



EAGLE VALLEY TRAILS COMMITTEE OPERATING PROCEDURES

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Purpose

According to the Bylaws of the Eagle County Transportation Authority, the Eagle Valley Trails Committee function is to consider requests for expenditures on trails, and to recommend to the Authority each year, prior to adoption of the Authority budget, a budget for trails. The Bylaws state that the Committee shall establish operating procedures, subject to approval by the Authority.

The Eagle County Trails Committee was originally established by the Eagle County Transportation Authority in 1996 after the passage of the ½ percent sales tax for transportation. The Eagle County Trails Committee was renamed through the amendment of the Authority bylaws in 1998 to the Eagle Valley Trails Committee.

Definition of Trails

For the purposes of the Committee's studies and recommendations, trails shall mean shared-use pathways that are non-motorized, year-round or seasonal, and available for use by pedestrians, bicycles, roller skaters, equestrians and other types of uses customary to an urban and suburban trail system. The goal of the Committee is to focus primarily on the construction of trails within and between communities that may also link to other public lands trail systems. In the transportation tax ballot issue, the term bike paths and bikeways was not intended to mean a path system limited to bicycles only.

Description of Committee Duties

- Recommend priorities for trail funding and construction using information from existing bike path and trails plans and specific study of potential trail segments.
- Disburse trail project funding so that it is equitably distributed over time throughout the Eagle Valley side of Eagle County and leveraged to the greatest extent possible using matching funds, grants, partnerships and other cooperative approaches.
- Coordinate project recommendations with the decision making and budgeting processes of the Authority.
- Develop annual Action Plan that outlines current goals and activities to accomplish the goals.
- Develop, coordinate, or organize other activities determined to be necessary to accomplish the goals of the Committee.

Membership

1. The Committee is limited to 18 citizen memberships including:
 - 12 Voting Members, with up to four appointed from each of the three county commissioner districts
 - 3 Alternate Members, one for each of the three commissioner districts
 - 3 At-large Members from Eagle County, not including the Roaring Fork and Fryingpan Valleys.

2. Alternates will have the rights and duties of the regular member(s) in the event a regular member is absent or otherwise unable to act in such capacity. At-large members shall be assigned the rights and duties of regular members by the Chairperson, if needed for a quorum and voting.
3. A maximum of 12 votes may be cast on any item requiring a vote. The roll call voting process shall be managed by the Chairperson.
4. Appointments to the Committee shall first be considered by the Committee and a recommendation then presented to the Authority for consideration.
5. Authority staff or representatives from local town governments, Eagle County and state and federal agencies as necessary shall provide technical assistance. Authority staff and local government representatives will not be eligible to vote.

Terms

Members of the Eagle Valley Trails Committee shall be appointed for terms of two years. Vacancies shall be filled for the balance of the unfulfilled term.

Officers

1. The officers of the Committee shall consist of a chairperson and a vice-chairperson and shall be selected each July by a vote of the Committee. Each officer shall hold office for one year and until his/her successor has been appointed.
2. The Chairperson shall preside at all meetings of the Committee and shall report to the Authority and Board of County Commissioners as needed.
3. The vice-chairperson shall perform all duties of the chairperson if the chairperson is absent or unable to chair.

Meetings

Meetings shall be held as often as necessary as determined by the Committee. A representative of the Committee shall provide an update to the Authority quarterly, at minimum, or more often if necessary. All meetings of the Eagle County Trails Committee shall be considered public meetings. Agendas will be posted and minutes kept on file in the Authority office. The annual meeting schedule will be determined at the last meeting of the previous year.

Meeting Attendance Policy

Members shall make every effort to attend all meetings. If a member is unable to attend a specific meeting, that member should notify either the Chairman or the Transportation Authority office of that fact.

Any member who misses three (3) Trails Committee meetings in any twelve (12) month period without just cause will be subject to removal from the committee by a majority vote of those members present when the issue is brought before the committee.

Process for Disbursement of Trail Funds

1. The process will include a review of the adopted Eagle Valley Regional Trails Plan priorities and funding recommendations from Trails Committee members and staff of ECO partner organizations, based on the Plan. The process may also include a public solicitation (advertisement, letters, etc.) of trail proposals from towns, county, recreation districts, metropolitan districts, and other citizen groups or individuals for consideration and evaluation. If proposals are solicited, they shall include a project description, map of the route and a preliminary estimate of the project cost.
2. The Committee will select projects to fund based on comparison to selection criteria and specific evaluation. The Committee will present their final recommendations from each annual selection process to the Transportation Authority. The review and selection process will be coordinated to correspond to the annual budget development process of the Authority and Eagle County.
3. The primary responsibility for successful completion of the project will lie with the jurisdiction receiving the funding (town, county, etc.) but Committee and the Transportation Authority staff will provide assistance as necessary, warranted or available for complete project components (e.g., grant preparation, contract preparation, construction plans, construction, maintenance schedule, etc.) All projects must be completed in significant conformance with the original and approved proposal, unless otherwise authorized by the Committee (and the Authority and BOCC if necessary). Prior to release of funds for any approved project, an agreement will be prepared by the Committee and the Transportation Authority stipulating the conditions of the funding award that the recipient must abide by.

Trail Segment Selection Criteria

Proposed Trail Projects should meet as many of the following goals as possible:

1. Link communities, neighborhoods, and traffic generators such as commercial centers, schools, recreation sites and mass transit stations;
2. Accommodate a mix of user groups such as pedestrians, bicyclists, joggers, equestrian, cross-country skiers, and others and benefit the most people year round;
3. Improve existing safety issues by reducing conflicts with automobiles and incorporating design features that minimize hazardous conditions;
4. Create a continuous trail system by establishing new segments and connecting existing trails within communities, between communities, regionally and statewide;
5. Create no or minimal impact on the area's wildlife or habitat;
6. Maximize opportunities to view or pass through scenic features such as unique land forms, waterways, vistas, vegetation, wildlife and to view historic landmarks without disturbance of the resource;
7. Provide non-motorized, appropriate access to public lands (open spaces, trailheads, recreation sites, waterways).

Proposed Trail Projects will also be evaluated on the following details:

1. A match by the jurisdiction proposing the project is expected. Cash, grant awards, and in-kind donations of services or supplies may be used for the match. There is no required minimum match. The intent is to leverage the trails funds to the greatest extent possible;
2. Can be properly designed, constructed and maintained at a relatively reasonable cost in a reasonable amount of time with minimal land acquisition issues;

3. The relationship to the railroad corridors and the road shoulder conditions of nearby roads has been evaluated;
4. There are minimal physical constraints (low level of natural hazards, amenable topography, room for re-vegetation and stabilization, no environmental consequences, etc.);
5. There are minimal ownership constraints and disruption of existing property use;
6. The project is cooperative effort with multiple agencies sharing costs, design, construction, signs, maintenance, right-of-way, etc.;
7. Without immediate acquisition/construction, the alignment may be lost as an opportunity.