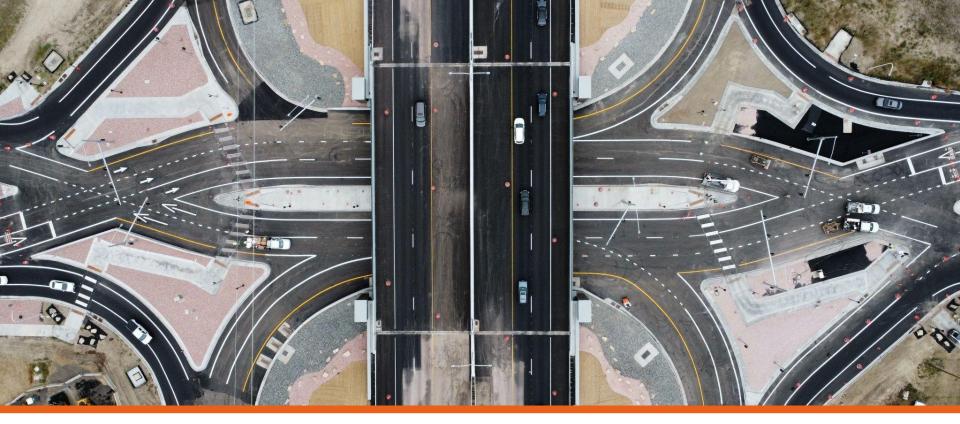
Disclaimer: Please note, this presentation was created in late June and contains errors that have been corrected in our current materials as of 7/24/23.

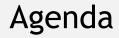
If you have a concern with information contained in this presentation, please email Jamie Grim at jamie.grim@state.co.us





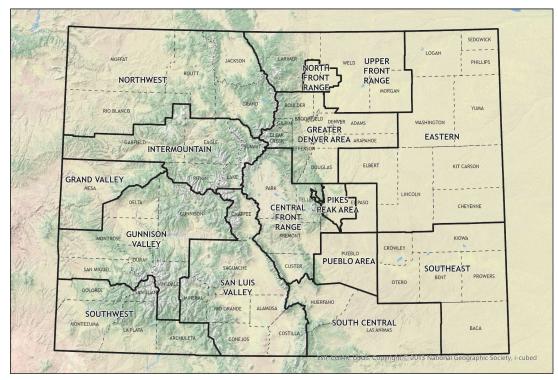
HB23-1101 TPR Study

Monthly Advisory Committee Meeting
July 5, 2023





- 1. Introductions
- Refresher on HB23-1101
- 3. Survey Review
- 4. Public Meetings
- 5. IGAs, Bylaws, and MOAs Analysis
- 6. TPR financial administration
- 7. Next Steps
- 8. Updated Statewide Maps





Advisory Committee

Name	Organization	Position	
Keith Baker	Chaffee County	County Commissioner	
Dick Elsner	Park County	County Commissioner	
Jonathan Godes	City of Glenwood Springs	City Councilor	
Andy Gunning	Pikes Peak Area Council of Governments	Executive Director	
Terry Hofmeister	Phillips County	County Commissioner	
David Johnson	Roaring Fork Transit Authority	Planning Manager	
Suzette Mallette	North Front Range MPO	Executive Director	
Ron Papsdorf	Denver Regional Council of Governments	Transportation Operations Director	
Tamera Pogue	Summit County	County Commissioner	
Kristin Stephens	Larimer County	County Commissioner	
Anna Stout	City of Grand Junction	Mayor	



HB23-1101 Study Language

On or before November 30, 2023, The Department Shall Complete a Study and Study Report of:

- The Consistency and Transparency of the Transportation Planning Process Across the TPRs
- The boundaries of the Transportation Planning Regions (TPRs)
- Membership of the State Transportation Advisory Committee (STAC)
- Membership of the Special Interim Transit And Rail Advisory Committee (TRAC)

In Conducting The Study, The Department shall provide opportunity for public comment throughout the State and consider input from stakeholders throughout the State.

The amendment protects rural Colorado's transportation interests by mandating that the number of rural TPRs can not be reduced. There are currently 10 rural TPRs and 5 urban MPOs. This number will remain the same.

The Department shall submit the Study Report to the Transportation Commission and to the Transportation Legislation Review Committee on or before November 30, 2023.

Following completion of the study and with consideration of its findings, the Transportation Commission shall initiate updates to the rules before June 1, 2024, though we anticipate the TC completing the task by this date.



Statutory Requirements

Factors for consideration identified in legislation:

- Highway and Transit Corridors and Transit District Boundaries
- Disproportionately Impacted Communities
- Vehicle Miles Traveled, Truck Vehicle Miles Traveled, Transit Vehicle Revenue Miles, and Lane Miles
- Population Trends
- Safety and Management Considerations
- Commuting, Commercial Traffic, Freight Movement, Tourism Impacts, and Other Travel Patterns
- Transit-Oriented Development and Access to Affordable Housing
- Levels of Air Pollutants, Criteria Pollutants, and Greenhouse Gas Pollutants
- Communities of Interest



Public Engagement





- The survey is designed to capture input from stakeholders who are involved in their TPRs, aware of TPRs but may not be involved, or who don't know much about their TPRs
- CDOT intends to send the survey to:
 - TPR members and listservs
 - All elected officials in the state
 - Other identified stakeholders
- The invitations to the public meetings will include the link to the survey
- The link to the survey will also be posted in several places on the CDOT website

Link to the survey for review



Schedule For Public Meetings

- Staff propose conducting 5 virtual meetings one for each region and in-person meetings in conjunction with TPR meetings.
- > The virtual meetings will use Zoom as the platform
- Staff propose that the meetings be scheduled from 6:00 PM 7:30PM
 - Proposed dates for the virtual meetings: July 25, July 31, August 1, August 2, August 3
- Dates for in-person meetings coinciding with TPR meetings:
 - Intermountain TPR: July 21 in Eagle
 - Southeast TPR: July 26 in Lamar
 - South Central TPR: July 27 in Walsenburg
 - Southwest TPR: August 10 in Durango
 - Gunnison Valley TPR: August 10 in Montrose
- > TPRs that will require special meetings due to their meeting schedule: Central Front Range, Eastern, Northwest, San Luis Valley, and Upper Front Range



Proposed Public Meeting Agenda

- Introductions
- Overview of HB 23-1101 and the requirements of the provision
- > TPR 101 What TPRs are and their role in the planning process
- Data collection process for the study
- TPR and CDOT region specific data tailored to each meeting
 - Maps and the mapping tool
- Discussion about the importance of IGAs and bylaws
- Q & A and public comment



Review of TPR IGAs, MOAs and Bylaws





Importance of IGAs and Bylaws

- Intergovernmental Agreements (IGAs) and supporting bylaws are documents that give organizations a governance structure
- Clear IGAs/bylaws help ensure that organizations are acknowledging and following required open meeting processes for "public bodies" under state statute
- IGAs/bylaws often detail how officers are selected, how often meetings occur, how members may be added to or removed from the organization or board, what constitutes a quorum for taking official action, etc
- These documents and processes allow for transparency and common understanding between the public, members, state government, and others
- ➤ In Colorado, the creation of bylaws is not required under <u>C.R.S § 30-28-105</u> but <u>C.R.S § 30-28-105 (8)</u> specifically allows for the adoption of articles and is considered to be "best practice"



IGA Overview and Definitions

- Governments use Intergovernmental Agreements (IGAs) for cooperative planning, resource sharing, joint planning commissions, building inspection services, and more
- IGAs can be made between or among a broad range of governmental or quasi-governmental entities.
- IGAs determine the subject matter(s) where potential for mutual agreement or benefit exists.
- An IGA should include the purposes, powers, rights, duties of the contracting parties, and governance features. (See C.R.S. § 29-1-203.)
- IGAs include a provision for expiration or termination of the agreement.
- C.R.S. § 43-4-603(2) provides a list of information that may be useful in an IGA.



Memorandum of Agreement (MOA)

- A memorandum of agreement, or MOA, is a legal document describing a business partnership between two parties that have agreed to cooperate to meet an agreed objective or complete a project. The memorandum lays out the agreed terms and outlines the steps to reach the desired goal of the agreement.
- MOAs can include but are not limited to:
 - Purpose of the agreement
 - Names of parties involved
 - Scope of work
 - Any financial obligations
 - Dates of agreement
 - Any key contacts
 - Detailed outline of roles and responsibilities, delineated by the person responsible
 - Length or duration of the agreement
 - Modification and termination
 - Signatures of principals



Bylaws "Best Practices"

- Bylaws should include basic information about the functions of an organization, providing clear direction and guidelines to members.
- Bylaws provide structure within an organization to set common direction and avoid conflicts of interest.
- Bylaws are typically arranged by topic to describe detailed information about organizational functions and duties
- Important topics that should be included in Bylaws include but are not limited to
 - Name of the organization and the objective and reason for the organization
 - Members' rights and/or duties, limitations, and qualifications
 - Fees and financials
 - Attendance requirements
 - Officers and the election process
 - Meeting schedule, quorum, voting process
 - Executive board delegation and power
 - Committees
 - Parliamentary authority
 - How bylaws are amended



TPR Administrators

TPR	Administrator
Central Front Range(CFR)	Upper Arkansas Area Council of Governments (UAACG)
Eastern (EA)	Yuma County
Gunnison Valley (GV)	Region 10 League for Economic Assistance and Planning (R10)
Intermountain (IM)	Eagle County
Northwest (NW)	City of Steamboat Springs
San Luis Valley (SLV)	San Luis Valley Development Resources Group (SLVDRG)
South Central (SC)	South Central Council of Governments (SCCOG)
Southeast (SE)	Southeast Colorado Enterprise Development (SECED)
Southwest (SW)	Southwest Colorado Council of Governments (SWCCOG)
Upper Front Range (UFR)	Weld County



Analysis of existing TPR IGAs & Bylaws

	Determine roles	Quorum/Voting	Meeting Information	Distribution of Funds
Central Front Range(CFR)	x (I) Chair		x (W)	x (I)
Eastern (EA)	x (I) Chair		x (W)	x (I)
Gunnison Valley (GV)	x (I and B)	x (B)	x (W)	x (I)
Intermountain (IM)	x (l)			x (I)
Northwest (NW)	x (I) Chair			x (I)
San Luis Valley (SLV)	x (I) Chair		x (W) minimal info	x (I)
South Central (SC)	x (I) (Officers)	x (l)	x (I)	x (I)
Southeast (SE)	x (I) (Members)			x (I)
Southwest (SW)	x (I) (Chair)	x (l)	x (B and W)	x (I)
Upper Front Range (UFR)	x (l)	x (B)	x (W)	x (I)

Where each can be found			
(1)	IGA		
(B)	Bylaws		
(M)	MOU/ MOA		
(W)	Website		

Disclaimer: This was information that CDOT staff were able to find through 3 months of research. Information not readily available to the public (ie. website) or to CDOT has not been included.



Central Front Range TPR

Contents of IGA

- Determines out how chairpersons are elected, how funds are spent, and record keeping
- Establishes that each member county/municipality has one member on the TPR board
- Provides that the Chairperson is elected and serves a term of one year. This person is the STAC rep or can designate a STAC rep.
- Provides the TPR can contract and spend/receive funds.
- Provides for termination of IGA six months after written notice or when all parties agree unless they have a grant contract with the State, in which case the State must approve the termination and come to terms for completing the subject project.
- IGA can be changed at any time if all parties agree.
- El Paso County's 2019 Board Resolution approving the IGA designates the County Engineer or their designee as their TPR rep.

➤ Website

- Information for how and when to attend meetings is on their website (this information is limited to providing an email to access the information).
- Located on UAACOG website but is not easy to find

➤ Bylaws

- CDOT staff found draft bylaws dated 2015 but they do not appear to have been adopted
- This unsigned draft from 2015 addresses membership, officers, vacancies, absenteeism, but is incomplete

Eastern TPR



Contents of IGA

- Provides each member county/municipality gets one member on the TPR.
- o Provides chair is elected for renewable one year term and is the STAC representative or can designate
- o Provides that TPR can contract, spend & receive funds.
- Provides a party can terminate their membership six months after written notice or if all agree unless there is a grant contract, in which case the State must approve the termination.
- Provides the IGA can be amended at any time with agreement of all parties.

Website

- Website (via Yuma County) provides meeting dates, times, locations through end of 2023
- Minutes and agendas are posted aside from recent June 5th meeting
- o IGA, MOA, transportation plan, project lists, and contact info are on the website and is easily accessible.

Bylaws

CDOT staff did not find a record of existing bylaws

Memorandum of Agreement (MOA)

- 2022 MOA between the TPR and Yuma County states that the County will provide administration and agrees to meet all legal obligations.
- This MOA can be terminated six months after written notice unless there is a grant contract in which case State approval is needed



Gunnison Valley TPR

➤ IGA

- Provides one representative to the TPR board per member, outlines the election of the chair who also serves as the STAC representative or can designate a representative
- Can enter contracts to spend and receive funds.
- Any party can terminate six months after written notice or if all agree (same grant language as others).
- IGA can be modified at any time by agreement of all parties.
- GVTPR Committee: each board member appoints 1 rep and 1 alt, also chair and vice chair of each county transit advisory committee are rep and alt. Members are appointed annually in January and can serve unlimited one-year terms. One vote each, simple majority, chair breaks tie. Chair can be compensated by R10.

➤ Website

- According to the website, the organization meets monthly and sends out a monthly newsletter to member communities.
- The administrator of R10 sends out a monthly newsletter to their list however, the last posted newsletter was June 2022.
- There does not appear to be a meeting schedule, agenda, or minutes posted on the R10 website.

> 2012 R10 Bylaws

- o Includes purpose, membership, Board membership, board appointment/removal process, term length, attendance requirements, 10 members required for quorum allowing vote, can proxy or vote electronically, simple majority vote, budget and bylaws amendment requires 2/3 approval.
- Each board member gets one vote. Elected officers are Chair, Vice Chair, Treasurer. They form the Exec Committee along with named others, including past Chair. Secretary can be staff.
- Meetings are annual or when needed with notice. Officer meetings noted. Minutes distributed to board.

➤ MOA

- MOA between the TPR and R10 states that R10 will provide administration and agrees to meet all legal obligations.
- This MOA can be terminated six months after written notice unless there is a grant contract in which case State approval is needed

CDOT CDOT

Intermountain TPR

> IGA

- Provides each member of the TPR has one representative on the board
- Provides that the TPR can contract, spend, and receive funds.
- Contains standard language that one party can terminate six months after written notice or the entire IGA can be terminated if all agree (unless grant contract).
- IGA can be amended at any time if all agree.
- The IGA we found is dated 1993. It does not appear that the organization used the updated IGA template in 2016-17.
- The IGA does not include officers, election information, quorum, or voting procedures

Website

CDOT staff were unable to find a website

➤ Bylaws

CDOT staff were unable to find bylaws

Northwest TPR



➤ IGA

- Provides that each member gets one primary representative to the board and one alternate;
 they can appoint a temporary replacement with 24 hours notice.
- Every representative gets one vote, but votes are weighted.
 - Votes are weighted so that every county has a total of two votes between the county and the municipalities. For example: Routt County has 1 full vote but Steamboat, Hayden, Oak Creek, and Yampa each have 0.25% of a vote to equal a second full vote for Routt.
 - Simple majority wins. Chair breaks tie.
- Provides Chair and Vice Chair are elected to one year renewable terms, ideally they are the STAC representative and alternate.
- Provides that TPR can contract, spend & receive funds.
- Provides a party can terminate their membership six months after written notice or if all agree unless there is a grant contract, in which case the State must approve the termination.

➤ Website

CDOT staff were unable to find a TPR specific website

➤ MOA

- 2022 MOA between the TPR and Steamboat Springs states that the City will provide administration and agrees to meet all legal obligations.
- This MOA can be terminated six months after written notice unless there is a grant contract in which case State approval is needed



San Luis Valley TPR

➣ IGA

- Provides each member has one representative on the TPR board.
- IGA provides for election of a Chair for one-year renewable term who will also serve as the STAC representative (or can designate a representative)
- Provides the TPR can contract and spend/receive funds.
- Provides for termination of IGA six months after written notice or when all parties agree unless they have a grant contract with the State, in which case the State must approve the termination and come to terms for completing the subject project.

➤ Website

 Website says the TPR meets quarterly and has contact info, but does not appear to have meeting dates, times, agendas, minutes, etc posted publicly

> MOA

- 2017 MOA between the TPR and SLVDRG states that the organization will provide administration and agrees to meet all legal obligations.
- This MOA can be terminated six months after written notice unless there is a grant contract in which case State approval is needed



South Central TPR

➤ IGA

- Members include a member of the Board of County Commissioners for any member county and one elected member of each member municipality for one year terms, and addresses vacancies
- Each member gets one vote. They vote on three officers: Chair, Vice Chair, and Secretary-Treasurer.
- Meetings are quarterly at a minimum. Three members are a quorum and votes are a simple majority. Proxies are ok.

Articles of Association

- 1993 notice of formation of RPC and designation of HLAACOG (not quite an MOA, but includes
 1975 HLAACOG Articles of Association)
- Article IV.3.c. provides that HLAACOG acts as the Regional Planning Council.
- Articles say they shall adopt bylaws but we were not able to find them.
- HLAACOG is SCCOG's official name but they use SCCOG when conducting business

Southeast TPR



➤ IGA

- Provides each member has one representative on the TPR board.
- Provides the TPR can contract and spend/receive funds.
- Provides for termination of IGA six months after written notice or when all parties agree unless they have a grant contract with the State, in which case the State must approve the termination and come to terms for completing the subject project.

➤ Website

 SECED website lists 2019 Board of Directors - calendar lists board meetings, but it is unclear if those are TPR meetings. Nothing on quorum, voting, officers, etc.

➤ MOU

- MOU with SECED this MOU differs from the others in that it creates Southeast TPR within SECED rather than contracting with SECED.
- Can terminate six months after written notice, will act on TPR behalf, follow all laws, etc.

Southwest TPR



➣ IGA

- o IGA provides that Chair and Vice Chair are elected for renewable one-year terms and will attend STAC along with representatives from the two tribes. The Chair holds the vote at STAC.
- IGA provides that nine members is a quorum and they can return votes electronically. Includes the other standard \$ and termination/amendment language.
- 2008 IGA provides that each party gets one rep and one alternate.

➤ Website

 CDOT staff reviewed the website and thought it had easy access, recommended that there be an update of minutes/packets

Bylaws

- 2017 bylaws provide the TPR has 16 seats. Officers are Chair and Vice Chair for renewable one-year terms elected at the last regular TPR meeting of the year. They'll attend STAC and Chair holds the STAC vote, representing regional interests. Can't vote at TPR meeting while representing at STAC. A process for removal/vacancies is provided.
- Meetings are regularly scheduled and posted at SWCCOG office. There is a remote option. Votes are simple majority with quorum of nine. Member jurisdictions get one vote each. Bylaws can be amended by 2/3 majority of those present.

➤ MOU

 2016 MOU with SWCCOG is much more detailed than others. Holds SWTPR responsible for having a Chair and Vice Chair. Any modification must be in writing and agreed by both parties.



Upper Front Range TPR

➤ IGA

- Provides each member county/municipality gets one member on the TPR.
- Provides that TPR can contract, spend & receive funds.
- Provides a party can terminate their membership six months after written notice or if all agree unless there is a grant contract, in which case the State must approve the termination.
- o Provides the IGA can be amended at any time with agreement of all parties.

➤ Bylaws

- Bylaws last updated 2017 names the members of the TPR and stipulates that members can withdraw with 60 days' written notice to Chair.
- Bylaws provide each member gets a representative on the board. Counties must be representative by a County
 Commissioner, but municipalities can appoint staff if they choose. Officers are Chair and Vice Chair but must be county
 commissioners elected for 1-year term at the last meeting of the year. Chair attends STAC, TPR votes on STAC alternate.
- Quorum is 7 voting members, but that must include 2/3 of county representatives. Each member gets one vote, no proxies. They meet quarterly, time and place noted in prior meeting's minutes. Requires open meetings and public notice.
- Bylaws can be amended by vote with 30 days' notice in advance.

Website

 Weld Co's transportation planning website links to the DRCOG meeting calendar and the NFRMPO meeting calendar but not UFRTPR calendar. A news story about Commissioner Scott James being named Chair links to CDOT's website for info about the TPR.

➤ MOA

- MOA between the TPR and Weld County states that Weld County will provide administration and agrees to meet all legal obligations.
- This MOA can be terminated six months after written notice unless there is a grant contract in which case State approval is needed



Assessment of TPR Administration and Expenditures





TPR funding: Rural Planning Assistance Grants

- CDOT provides funding to the TPRs through the Rural Planning Assistance (RPA) grant program
- These are Federal funds that come to CDOT through the State Planning and Research funds (SPR) program
- Due to the fact that they are federal funds they do have strict rules for what the funds can be used for and how they must be reported
- Before COVID when STAC meetings were in person, TPRs used most of their funding to reimburse travel to and from Denver
- > Funds can be used for technology that can improve meeting accessibility but will come with limits for use because of the Federal requirements



Allowable RPA Expenses

Types of Eligible Expenses	Reimbursement Eligibility
Lodging	Actual
Meals	Per Diem Rate
Incidental Expenses	Per Diem Rate
Transportation (other than airfare)	Actual
Rental Vehicles	Actual
Mileage for use of personal vehicles	Specific Federal rules apply
Airfare	Actual
Tips	Included in Per Diem Rate for incidental expenses
Registration Fees	Actual
Personnel Expenses	Actual
Media/Technology	Actual
Other allowable travel expenses	Actual



Assessment of TPR Expenditures 2022-23

Rural Planning Assistance Grant Allocations			
Area	Expire Date	PO Amount	PO Balance
Central Front Range	6/30/2023	\$5,000.00	\$3,528.09
DRCOG	6/30/2023	\$9,550.00	\$5,846.13
Eastern	6/30/2023	\$6,700.00	\$6,700.00
Grand Valley	6/30/2023	\$10,500.00	\$0.00
Gunnison Valley	6/30/2023	\$30,000.00	\$19,187.50
Intermountain	6/30/2023	\$11,350.00	\$11,350.00
Northwest	6/30/2023	\$10,050.00	\$8,759.47
PACOG	6/30/2023	\$7,400.00	\$6,469.91
San Luis Valley	6/30/2023	\$12,650.00	\$9,268.36
South Central	6/30/2023	\$11,350.00	\$11,350.00
Southeast	6/30/2023	\$10,400.00	\$7,348.53
Southwest	6/30/2023	\$22,100.00	\$17,204.76
Upper Front Range	6/30/2023	\$5,350.00	\$5,174.55
		\$152,400.00	\$112,187.30



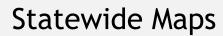
Assessment of TPR Expenditures 2018-19

Rural Planning Assistance Grant Allocations			
Area	Expire Date	PO Amount	PO Balance
Central Front Range	6/30/2019	\$5,000.00	\$4,260.92
DRCOG	6/30/2019	\$9,550.00	\$5,219.36
Eastern	6/30/2019	\$6,700.00	\$5,287.23
Grand Valley	6/30/2019	\$10,500.00	\$0.00
Gunnison Valley	6/30/2019	\$26,600.00	\$671.26
Intermountain	6/30/2019	\$11,350.00	\$11,350.00
Northwest	6/30/2019	\$10,050.00	\$9,984.30
PACOG	6/30/2019	\$7,400.00	\$5,619.11
San Luis Valley	6/30/2019	\$12,650.00	\$7,356.45
South Central	6/30/2019	\$11,350.00	\$6,032.07
Southeast	6/30/2019	\$10,400.00	\$3,636.09
Southwest	6/30/2019	\$22,100.00	\$11,235.76
Upper Front Range	6/30/2019	\$5,350.00	\$5,133.95
		\$138,500.00	\$75,786.50



Moving Forward and Next Steps

- Invite TPRs and stakeholders to the virtual and in-person public meetings
- Distribute the survey and begin to collect responses
- Begin to develop possible recommendations for IGA and bylaws templates
- CDOT staff will continue to gather data and share the mapping tool to assist in the analysis.
- Conduct 5 virtual meetings and
- Organize public meetings in conjunction with scheduled TPR meetings

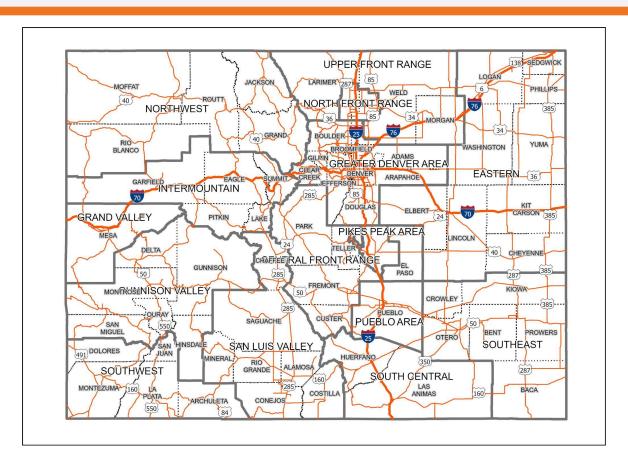






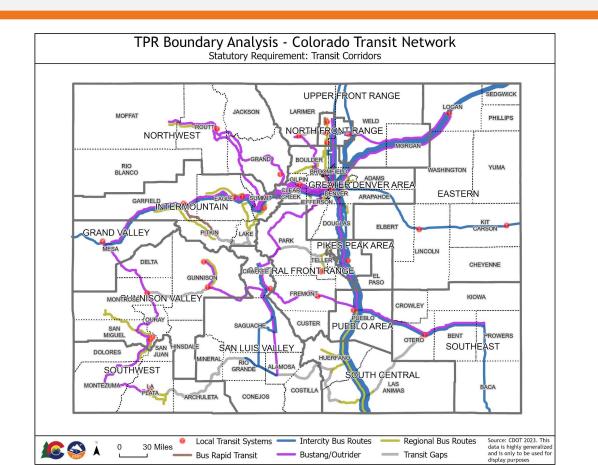


Highway Corridors



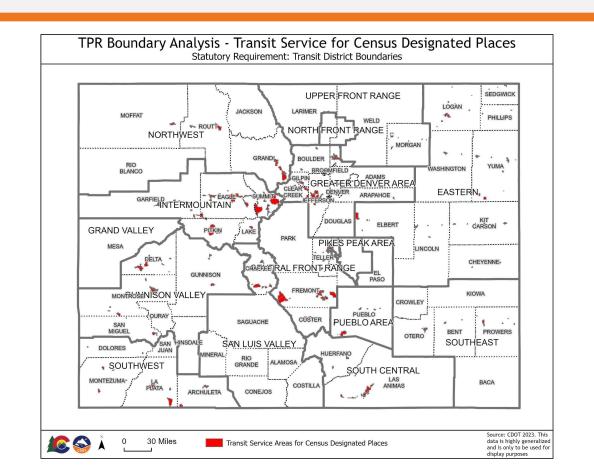


Transit Corridors



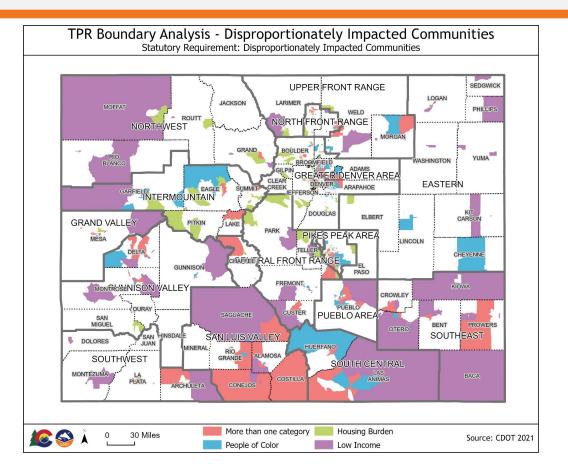


Transit District Boundaries



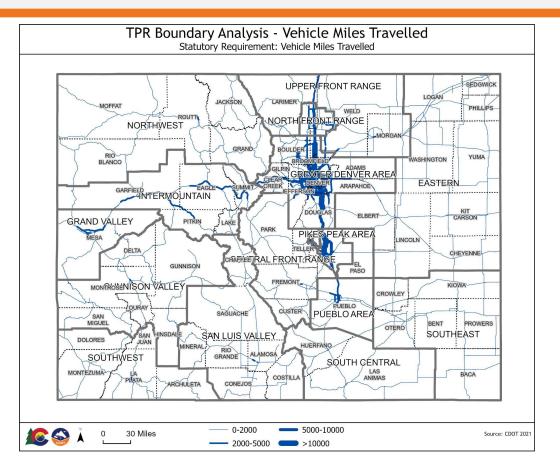


Disproportionately Impacted Communities



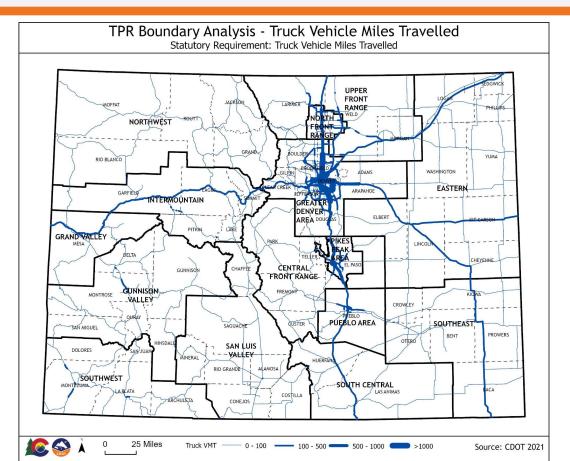


Vehicle Miles Traveled



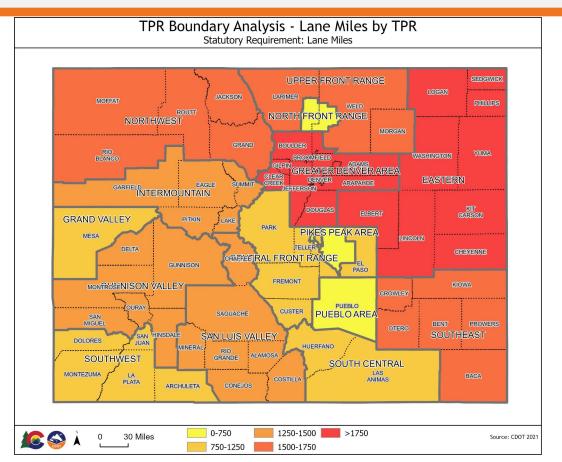


Truck Vehicle Miles Traveled



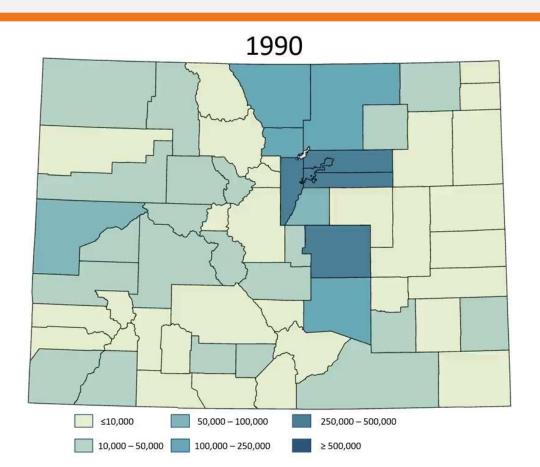


Lane Miles by TPR





Visualization of Population Change by County



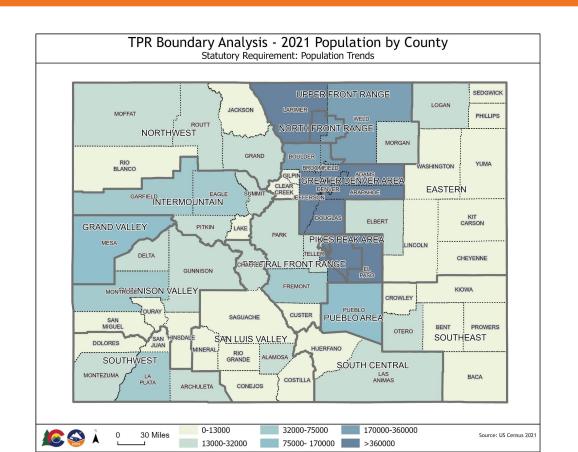


1993 Population by County

Being formatted

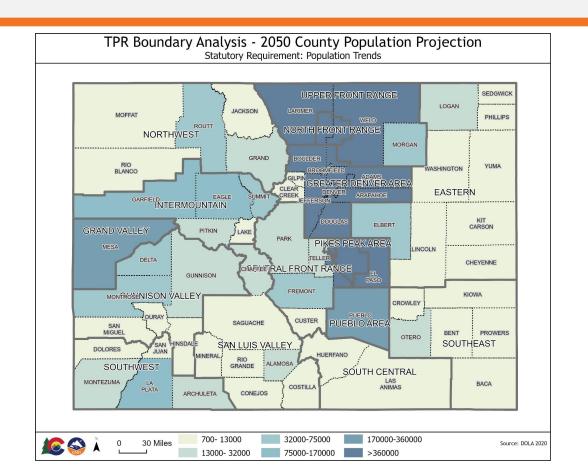


2021 Population by County



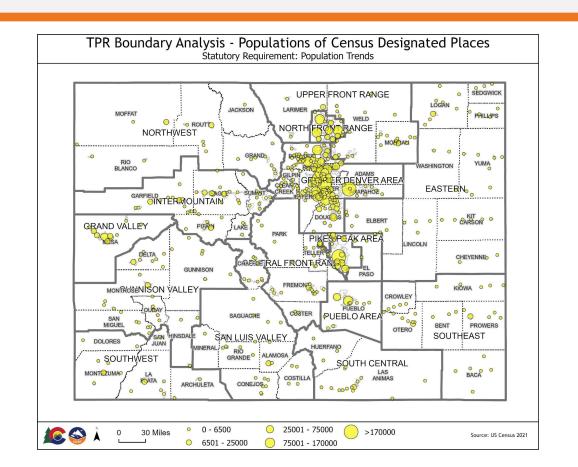


2050 County Population Projection



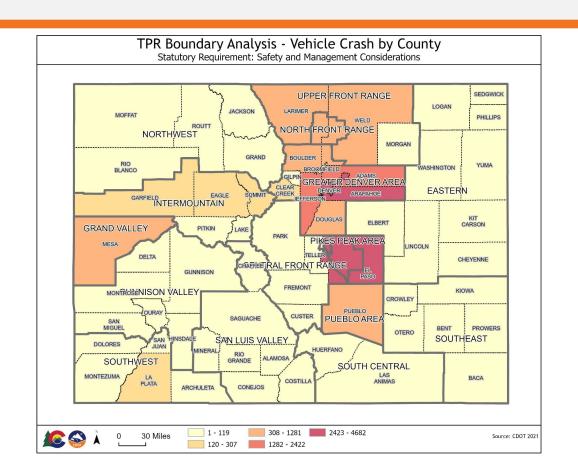


Populations of Census Designated Places



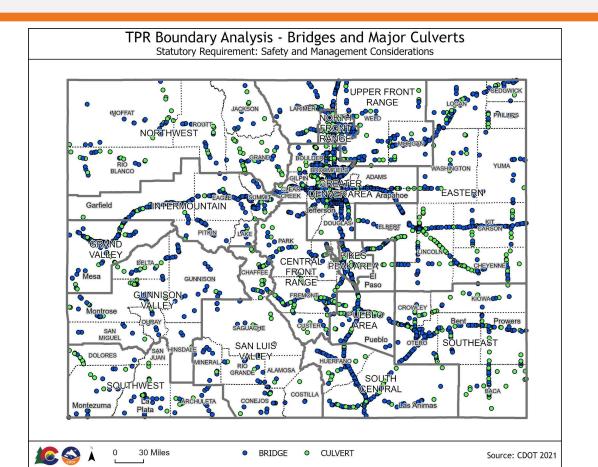


Vehicle Crashes by County



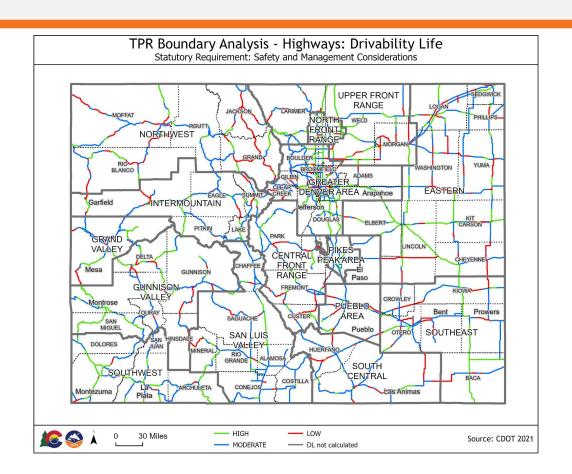


Bridges and Culverts



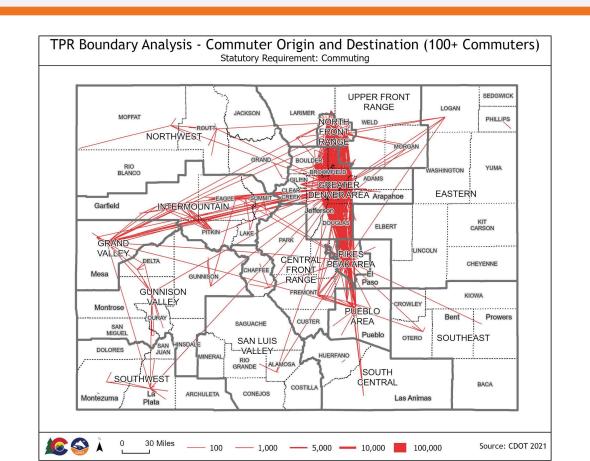


Highway Drivability Life



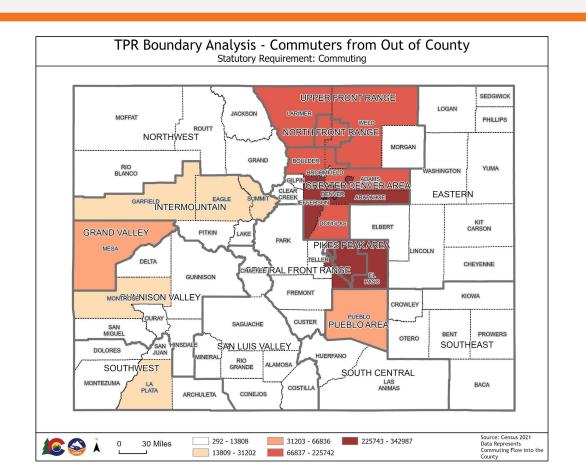


Commuter Origin and Destination



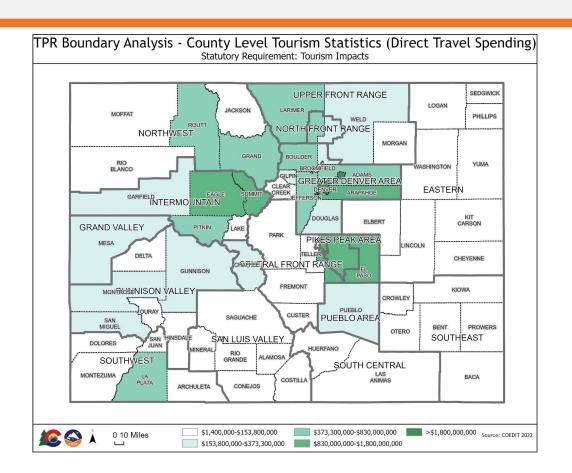


Commuters from Out of County



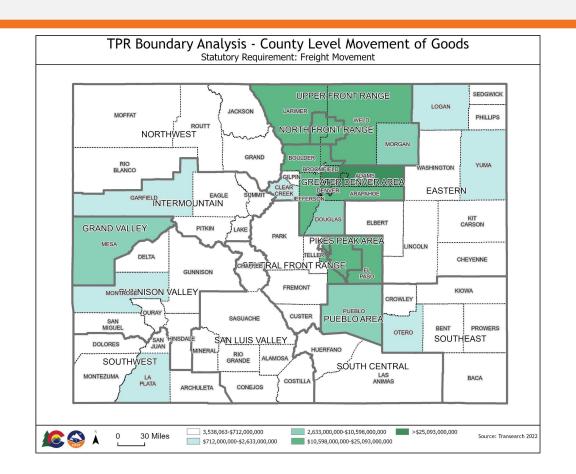


County Level Tourism Direct Travel Spending



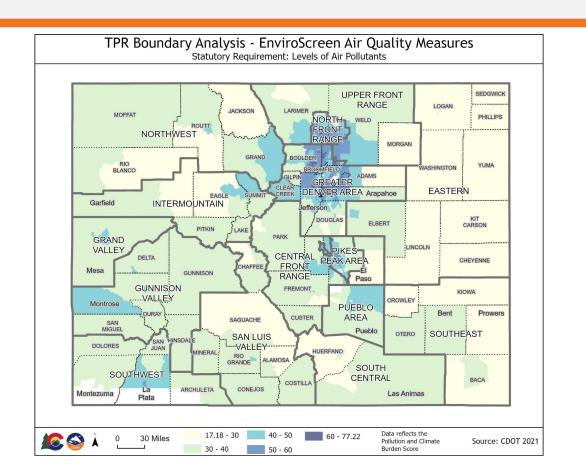


County Level Movement of Goods



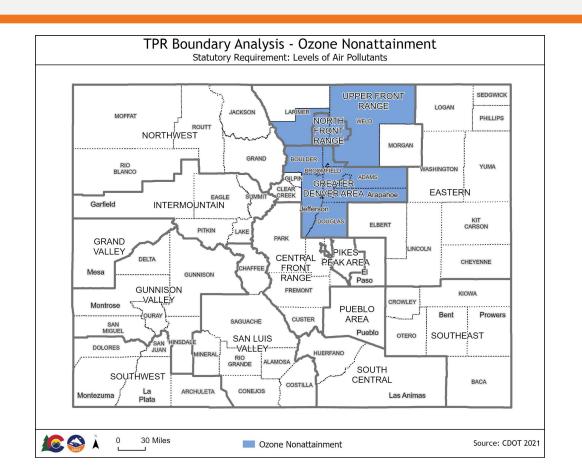


Levels of Air Pollutants: Air Quality Measures





Ozone Nonattainment





Questions?

