wednesday, 1:00 p.m.—3:00 p.m.
Calculating the Fully Allocated Cost of Service**

A fully allocated cost means a cost that represents the full cost of a transit route or service, including all costs incurred by the transit agency, both variable and fixed. Understanding your fully allocated cost is critical for service planning and negotiating contract service rates. This course will provide a thorough understanding of fully allocated costs and teach participants how to determine the fully allocated costs for individual transit routes, transit services, or jurisdictions. The training will include an introduction to the National RTAP Cost Allocation Calculator.

**Wednesday, 3:15 p.m.—5 p.m.
Cost Allocation - Overview**

This training introduces participants to the concepts of direct versus indirect costs, when an Indirect Cost Allocation Plan (CAP) should be developed, the benefits of having a CAP, and when use of the de minimis rate might be appropriate. Important components of this training program are the explanation of various CAP methodologies and compliance with 2 CFR 200. After completing this training, you will be able to:

- Know the difference between direct and indirect expenses
- Identify resources available to help with a cost allocation plan
- State the 2 CFR § 200.403 criteria to determine if a cost is allowable
- State the difference between a direct and an indirect cost
- Describe the benefits from having an indirect cost pool
- Outline the steps of preparing an indirect cost allocation plan
- Understand the allowable de minimis rate

**Wednesday, 3:15 p.m.—4:15 p.m.
Meet the WYTRANS Member**

WYTRANS is comprised of a diverse group of agencies. All with one thing in common—providing the best public transit they can to the citizens of Wyoming. A small group of these transit providers from across the state will be participating in a panel discussion to share about their organizations.

**Wednesday, 6:00 p.m.
WYTRANS Board Meeting**

WYTRANS members are welcome to attend.

Thursday, August 15 - Morning

Thursday, 8:00 a.m.—10:00 a.m.
WYDOT and BlackCat

WYDOT staff and BlackCat will present important information.

Thursday, 10:00 a.m.—12:00 p.m.
FTA Session

The FTA staff will also be sharing updates on important issues.

Compete in the WYTRANS Bus Roadeo for a chance to win cash prizes from \$100—\$1,000.

Winner will advance to CTAA national bus roadeo in 2025.

Where: Riverton, Wyoming

Date: Tuesday, August 13th

1st—\$1,000

2nd—\$500

3rd—\$250

4th—\$150

5th—\$100

Drivers, Volunteers, and Cheering fans needed.

Register on-line at

<http://www.wytrans.org/roadeo-registration.html>

Annual Awards Ceremony

This year's Annual Award winners will be recognized at an awards dinner held **Tuesday, August 13, 2024 at 6pm.**

Please join all of WYTRANS in recognizing these individuals and agencies who go above and beyond to make public transit in Wyoming a success.

Conference Registration

Register online at www.wytrans.org

Or, send completed registration forms to:

⇒ wytrans307@gmail.com or

⇒ WYTRANS
20045 State Highway 150 South,
Evanston, WY 82930.

Please submit registration material as soon as possible.

Payment may be submitted separately.

Contact Jaime at 307-679-3220 or wytrans307@gmail.com, if you have any questions.



Hotel Information

All sessions for the WYTRANS Conference will be held at the Riverton **Holiday Inn.**

A block of sleeping rooms has been set up. Please call (307) 856-8100 to make your room reservations.

Reservations should be made by August 3, 2024.

2024 Conference Registration

NAME: _____ AGENCY: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

PHONE: _____



Or register on-line at www.wytrans.org

REGISTRATION OPTIONS Please put a check mark (✓) by the workshop(s) and meal(s) you will attend.

Tuesday Options:

- WYTRANS Bus Rodeo - 7:30 am at CWC - lunch provided
- LTA Training - Class from 8-5, lunch provided - *this class is for those who did not attend in October 2023*
- TSI New Driver class - (1/2 day only) 1-5pm
- Colorado-West Mixer 5-6pm
- WYTRANS Awards Dinner 6pm

Wednesday Options:

- | | |
|---|--|
| <input type="checkbox"/> TSI New Driver Training - (day 2 of 3) - 8-5pm | <input type="checkbox"/> TSI Recert class - 8-5 |
| <input type="checkbox"/> ADA Operations Requirements - 8-10am | <input type="checkbox"/> Procurement 101 - 8-10am |
| <input type="checkbox"/> National RTAP 10:30-11:30 | <input type="checkbox"/> Intro to DBE - 10:30-12pm |
| <input type="checkbox"/> Networking Luncheon 12-1pm | |
| <input type="checkbox"/> ADA Eligibility Determination - 1-3pm | <input type="checkbox"/> Cost of Service 1-3pm |
| <input type="checkbox"/> Meet the WYTRANS Members 3:15-4:15 | <input type="checkbox"/> Cost Allocation 3:15-5pm |
| <input type="checkbox"/> WYTRANS Board Meeting 6pm | |

Thursday Options:



- TSI New Driver Training - (day 3 of 3) - 8-12pm
- Black Cat and WYDOT 8-10 am
- FTA Presentation 10-noon

2024 Conference Schedule At-A-Glance

Tuesday, August 13

7:30 am	WYTRANS Bus Rodeo - at the Central Wyoming College , Art Center Parking lot
8-5pm	LTA—WYDOT Class - <i>This class is for those who did not attend in October of 2023</i>
1-5pm	TSI New Driver - 1/2 day
5-6 PM	Colorado-West Mixer
6:00 pm	Awards Dinner

Wednesday, August 14

7:30am	Registration & Check-in			
8:00 am	TSI New Driver Training	ADA Paratransit Operating Requirements	TSI Driver Recert.	Procurement 101
10-10:30		Vendor Social		
10:30—12 pm		National RTAP		Intro to DBE
12-1pm		Networking Luncheon		
1:00-3:00pm		ADA Eligibility Determination		Cost of Service
3:15-5pm		Meet the WYTRANS Members		Cost Allocation
6:00 pm	Board of Directors Dinner Meeting			

Thursday, August 15

7:30 AM	Registration & Check-in
8:00 - 10:00 AM	WYDOT & BlackCat
10:00 - 12:00 pm	FTA Session



WYTRANS
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Evanston, WY 82930
www.wytrans.org

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Vendors Welcome

It is not too late to sign up to be an exhibitor during the **Annual WYTRANS Conference**. Register on-line at www.wytrans.org - Sponsorship opportunities still available.

The Wyoming Transit Express is published by the Wyoming Public Transit Association, 20045 State Highway 150 South, Evanston, Wyoming, 82930, 307-679-3220. This publication is made possible through a grant from the Section 5311 Rural Transportation Assistance Program (RTAP) from the Federal Transit Administration through the Wyoming Department of Transportation, 5300 Bishop Boulevard, Cheyenne, WY, 82009.

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