

Southwest Transportation Planning Region Meeting Agenda

Thursday, February 8, 2024, at 9:00 am

Colorado Department of Transportation
20581 US-160 West, Durango, CO

ZOOM: <https://us06web.zoom.us/j/89468420554>, **Phone:** 1 (719)359-4580 **ID:** 89468420554

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| A. Introductions | 9:00 am |
| B. Consent Agenda | 9:10 am |
| 1. Previous Meeting Minutes approval | |
| 2. Financial Report approval | |
| C. Public Comment | |
| D. Reports | 9:15 am |
| 1. STAC Update – Jim Candelaria | |
| 2. Transportation Commissioner Report – Mark Garcia | |
| 3. Congressional Updates | |
| E. Decision/Discussion Items | 9:45 am |
| 1. Election of Officers | |
| 2. Amend Bylaws | |
| 3. Reimbursement Procedures | |
| F. CDOT Reports | 10:45 am |
| 1. Construction Update - Kevin Curry | |
| 2. US 160 East of Elmore’s Corner Grant T.J. Burr | |
| G. Other Business | 11:00 am |
| 1. Updates – Round Robin | |
| H. Adjourn | |

Southwest Transportation Planning Region Meeting Minutes

Thursday, December 14 , 2023, at 9:00 am

A. Introductions

Elected Representatives			Guests		
X	Kevin Kissler	City of Cortez Alt.	X	Jamie Grim	CDOT
X	Sarah Hill	City of Durango	X	Kevin Curry	CDOT
X	Steve Garchar	Dolores County	X	Timothy Funk	CDOT
X	Clyde Church	La Plata County	X	Tony Cady	CDOT
X	Katie Sickles	Town of Bayfield	X	Shak Powers	City of Cortez
X	Paul Ruud	Town of Dolores	X	Elizabeth Heine	Region 9
X	Mark Garcia	Town of Ignacio	X	David Harris	Dolores County
X	Lucy Mulvihill	Town of Silverton	X	Patrick Davis	Region 9 EDD
X	Mike Torres	Archuleta County	X	Brendan Adams	Ute Mountain Ute
			X	David Harris	Town of Pagosa Springs

Sarah Hill, Board Chair, called the meeting to order at 9:00 am.

B. Consent Agenda

1. Previous Meeting Minutes’ approval

Motion from Steve Garcher to approve all minutes as presented.

Second: Mark Garcia; Motion passed unanimously.

2. Financial Report approval

Motion from Steve Garcher to approve the financial report as presented.

Second: Clyde Church; Motion passed unanimously.

C. Reports

1. STAC Update – Sarah Hill

- *Noted that the TPR study was well done and that there will be updates made to the website.*
- *Patrick Davies is the representative for Transit for our region at STAC.*
- *Program distribution formulas were all approved for planning projects.*

2. Transportation Commissioner Report – Mark Garcia

- *The TPR report has recommended changes as well as no changes. Final edits will go to the **committee** for approval, but no action has taken place.*
- *It was encouraged for everyone to look at the report because it contains a lot of useful information. The report was set to be distributed post meeting.*
- *The proposed broadband fee is up for consideration. If the three cents per foot gets approved, the implications for CDOT would be immediate orders to give right-away access. If it’s a no vote, then the committee goes back to the drawing board to work on other solutions.*

- *There is no current plan for the allocation of these fees, however it was proposed that it may go toward maintenance. It was argued that it should go toward rural broadband expansion.*

3. Congressional Updates- Jamie Grim

- *The idea with I-70 is to split it between Eagle County and Summit County. Although this may happen, it could get rejected or an entirely new map could be drawn.*
- *We are only allowed to have 15 urban TPR and 10 rural TPR for the state of Colorado; for one to be split we do have to maintain those sizes.*
- *CDOT does not have the staff capacity to host the TPR websites. CDOT is suggesting that TPRs make websites and maintain them for the public to see what meetings are happening. CDOT has a money pot for administration fees and will ask TPRs to use that funding to create a website, but they can't force TPRs to make websites.*
- *There is a possibility that CDOT could share space on their website or at least a page on the CDOT site that can hold links to get to other TPR websites.*
- *A Defense Spending Bill has been passed. A federal spending bill is in the works.*
- *Proceedings started to impeach Biden.*
- *On the senate side, they are currently looking at funding for the Israel and Syria Crisis.*

D. Decision/Discussion Items

1. Election of Officers

- *Sarah Hill and Jim Candelaria have been honored to serve as chair and vice chair. Both would continue, but Hill noted that she would also step down and see someone else step up and take the responsibility.*
- *Mark Garcia cannot attend STAC as a county commissioner and is therefore unable to be chair or vice chair.*
- *Katie Sickles nominated Sarah Hill; Seconded by Steve Garcher.*
- *Even with above nomination, it was recommended that this discussion will be tabled until February where there will be more attendance and a quorum.*

2. Discuss suggested edits to bylaws.

- *There are a few updates for the bylaws to be cleaned up.*
- *One edit is to update our seats to 18 seats*
- *Officer elections happen at the last meeting of the year, but they could happen in February instead. It was supported that this change would be beneficial and an edit will be made to the bylaws*
- *There was a discrepancy on Article IV under meetings to clarify that TPR meets on the 2nd Thursday. Additionally, the wrong location was listed for the meeting place. Both edits will be made toward the bylaws*
- *Another edit is to update the bylaws that all public notices will now be at the Region 9 office and website.*
- *No other bylaws were noted to update or change*

3. Letter Requesting TC to delay or oppose annual fees

- *The letter was provided and written out loud*
- *It was noted that the letter could address the issue up front at the start of the letter, however due to the timing, the suggested edit will not be made*
- *The counties are welcome to send their own versions of a letter to TC*
- *A notable edit would be to address the letter to the TC commission rather than Allie*
- *Getting a contractor to produce during a contract time can be difficult, but other than that no issues with fiber optics were brought up*
- *Another notable edit was that including that this letter was discussed in the SWTPR 12.14.23 group*
- *The mailing address on the letter was also incorrect*
- *It was noted that, after the edits mentioned during the 12.14.23 meeting, the letter will be emailed out with a 24 hour turnaround to the TPR group for approval*

E. CDOT Reports

1. Construction Update - Kevin Curry

a. US 550 MP 81 & 89 Bluepoint Avalanche Mitigation- 23623

This project was located on US 550 at approximate MP 81- 89 in Ouray County. This avalanche mitigation project installed a Gasex avalanche system on a known avalanche slide, Bluepoint and an Obelex system on the Mother Cline slide. The installation of these systems will allow maintenance crews to trigger avalanches remotely when needed. This project began on July 10, 2023 and was completed in November. Tests were conducted.

b. SH 151 Culvert Replacement MP 28.51- 25737

This emergency project was located on SH 151 at MP 28.51 in Archuleta County, south of Chimney Rock. Heavy spring runoff caused damage to the existing culverts. The flood damaged CMP was replaced with twin CBCs to better accommodate high water levels. This project was completed in November.

c. US 172 Ignacio to Elmore's Corner- 24092

This project is located on SH 172 at approximate MP 8.3 to 24.5, from Ignacio to the Elmore's Corner intersection of SH 172 and US 160. The work will include a 16.2-mile surface treatment along with ADA ramp improvements in the Town of Ignacio. Construction began on March 20th, 2023 and should be completed in December.

d. US 160 Signals at SH 145 & Chestnut Street- 24772

This project is located on US 160 in the City of Cortez, in Montezuma County. The project will consist of signal improvements at the intersection of US 160 and SH 145, as well as the intersection of US 160 and Chestnut Street. Work will include the replacement of old existing traffic signals, poles and electronics. This project began on May 1st, 2023 and should be completed in December.

e. US 160 West of Pagosa MP 135- 144 ST- 23505

This surface treatment project is located on US 160 in the Town of Pagosa Springs, approximate MP 135 to 144. Work will include a 1" surface treatment leveling course and a 1.5" SMA overlay as well as a 2.5" mill and fill at intersection locations with curb and gutter construction. Additional work includes culvert and guardrail replacement and re- striping. Paving operations will take place at night. This project began on May 15, 2023 and should be completed in December, weather depending.

f. US 160 Section 3 Priority Culverts- 23191

This project will be located on US 160, starting in Montezuma County, at approximate MP 47, and

continuing East to several locations up to a culvert on Wolf Creek Pass. A number of Priority culverts will be repaired or replaced. This project began on May 15, 2023, and should be completed in December, weather depending.

g. US 160 Wolf Creek West Fiber- 22107

This project will take place on US 160 Wolf Creek Pass from approximate MP 153- 168, within Archuleta and Mineral Counties. Conduit, fiber optic cables and manholes will be installed on the western side of Wolf Creek Pass, from the summit down to Pagosa Springs. The project will also install ITS devices such as variable speed limits tied to friction sensors, a downhill truck warning system for the west side of the pass, and additional cameras. Due to contractor issues, this project was on hold for a period of time. The second season of construction started in May 2023 and is anticipated to be completed in fall 2024.

h. US 550/160 Connection South Design- Build- 22420

This project is focused on the US 550 connection to US 160 in La Plata County. The connection will realign US 550 directly into the existing US 160 interchange, eliminating the steep and windy grade of the current US 550 Farmington Hill and improving roadway geometry. The project will include wildlife highway mitigation features which will reduce animal-vehicle collisions. Both bridge structures are now constructed. Additional current work includes the continuation of deer fence installation, wildlife underpass work, drainage work and further construction on the Grandview side of the project. Construction began in August 2020 and now has an estimated completion date in spring of 2024.

i. US 160 Section 3 Chipseals- 24954

This project is a combination of 2 surface treatment projects on US 160. One is located on US 160 from Mancos Hill, Eastbound to Durango in Montezuma and La Plata Counties, approximate MP 61- 81. The second location will be on US 160, at approximate MP 102.7 to 117, in-between Bayfield and Piedra. Work will include a chipseal, fog coat, the addition of rumble strips and new pavement markings at select locations. This project is scheduled for Ad in November 2023 with construction tentatively anticipated for spring 2024.

j. US 160 San Juan River MP 0.8 & Aztec- 20685

This project is located on US 160 at the Colorado/ New Mexico state line, approximate MP 0. The project will provide scour protection for the San Juan River Bridge which will help contain the increase in runoff. Improvements to a second bridge at Aztec Creek have also been added to the project scope. This project has been awarded with start of construction tentatively anticipated for January 2024.

k. US 160 Pagosa Reconstruct- 21919

This project is located on US 160 through the Town of Pagosa Springs, approximate MP 142- 144, in Archuleta County. The current scope includes improvements to US 160 Between 10th and 1st Streets. An overlay and restriping is planned from 10th Street to the west side of 8th Street with concrete reconstruction continuing from west of 8th Street to the east side of 3rd Street. Additional work will include ADA upgrades to curb ramps and sidewalks at select intersections throughout the project limits and drainage improvements. This project is scheduled for Ad in December 2023 with construction tentatively planned for spring 2024.

l. US 160 & CR 225 MP 94.04 Improvements- 23001

This project will be located on US 160 at the intersection of CR 225, at approximate MP 94.05, east of Durango. An intersection study was performed here to evaluate safer, alternative options for the design of this intersection. The results of this study were analyzed, and the project is in final review. This project schedule was pushed out to align with Grant funding opportunities. The Ad date is tentative for fall 2025.

m. US 160D Mancos Pedestrian Improvements- 24618

CDOT is planning on the construction of ADA ramp improvements along US 160D in the Town of Mancos. The project is in design and has an anticipated Ad date of Fall 2024.

Meeting Discussion:

- *Many of the culverts that are being replaced were built in the 60's and have outlived their life. SWTPR submitted requests for hundreds of culverts that need replacement, but we will only be able to fix around 60 with the money that was provided*
- *The life expectancy of the box culverts will last longer than a metal culvert, but it depends on the corrosivity of the soil around the culvert*
- *\$1.5 Million is given per year to address these failing culverts*
- *It's hard to predict what future problems and projects will happen, but for example this past spring there were multiple sink holes that needed emergency repairs*

Other Business

2. Updates – Round Robin
 - a. Town of Pagosa Springs, David Harris
 - i. No updates
 - b. City of Cortez, Kevin Kissler
 - i. Still working with CDOT on the Safe Rides to School Grant. Next summer there will be construction on crosswalks on 491, maybe not until 2025. They are moving forward with the raised planning grant and are working with CDOT on that as well.
 - c. La Plata County, Clyde Church
 - i. La Plata County had some priorities shift due to roads deteriorating. There was a lot of chip sealing this past year. Seasonally, there are plows out and things are moving smoothly. Three more operators are being added to the road and bridge department.
 - d. Town of Dolores, Paul Ruud
 - i. Nothing noted.
 - e. Town of Bayfield, Katie Sickles
 - i. The culvert on 160 got completed along with some light tree work. They are revitalizing Main street and the contractor is buttoning up some areas, but they are having difficulty acquiring iron grates. They have been doing culvert relining for the past two years and are taking a break for a year before resuming in 2025. The shared use project is about ready for advertising so they can get that project completed in the summer of 2024
 - f. Dolores County, Steve Garcher
 - i. The County roads are about as good as they can get. Garcher had questions regarding certain project statuses and was referred Tony Cady for post meeting conversation.
 - g. Archuleta County, Mike Torres
 - i. Road crews are out doing maintenance following up with complaints that residents are having. A culvert project was just completed North of Pagosa Springs; it was an emergency project due to a road collapsing. The temporary bridge at the Pagosa junction site was completed on November 9th. The budget should be dispersed net week.
 - h. CDOT, Tim Funk

- i. MMOF next round will be discussed later in the afternoon on 12.14.23. The national highway freight program is likely going to be having a call for applications presumably in February. Revitalizing Main Street Grants will have the next due date for applications on February 28, 2024.
 - i. Ignacio, Mark Garcia
 - i. The new handicaps ramped through town are great. The new roads still need painting, but it's nice work and the town is happy that's it's completed.
 - j. Ute Mountain Ute, Brendan Adams
 - i. There is current construction on a 20–22 mile gravel road that extends from the casino to the highway. The goal is to get it paved. They are also hoping to get shoulders cleaned up on highways. There is an upcoming Summit in Flagstaff that Ute Mountain Ute wants to attend; Adams invited others in the community to join him.
 - k. Regional Transit Collaborating Committee, Patrick Davies
 - ii. Davies recently was trained up by Shak to represent the Regional Transit Committee.
3. Next Meeting: February 8th, 2024

F. Adjourn

Shak Powers adjourned the meeting at 10:52am due to the absence of both the chair and vice chair.

Minutes provided by Elizabeth Heine

Statewide Transportation Advisory Committee (STAC) Meeting Minutes

**Date/Time: Thursday, January 4, 2024;
8:30 a.m. - 12:45 p.m.**

[STAC Meeting January 4, 2024 Recording](#)

Attendance:

Denver Area: Nicholas Williams, and Ron Papsdorf

Central Front Range: Dwayne McFall, and Dick Elsner

Eastern: Gary Beedy

Grand Valley: Dana Brosig and Rachel Peterson

Gunnison Valley: Vince Rogalski, Roger Rash, and Michelle Haynes

Intermountain: Brian Pettet, Dana WoMeeting Recording Time Stamp 00:00:00od

North Front Range: Scott James and Suzette Mallette

Northwest: Heather Sloop and Brian Cerkvnik

Pikes Peak Area: Holly Williams, John Liosatos, Jessica Bechtel, and Danelle Miller

Pueblo Area: Eva Cosyleon and Wendy Pettit

San Luis Valley: Keith Baker, Hew Hallock, and Vern Heersink

South Central: Brian Blasi

Southeast: Stephanie Gonzales

Southwest: Sarah Hill and Jim Candelaria

Upper Front Range: Jon Becker, Kevin Ross, and Elizabeth Relford

Southern Ute Tribe: None

Ute Mountain Ute: None

Federal Transit Administration: Emma Belmont, Julia Wcislo

Federal Highway Administration: Bill Haas

Transportation Commissioners: Eula Adams, Jim Kelly, Shelley Cook, and Barbara Bowman

- 1. Welcome and Introductions -Vince Rogalski, STAC Vice-Chair ([Meeting Recording Time Stamp 00:04:01](#))**
 - The meeting commenced at approximately 8:35 by Vince Rogalski, STAC Chair.
- 2. Approval of the November 2023 STAC Meeting Minutes - Vince Rogalski, STAC Vice Chair ([Meeting Recording Time Stamp 00:08:05](#))**
 - Meeting notes from the November 2023 STAC meeting were approved by the STAC membership by motion of Commissioner Elsner and seconded by Commissioner Ross.

3. CDOT Update (Informational Update) - Herman Stockinger, CDOT Deputy Executive Director ([Meeting Recording Time Stamp 00:12:21](#))

- TC took action to approve the fees for utilizing CDOT ROW to lay fiber - The TC was required to establish fees and was behind schedule for the timeline identified by executive order and state statute. CDOT feels the fees are very modest, and was glad to see fees established.
- Workshopped with Bridge and Tunnel Enterprise (BTE) over the past couple of months to established a bonding program for the big projects are coming up, i.e., Floyd Hill and I-270. The intent is to get the bond program TC approved in January 2024.
- The PD 1601 Interchange improvements request along I-76 in Weld County, will have a workshop on this January 2024, and we anticipate the TC will take action next month.
- The Performance and Asset Management Branch will provide an overview of the status of our Asset Management Program.
- The 2050 Statewide Transportation Plan process will be introduced to the TC and will be presented with an overview of the transportation planning process and policies, similar to what was presented at this STAC meeting.
- TC is scheduled to open the planning rulemaking session this month, on January 18, 2024 as part of the requirements of HB 23-1101. See draft rules provided in the STAC packet that align with the staff recommendations of the TPR Study required by HB 23-1101. CDOT will file with the Secretary of the State by the end of January 2024. Planning Rules are also to add a new state definition of the disproportionately impacted communities.

4. Transportation Commission (TC) Report (Informational Update) - Vince Rogalski, STAC Chair ([Meeting Recording Time Stamp 00:08:48](#))

- Lots of public comments received regarding the fiberoptic broadband fee structure for installation in CDOT right-of way, opposition to the annual fees. Fees were adopted by the TC.
- Bridge and Tunnel Enterprise and their 10-Year Plan.
- Legislative Report with a list of legislative priorities for CDOT and the Transportation Legislative Review Committee.
- Awards for initiatives - Process Improvements awardees announced.

5. TPR Representative and Federal Partner Reports ([Meeting Recording Time Stamp 00:11:39](#))

- Central Front Range TPR - Cold and not much snow, we need some snow. TPR meeting is planned for this coming Monday. Working through the winter in Fairplay is impressive, with no snow to interfere with construction.
- Eastern - Last TPR meeting was held on December 4th - main discussion was TPR bylaws to move forward for the next TPR meeting planned for March. We think we have what is needed incorporated. Looking at shifting funding from the 10-Year Plan to more critical pavement improvement projects in the TPR.
- Grand Valley MPO - At the December Board meeting we said goodbye to Kathy Hall as the Transportation Commissioner and welcomed Barbara Bowman. Kathy Hall was critical in the creation of the Grand Valley Transit (GVT) 20 years ago, and will be missed. We are excited to work with Barbara Bowman. Amended our UPWP and TIP and PTAS (Safety Action Plan for Transit) documents. Bus Maintenance Facility has 60% of design completed and the ordered buses are coming in. Moving on the Travel Demand Model update and working on our Safe Streets for All Action Plan.
- Denver Regional Council of Governments (DRCOG) - Met twice since the last STAC meeting. The 2023 Active modes crash report for 2015-2019. reports on Traffic Congestion with the total vehicle miles traveled (VMT) below pre-covid levels, when we experienced different peak travel times with a shift from early morning to mid-day. Transit ridership is still down but is increasing. the updated travel demand management strategic plan was adopted.
- Gunnison Valley TPR - Not much going on. We don't have any snow in Gunnison Valley. Little Blue Creek Canyon is open in both directions along US 50, and CDOT will work on finishing touches of

construction, which includes installing new paving, signing, painting, etc. to finish up in June 2024. Noted conflicts with other TPR meeting times, hoping for a February 8 TPR meeting. Airport construction is completed. Jet bridges installed. Signed a contract for temporary light in front of the airport. Ninety percent completed on plans for the new intersection airport entrance. We are seeking grant funds to support these improvements.

- Intermountain TPR- The next meeting is January 19. Acknowledged NWCOG's Dana Wood as the new staff member there. IMPTR is looking at our bylaws and the IGA to be sure they are good. Waiting to know the final TPR boundary decisions.
- North Front Range MPO - Planning Council was held on November 7, where the election of the 2024 leadership was conducted. John Malo is the MPO Chair, and serves as the Loveland Mayor Pro Tem, and the STAC Representative is Johnny Olson, I will continue to serve as the past Chair of the NFRMPO. On November 7 opened I-25 Segments 6-8 at the Centerra Mobility Hub. Thanked Executive Director Lew and Governor Polis for attending and for their support. This is Commissioner James' last meeting as the STAC representative, Johnny Olson is the STAC Rep now. Commissioner Jamies noted he will continue to be actively involved in Transportation.
- Northwest TPR- Not met since last STAC meeting doing elections on January 11th and to determine who to take care of the NWTPR website and meeting scheduling, as Steamboat Springs may not be able to do. There is potential for Fraser to take this on. Did go to the Board of County Commissioners in Grand County on Dec 12. Red Dirt Hill plans to commence phase 1 in 2025. A speed study from Tabernash to Granby speed to be lowered from 65 to 60 mph. Rick Ridderis main focus is passenger rail from Denver to Craig, and wildlife corridors, where the gold standard is Kremmling to Silverthorn. Thank you to CDOT Region 1 - for Berthoud Pass for snow removal. Heather Sloop explained that elections are planned for NWTPR next week, and that it may be her last meeting as a STAC representative, but she was honored to serve, regardless.
- Pikes Peak Council of Governments (PPACG) - Approved community economic development study. Today have an STAC update from Shane Ferguson on Region 2.
- Pueblo Area Council of Governments (PACOG) - Board last met in October - still working on complete streets and working on the Travel Demand Model update to finish in next few months. A call for projects for MMOF and CPG funding should be awarded next month. A request for proposal (RFP_ on Honor Blvd is in the works with construction to be underway.
- San Luis Valley TPR - Last TPR meeting was November 9. The SLV Transit Council - Chaffee Shuttle - now is Mountain Valley Transit. Shared the link to their website. Harriet Alexander Field large EPA grant was awarded to mitigate underground fuel storage tanks. Commission Baker is stepping aside as Chair. On February 22nd SLVTPR will hold elections for the Chair and the STAC representative. There will be a February 8th meeting that is remote for the Federal Lands Access Program (FLAP). The Safe Routes to School (SRTS) representative seat on their committee also needs to be filled. Not much snow here.
- South Central TPR - October was the last TPR meeting, the next meeting is Jan 25th. A road and mill pile along I-25 is a question from Commissioner Galusha that Region 2 will respond to.
- Southeast TPR - Lamar Main Street project is close to completion. US 385 north of Grenada, weather is fair this year. Review of the draft bylaws to adopt at the next meeting or in April is anticipated. Our Regional Transit program is to start in March - waiting on wrapping of buses for SETRAN and working to get drivers. For Otero to Prowers Counties the intent is to expand routes along US287. Worked on bugs of the dispatching platform and uber for transit tools. This all will make scheduling easier. We have several MMOF projects underway. The next SETPR meeting is January 24th.
- Southern Ute Indian Tribe (SUIT) - None
- Southwest PTR -TPR did not have a quorum at our snowy December 14 meeting, but carried on with discussion of the agenda. The election of officers was scheduled, but the election was deferred to February. While myself and Jim Candelaria are willing to continue serving as Chair and Vice Chair if there is no other interest. We reviewed administrative edits to TPR bylaws such as meeting time and location. There were no substantial changes recommended. We discussed the broadband ROW access fee. Acknowledging the need and importance of a fee structure, the consensus of the SWTPR was that the proposal may create obstacles for broadband deployment in rural areas. The members present approved a letter requesting the TC to vote against the fee, which was circulated by email to the remaining members. The letter was signed and sent to TC.

- Upper Front Range TPR - TPR meeting held in December - Elected Morgan County Commissioner as Chair, Jon Becker, and Weld County Commissioner Kevin Ross as Vice Chair. Heard from the new TC member Jim Kelly. Denver Metro Air Quality Conformity Determination presentation was provided from DRCOG, TPR Study recommendations were overviewed, and Larimer County presented on CMAQ projects, The MMOF call for projects was released, and CDOT's Brian Varrella gave a presentation on CDOT Drainage 101, Hydrail was discussed - the concept to create hydrogen using solar and assessing viability of this technology in Colorado. The next TPR meeting is in March.
- Ute Mountain Ute (UMU) - None
- Federal Highway Administration (FHWA) - None
- Federal Transit Administration (FTA) - No FY 24 Apportionments yet. Planning for a partial apportionment for five months.

6. CDOT Legislative Report – Herman Stockinger, Emily Haddaway and Jamie Grim, CDOT Office of Policy and Government Relations ([Meeting Recording Time Stamp 00:43:58](#))

Legislative Report from Emily Haddaway, CDOT State Legislative Liaison

- Legislative Session to begin on January 10, 2024.
- This session will have a heavily transportation-focus
- CDOT's agenda for legislative session in 2024 includes emphasis on:
 - Safety - Distracted driving - no hands free law yet - CDOT supports such a bill.
 - Cleaning up a bill expand the use of automated vehicle information systems that will use speed cameras to enforce speed limits and
 - Reduce crashes of Commercial Motor Vehicles via a chain law expansion,
 - Expand transit and passenger rail
 - Other bill topics where CDOT will provide support to entities that drafting bills:
 - Housing and strategic growth are other bills
 - Lane filtering for motorcycles
 - Broadband
 - Improving Work Zone Safety
 - Raising the CDOT maintenance cap before going to bid - prefer to increase this dollar amount.
 - STAC member, Gary Beedy, requested access to review the draft bills.

Federal Legislative Update - Jamie Grim, CDOT Federal and Local Government Liaison

- Facing potential government shutdown of a portion of the federal government.
- A full budget by January 19, 2024 is required to avoid a shutdown. Four of twelve agencies will shut down including USDOT. Many legislators anticipate a continuing resolution.
- Key Issues: Funding for US and Mexico border migration issues, conflicts in the Middle East and the Ukraine.
- President Biden signed a continuing resolution for FAA until March 8, 2024.

7. Transportation Planning 101 – Marissa Gaughan, Multimodal Planning Branch ([Meeting Recording Time Stamp 01:04:20](#))

- An overview of Planning Partner and Public engagement was covered. Key planning documents and the process from Statewide Vision to Achievable reality were described.
- A review and update of the 10-Year Plan was also provided.

8. Asset Management Update – William Johnson and Toby Manthey, Performance and Asset Management Branch ([Meeting Recording Time Stamp 01:31:50](#))

- A review and update of the Asset Management program was reviewed. Asset performance requirements both state and federal were also overviewed.
- CDOT's rank nationally for pavement condition is quite low.
- Additional funds are needed for CDOT to receive a higher rank for certain categories of asset condition.

9. Colorado Freight Plan Update – Craig Hurst and Erica Denney, CDOT Freight Mobility and Safety Branch ([Meeting Recording Time Stamp 02:12:33](#))

- The Colorado Freight Plan was drafted in time in order for CDOT to continue to spend National Freight Highway Program (NHFP) dollars. It is a strategic plan and does not include a freight project list.
- The public outreach process and results for the plan were outlined.
- Hot topics from stakeholders included: transparency, safe and clean transportation, efficiency and availability of statewide transit, economic partnerships, traffic capacity and bottlenecks and modal diversity.
- Each major topic included strategies to address issues and enhance the safety and mobility of freight in Colorado.
- Freight safety, mobility, maintenance, economic vitality, sustainability and resilience, were all analyzed in the plan.
- The NHFP update was presented with focus areas of truck safety, freight operations and clean transportation.
- Next steps include the FHWA approving the Freight Investment Plan (freight project list of NHFP funded projects), an appendix to the Colorado Freight Plan, sometime in March 2024.

10. Region 2 Update – Shane Ferguson, CDOT Region 2 Transportation Director ([Meeting Recording Time Stamp 02:52:32](#))

- Projects overviewed included: Military Access Mobility and Safety Improvements Project (MAMSIP) (along CO 94, South Academy Blvd., and I-25), US 285/CO9, Airport Blvd./Powers Road Diverging Diamond Interchange, I-25/US 50B Interchange, Region 2 Bridge Bundle Design Build, N-17-AD Bridge Replacement, I-25 Train Derailment Response, and Wildlife Mitigation Efforts.

11. STAC Work Plan – Darius Pakbaz, CDOT Division of Transportation Development Director ([Meeting Recording Time Stamp 03:11:11](#))

- MPB staff is finalizing the STAC 2024 Work Plan and intends this plan to be a living document. One item will reserve time to discuss 2050 SWP elements. The draft work plan was reviewed.

Next STAC Meeting

The next STAC meeting is scheduled for **Thursday, February 1, 2024, at 8:30 am** and will be held virtually.

Transportation Commission (TC) Meeting Notes -DRAFT January 17-18, 2024

Workshops

Wednesday, January 17, 2024

1:00 pm to 5:00 pm

Youtube link: [Transportation Commission January 17, 2024 Workshop](#)

Transportation Commission Workshop

Attendance

All 11 Transportation Commissioners were present: Chair: Karen Stuart, Vice Chair: Terry Hart, Eula Adams, Yessica Holguin, Mark Garcia, Shelley Cook, Hannah Parsons, Barbara Bowman, Jim Kelly and Rick Ridder, and Megan Vasquez.

Budget Workshop (Decision) - Jeff Sudmeier, Bethany Nichols, and Jessica Myklebust [Recording Timestamp 00:03:00](#)

Purpose and Actions:

Budget Amendment - To review the fourth budget amendment to the FY 2023-24 Annual Budget in accordance with Policy Directive (PD) 703.0. The Division of Accounting and Finance (DAF) is requesting the Transportation Commission (TC) to review and adopt the fourth budget amendment to the FY 2023-24 Annual Budget, which consists of one item that requires TC approval. The fourth budget amendment 1) reallocates \$0.3 million from the Commission Reserve Funds line (Line 73) to the Safety Education line (Line 75) for the final payment of a study of devices assessing motorist impairment pursuant to HB 22- 1321.

Budget Supplement -

The purpose of this budget supplement request is to request approval from the Transportation Commission for a project budget increase of \$3,951,153 (+24% of total project budget) in order to Award the 23861 US50A Resurfacing Coaldale to Salida project. The project crosses both Region 2 and 5 Engineering and Maintenance boundaries, and involves significant coordination between both regions. The project bid opened on December 7, 2023. The Transportation Commission is being asked to approve this funding request so that CDOT can award the project to the low bidder.

Amounts of project fund changes for the Budget Supplement include:

- \$5,318,426 - Decrease #0085 US 550 Pacochupuk South Roadway Mobility, Safety, and Wildlife Improvements
- \$5,318,426 - Increase #1339 US 160 Pagosa Springs' Main Street Reconstruction and Multimodal Improvements
- Information only - \$1,583,474 will be taken from the Cost Escalation Fund for the Region 4 - SH119 Nederland West project.

- CDOT Region 1 - Contingency Reserve request for \$1,780,000 for C470/I70 WB Emergency Bridge Repair.

Discussion:

- No discussion

C-470 and I 70 SStructure Emergency Repair (Decision) (Structure No. F-16-KW) - Jessica Myklebust [Recording Timestamp 00:07:14](#)

Purpose and Actions:

- CDOT Region 1 is requesting \$1,780,000 from the Transportation Commission Program Reserve for the emergency work associated with the C-470 over I-70 Bridge Impact Damage (Structure F-16-KW). The requested action is the approval of the requested Transportation Commission Program Reserve funding.

Discussion:

- Commissioner Garcia inquired whether insurance would reimburse CDOT to cover the \$1.78 million repair. If funds are recovered in a reasonable timeframe, funds will be put towards the TC contingency request, otherwise the funds are received and placed in the miscellaneous category. Insurance recovery efforts often take multiple fiscal years.
- Commissioner Yessica Holguin inquired about the percentage of funds CDOT is generally able to recover from insurance. Additional analysis will be required from risk management to make data available to answer this question per Jeff Sudmeier.

Region 1 Update (Informational) - Jessica Myklebust [Recording Timestamp 00:15:42](#)

Purpose and Actions:

- To provide the TC an update of Region 1 projects and accomplishments. Key information covered included:
 - Region 1 Status for 39 million in vehicle miles traveled (VMT), Population is over 3M, 4,100 of Lane Miles, 8.5 Counties, 56 local agencies, and 750+ employees - 5 Engineering Sections and 2 Maintenance Sections
 - Major projects covered included: I-70 West: Floyd Hill, Eisenhower Johnson Memorial Tunnel Repairs, I-270 Improvements (I-25 to I-70), US 6 and Wadsworth Blvd Interchange, Regional Arterial Bus Rapid Transit, West Metro Bridges Replacement, and I-70 Wooden Noise Wall Replacement.
 - Maintenance and Operations activities for 2023 included: 24/7 operations with firefighting capabilities, Snow fighting operations 1.35 million miles, Broomed 6,500 miles of shoulders, ramps and flyovers, Patched potholes - 20,399 sq. yards of concrete and asphalt, Removed 18,358 cubic yards of debris, and cover 86% of incident responses across the state. Work included cleaning homeless encampments, covered the I-25 coordinated ramp metering project, and the Greenland Wildlife overpass project.
 - Shared information about Region 1 employee social gatherings, and how appreciated Region 1 staff is appreciated for all they do.

Discussion:

- Commissioner Adams asked for clarification about the distinction between CDOT's jurisdiction and the jurisdiction of municipalities and other agencies in terms of debris removal responsibilities. Commissioner Myklebust detailed the Colorado revised statute which states that CDOT jurisdiction is generally from curb to curb. However, CDOT will occasionally aid in cleanups outside of its specified jurisdiction. Commissioner Adams also mentioned Lone Tree and Lincoln ramp metering causes concerns with local bottlenecks with communities. Region 1 is aware and looking into this via the ramp metering project - the pilot for I-25 ended, and the need for future analysis in other locations is recognized.
- Commissioner Cook inquired about mutual aid agreements for Berthoud pass and the conditions that were present over MLK weekend. Region 1 teams were on snow shift for 10 days in a row. Regions 1 and 3 cooperate very frequently especially along US 40, both Regions responded to the avalanche. Collaboration is necessary to deal with emergency situations such as avalanches, rockslides etc. It was a long weekend.

Overview of CDOT Transportation Asset Management (Informational) - Darius Pakbaz, William Johnson, and Toby Manthey [Recording Timestamp 00:46:07](#)

Purpose and Actions:

- This workshop provided an overview of the Colorado Department of Transportation's (CDOT) Transportation Asset Management program. No action is requested, it is an information item only. Future TC meetings will cover decision items regarding asset management funding approval.
- No expanding the existing system, but maintaining the existing system based on data to extend the life of assets. Pushing a limited budget as far as it can go.
- 12 key assets covered: bridges, tunnels, walls, culverts, pavement, rest areas, buildings, geohazards, ITS, fleet, traffic signals, maintenance level of service.
- Each has a performance target and budget (CDOT's and a federal one too), with strategic investment as a priority.
- The final TAM list is approved by the at least two of the four- Executive Director, Deputy Executive Director, Chief Engineer, and the Chief Financial Officer.
- TAM funds are multiple, not just the 10-Year Plan, and federal redistribution among others.
- Risk Management and Resiliency are also emphasis areas for the Asset Management Program. Major risks include: flood, post-fire debris flow, funding uncertainty, geohazards, cost uncertainty, and fire.

Discussion:

- Commissioner Kelly inquired about the division in program funding and the condition of assets between rural and non-rural areas. Pavement condition has the best data available with annual reporting on investment in rural pavement. The 2023 FY saw about 800 million dollars spent on rural pavement. Commissioner Kelly requested that data be made available for the other asset classes.
- Commissioner Kelly also pointed out the difference in funding between 2014 and 2023. Given inflation, program funding appears to have gone down. While the total budget has decreased, certain costs within the budget have been moved elsewhere. For example more of the funds have been coming from the 10 year plan or from ad hoc decisions.

Overview of CDOT Transportation Planning (Informational) - Darius Pakbaz and Marissa Gaughan [Recording Timestamp 01:14:02](#)

Purpose and Actions:

- This workshop provided the Transportation Commission (TC) with a broad overview of multimodal transportation planning in Colorado.
- Planning Partner engagement occurs with the 15 - 10-rural and 5 urban and representatives of the STAC and the Tribes.
- Seek input from the public and local leaders too.
- Types of plans that feed into the Statewide Long-Range Transportation Plan include: long-range regional transit and transportation plans, the 10-Year Plan (bridge between Statewide long-range transportation plan and the STIP and CDOT's North Star for planning projects), and the STIP (4-Year funded project plan).
- Data and public input weave into the planning process all along the planning process and compliance with state and federal planning regulations as required.
- State and federal policies guide transportation planning - at CDOT: PD 14, with performance objectives and measures for the transportation system. These policies feed into the state and regional transportation plans. Other modes and transportation topical plans feed into the statewide plan.
- Greenhouse Gas Emissions Rule links lowering GHG emissions to planned projects.
- 10-Year Plan has been successful of initiating or concluding first four years of projects; next to identify a new list of four years of projects to add to the pipeline of projects.

Discussion:

- Commissioner Holguin inquired about how the public can have more input into the planning process. Holguin requested an overview presentation on how the planning process incorporates public engagement and public opinion. Marissa Gaughn stated there is no incorrect time to get involved in the planning process. The public can call their regional officials to give feedback at any point. Darius Pakbaz noted CDOT understands the importance to focus on transparency and build on the good work done last time and now to work with Marsha Nelson and engage communities that are not or have not been often represented. Commissioner Holguin stressed that more transparency is a desire for the planning process, and noted that lots of advance notice of the process is important.
- Commissioner Garcia inquired about the strategy for obtaining necessary funding to fulfill the projects in the 10 year plan. So far, projects have moved forward according to plan and funding has kept up in the current four year window. While there have been inflationary cost increases, CDOT has been able to identify additional funding sources to meet those increased funding requirements. The out years 5-10 of the 10-Year Plan remain unconstrained.
- Commissioner Adams inquired about how changes can be made in a fair and equitable way to long term plans when significant changes in funding or political environment occur. The importance of performance based planning, which recognizes the reality of change was noted. The importance of long term planning is to set forth goals to base planning decisions on. CDOT is committed to communication with stakeholders and planning partners when it comes to changes over time in association with the 10-Year Plan.
- Multiple meeting attendants noted the significant participation of TPRs and MPOs in the planning process in addition to the incorporation of the public's concerns.

Mobility Committee - State Freight and Passenger Rail Plan Briefing

[Recording Timestamp 01:43:33](#)

Purpose and Actions:

- State Freight and Passenger Plans are typically updated every five (5) years. The last iteration of the Colorado Freight and Passenger Rail Plan was completed in 2018. This workshop summarized the key plan revisions currently being updated for 2024. No action is being requested in January 2024. We are seeking a resolution for approval of the State Freight and Passenger Rail Plan in February 2024.
- David Singer and Cody Hedges were recognized for their contributions to this plan.
- The Plan is an inventory of assets for rail, not a project list.
- The Plan goals include: safety, expand and improve, mobility and connectivity, preserve and maintain, economic vitality and environmental quality
- There was an opportunity to engage with numerous stakeholders including but not excluding - rail entities and public interest groups, along with planning partners, and state and federal agencies.

Discussion:

- Commissioner Stuart noted that the N-Line extension was mislabeled considering the initial plan for the N-Line was beyond the reach of the extension. Stuart argued it should be labeled completion rather than extension.
- Commissioner Ridder asked about considerations of rail in Hayden and in relation to the airport there, and the conflict between multimodal transport advocates and rail advocates. There has generally been strong support for passenger rail, but there may be additional opportunities for multimodal transit along rail lines or use as last mile transit options. Rails with trails as opposed to trails over rails. It was noted that the study is taking all options and ideas into consideration.
- Commissioner Ridder also inquired about the status of the Moffat Tunnel negotiations. Negotiations are taking place with Union Pacific Railroad to consider providing the benefits the tunnel was originally intended for, such as connecting the state via passenger and freight rail.
- Commissioner Kelly asked about the set up of tax structure and ballot initiatives that will allow the State Rail Plan to achieve its goals. The board will be performing financial analysis to determine whether ballot initiatives should be proposed.
- Commissioner Cook inquired about resources for communities to capitalize on rail development. Transit oriented development resources are also often applicable for rail development with the Federal Transit administration. The Federal Railroad administration is also focusing many of its new resources on intercity rail.
- Commissioner Adams asked about what is the ask of the TC for February. The request is for approval of the State Freight and Passenger Rail Plan, and then in partnership, with stakeholders, pursue both USDOT and Federal Railroad Administration (FRA) grant funds for passenger rail in Colorado.
- Multiple Commissioners inquired about right of way and multimodal use on existing freight rails. Since most existing rail is privately owned infrastructure, there is not significant support for building infrastructure within their private property.

Transportation Commission Regular Meeting

Thursday, January 18, 2024

Youtube link: [Transportation Commission January 18 2024 Regular Meeting](#)

Call to Order, Roll Call

11 Transportation Commissioners were present: Chair: Karen Stuart, Vice Chair: Terry Hart, Eula Adams, Yessica Holguin, Mark Garcia, Shelley Cook, Hannah Parsons, Barbara Bowman, Jim Kelly, Rick Ridder, and Megan Vasquez.

Public Comments [Recording Timestamp 00:01:00](#)

- Policy Directive (PD)1601 interchange application for I-76 and CR-8, which was initially supposed to be on the agenda for today, but has been removed. A TC workshop in February is anticipated with approved action in March. Letter writers in support of this application, were made aware of this schedule change.
- Other comments included concerns with road conditions during the last week, and various complaints.
- Communications from Hill, and the letter from Nancy Casados from Cortez, are all available via TC emails.

Comments of the Chair and Individual Commissioners [Recording Timestamp 00:1:49](#)

- Commissioner Parsons - attended PPACG and CFR meetings, and attended the regional monthly breakfast with several local agencies. Local leads are very complimentary to regional staff, with recognitions for CDOT Region 2 staff, Matt Pettit and Jason Nelson, and CDOT Region 2 Regional Transportation Director, Shane Ferguson.
- Commissioner Holguin - Denver Regional Council of Government's (DRCOG's) Regional Transportation Commission (RTC) meeting was postponed from this month to next month. Non-attainment Air Pollution Mitigation Enterprise (NAAPME) also did not meet in December, and will be meeting at the end of January. Toured DIA/DEN West checkpoint, and noted that this is an impressive system with state of the art equipment.
- Commissioner Garcia - Echoed appreciation to CDOT maintenance staff and the COTrips crew.
- Commissioner Cook - Attended Commuting Solutions Annual Legislative Breakfast in Boulder, about current thinking that may feed into legislation. At the JeffCo transportation action and advisory group (JeffTAG), CDOT presented, DRCOG reported that CDOT and RTD are doing a household travel survey, and we will get a rare glimpse at travel habits around the state. Quite a few communities are doing comp plans / transportation plans, including Edgewater, Arvada, Wheat Ridge, & JeffCo.
- Commissioner Hart - echoed thanks to CDOT maintenance staff. Looking forward to exciting work in the upcoming year.
- Commissioner Kelly - Noted unbelievable difference in I-25N from Fort Collins and Denver between now and two months ago, trip is faster and with express lanes, make it feel better and safer. People from Region 4 and his predecessor, Kathleen

Bracke, that worked on that should be really proud of what they've done, they have saved lives and reduced air pollution. Took Bustang from Fort Collins to Union Station last week, and it was a pleasant trip. North Front Range MPO Council got together last week, meeting focused on safety, looked at statistics on fatal crashes and substantial/serious injuries. Instead of setting goals to be average, set goals to shoot for as low as possible.

- Commissioner Adams - echoed thanks to CDOT maintenance staff.
- Commissioner Bowman - Echoed thanks to CDOT staff maintenance and crew. Workshops on asset management and public engagement are always great to hear. Colorado is leading the nation in greenhouse gas (GHG) mitigation programs. Attended STAC and I-70 coalition meetings, gave shoutout to I-70 Coalition for their outreach which includes social media, bus stop & light rail advertising, and a new partner outreach program in the Front Range going to city councils, county governments, neighborhood organizations, AAA, CU, CTO and more to spread word on their resources and programs. Also have new go I-70 videos that feature I-70 travel tips, and Bustang. Advised people to check these out.
- Commissioner Vasquez - echoed thanks to CDOT staff maintenance and other. Appreciated the presentation provided during the workshops.
- Commissioner Ridder provided a shoutout to maintainers of the video cameras on the roads, they are very useful in determining routes and road conditions. Has been focused on Northwest rail project in the last month, project is moving forward with a fast pace. Sat in on the Northwest TPR's last meeting, began to develop a relationship with them and hear some of their concerns and ideas.
- Commissioner Stuart, TC Chair, noted attention to the Transportation Commission and anyone who looked at the agenda. Very good report on Globeville-Elyria-Swansea on equity progress. Talking about managed lanes and efficiency safety, something that is lost is that transit opportunities are provided on the lanes, to Bustang RTD as well. Program put in for Central 70 is extraordinary, and Colorado Transportation Investment Office (CTIO) even provides bus passes and transponders with a certain amount of value allocated for people in the area to offset need for express lanes.
- The majority of commissioners recognized CDOT staff for their work this year.

Executive Director's Management Report (Shoshanna Lew) [Recording](#) [Timestamp 00:17:41](#)

- Appreciation and thanks to the team, and cross-regional cooperation.
- During the Berthoud Pass closure, the snow slid over and over during snow removal efforts. Appreciated work of the team. Multiple CDOT Regions collaborated to clear the roads as best they could.
- Lots of dialogue going into the state legislative session, legislators are interested in potential transportation bills this session. There is an exciting and robust transit and rail agenda that is part of broader focus on strategic growth.

Chief Engineer's Report (Keith Stefanik) [Recording](#) [Timestamp 00:21:03](#)

- Received a message from Marsha Nelson, who attended CMGC Outreach event, which is a small business outreach event to get them into contact with larger contractors that do some CMGC projects. There is a misconception that a large alternative delivery project is only awarded to one contractor. An event planned by Marsha's group, with 300 people showed there is interest from smaller contractors in these projects. Representatives from a lot of larger projects were networking with small contractors

to see opportunities. A lot of large contracts have a magnitude of subcontractors on it; it is a team of contractors for design and building. Lots of interest was expressed in the CDOT alternative delivery program.

- With completion of CY2023, there are final stats on the capital construction program: estimated \$869M in contractor payments and finished the year at \$860M dollars. Highest amount of contractor payments, record year within core program (excluding the Central 70 project). Starting to forecast spending this calendar year, where drawdowns and schedules are with projects. Hoping to have a baseline forecast for calendar year 2024 within the next month.

Colorado Transportation Investment Office (CTIO) Report (Piper Darlington) [Recording Timestamp 00:24:16](#)

- CTIO held the first board meeting of the year the previous day, with a lot of informal discussion. Wanted to highlight that the Funding Advancements for Surface Transportation and Economic Recovery Act (FASTER) legislation that established CTIO or the High Performance Transportation Enterprise (HPTE) legally, required CTIO to produce an annual legislative report, which has been posted online and it will be distributed to the legislature by February 15th. The report is a great resource, with overview of CTIO projects, financing, priorities, and highlighted achievements from 2023. Offered to print copies for board members.
- CTIO Board approved execution of a new loan agreement for I-70 project which is a refinancing of the existing loan with Wells Fargo. Board authorized execution of new Interagency Agreement (IAA) between CTIO and CDOT, will be discussed later.
- The team has been getting a lot of interest in the safety enforcement program. The local FHWA nominated CTIO to talk about safety enforcement. Simon Logan also presented on the GES tolling equity program. These are first-in-the-nation programs, so get opportunities to talk about this nationally.
- During snow operations, we are not enforcing the safety and enforcement program on corridors where it is active. If ingress and egress zones, roadways and lane markings are not visible and CDOT is plowing, they want to proactively turn off safety enforcement equipment. Safety enforcement is continuing to do well, tracking on public comments. Tolling commenced on the I-25 South Gap, and communications team has been fielding media questions. This is a huge lift for both the CTIO and the CDOT operations team. Thank you to CDOT, Tim Hoover, E470 (current back office partner), and the consultants to get corridors up and running. Excited to start the year with the opening of a new tolling corridor.
- Question from Commissioner Garcia, on the express lane with HOV 3+, how do you discern the number of passengers with darkened windows? The program is all self-declared, if a driver has a switchable transponder it is up to the driver to declare the switch from HOV to toll mode. There is no great way of detecting HOV on the market, this is in the tolling back office procurement, hoping for better means of enforcement of that. There is a certain degree of cheating but it is hard to enforce. Don't have to necessarily register, but to note you to be tolled, you need a transponder.

Federal Highway Administration (FHWA) Division Administrator Report (John Cater) Report [Recording Timestamp 00:31:20](#)

- Starting with safety: fatality numbers down 5%, which is heading in the right direction, early returns this year have been continuing the downward trend. More opportunities to partner with other states to manage programs and reduce fatalities.

- Colorado was awarded a EV Charger Reliability Grant with \$8.3M going to CDOT. Expecting to hear back from the next few grants in the next few weeks. It is a continual cycle.

Statewide Transportation Advisory Committee (STAC Report (Vince Rogalski- STAC Chair) [Recording Timestamp 00:33:20](#)

- STAC met on January 4th, first item on agenda was update from Herman Stockinger. The fee structure for fiber optics was passed; during the last meeting for the Commission, a number of people had some comments on that. In the following months, there will be discussion of the Bridge & Tunnel Enterprise and approval of a bonding program for that.
- Opening formal planning process and rulemaking for HB-23-1101. “Boundary areas” title is misleading - most important thing is that we are looking at the administrative functioning of TPRs. People want to be able to access transportation and comment on what is happening and what they want to see happening in terms of project. This bill focuses on how we need to be more publicly available, big help in moving transportation forward in the state.
- More to come on the legislative report in the next session. We want earlier access to proposed bills and avoid controversy as was experienced last year.
- Unsure if there will be a closure for the federal government, should know by tomorrow (January 20th).
- Had a presentation on Multimodal Planning 101. Have new representatives in the STAC, good presentation on how planning works, how long-range and 10-Year Plan works. Funding for some of these things is in a 10-Year Plan and in asset management (also presented in workshop). Very important to maintain what we have built.
- Colorado Freight Plan is important since there are a lot of trucks on the road. Main topics from Freight Plan: transparency, safety, clean transportation, efficiency, availability of statewide transit, economic partnerships, traffic capacity, and bottlenecks and multi-diversity.
- Region 2 Regional Transportation Director, Shane Ferguson, provided an overview of the status of key projects for Region 2.
- Darius is working on providing a work-plan schedule. This year will be a big planning year for upgrading the 10 year plan and the 2050 plan. For the previous plan, CDOT visited every county commission to talk about their needs and their vision for transportation.
- Next STAC meeting is February 1st, still conducting virtual meetings, nothing in person is anticipated until May.
- Comment from STAC Vice Chair, Heather Sloop: Kicking off statewide plan, with meetings in April and get moving in June. In most regions, county meetings will be virtual, it is even more important through a HB 23-1101 conversation, to have administrative-individual TPR communication with our own Regions.

State Legislative Update Report(Emily Haddaway) [Recording Timestamp 00:42:42](#)

- Currently tracking 14 bills that have been introduced, could mean that it is a bill that widely affects us or its a license plate bill which will be completely administered by DOR/DMV and could impact on revenue. A lot of bills will be introduced soon. No big surprises out of bills introduced thus far. A lot of these bills are Transportation

Legislative Review Committee (TLRC). First memorial highway resolution that was passed, the MLK Jr. Memorial highway on US-36 in Region 4. More memorial highways are the most likely coming bills. CDOT does not pay for signage. Legislatures need to find an endorser to make a donation to the Department to fund signs. All different Regions have processes for those.

- Distracted driving bill has been drafted and should be introduced soon.
- Workshopping Commercial Motor Vehicle Chain (CMVC) safety bill.
- SMART Act Hearing bill was postponed, rescheduled for next week.
- Joint Technology Committee will be reviewing a bill regarding CDOT right-of-way (ROW) proposed fees associated with broadband/fiber optic installation. CDOT will send a letter to the joint technology committee ahead of the hearing.
- No outreach yet on confirmation hearings for Transportation Commissioners appointed over the summer.

Act on Consent Agenda (Herman Stockinger) [Recording Timestamp 00:46:00](#)

- Proposed Resolution #1: Approve the Regular Meeting Minutes of December 20, 2023
- Proposed Resolution #2: IGA Approval >\$750,000
- Proposed Resolution #3: FY24 Maintenance Projects \$150k-\$250k
- Proposed Resolution #4: Disposal: Parcel 27-EX, Former Maintenance Site at 6055 Wadsworth Bypass, Arvada
- Proposed Resolution #5: Reaffirm: Abandonment U.S. 6 North Frontage Road

A Motion by Commissioner Parsons to approve, and seconded by Commissioner Adams passed unanimously.

Discuss and Act on Proposed Resolution #6: 7th Budget Supplement FY 2023-2024 (Jeff Sudmeier) [Recording Timestamp 00:47:20](#)

The seventh supplement includes three requests:

- Region 2 and 5 to increase the construction phase budget on US-50 resurface Coalvail to Salida project by approximately \$3.95M utilizing Region 2 and 5 bridge construction and surface treatment funding. Needed to award it to the lowest bidder given market conditions and rural mountainous nature of project.
- Request from Region 5 to transfer \$5.3M from US-50, result of bid savings redirect to US-160 Pagosa Springs Main Street project, funds needed as a result of updated cost estimate, reflects increase in construction costs.
- Request from Region 1 to allocate \$1.78M in TC contingency funds to emergency repair work on C-470 over I-70 bridge impact that occurred a little over a month ago.

A Motion by Commissioner Cook to approve, and seconded by Commissioner Bowman passed unanimously.

Discuss and Act on Proposed Resolution #7: Budget Amendment of FY 2024 (Jeff Sudmeier & Bethany Nichols) [Recording Timestamp 00:49:25](#)

- Request to allocate \$300,000 from the TC Program Reserve to the safety education line of the budget. The Office of Transportation Safety completed legislatively required study relating to the use of devices to assess motorist impairment. Study completed, payments to vendor were not made until August, when appropriation was no longer

available. Made payment but in order to avoid shortfall and impacts to program, need to backfill amount of final payment of \$300,000.

A Motion by Commissioner Kelly to approve, and seconded by Commissioner Garcia passed unanimously.

Discuss and Act on Proposed Resolution #8: Opening of the Planning Rules (Herman Stockinger) [Recording Timestamp 00:50:49](#)

- Open up planning rules that are required by HB-23-1101 to open planning rules following completion of the TPR study. First resolve authorizes staff and a newly created planning rule coordination committee to open up the rule-making process, form a TC subcommittee to help staff think through the rule-making process. Second resolve is to authorize a hearing officer, Andrew Hogul in the communications department, in charge of conducting rule-making hearing, and following Act requirements. Third resolve, to include all of public comments during TPR study to be included as exhibit in rule-making process.
- Once rule-making opening is approved, the plan is to meet with the coordination committee next week to talk through the details and file with the Secretary of State and the Department of Regulatory Agencies January 31st. This will allow the rule to be published in the Colorado Record February 11th. Rulemaking Hearing would be in the first two weeks of March. Once rules are opened and filed, this triggers notices to stakeholders that the rulemaking process has begun, public comments are opened, and tells stakeholders when the hearing will be.
- Can open public comment on the entire rule, or pieces of a rule. Since there are complicated pieces related to GHG standards, asking to only open up three pieces of the rule related to study done. Open Section 2 - related to transportation planning regions, Section 3 - state transportation advisory committee. Also requesting to open up the definition of “disproportionately impacted committee” as this has changed in state statute.
- Question from Commissioner Garcia on “disproportionately impacted committees” - is this related to TPR study? No it is not, making an exception to open up this one piece.

A Motion by Commissioner Holguin to approve, and seconded by Commissioner Vasquez passed unanimously. Commissioner Adams left the dais and did not vote.

Discuss and Act on Proposed Resolution #9: Amendment to the I-70 Mountain Express Lane Intra-Agency Financing Agreement relate to Wells Fargo Loan (Piper Darlington) [Recording Timestamp 00:56:30](#)

- Resolution asking for review and approval on authorizing execution of new IAA between CTIO and CDOT Mexel Lanes Project. CTIO has had a joint IAA since initial eastbound Mexel Lanes, IAA has gone through several iterations. Initial one drafted in 2015, had secured financing. Amended again when Westbound lanes opened, to reflect additional express lanes. Using initial IAA as baseline. Characterize changes in new 2024 version as administrative. On CTIO’s side, they are refinancing existing loan to deliver eastbound project. Since CTIO is a party of loan agreement, IAA serves to document roles and responsibilities for shared project, and for lenders, this gives them more certainty on roles and responsibilities, particularly for operations and maintenance.
- Outlines a process in which CTIO can request a back up loan from TC, for example if project is not doing well and needs support through a loan. This gives banks certainty that CTIO will be able to fulfill obligations. CTIO has never had to do this though. Creating administrative amendments to show that they are refinancing a loan.

- Changes to the were IAA approved by the CTIO board.
- CTIO has been working on this process with lender, Wells Fargo and with the CTIO Board. Loan agreement is included as informational to TC as an exhibit to IAA since it is driving amendments. Entering into a variable rate interest loan for next three years with Wells Fargo.
- Question from Commissioner Kelly on net effect of changing loan structure? What is driving refinancing is that with the old loan, they are entering a term-out period at the end of January, which raises the rate to 7% and don't want to enter term-out provisions as it looks bad to the market. CTIO decided to do a variable rate interest loan since markets are volatile but all signs indicate that rates will go down. Have had fixed rate loans in the past but this loan was the best option given other quotes from banks.

A Motion by Commissioner Kelly to approve, and seconded by Commissioner Ritter passed unanimously.

Commissioner Adams was not present for the vote.

Recognitions [Recording Timestamp 01:02:45](#)

- Recognized staff for working through snow implications through last weeks.

Other Matters [Recording Timestamp 01:02:58](#)

No other matters

Adjournment

Southwest Colorado Transportation Planning Region (TPR)

Bylaws

ARTICLE I

Responsibilities

The Regional Transportation Planning Commission shall be responsible for reviewing the progress and product of the Colorado Department of Transportation or their designee related to transportation planning and analysis activities to incorporate the needs and recommendations of the Southwest Transportation Planning Region, suggesting updates and amendments as necessary to the State Transportation Plan pursuant to all applicable federal, tribal, and state laws and rules or regulations including public participation provisions, selecting a representative to the Transportation Advisory Committee, and participating in the State Transportation Improvement Program development process.

ARTICLE II

Representatives

1. Seats

The TPR shall consist of the following 16 seats:

- Archuleta County
- Dolores County
- La Plata County
- Montezuma County
- San Juan County
- City of Cortez
- City of Durango
- Town of Bayfield
- Town of Dolores
- Town of Dove Creek
- Town of Ignacio
- Town of Mancos
- Town of Pagosa Springs
- Town of Rico
- Town of Silverton
- Southern Ute Indian Tribe
- Ute Mountain Ute Indian Tribe

Each representative will identify an alternate. Only one vote per seat will be recognized.

3. Vacancies

If any TPR representative shall cease to hold office on the governing board or cease to hold his or her appointed position of its Member Jurisdiction, a vacancy shall exist and the appointing Member Jurisdiction shall fill the vacancy.

ARTICLE III

Officers

1. Officers

The TPR will elect a Chair and Vice Chair from among its representatives.

A. Chair: The Chair shall preside at all meetings of the TPR.

B. Vice Chair: The Vice Chair shall exercise the functions of the Chair in the Chair's absence or incapacity. In the event the Chairperson should resign from the TPR or a vacancy is created, the Vice Chair shall assume the position until the next scheduled election. In the event the Vice Chair should resign from the TPR or a vacancy is created, a special election will take place at the next scheduled TPR meeting.

C. No person shall hold office if he/she is not a member and no member shall hold more than one (1) office at a time.

2. Election of Officers:

A. The officers shall be elected by vote at a regularly scheduled TPR meeting to serve a term of one year or until their successors are elected. Their term of office shall begin upon adjournment of the regular meeting during which the election took place. Officers may be elected to successive one year terms as voted on by the representatives.

B. Elections shall be held at the last TPR meeting of every year.

C. There are no term limits for the Chair position.

3. Removal, Resignations and Vacancies of Officers

Any Officer elected by the Board may be removed at any time by the Board by a two-thirds vote. Any Officer may resign at any time by giving written notice of the Officer's resignation to the Chair or Vice Chair, and acceptance of such resignation shall not be necessary to make it effective unless the notice so provides. Any vacancy occurring in any Officer position shall be filled, by succession or by special election by the Board, for the unexpired portion of the term.

4. Duties of Officers

The Chair and Vice-Chair along with representatives of the two Tribes will attend monthly STAC meetings as able. The Chair will hold the SW Colorado vote at STAC meetings. In the Chair's absence, the Vice Chair will be able to vote. Once elected Chair, this person will be considered to represent regional interests and will only be able to vote in TPR meeting in the event of a tie. The governmental entity that appointed the person named Chair will be able to appoint a voting member to the TPR.

ARTICLE IV

Meetings

1. Regular Meetings

A regular meeting of the TPR shall be held on [day] of even numbered months (February, April, June, August, October, December). Meetings will be held at the SWCCOG office between the hours of 9 a.m. and 3 p.m., unless otherwise noted in the meeting agenda, and will include a conference call option for participants who wish to call-in. With prior approval of the TPR board, representatives may vote via electronic means. All Board and committee meetings shall be open to the public and interested participants are encouraged to attend. All Board and committee meetings shall comply with the Colorado Open Meetings Law, C.R.S. 24-6-401 et seq, or any successor statute thereto. Executive sessions may be held in compliance with the Colorado Open Meetings Law, or any successor statute thereto.

2. Special Meetings

Special meetings may be called by the Chair or with a request made by a majority of the representatives.

3. Public Notice of Meetings

Public notices of meetings will be posted at the SWCCOG office and shall otherwise comply with the Colorado Open Meetings Law.

ARTICLE V

Voting

1. Vote

Decisions will be made through consensus whenever possible. If a vote is needed, a motion may be passed by a simple majority of votes cast by the TPR members in attendance.

2. Allocation of Voting Rights

A Member Jurisdiction's representative shall be entitled to one (1) vote on all matters that may be cast by the representative or alternate representative if the representative is absent. Advisory Members' representatives are not entitled to vote.

3. Quorum

A quorum shall consist of 9 (nine) members.

ARTICLE VI

Committees

The direction and authority of subgroups or committees will be determined upon their formation.

ARTICLE VII

Amendment

These Bylaws may be amended by 2/3 majority vote of the representatives present in either regular or special session.

Southwest Colorado Transportation Planning Region (TPR) Bylaws

ARTICLE I

Responsibilities

The Regional Transportation Planning Commission shall be responsible for reviewing the progress and product of the Colorado Department of Transportation or their designee related to transportation planning and analysis activities to incorporate the needs and recommendations of the Southwest Transportation Planning Region, suggesting updates and amendments as necessary to the State Transportation Plan pursuant to all applicable federal, tribal, and state laws and rules or regulations including public participation provisions, selecting a representative to the Transportation Advisory Committee, and participating in the State Transportation Improvement Program development process.

ARTICLE II

Representatives

1. Seats

The TPR shall consist of the following ~~16~~ 18

seats:

- Archuleta County
- Dolores County
- La Plata County
- Montezuma County
- San Juan County
- City of Cortez
- City of Durango
- Town of Bayfield
- Town of Dolores
- Town of Dove Creek
- Town of Ignacio
- Town of Mancos
- Town of Pagosa Springs
- Town of Rico
- Town of Silverton
- Southern Ute Indian Tribe
- Ute Mountain Ute Indian Tribe
- Regional Transit Council

Each representative will identify an alternate. Only one vote per seat will be recognized.

3. Vacancies

If any TPR representative shall cease to hold office on the governing board or cease to hold his or her appointed position of its Member Jurisdiction, a vacancy shall exist and the appointing Member Jurisdiction shall fill the vacancy.

ARTICLE III

Officers

1. Officers

The TPR will elect a Chair and Vice Chair from among its representatives.

A. Chair: The Chair shall preside at all meetings of the TPR.

B. Vice Chair: The Vice Chair shall exercise the functions of the Chair in the Chair's absence or incapacity. In the event the Chairperson should resign from the TPR or a vacancy is created, the Vice Chair shall assume the position until the next scheduled election. In the event the Vice Chair should resign from the TPR or a vacancy is created, a special election will take place at the next scheduled TPR meeting.

C. No person shall hold office if he/she is not a member and no member shall hold more than one (1) office at a time.

2. Election of Officers:

A. The officers shall be elected by vote at a regularly scheduled TPR meeting to serve a term of one year or until their successors are elected. Their term of office shall begin upon adjournment of the regular meeting during which the election took place. Officers may be elected to successive one year terms as voted on by the representatives.

B. Elections shall be held at the last TPR meeting of every year. 

C. There are no term limits for the Chair position.

3. Removal, Resignations and Vacancies of Officers

Any Officer elected by the Board may be removed at any time by the Board by a two-thirds vote. Any Officer may resign at any time by giving written notice of the Officer's resignation to the Chair or Vice Chair, and acceptance of such resignation shall not be necessary to make it effective unless the notice so provides. Any vacancy occurring in any Officer position shall be filled, by succession or by special election by the Board, for the unexpired portion of the term.

4. Duties of Officers

The Chair and Vice-Chair along with representatives of the two Tribes will attend monthly STAC meetings as able. The Chair will hold the SW Colorado vote at STAC meetings. In the Chair's absence, the Vice Chair will be able to vote. Once elected Chair, this person will be considered to represent regional interests and will only be able to vote in TPR meeting in the event of a tie. The governmental entity that appointed the person named Chair will be able to appoint a voting member to the TPR.

ARTICLE IV

Meetings

1. Regular Meetings

A regular meeting of the TPR shall be held on ~~[day]~~ second Thursday of even numbered months (February, April, June, August, October, December). Meetings will be held at the ~~SWCCOG office~~ CDOT Training Room, 20581 US-160 West, Durango, CO between the hours of 9 a.m. and 3 p.m., unless otherwise noted in the meeting agenda, and will include a conference call option for participants who wish to call-in. With prior approval of the TPR board, representatives may vote via electronic means. All Board and committee meetings shall be open to the public and interested participants are encouraged to attend. All Board and committee meetings shall comply with the Colorado Open Meetings Law, C.R.S. 24-6-401 et seq, or any successor statute thereto. Executive sessions may be held in compliance with the Colorado Open Meetings Law, or any successor statute thereto.

2. Special Meetings

Special meetings may be called by the Chair or with a request made by a majority of the representatives.

3. Public Notice of Meetings

Public notices of meetings will be posted at the ~~SWCCOG~~ Region 9 office and website shall otherwise comply with the Colorado Open Meetings Law.

ARTICLE V

Voting

1. Vote

Decisions will be made through consensus whenever possible. If a vote is needed, a motion may be passed by a simple majority of votes cast by the TPR members in attendance.

2. Allocation of Voting Rights

A Member Jurisdiction's representative shall be entitled to one (1) vote on all matters that may be cast by the representative or alternate representative if the representative is absent. Advisory Members' representatives are not entitled to vote.

3. Quorum

A quorum shall consist of 9 (nine) members.

ARTICLE VI

Committees

The direction and authority of subgroups or committees will be determined upon their formation.

ARTICLE VII

Amendment

These Bylaws may be amended by 2/3 majority vote of the representatives present in either regular or special session.

Southwest Colorado Transportation Planning Region (TPR)

Bylaws

ARTICLE I Responsibilities

The Regional Transportation Planning Commission shall be responsible for reviewing the progress and product of the Colorado Department of Transportation or their designee related to transportation planning and analysis activities to incorporate the needs and recommendations of the Southwest Transportation Planning Region, suggesting updates and amendments as necessary to the State Transportation Plan pursuant to all applicable federal, tribal, and state laws and rules or regulations including public participation provisions, selecting a representative to the Transportation Advisory Committee, and participating in the State Transportation Improvement Program development process.

ARTICLE II Representatives 1. Seats

The TPR shall consist of the following 18 seats:

1. Archuleta County
2. Dolores County
3. La Plata County
4. Montezuma County
5. San Juan County
6. City of Cortez
7. City of Durango
8. Town of Bayfield
9. Town of Dolores
10. Town of Dove Creek
11. Town of Ignacio
12. Town of Mancos
13. Town of Pagosa Springs
14. Town of Rico
15. Town of Silverton
16. Southern Ute Indian Tribe
17. Ute Mountain Ute Indian Tribe
18. Regional Transit Council

Each representative will identify an alternate. Only one vote per seat will be recognized.

3. Vacancies

If any TPR representative shall cease to hold office on the governing board or cease to hold his or her appointed position of its Member Jurisdiction, a vacancy shall exist, and the appointing Member Jurisdiction shall fill the vacancy.

ARTICLE III Officers 1. Officers

The TPR will elect a Chair and Vice Chair from among its representatives.

- A. **Chair:** The Chair shall preside at all meetings of the TPR.
- B. **Vice Chair:** The Vice Chair shall exercise the functions of the Chair in the Chair's absence or incapacity. In the event the Chairperson should resign from the TPR, or a vacancy is created, the Vice Chair shall assume the position until the next scheduled election. In the event the Vice Chair should resign from the TPR, or a vacancy is created, a special election will take place at the next scheduled TPR meeting.
- C. No person shall hold office if he/she is not a member, and no member shall hold more than one (1) office at a time.

2. Election of Officers:

- A. The officers shall be elected by vote at a regularly scheduled TPR meeting to serve a term of one year or until their successors are elected. Their term of office shall begin upon adjournment of the regular meeting during which the election took place. Officers may be elected to successive one-year terms as voted on by the representatives.
- B. Elections shall be held at the first TPR meeting of every year.
- C. There are no term limits for the Chair position.

3. Removal, Resignations and Vacancies of Officers

Any Officer elected by the Board may be removed at any time by the Board by a two-thirds vote. Any Officer may resign at any time by giving written notice of the Officer's resignation to the Chair or Vice Chair, and acceptance of such resignation shall not be necessary to make it effective unless the notice so provides. Any vacancy occurring in any Officer position shall be filled, by succession or by special election by the Board, for the unexpired portion of the term.

4. Duties of Officers

The Chair and Vice-Chair along with representatives of the two Tribes will attend monthly STAC meetings as able. The Chair will hold the SW Colorado vote at STAC meetings. In the Chair's absence, the Vice Chair will be able to vote. Once elected Chair, this person will be considered to represent regional interests and will only be able to vote in TPR meeting in the event of a tie. The governmental entity that appointed the person named Chair will be able to appoint a voting member to the TPR.

ARTICLE IV Meetings 1. Regular Meetings

A regular meeting of the TPR shall be held on the second Thursday of even numbered months (February, April, June, August, October, December). Meetings will be held at the CDOT Training Room, 20581 US Highway 160 West, Durango, CO between the hours of 9 a.m. and 3 p.m., unless otherwise noted in the meeting agenda, and will include a conference call option for participants who wish to call in. With prior approval of the TPR board, representatives may vote via electronic means. All Board and committee meetings shall be open to the public and interested participants are encouraged to attend. All Board and committee meetings shall comply with the Colorado Open Meetings Law, C.R.S. 24-6-401 et seq, or any successor statute thereto. Executive sessions may be held in compliance with the Colorado Open Meetings Law, or any successor statute thereto.

2. Special Meetings

Special meetings may be called by the Chair or with a request made by most of the representatives.

3. Public Notice of Meetings

Public notices of meetings will be posted at the Region 9 office and website and shall otherwise comply with the Colorado Open Meetings Law.

ARTICLE V Voting 1. Vote

Decisions will be made through consensus whenever possible. If a vote is needed, a motion may be passed by a simple majority of votes cast by the TPR members in attendance.

2. Allocation of Voting Rights

A Member Jurisdiction's representative shall be entitled to one (1) vote on all matters that may be cast by the representative or alternate representative if the representative is absent. Advisory Members' representatives are not entitled to vote.

3. Quorum

A quorum shall consist of 9 (nine) members.

ARTICLE VI Committees

The direction and authority of subgroups or committees will be determined upon their formation.

ARTICLE VII Amendment

These Bylaws may be amended by 2/3 majority vote of the representatives present in either regular or special session.

Amended: February 8, 2024

Chair signature

Chair's printed name

RPA Personnel Expense Summary

Agency Name:

Invoice Period (from, to):		Task 1: Participation in STAC	Task 2: Provide Opportunities for Public Participation	Task 3: Long Range Regional Transportation Plan	Task 4: Regional Transportation Plan Amendments	Task 5: Development and Amendment of the STIP	Task 6: Long- Range Statewide Transportation Plan	TOTAL Expense
Employee Name:	*Task(s):							
Hourly Rate:	Hours:							\$ -
Employee Name:	*Task(s):							
Hourly Rate:	Hours:							\$ -
Employee Name:	*Task(s):							
Hourly Rate:	Hours:							\$ -
Employee Name:	*Task(s):							
Hourly Rate:	Hours:							\$ -
Employee Name:	*Task(s):							
Hourly Rate:	Hours:							\$ -
Employee Name:	*Task(s):							
Hourly Rate:	Hours:							\$ -
TOTAL			0	0	0	0	0	\$ -

**Please indicate briefly the tasks or work completed. Total personnel expenses should match the amount indicated on the RPA invoice cover page. Refer to the RPA Contract Scope of Work (SOW) for a full definition and examples of eligible task items.*

Employee Signature: _____

Supervisor Signature: _____

Rural Planning Guide:

A Guide to Colorado's Rural Transportation Planning Organizations & CDOT's Rural Planning Assistance (RPA) Program

**Division of Transportation Development
Statewide & Regional Planning**

October 2023



COLORADO

Department of Transportation

Division of Transportation Development

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Introduction

The Colorado Department of Transportation (CDOT) is responsible for developing a Statewide Transportation Plan (SWP) and administering a statewide transportation planning process, including a coordinated means for the collaborative involvement of local elected officials, transportation professionals and stakeholders in Colorado's rural Transportation Planning Regions (TPRs). Counties and Municipalities within the state's TPRs, who have elected to form Rural Planning Commissions (RPCs) for transportation planning, assume the responsibility for the statewide transportation planning process and for development of a Rural Transportation Plan (RTP) in their region.

Note: Although the acronym 'TPR' is commonly used in Colorado as the term to identify what is technically the RPC, we use RPC in this guidance document to specifically mean the formal planning commission referred to above, and we use TPR to mean the geographic region that the RPC represents in transportation planning.

CDOT provides the Rural Planning Assistance (RPA) grant program, funded by its discretionary use of State Planning and Research funds (SPR), to support the eligible rural transportation planning activities of Colorado's RPCs. This guidance document provides a brief overview of the transportation planning responsibilities of an RPC and details the eligibility of rural transportation planning activities and required invoicing/billing practices of the RPC for reimbursement of related expenses.

CDOT-DTD understands, and expects, that questions and special situations arise regarding planning activities and invoicing practices. Please direct these questions, before incurring an expense, to the appropriate Planning Liaison. For current DTD planning liaison MPO & TPR assignments, see the [DTD Planning Webiste](#).

1. Overview of RPC Planning Responsibilities

The following tasks describe responsibilities of an RPC for the continuation of the statewide and regional transportation planning process within its TPR. The purpose of the process and work is to implement the provisions of C.R.S. § 43-1-1101 et seq. and Rules and Regulations for the Statewide Transportation Planning Process and the Transportation Planning Regions,

2 CCR 601 –22 (The Rules). Responsibilities include:

A. Participation in the Statewide Transportation Advisory Committee (STAC)

The TPR shall have a designated representative to carry out the duties of the STAC pursuant to C.R.S. § 43-1-1104 (STAC Responsibilities) as amended, and Section III of the Rules. The TPR shall also designate a STAC Alternate to attend regularly scheduled meetings and carry out these duties if the designated representative is unable or unavailable.

STAC representatives shall attend monthly STAC meetings, as well as other official STAC events.

A STAC representative's duties include, but are not limited to:

1. Serving as the communication liaison between the Department, the Transportation Commission, the STAC and the members of the TPR and constituents.
2. Providing advice to the Department and Transportation Commission on the needs of the transportation system.
3. Reviewing and commenting on updates and amendments to the Regional and Statewide Transportation Plans.
4. Providing assistance in resolving transportation related conflicts which arise between TPRs, or between the Department and a TPR.
5. Making recommendations to the Department and Transportation Commission concerning the integration and consolidation of Regional Transportation Plans (RTPs) into the Statewide Transportation Plan.
6. Furnishing regional perspectives on transportation problems requiring statewide solutions.
7. Providing advice and comment on TPR boundaries.

B. Provide Opportunities for Public Participation at TPR Meetings

Please reference Section IV (Public Participation Rules) of 2 CCR 601 - 22 (The Rules), which includes specific public participation provisions required in the transportation planning process.

The RPC is responsible for, and shall work in cooperation with CDOT, in carrying out the requirements for public participation as described in The Rules and Title 23 CFR Part 450 of the federal regulations. Public participation shall include, but not be limited to:

1. Providing a proactive process that allows the public the opportunity to participate in the transportation planning process. The process shall provide a mechanism for public perspective, ideas and needs to be incorporated into the planning process, developing the public's understanding of the problems and opportunities facing the transportation system.
2. Conducting meetings, transportation forums, open houses or other means of public meetings for the purpose of providing information about transportation issues, receiving comments, consideration and response to public input and building consensus on transportation priorities. The TPR shall record the proceedings of meetings, forums and other public meetings concerning transportation in their TPR and make those notes available to the TPR constituency, especially interested parties unable to attend the meetings.
3. Providing mailings, either electronic or regular, containing information about transportation issues. The TPR shall maintain a mailing list of all known parties interested in transportation planning in the TPR including but not limited to: elected officials, municipal and county planning staffs, affected public agencies, local state and federal agencies eligible for federal and state transportation funds, local representatives of public transportation agency employees and users, freight shippers and providers of freight transportation services, private transportation providers, representatives of alternative transportation mode users, such as pedestrian walkways and bicycle transportation facilities; representatives of the disabled, private industry, environmental and other interested groups, Indian tribal governments and the US Secretary of the Interior when tribal lands are involved, representatives of persons or groups that may be underserved by existing transportation systems such as minority, low-income and disabled populations; and members of the general public.
4. Utilizing available media opportunities to provide timely notice of planning related activities; this includes, but is not limited to, electronic mail, newspapers, social media and other means.

C. Long-Range Regional Transportation Plan (RTP)

Continue efforts to update and/or maintain the Regional Transportation Plan (RTP) and maintain up to date and relevant distribution lists, etc. The TPR shall work in conjunction with the Department and its consultants to develop new RTPs.

D. Regional Transportation Plan Amendments

Federal and State legislation altering the transportation planning factors upon which the RTP is based may change the TPR's corridor priority recommendations to the Department and require amending the RTP. The TPR shall amend the RTP as necessary to make additions or deletions on review and analysis of the RTP to insure successful implementation throughout the Statewide Transportation Plan, pursuant to Section V of the Rules for the Statewide Planning Process (2 CCR 601-22).

E. Development and Amendment of the Statewide Transportation Improvement Program (STIP)

The RPC will undertake activities and meetings necessary to participate in and provide input on the development and update of the Statewide Transportation Improvement Program (STIP), and to review and comment on proposed policy amendments to the STIP, as needed.

To update the STIP, RPC representatives meet with their appropriate CDOT Engineering Region(s) and Transportation Commissioner(s) to cooperate in project prioritization processes within that CDOT Engineering Region. Additional information on the STIP development process is available in the Project Priority Programming Process (4P) and STIP Development Guidelines available on CDOT's website.

Whenever a policy amendment is proposed for the STIP, the RPC shall review and comment on the proposed amendment. The STIP amendment review process is as follows:

1. The CDOT Office of Financial Management and Budget (OFMB) will post notice of the proposed STIP amendment on the CDOT website for a 30 day review and comment period.
2. The RPC needs to determine if the policy amendment is of such significance as to establish a meeting within the 30 day comment period if a meeting is not already scheduled, or discuss the amendment at an already scheduled meeting within the 30 day review and comment period to provide for public input.

3. The RPC may elect to not hold a meeting or not discuss the proposed amendment if the RPC determines that the amendment is not significant enough to require such action.
4. The RPC should post the notice of proposed STIP amendment, if it has an office and a public place for posting such notices.
5. Comments on the proposed amendment need to be received within the 30 day review period via the CDOT website or by direct mail to the CDOT Chief Financial Officer.

F. Long-Range Statewide Transportation Plan

In conjunction with its RTP, the RPC will provide input and advice on the development of the Statewide Transportation Plan. Duties include but are not limited to:

1. Providing input on the integration and consolidation of RTPs into the Statewide Transportation Plan.
2. Reviewing and providing comment, through the STAC representative, on elements of the Statewide Transportation Plan, including drafts of the Statewide Transportation Plan, and the final Statewide Transportation Plan pursuant to C.R.S. § 43-1-1101 through 1105 and U.S.C. Section 135 Title 23.

2. General Federal Requirements

General Federal Requirements are applicable to all grants or other awards made with Federal State Planning and Research (SPR) funds. This section is not specific to the RPA Program, and is intended to provide an overview of Federal requirements governing this and other programs funded with Federal SPR funds.

A. Factors Affecting Allowable Costs

Pursuant to [2 CFR 200](#), for expenses to be allowable for Federal reimbursement they must meet the following general criteria:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity.
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part.
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period.
- Be adequately documented.
- Cost must be incurred during the approved budget period. The Federal awarding agency is authorized, at its discretion, to waive prior written approvals to carry forward unobligated balances to subsequent budget periods pursuant to 2 CFR 200.

B. Reasonable Costs

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when the non-Federal entity is predominantly federally-funded. In determining reasonableness of a given cost, consideration must be given to:

- Whether the cost is of a type generally recognized as ordinary and necessary for the

operation of the non-Federal entity or the proper and efficient performance of the Federal award.

- The restraints or requirements imposed by such factors as: sound business practices; arm's-length bargaining; Federal, state, local, tribal, and other laws and regulations; and terms and conditions of the Federal award.
- Market prices for comparable goods or services for the geographic area.
- Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the non-Federal entity, its employees, where applicable its students or membership, the public at large, and the Federal Government.
- Whether the non-Federal entity significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost.

C. Allocable Costs

A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received. This standard is met if the cost:

- Is incurred specifically for the Federal award;
- Benefits both the Federal award and other work of the non-Federal entity and can be distributed in proportions that may be approximated using reasonable methods; and
- Is necessary to the overall operation of the non-Federal entity and is assignable in part to the Federal award in accordance with the principles in this subpart.

All activities which benefit from the non-Federal entity's indirect (F&A) cost, including unallowable activities and donated services by the non-Federal entity or third parties, will receive an appropriate allocation of indirect costs.

Any cost allocable to a particular Federal award under the principles provided for in this part may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude the non-Federal entity from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.

Where an accumulation of indirect costs will ultimately result in charges to a Federal award, a cost allocation plan will be required as described in Appendices V and VII of 2 CFR 200.

D. Applicable Credits

Applicable credits refer to those receipts or reduction-of-expenditure-type transactions that

offset or reduce expense items allocable to the Federal award as direct or indirect (F&A) costs. Examples of such transactions are: purchase discounts, rebates or allowances, recoveries or indemnities on losses, insurance refunds or rebates, and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the non-Federal entity relate to allowable costs, they must be credited to the Federal award either as a cost reduction or cash refund, as appropriate.

In some instances, the amounts received from the Federal Government to finance activities or service operations of the non-Federal entity should be treated as applicable credits. Specifically, the concept of netting such credit items (including any amounts used to meet cost sharing or matching requirements) must be recognized in determining the rates or amounts to be charged to the Federal award.

E. Composition of Costs

The total cost of Federal awards is comprised of the allowable direct cost of the program, plus its allowable portion of allocable indirect costs, less applicable credits.

There is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the Federal award or other final cost objective. Therefore, it is essential that each item of cost be treated consistently in like circumstances either as a direct or an indirect cost.

F. Direct Costs

Direct costs are those which can be identified specifically with a particular final cost objective. Typical direct costs include:

- The compensation of employees for time devoted to and identified specifically for the performance of Federal awards.
- The costs of materials acquired, consumed, or expended specifically for the purposes of those awards.
- The equipment or other approved capital expenses necessary for performance of the awards.
- The travel expenses incurred specifically to carry out the awards.

Any direct cost of a small amount can, for the sake of practicality, be treated as an indirect cost provided that the accounting treatment of said item is applied consistently among all cost objectives.

G. Indirect Costs

Indirect costs are those incurred for a common or joint purpose and which cannot be readily assignable to a specific cost objective without investing disproportionate effort. Indirect costs may refer to those within the grantee department as well as other

departments which supply goods, services, or facilities required for the performance of Federal awards.

To facilitate equitable distribution of indirect costs to the cost objectives served it may be necessary to establish a number of indirect cost pools within a governmental unit.

Requirements for the development and submission of cost allocation plans and indirect cost rate proposals are enumerated in Appendices V and VII of 2 CFR 200.

Amounts not recoverable as indirect costs under one Federal award cannot be transferred to another Federal award unless specifically authorized by a Federal law or regulation.

In addition to the restrictions on indirect costs specified by 2 CFR 200, there may be other Federal laws and regulations which limit the amount of indirect costs allowed.

H. Required Certifications

Each cost allocation plan or indirect cost rate proposal must comply with the following:

To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812)."

Certification of cost allocation plan or indirect Facilities and Administrative (F&A) cost rate proposal. Each cost allocation plan or indirect (F&A) cost rate proposal must comply with the following:

- A proposal to establish a cost allocation plan or an indirect (F&A) cost rate, whether submitted to a Federal cognizant agency for indirect costs or maintained on file by the non-Federal entity, must be certified by the non-Federal entity using the Certificate of Cost Allocation Plan or Certificate of Indirect Costs as set forth in appendices III through VII, and IX of this part. The certificate must be signed on behalf of the non-Federal entity by an individual at a level no lower than vice president or chief financial officer of the non-Federal entity that submits the proposal.
- the Federal Government may either disallow all indirect (F&A) costs or unilaterally establish such a plan or rate when the non-Federal entity fails to submit a certified proposal for establishing such a plan or rate in accordance with the requirements.

I. Interagency Services

The cost of services provided by one agency to another within the governmental unit may include allowable direct costs of the service plus a pro rate share of indirect costs. A standard indirect cost allowance equal to ten percent of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) may be used in lieu of determining the actual indirect costs of the service.

3. Allowable Activities

This section addresses the RPA Program specifically, outlining the major allowable activities consistent with SPR funding and the Scope of Work for the RPA contract.

In general, the following activities are allowable and can be reimbursed:

- Travel
 - Approved travel expenses (see Travel Expenses below) for travel to STAC meetings or STAC Sub-committee meetings by TPR STAC representatives or alternates only.
 - Approved travel expenses for travel to Transportation Commission meetings for the STAC Chair or STAC Vice-Chair, or their delegate.
 - Other approved travel expenses supporting the transportation planning process as authorized by CDOT. Travel for purposes other than those outlined above should receive pre-approval by CDOT-DTD via e-mail or other written means from your CDOT-DTD Planning Liaison.
- Personnel Expenses
 - Personnel Expenses (see Timesheets below) are allowable for paid staff providing support to the RPC in carrying out the duties and responsibilities of the RPC as outlined in Section 1 above. Examples include administrative staff preparing meeting materials, providing meeting setup and support, etc.
- Public Participation
 - Utilizing available media opportunities to provide timely notice of planning related activities. This includes, but is not limited to, electronic mail, newspapers and other means.
 - Providing mailings, either electronic or regular, containing information about transportation issues.
 - Conducting meetings, transportation forums, open houses or other means of public meetings for the purpose of providing or gathering information about transportation issues.
- Food and Beverage Expenses
 - In accordance with 2 CFR 200 meals are allowable when they are provided for a public meeting that focuses on dissemination of technical information.
 - 2 CFR 200.432 Conferences specifically calls out meals, and while meals are allowable when guidelines are met, more often beverages and limited food items are provided at meetings.
 - Meetings at which food and beverage will be provided must be a formally advertised

- public meeting that focuses on informing the general public about a project or program, and allows them an opportunity to engage and comment. The primary audience must be the general public and community members who are *not* regular participants in the transportation planning process (e.g., RPC/TPR members), nor are they transportation professionals at any level.
- Routine meetings such as a Technical Advisory Group, Technical Advisory Committee, Board of Directors, Project Steering Committee, etc., which include a regular membership and do not specifically target public participation as the primary purpose of the meeting do not qualify as meetings where food and beverage are allowable. In order to qualify, a meeting needs to contain a specific agenda item or items seeking to inform the general public and seeking their input on a project or program.
 - Any agency or organization seeking reimbursement of food and beverage expenses must include documentation (in the invoice submitted to CDOT for reimbursement) that the meeting was advertised.
 - The cost of food and beverage must be reasonable and prudent.
 - The purchase of alcoholic beverages is never an allowable expense.
 - Long Range Regional Transportation Plan (RTP)
 - Any tasks which involve continuing efforts to update and/or maintain the Regional Transportation Plan (RTP).
 - For specific work products that involve the use of consultants, please contact your CDOT-DTD Planning Liaison before procuring services. This is to ensure that consultant services comply with the Scope of Work, applicable state and federal regulation, and documentation requirements.

Questions about whether an activity is allowable should be directed to your CDOT-DTD Planning Liaison. It is strongly recommended that you seek pre-approval for expenses that are not explicitly permitted.

4. Expense Eligibility and Documentation Requirements

This section addresses the RPA Program specifically, providing additional details on eligibility of expenses and documentation requirements for invoicing pursuant to State and Federal requirements.

Each invoice must include the following:

- Expenditure ledger and/or copies of invoices and checks
- Personnel Expenses Summary Sheet and Timesheets
- Travel Expense Sheet, when applicable.

Details on these documents are as follows:

A. Expenditure Ledger and Invoices/Checks

The expenditure ledger is a summary report from an accounting system. If the RPC (or administrative entity) has copies of invoice(s) and check(s), the expenditure ledger is not required, but the invoices must be marked as approved for payment. All of the following are acceptable – copies of checks, check registers, approved accounting system generated expenditure ledgers showing check numbers or Electronic Funds Transfer (EFT) and date paid.

Expenditures incurred by the RPCs must have been paid by the contract vendor *before* CDOT is invoiced for the expense. It is against FHWA rules to invoice CDOT prior to payment by the RPC.

When using a contractor, the specific document the contractor used to invoice the RPC is required. The RPC is responsible for ensuring that the backup matches the invoice and is eligible for reimbursement. If the RPC pays the contractor a discounted amount, the full amount cannot be reimbursed to the RPC, only the discounted amount.

B. Timesheet and Personnel Expenses Summary

RPCs are required to provide timesheets with a breakdown of hours worked by day displaying all projects worked for the day, week, and month or time collection period as well as demonstration of how these work activities directly relate to the Scope of Work (See [Allowable Activities](#)). The timesheet must also be signed or approved either in ink or electronically. For full requirements by FHWA for timesheet requirements, please see 2 CFR 200.

Any supporting documentation from the payroll ledger indicating hours, wages, and benefits are also required. If there is sensitive information such as social security number or addresses, please block that information. If the RPC is using a temp agency, and would prefer to submit the invoice from the temp agency for reimbursement, CDOT needs the same documentation the temp agency would use for approval. This must occur before the RPC pays the temp agency.

In conjunction with the aforementioned requirements, CDOT is asking that RPCs complete and submit with each RPA invoice a ***Personnel Expenses Summary Sheet***, provided by CDOT-DTD, which provides a clear, concise summary of personnel expenses. This summary sheet includes the name of each employee that conducts work on behalf of the RPC, the hourly rate of the employee, and the numbers of hours worked on each of the six work tasks identified in the RPA Scope of Work. The Personnel Expenses Summary Sheet and other documentation forms referred to in this Guidebook are available on the [DTD Planning Webiste](#).

C. Travel Expenses

In conjunction with the State Travel Management Program (C.R.S. 24-30-202, 24-50.3 and 24-102-101), CDOT’s Policy Directive 207.1 and Procedural Directive 207.2 set the standards for all travel expenses in accordance with the [State of Colorado Fiscal Rules](#) (5 - Travel).

The applicable travel and invoicing policy is summarized below.

i. Travel Vouchers and Expense Reports

Lodging, meals, or other reimbursable travel expenses shall only be reimbursed for the period of time necessary for the traveler to accomplish the State or RPC business. If lodging, meals or transportation are included in conference fees, registration fees, or are otherwise furnished at no additional cost, no reimbursement shall be made for these items. The following table provides a helpful guideline of approved travel expenses, how they are reimbursed, and whether a receipt is required for reimbursement.

Type of Travel Expense	Reimbursement	Receipt Required?
Lodging	Actual	Yes
Meals	Per Diem Rate	No
Incidental Expenses	Per Diem Rate	No
Transportation (other than airfare)	Actual	Yes, if over \$25
Rental Vehicles	Actual	Yes

Type of Travel Expense	Reimbursement	Receipt Required?
Mileage for use of Personal Vehicles	90% of current Federal Mileage Rate , when using a 2WD vehicle; 95% for 4WD; but not greater than the rate paid by the grantee to the traveler.	No
Airfare	Actual	Yes
Tips	Included in Per Diem Rate for Incidental Expenses	No
Registration Fees	Actual	Yes
Other Allowable Travel Expenses	Actual	Yes, if over \$25

ii. Meals

Those authorized to travel shall be reimbursed for the cost of eligible meals, including taxes and tips for those meals. If a meal is provided (such as continental breakfast at a hotel or a working lunch at a meeting/conference) the expense may not be charged unless the meal is determined to be inadequate by the traveler.

Those authorized, must claim meal expenses based on departure and arrival time as follows: Breakfast cannot be claimed unless departure is prior to 5:00 a.m. at the departing city. Lunch cannot be claimed unless departure is before 11:00 a.m. at the departing city or return is after 1:00 p.m. at the home city. Dinner cannot be claimed unless return time is after 8:00 p.m. at the home city.

NOTE: Lunch is never eligible for reimbursement when travel begins and ends in a single calendar day.

iii. Per Diem Meal Expense Rates

The applicable per diem meal expense rates are based on where each meal is taken. Per Diem rates, which vary by county and city, are determined and updated annually by the IRS and are effective October 1 through September 30. Current Meal Per Diem Rate

tables for Colorado and for the Continental US (CONUS) will be provided annually by CDOT-DTD when new rates are published by the IRS. Current rate tables may be found on the DTD-Planning website.

iv. Other Allowable Travel Expenses

In addition to lodging, meals, and transportation, the following expenses incurred may be reimbursed:

- Tips: A traveler cannot claim tips as a separate item; tips paid to porters, baggage carriers, bellhops, hotel maids, and skycaps for airport check-in are included in the per diem rate for Incidental Expenses. Tips paid in conjunction with meals are included in the standard meal allowance. Tips paid in conjunction with taxi and shuttle expense should be included as part of these miscellaneous expenses.
- Other allowable travel expenses include: Commercial transportation, such as taxi and shuttle expenses; parking fees; registration fees; telephone, fax, internet access and other similar miscellaneous business expenses required for state business; toll road charges.

v. Non-reimbursable Travel Expenses

The following expenses shall not be reimbursed: Alcoholic beverages, entertainment expenses, personal expenses that are primarily for the benefit of the traveler and not directly related to state or RPC business, political expenses, travel insurance paid by the traveler, cost of traffic fines, traffic tickets, or parking tickets; or late fees for state credit cards.

vi. Exceptions to the Rule for Travel Expenses

Allowances for travel not solely for state or RPC business: If travel is for a combination of state or RPC business and personal business, the individual shall make reasonable allocation of the share of applicable expenses and provide documentation to indicate the allocation request.

Allowances for travel by privately owned automobile: Reimbursement is allowed for actual business mileage traveled when using a privately owned vehicle for business purposes.

vii. Standardized Travel Documentation Requirements

In addition to the requirements outlined under Expenditure Ledger and/or Copies of Invoices and Checks, travelers must submit the **Travel Expense Reimbursement Form** provided by CDOT-DTD and available on the DTD-Planning website. This form must be fully completed and signed by the traveler requesting reimbursement to determine

eligibility for reimbursement. Alternative travel expense documentation may be provided if it provides the information required to determine the eligibility of expenses and is *pre-approved for use by your DTD Planning Liaison*.

5. Frequency of Invoicing

Pursuant to 49 CFR 18.41, **grantees are required to submit invoices no less frequently than on a quarterly basis and within 30 days of the close of the billing period.** The Rural Planning Program is based on the state fiscal year (July through June) with quarters ending:

- Quarter 1: September 30 (invoice due Oct. 30)
- Quarter 2: December 31 (invoice due Jan. 30)
- Quarter 3: March 31 (invoice due Apr. 30)
- Quarter 4: June 30 (invoice July 30)

Invoices may be submitted more frequently, but should be submitted no less frequently than every three months.

6. Records Retention and Access

Pursuant to 49 CFR 18.42, all financial and programmatic records, supporting documents, statistical records, and other grantee or sub-grantee records which are required by the grant agreement **must be retained for a period of three years from the starting date specified below:**

- *General Documents* – Retention period begins upon submission of the final expenditure report, last quarterly report of the Federal fiscal year, or annual expenditure report in the case of an annually-renewed grant.
- *Real Property or Equipment Records* – Retention period begins upon the disposition, replacement, or transfer of said property or equipment.
- *Income Transactions After the Grant Period* – If required to report income following the end of the grant period, retention period begins at the end of the grantee's fiscal year in which the income was earned.
- *Indirect Cost Rate Proposals, Cost Allocation Plans, etc.* – If submitted to the Federal Government for negotiation, the retention period begins on the date of said submission; if not submitted for negotiation, the retention period begins at the end of the grantee fiscal year covered by the proposal.

Copies of original records produced with microfilm, photocopying, or other similar methods may be substituted for original records. The Colorado Department of Transportation (CDOT) and Federal government has the right to access all grantee and sub-grantee records which are pertinent to the grant in order to make audits, examinations, excerpts, and transcripts. The right to access by CDOT and the Federal government does not expire at the end of the

mandatory three year retention period, but is maintained as long as the records are retained.

Grantees and sub-grantees are not bound by the Federal Freedom of Information Act (5 U.S.C. 552) to permit public access to their records unless specifically required by Federal, State, or local law.

7. High Risk Grantees

Under special circumstances, pursuant to 49 CFR 18.12, a grantee or sub-grantee may be considered “high risk” if an awarding agency determines that a grantee or sub-grantee:

- Has a history of unsatisfactory performance, or
- Is not financially stable, or
- Has a management system which does not meet the management standards set forth in this part, or
- Has not conformed to terms and conditions of previous awards, or
- Is otherwise not responsible; and if the awarding agency determines that an award will be made, special conditions and/or restrictions shall correspond to the high risk condition and shall be included in the award.

As a result of high risk status, the following special conditions or restrictions may include:

- Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given funding period;
- Requiring additional, more detailed financial reports;
- Additional project monitoring;
- Requiring the grantee or sub-grantee to obtain technical or management assistance; or
- Establishing additional prior approvals.

If an awarding agency decides to impose such conditions, the awarding official will notify the grantee or sub-grantee as early as possible, in writing, of:

- The nature of the special conditions/restrictions;
- The reason(s) for imposing them;
- The corrective actions which must be taken before they will be removed and the time allowed for completing the corrective actions; and
- The method of requesting reconsideration of the conditions/restrictions imposed.

Rural Planning Assistance Contract Reimbursement Request

Use this form to request reimbursement for expenses associated with the Rural Planning Work Program. The tasks detailed in this scope of work are: (1) STAC; (2) Public Participation; (3) Statewide Transportation Plan; (4) Regional Transportation Plan; and (5) Statewide Transportation Improvement Program - STIP

Date	Contract No.	Billing Period	
		From	to
RPC Contact Information		CDOT Contact Information	
Name:		Name:	
TPR:		Division: Transportation Development/Planning	
Address:		Address: 2829 W. Howard Place, Denver, CO 80204	
Phone:		Phone: 303-757-9434	
Fax:			

Expenditures	Description	Current Expenditures (For This Billing Period)	Cumulative Expenditures (For this contract term)
			Beginning Contract Balance
Salaries			
Administrative Support			
Travel			
Consultant Services			
TOTAL			
<i>Please attach all receipts and invoices for expenditures to be reimbursed.</i>			Percent Expended
			Balance Available

Planning Progress (List tasks performed for the Rural Planning Work Program and other activities related to the statewide transportation planning process.)

Per Colorado State Travel Rule 5-1:

Meals & Incidentals Eligibility:

- Breakfast – only if Departure Time is prior to 5:00 am
- Lunch – only if Departure is before 11:00am or Return is after 1:00pm; not eligible if trip departure and return is within a single calendar day
- Dinner – only if Return Time is after 8:00pm
- Per Diem rate includes tip and is based on the location where the meal was taken, regardless of final trip destination or lodging location.
- Incidental Per Diem is allowed only for each overnight stay

Meals & Incidental Expense Reimbursement Requests must include:

1. Time and Date departed for your trip
2. Time and Date arrived in each location (if multiple locations visited)
3. Time and Date returned to your original departure location
4. Location where each meal was taken

Lodging Per Diem:

- Lodging rates apply to the localities listed below and to all localities within the counties listed.
- Cities not appearing below may be located within a county for which rates are listed.

**Meals & Incidental Expense (M&IE) Rates and Eligibility for Travel on COLORADO State Business
Effective for Travel between October 1, 2023 & September 30, 2024**

Location	County	M&IE Total	Breakfast	Lunch	Dinner	Incidental Exp.
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5
Aspen	Pitkin	\$79	\$18	\$20	\$36	\$5
Boulder / Broomfield	Boulder / Broomfield	\$69	\$16	\$17	\$31	\$5
Colorado Springs	El Paso	\$69	\$16	\$17	\$31	\$5
Cortez	Montezuma	\$64	\$14	\$16	\$29	\$5
Crested Butte / Gunnison	Gunnison	\$74	\$17	\$18	\$34	\$5
Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	\$79	\$18	\$20	\$36	\$5
Douglas	Douglas	\$69	\$16	\$17	\$31	\$5
Durango	La Plata	\$74	\$17	\$18	\$34	\$5
Fort Collins / Loveland	Larimer	\$69	\$16	\$17	\$31	\$5
Grand Lake	Grand	\$79	\$18	\$20	\$36	\$5
Montrose	Montrose	\$69	\$16	\$17	\$31	\$5
Silverthorne / Breckenridge	Summit	\$79	\$18	\$20	\$36	\$5
Steamboat Springs	Routt	\$79	\$18	\$20	\$36	\$5
Telluride	San Miguel	\$79	\$18	\$20	\$36	\$5
Vail	Eagle	\$79	\$18	\$20	\$36	\$5

Colorado State Business TRAVEL EXPENSE SHEET - for travel between JAN. 1, 2023 - DEC. 31, 2023

Organization or Agency:

Enter each calendar day of consecutive travel separately Date	Reason for Travel	Travel		Time Departing	Time Arriving/Returning	Mileage			Meals and Lodging				TOTAL EXPENSES		
		Departure City (from)	Arrival City (to)			†Choose Vehicle type (2WD/4WD)			Per Diem Expenses - FFY2024 Rates			Incidental (\$5/day) <small>(for overnight stays only; not paid on the last day of travel)</small>		DAILY TOTAL MEALS & INCIDENTAL	LODGING <small>(please do not include misc hotel charges in this total. Misc hotel charges should be listed in the Misc Expenses area below)</small>
						Enter No. Miles	Rate/Mile	Daily Mileage Expense	BREAKFAST	LUNCH	DINNER				
						Veh type									
						2WD	\$ 0.60	\$ -				\$ -		\$ -	
						2WD	\$ 0.60	\$ -				\$ -		\$ -	
						2WD	\$ 0.60	\$ -				\$ -		\$ -	
						2WD	\$ 0.60	\$ -				\$ -		\$ -	
						2WD	\$ 0.60	\$ -				\$ -		\$ -	
						2WD	\$ 0.60	\$ -				\$ -		\$ -	
						2WD	\$ 0.60	\$ -				\$ -		\$ -	
TOTALS:						0		\$ -				\$ -	\$ -	\$ -	

† A Traveler shall be reimbursed at the mileage rate designated for four-wheel drive (4WD) vehicles **only when the use of four-wheel drive is necessary** because of road, terrain, or adverse weather conditions. "Four-wheel-drive vehicles" means sport utility vehicles and pick-up trucks with a four-wheel-drive transmission system. "Four-wheel-drive vehicles" shall not include standard vehicles with all-wheel-drive capability.

*Misc Expenses: <small>Examples: taxi, shuttle, parking, toll road, registration, telephone, fax, internet access and other misc. business expenses paid for State business. Please note the coordinating Misc # on your receipts.</small>	DESCRIPTION	AMOUNT(\$)	DESCRIPTION	AMOUNT(\$)	Total Misc Expenses	\$ -
	Misc #1:			Misc #6:		
Misc #2:			Misc #7:			
Misc #3:			Misc #8:			
Misc #4:			Misc #9:			
Misc #5:			Misc #10:			
Persons and Agencies Contracted: (use an additional sheet if necessary):					Other	
					Less Travel Advance	
					TOTAL	\$ -

By my signature below, I certify that the statements in this reimbursement request are true and just in all respects; that payment of the amounts claimed herein has not and will not be reimbursed to me from any other sources; that travel performed for which reimbursement is claimed was performed by me on eligible State business and that no claims are included for expenses of a personal or political nature or for any other expenses not authorized by the Fiscal Rules; and that I actually incurred or paid the operating expenses of the motor vehicle for which reimbursement is claimed on a mileage basis.

Payee/Traveler Signature:	Payee/Traveler Name (print):
	Date:

SIGNATURE OF APPROVAL

Fiscal Officer, Supervisor, Director, etc. (name)	Date:
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SWTPR- RECENTLY COMPLETED PROJECTS

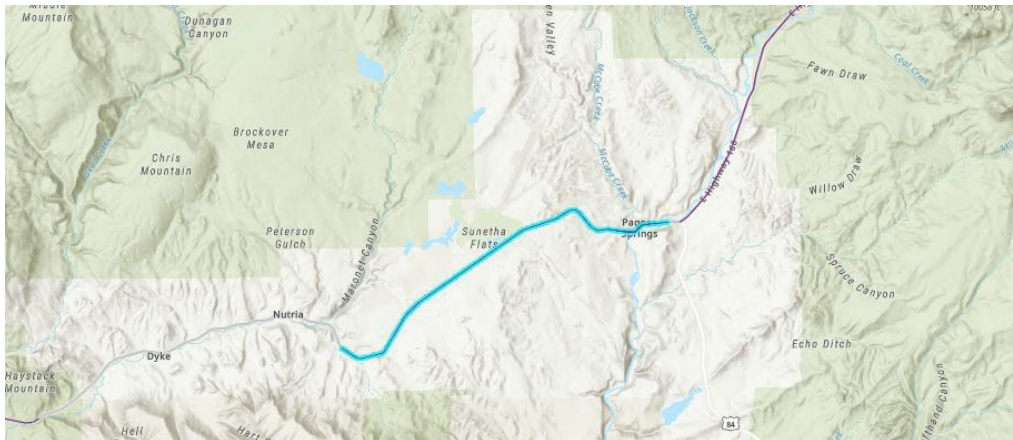
US 160 West of Pagosa MP 135- 144 ST- 23505

Budget: \$12.6 million

Funding: SUR, Safety, FSA, HAZ, Culverts

Awarded: Oldcastle SW Group, Inc.

This surface treatment project was located on US 160 in the Town of Pagosa Springs, approximate MP 135 to 144. Work included a 1" surface treatment leveling course and a 1.5" SMA overlay as well as a 2.5" mill and fill at intersection locations with curb and gutter construction. Additional work included culvert and guardrail replacement and re- striping. This project began on May 15, 2023 and was completed in December 11, 2023.



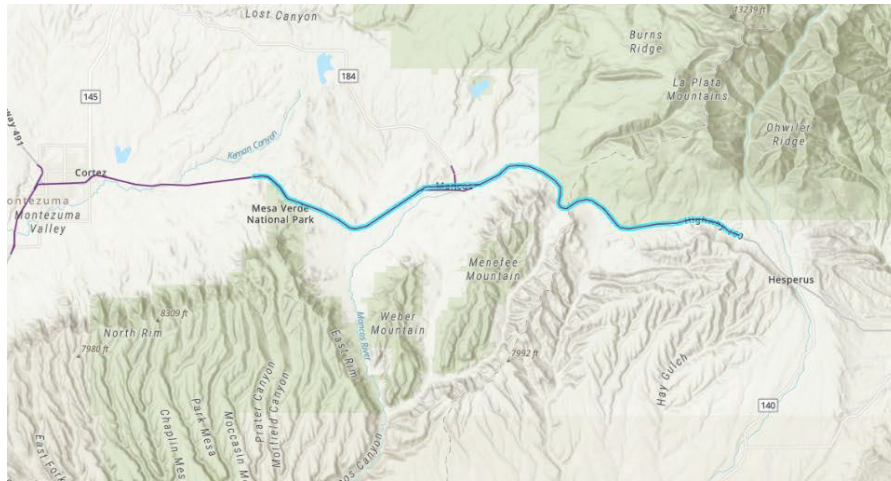
US 160 Section 3 Priority Culverts- 23191

Budget: \$2.6 million

Funding Type: Structures

Awarded: American West Construction, LLC

This project was located on US 160, starting in Montezuma County, at approximate MP47, and continuing East to several locations up to a culvert on Wolf Creek Pass. A number of Priority culverts were repaired or replaced. This project began on May 15, 2023, and was completed on December 15, 2023.



SWTPR- CURRENT PROJECTS

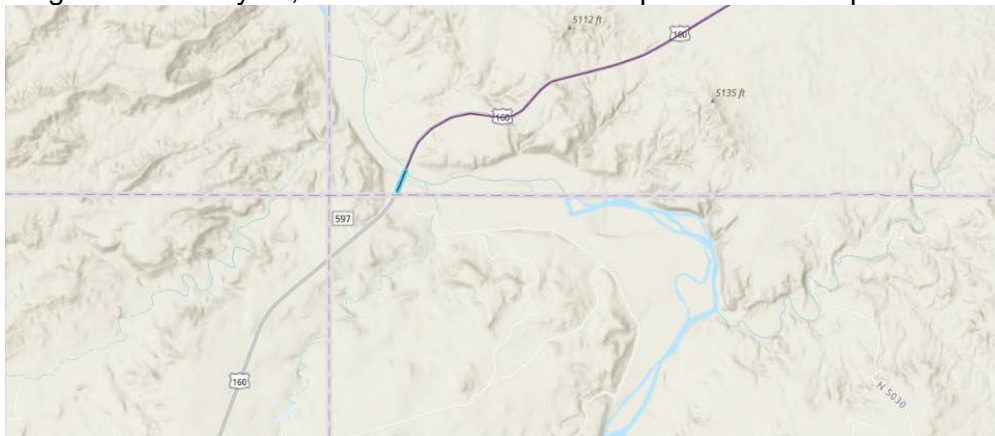
US 160 San Juan River MP 0.8 & Aztec- 20685

Budget: \$3.2 million

Funding Type: BR

Awarded: Meridian

This project is located on US 160 at the Colorado/ New Mexico state line, approximate MP 0. The project will provide scour protection for the San Juan River Bridge which will help contain the increase in runoff. Improvements to a second bridge at Aztec Creek have also been added to the project scope. This project began on January 8th, 2024 with a tentative completion date in April 2024.



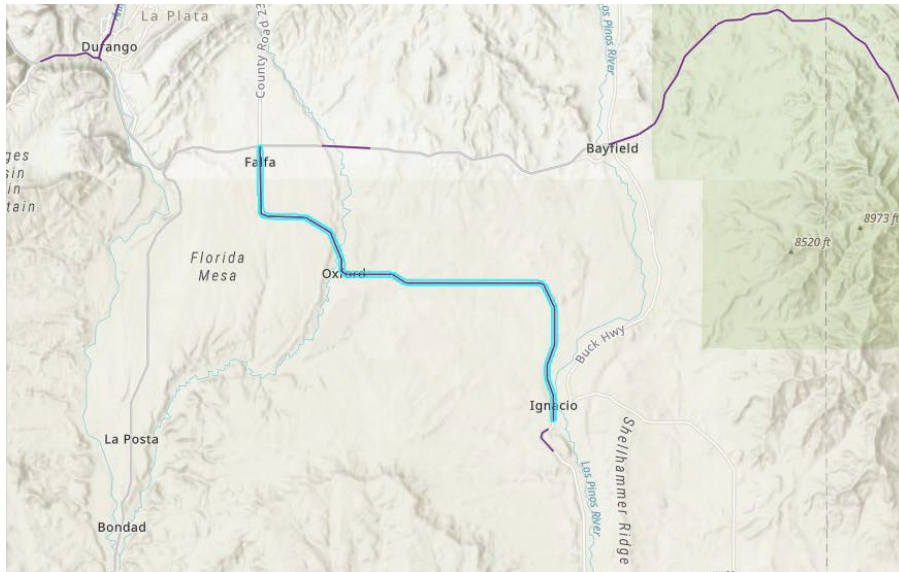
US 172 Ignacio to Elmore's Corner- 24092

Budget: \$19 million

Funding Type: Surface Treatment, Culverts, Structures

Awarded: Oldcastle SW Group, Inc.

This project is located on SH 172 at approximate MP 8.3 to 24.5, from Ignacio to the Elmore's Corner intersection of SH 172 and US 160. The work will include a 16.2-mile surface treatment along with ADA ramp improvements in the Town of Ignacio. Construction began on March 20th, 2023 and should be completed by February 2024.



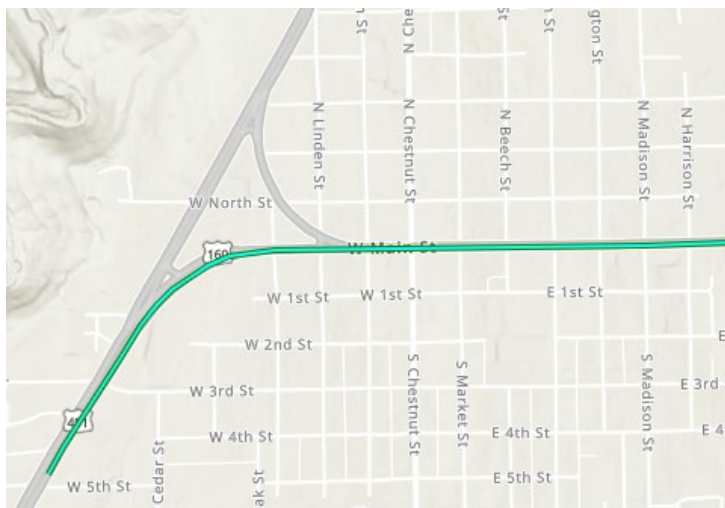
US 160 Signals at SH 145 & Chestnut Street- 24772

Budget: \$2 million

Funding Type: Traffic & Safety, Signals

Awarded: Bixby Electric, Inc.

This project is located on US 160 in the City of Cortez, in Montezuma County. The project will consist of signal improvements at the intersection of US 160 and SH 145, as well as the intersection of US 160 and Chestnut Street. Work will include the replacement of old existing traffic signals, poles and electronics. This project began on May 1st, 2023 and should be completed in January 2024.



US 160 Wolf Creek West Fiber- 22107

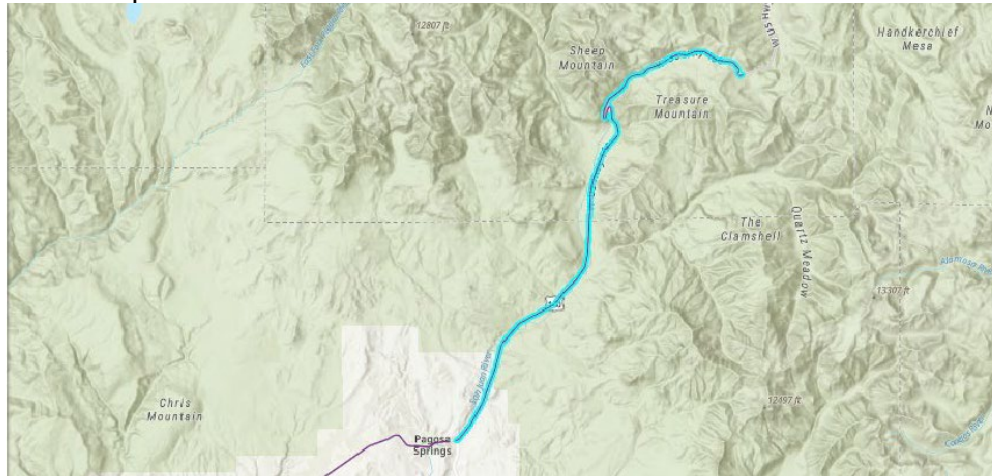
Budget: \$12 million

Funding Type: Traffic

Awarded: Paonia

This project will take place on US 160 Wolf Creek Pass from approximate MP 153- 168, within Archuleta and Mineral Counties. Conduit, fiber optic cables and manholes will be installed on the western side of Wolf Creek Pass, from the summit down to Pagosa Springs. The project will also

install ITS devices such as variable speed limits tied to friction sensors, a downhill truck warning system for the west side of the pass, and additional cameras. Due to contractor issues, this project was on hold for a period of time. The second season of construction started in May 2023 and is anticipated to be complete in fall 2024.



US 550/160 Connection South Design- Build- 22420

Budget: \$112 million (estimated total cost)
Funding Type: FASTER/ SB 267/ SUR/ RPP
Awarded: Lawrence Construction Co.

This project is focused on the US 550 connection to US 160 in La Plata County. The connection will realign US 550 directly into the existing US 160 interchange, eliminating the steep and windy grade of the current US 550 Farmington Hill and improving roadway geometry. The project will include wildlife highway mitigation features which will reduce animal-vehicle collisions. Both bridge structures are now constructed. Additional current work includes continued paving, deer fence installation, ROW fence installation and access gates. Construction began in August 2020 and now has an estimated completion date in spring of 2024.



SWTPR- UPCOMING PROJECTS

US 160 Section 3 Chipseals- 24954

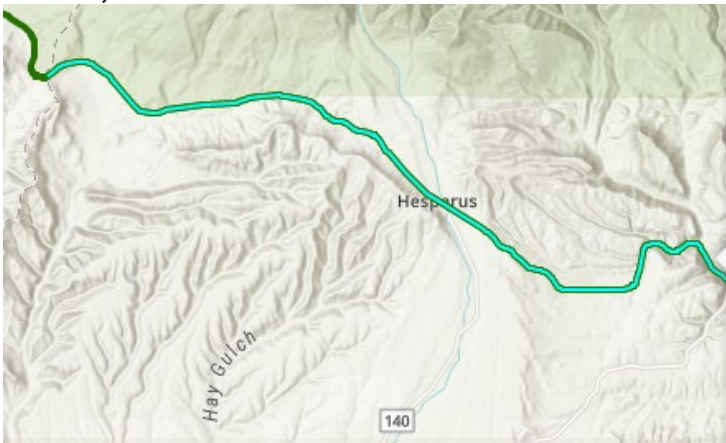
Budget: \$8.2 million

Funding Type: Surface Treatment

Awarded: Intermountain Slurry Seal, Inc

This project is a combination of 2 surface treatment projects on US 160. One is located on US 160 from Mancos Hill, Eastbound to Durango in Montezuma and La Plata Counties, approximate MP 61-81. The second location will be on US 160, at approximate MP 102.7 to 117, in-between Bayfield and Piedra. Work will include a chipseal, fog coat, the addition of rumble strips and new pavement markings at select locations. This project has been awarded with construction tentatively anticipated for spring 2024.

US 160, MP 61- 81



US 160, MP 102- 117



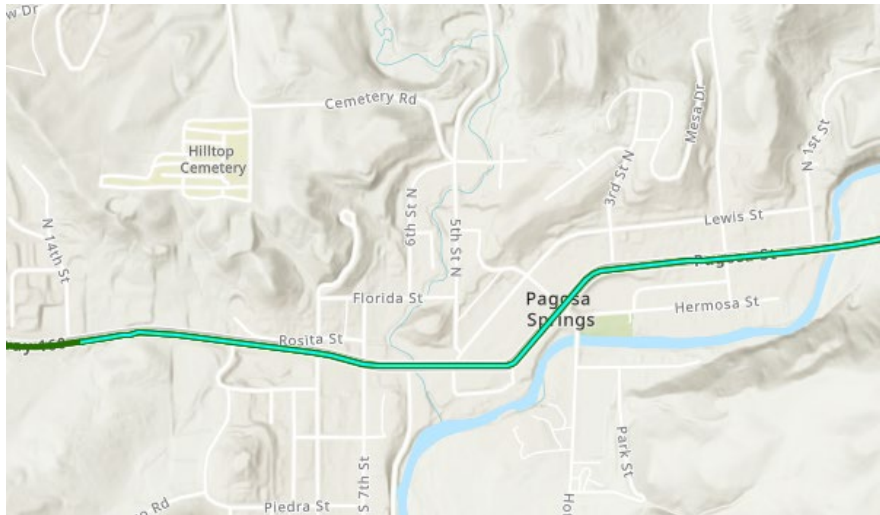
US 160 Pagosa Reconstruct- 21919

Budget: \$17 million

Funding Type: Priority

Ad Date: January 2024

This project is located on US 160 through the Town of Pagosa Springs, approximate MP 142- 144, in Archuleta County. The current scope includes improvements to US 160 Between 10th and 1st Streets. An overlay and restriping is planned from 10th Street to the west side of 8th Street with concrete reconstruction continuing from west of 8th Street to the east side of 3rd Street. Additional work will include ADA upgrades to curb ramps and sidewalks at select intersections throughout the project limits and drainage improvements. This project is scheduled for Ad in February 2024 with construction tentatively planned for spring 2024.



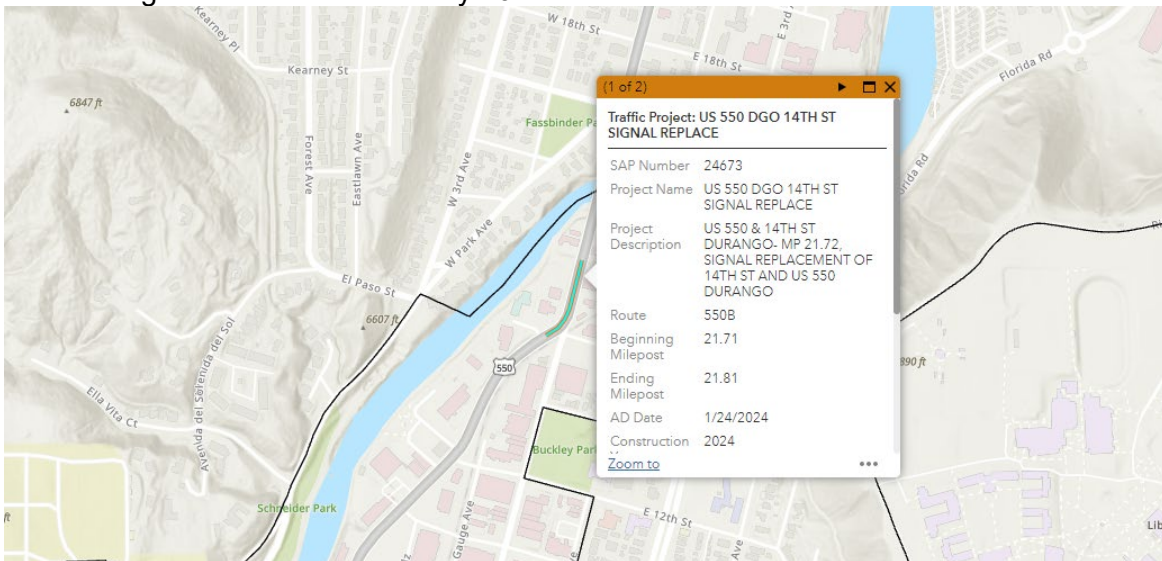
US 550 DGO 14th St Signal Replace- 24673

Budget: \$2.4mill

Funding Type: Traffic & Safety

Ad Date: January 2024

This project is located at the intersection of US 550 and 14th Street in the City of Durango, approximate MP 21.8. Work will include a signal replacement and the intersection will be reconfigured to eliminate the southbound left turn, replacing it with a through lane only. This project is scheduled to go to Ad date in February 2024.



US 160D Mancos Pedestrian Improvements- 24618

Budget: \$2.1 million

Funding Type: ADA, Local Agency

Ad Date: October 2024

This project will take place along US 160D in the Town of Mancos, from approximate MP .8 to 1.58. Sidewalk and ADA ramp improvements will take place. Improvements will also be made to the intersection of Main Street and Bauer Street. This project is in the design phase with a tentatively scheduled Ad date in October 2024.



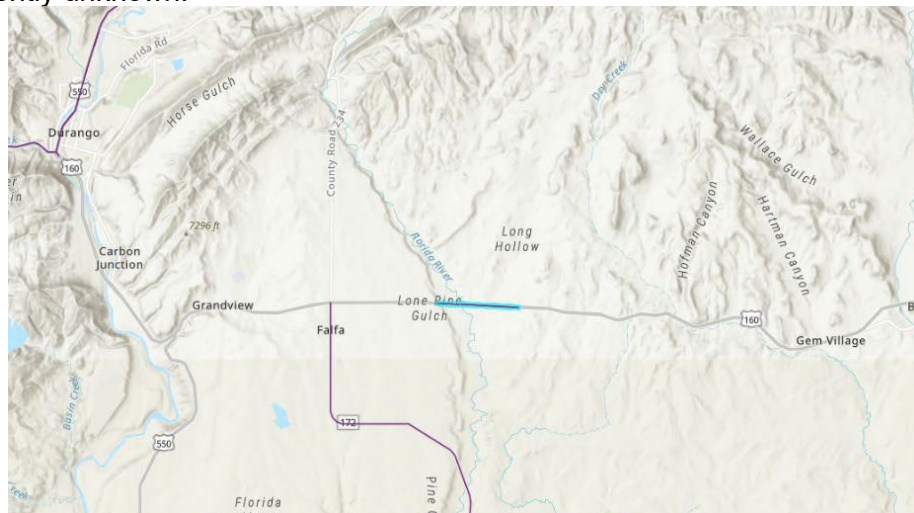
US 160 & CR 225 MP 94.04 Improvements- 23001

Budget: \$6.8mill

Funding Type: Traffic & Safety

Ad Date: Unknown

This project will be located on US 160 at the intersection of CR 225, at approximate MP 94.05, east of Durango. An intersection study was performed here to evaluate safer, alternative options for the design of this intersection. The results of this study were analyzed, and the project is in final review. This project schedule was pushed out to align with Grant funding opportunities. The Ad date for this project is currently unknown.





CDOT R5 GRANTS UPDATE

- **Revitalizing Main Streets (RMS)**
 - Currently Open for Small Multimodal & Economic Resiliency
 - Max \$250K per project; Min \$10K
 - Closes 2/28/24 (Note that February has 29 days this month)
- **Multimodal Transportation and Mitigation Options Fund (MMOF)**
 - Next call for projects likely in May-June 2024
 - To be awarded by the TPR
- **Transportation Alternatives Program (TAP)**
 - 3-year Call for Projects (FY24-FY26) closed last year.
 - Mancos and Silverton were award winners within SWTPR
 - Next call anticipated in spring 2026



CDOT R5 GRANTS UPDATE - Continued

- **Safe Routes to School (SRS)**
 - Next Grant Period to open August 2024
- **Congestion Mitigation & Air Quality (CMAQ)**
 - Only available for use in Pagosa Springs and a small part of Archuleta Co.
 - Next call for projects likely in March 2024
 - Anticipated amount available - \$500k
- **Federal Opportunities**
 - Bridge Investment Program - Currently Open, closes 3/19/24
 - Rebuilding American Infrastructure with Sustainability and Equity (RAISE) - closes 2/28/24
 - Several more opening February-March
 - Infrastructure for Rebuilding America (INFRA) - CDOT awarded \$58,940,000 for US 160 East of Elmore's Corner



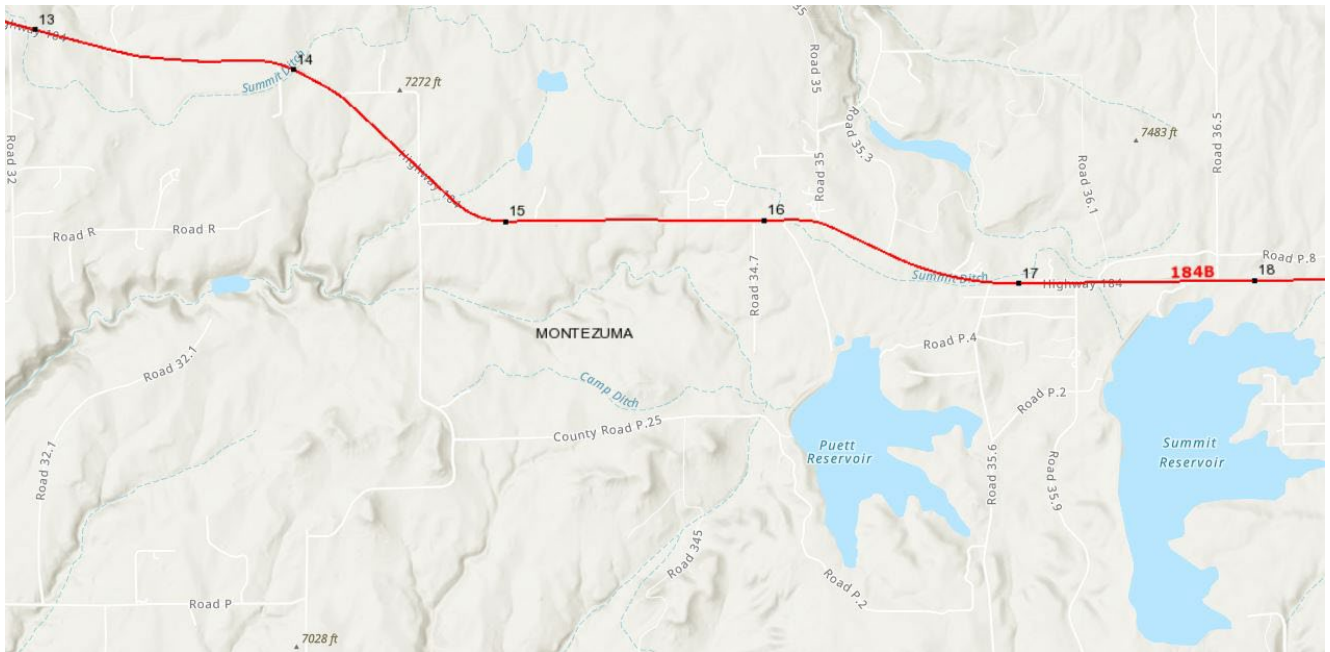
SWTPR- FY 24 Maintenance Projects (Completed)

SH 184 MP 13-17

County: Montezuma

Treatment: Chipseal

Status: Completed August 2023

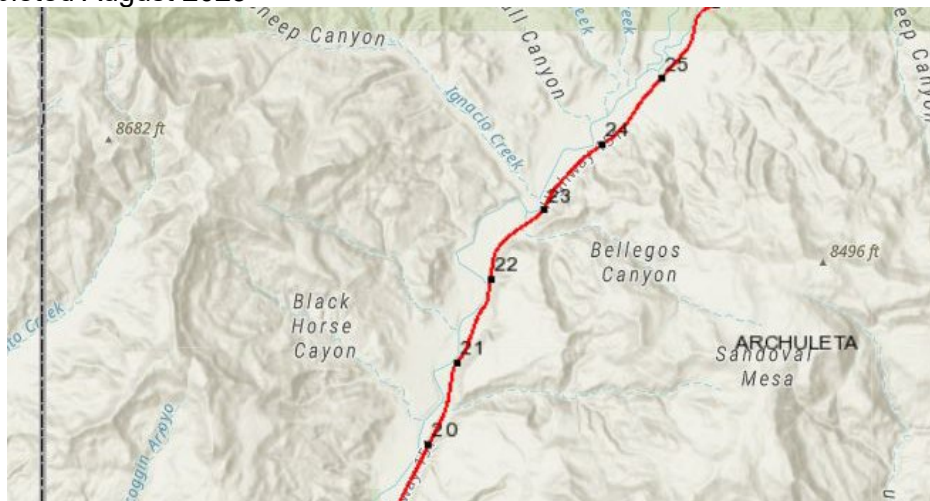


SH 151 MP 22-22.5, 22.9-23.6

County: Archuleta / Southern Ute Reservation

Treatment: Repave

Status: Completed August 2023

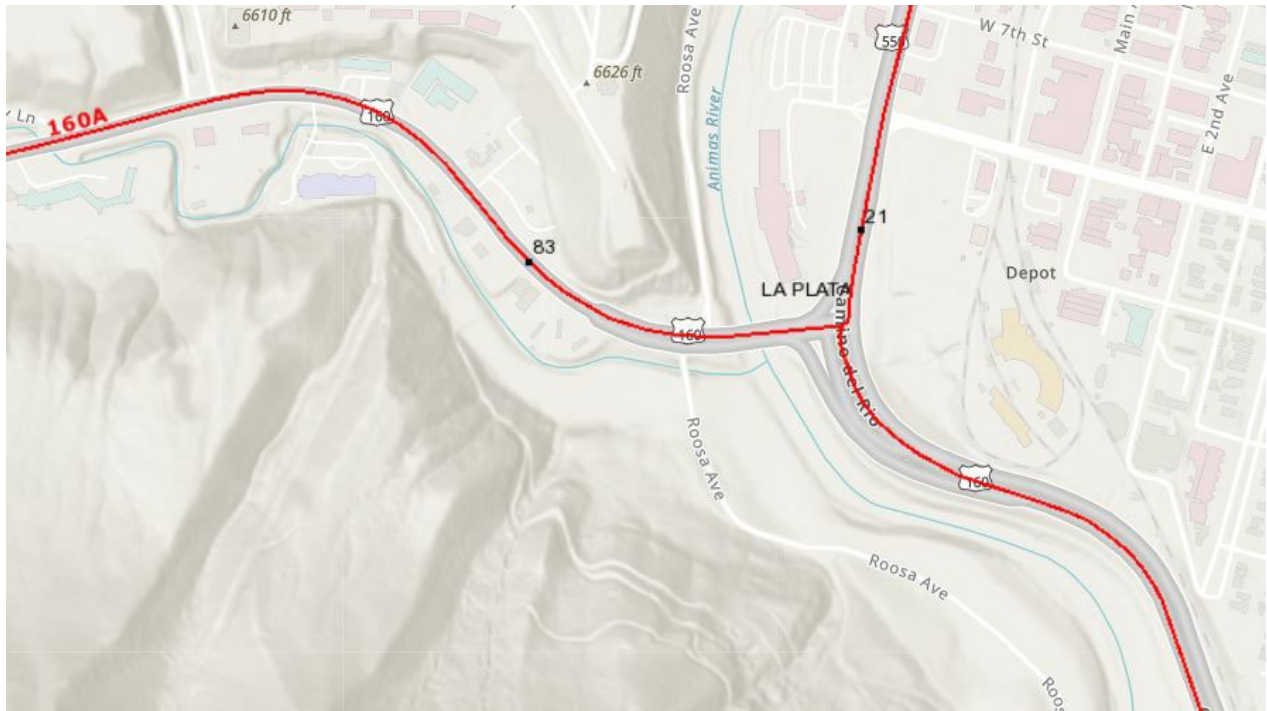


US 160 MP 83.1 (Double Tree Bridge)

County: La Plata

Treatment: Slab Repair

Status: Completed October 2023

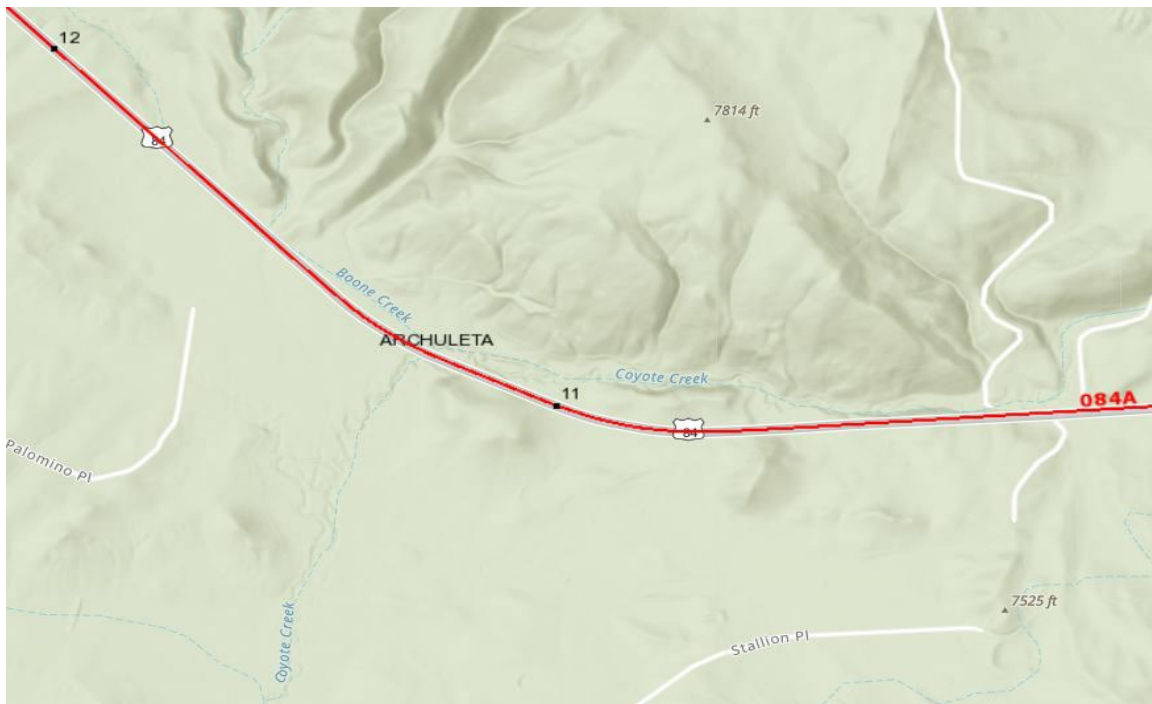


US 84 MP 11.2 (Coyote Creek Bridge)

County: Archuleta

Treatment: Bridge Repair

Status: Completed fall 2023

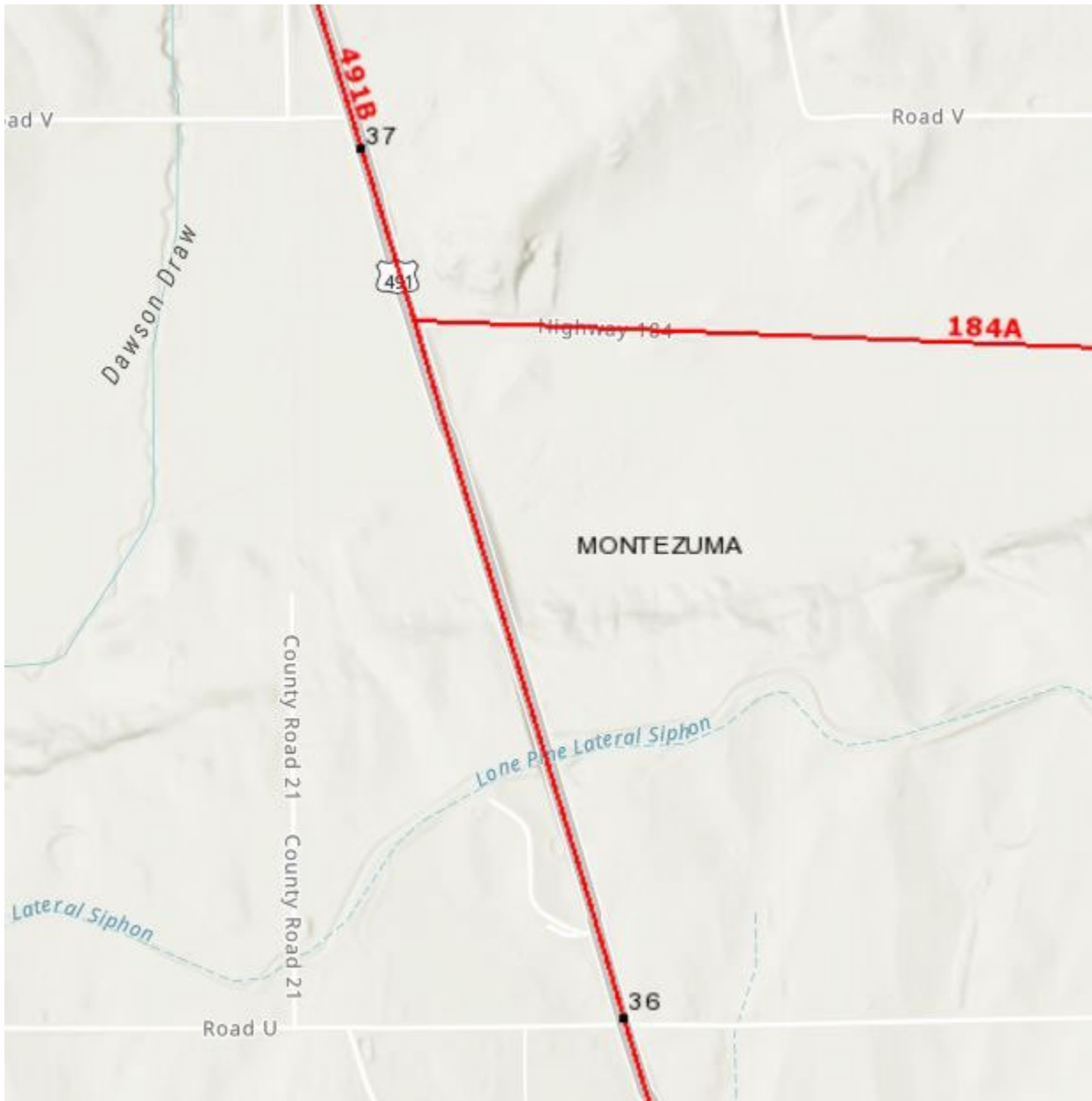


US 491 MP 36.7

County: Montezuma

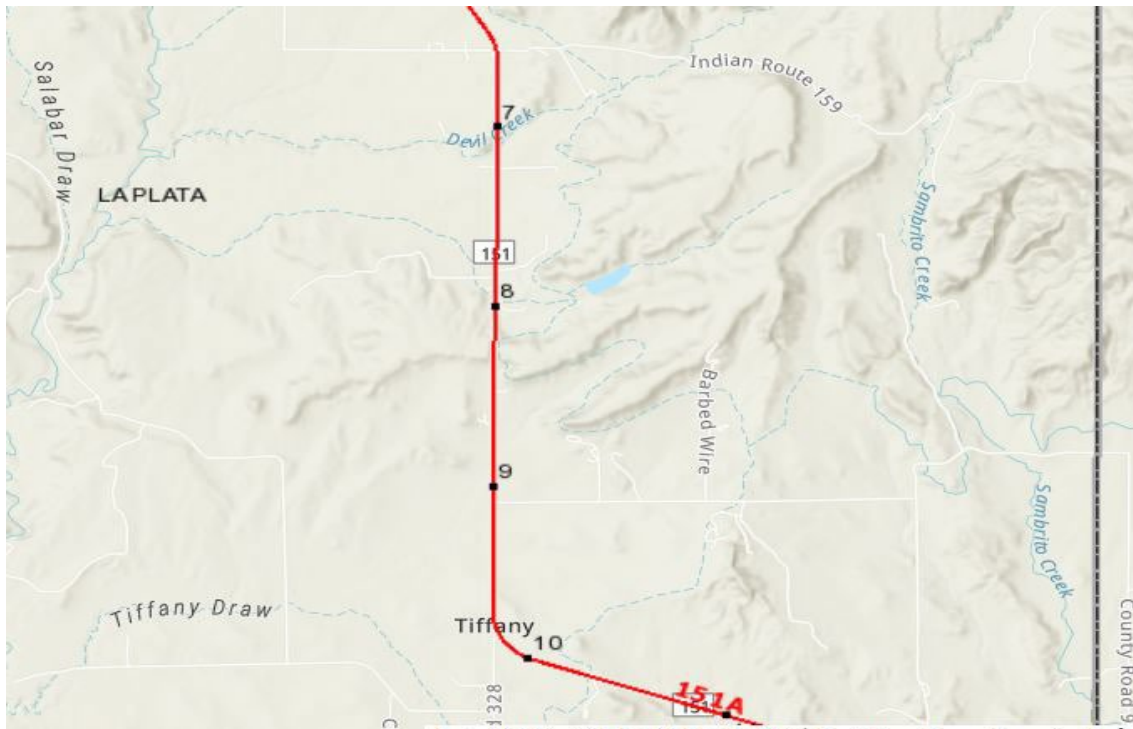
Treatment: Cure-in-place Culvert Lining

Status: Completed fall 2023



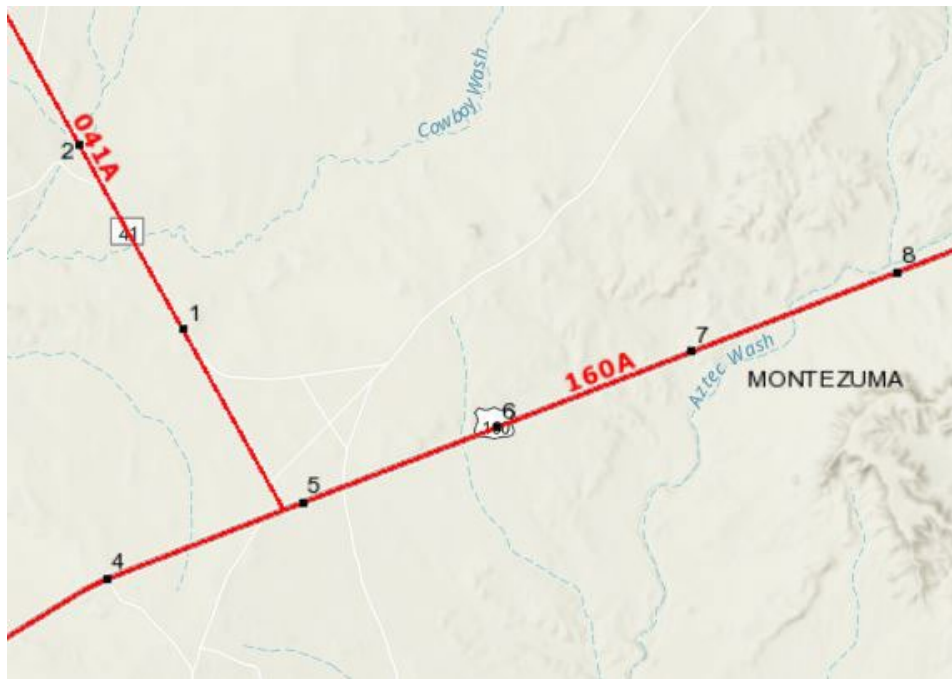
SH 151 MP 7.2

County: La Plata / Southern Ute Reservation
Treatment: Irrigation Culvert Replacement
Status: Completed fall 2023



US 160 MP 6.9

County: Montezuma / Ute Mountain Ute Reservation
Treatment: Guardrail Repair/Highway Paving (Truck Crash/Fire), Reopened Hwy after 12 hrs
Status: Completed October 2023



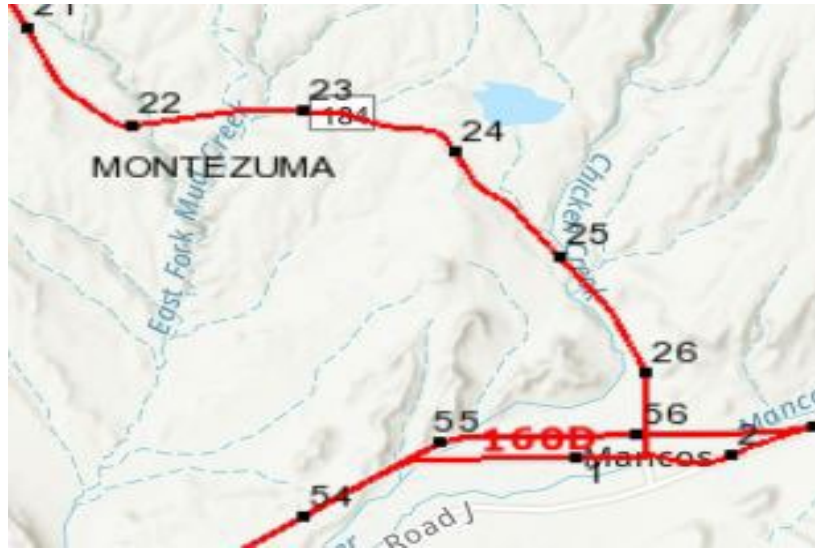
SWTPR- FY 24 Maintenance Projects (Upcoming)

SH 184 MP 21-24

County: Montezuma

Treatment: Chipseal

Status: Tentatively Scheduled for April - June 2024



US 550 MP 7-11.8

County: La Plata

Treatment: Chipseal

Status: Tentatively Scheduled for April-June 2024

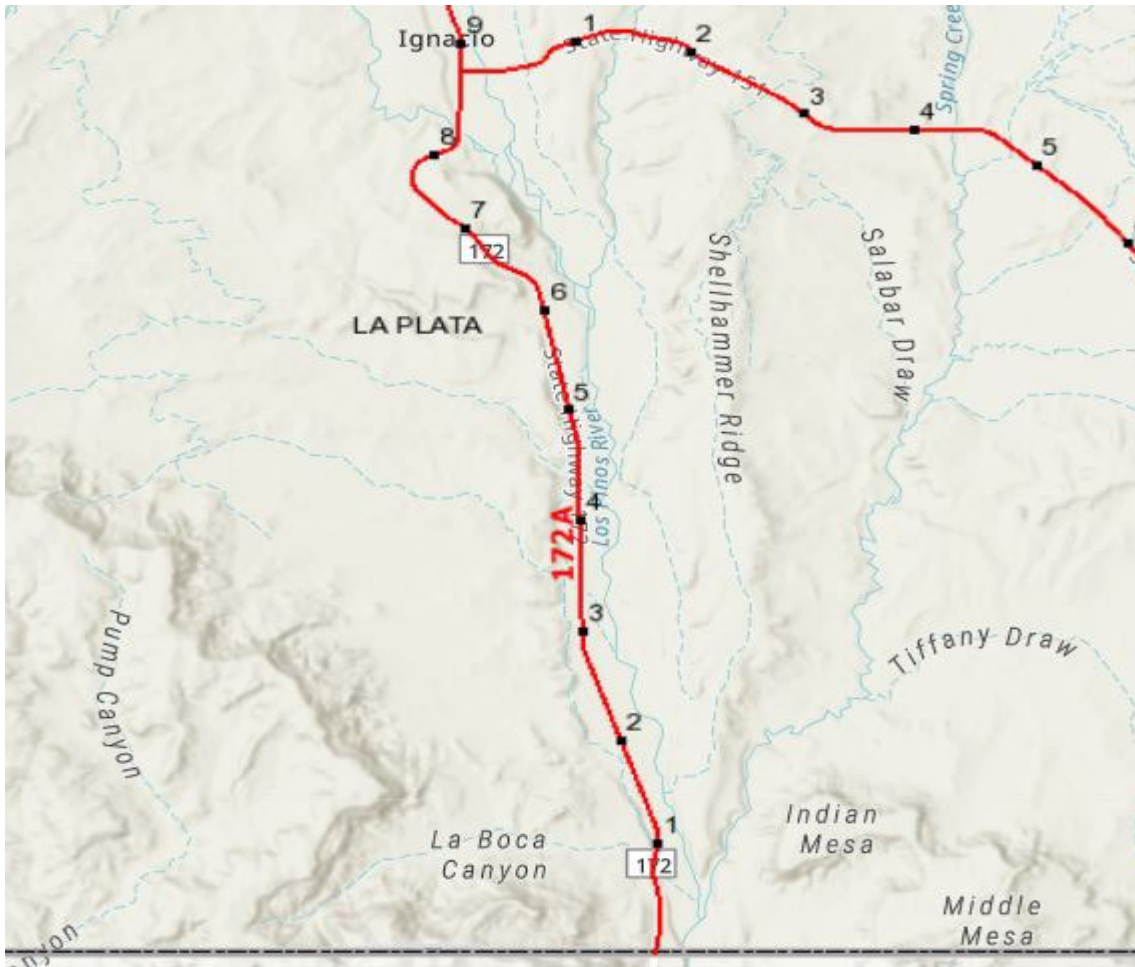


SH 172 MP 0-7

County: La Plata / Southern Ute Reservation

Treatment: Chipseal

Status: Tentatively Scheduled for April-June 2024



Section 3 FY 24 MTCE Culverts

Counties: Archuleta, La Plata, Montezuma, San Juan, Dolores

Treatment: 14 In-Kind Culvert Replacements

Status: Tentatively Scheduled for March - June 2024

- Locations:
- US 550 MP 10, 31.5, 58.4, 78.3, 79.9
 - SH 41 MP 4.2, 4.5
 - SH 145 MP 56.2, 57.4, 57.5
 - SH 151 MP 6.9, 7.1, 8.1, 27.8