



# COLORADO

## Department of Transportation

Division of Transit & Rail  
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Denver, CO 80204

**DATE:** March 8, 2019  
**TO:** Transit & Rail Advisory Committee  
**FROM:** David Krutsinger, Director - Division of Transit & Rail  
**RE:** TRAC Structure Change: Add Vice Chair Role

### Purpose

Make a decision about whether to add a Vice Chair role to TRAC, and if so, to fill that seat.

### Actions

1. Make a decision about whether to add the Vice Chair Role and the duties of that role.
2. If a Vice Chair Role is approved, nominate, and elect a TRAC member into the role.

### Background

TRAC was originally formed as a temporary body under SB 09-???...At the time it was constituted, the TRAC elected CASTA co-Executive Director into the role of Chair. Due to the co-Executive roles of CASTA at the time, there was a built-in ability for the other co-Executive Director to substitute for the first co-Executive Director, as TRAC chair, in case of vacation or other absence, and to have a second person to consult when creating meeting agendas. In 2018, CASTA transitioned to a singular Executive Director structure. There is no longer a de-facto substitute for the CASTA Executive Director.

Simultaneously, the funding streams from the State Legislature have increased as well as the complexity of the fund allocation, as compared to FASTER funding. SB 17-267 has a minimum rural set-aside of 25% which fits CASTA's focus as an organization, and the the remaining funds are also allowable for use by CDOT or in urban areas. SB 18-001 has a requirement for 85% of the funds to be distributed across all Transportation Planning Regions (TPRs), including the five metropolitan planning organizations (MPOs).

### Details

A parallel advisory body to CDOT, the Statewide Transportation Advisory Committee (STAC) has a chair and vice-chair structure. It serves as a potential model for TRAC. The STAC bylaws state: "The Vice-Chairperson shall, in the case of the absence or disability of the Chairperson, perform the duties of the Chairperson. The Vice-Chairperson shall be a member of the STAC. The term of office as the Vice-Chairperson shall be until a successor is elected. In the absence of both the Chairperson and the Vice-Chairperson selection by those present shall preside."

#### Pros of Adding a Vice Chair

- Consistent with the structure of other CDOT bodies including the CDOT Transportation Commission (TC) and the Statewide Transportation Advisory Committee (STAC)
- Built-in substitute to run meetings in case of absence due to schedule conflict, vacation, illness, etc.
- Expanded representation of perspectives with regard to agenda-setting
- Distribution of overall effort

#### Cons of Adding a Vice Chair

- Potential for difference of opinion between the Chair and Vice Chair
- Makes TRAC meetings potentially more complicated with roles being divided among two positions.

### Discussion

The following are potential roles which could be assigned to the Vice Chair. The roles are enumerated such that a motion could be made to include numbered items as appropriate, and omit other numbered items not deemed necessary or appropriate at this time.



1. Lead TRAC meetings in the absence of or incapacity of the Chair
2. Act as coordinator of sub-committees of TRAC
3. Review the minutes of TRAC meetings
4. Serve as a point of contact for transit & rail constituencies not currently represented on the TRAC.
5. Carry out other duties as assigned and/or authorized by the TRAC Chair
6. The term of office as the Vice-Chairperson shall be until a successor is elected (or a specified term is fulfilled).
7. In the absence of both the Chairperson and the Vice-Chairperson selection by those present shall preside.

#### Options

- Option 1: Do not add a vice chair. (Not recommended)
- Option 2: Add vice chair role this month, nominate, and fill the role this month.
- Option 3: Add a vice chair role this month, and fill the role at a future meeting.

#### Next Steps

Per the option selected, fulfill the intent of that decision.

#### Attachments

None

