

STATE OF COLORADO  
DEPARTMENT OF NATURAL RESOURCES  
COLORADO PARKS AND WILDLIFE

**Board Policy A-104**

**SUBJECT: RECREATIONAL TRAILS COMMITTEE**

**AUTHORITY:** Colorado State Statutes 33-11-105, Recreational Trails Committee; 33-11-106, Responsibilities of Committee; 33-11-107, Availability of Funds

**DATE APPROVED:** Revised October 28, 2011; Approved December 8, 2011

**REVIEW DATES:**

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I. PURPOSE

The purpose of this Parks and Wildlife Commission Policy is to establish operational procedures for the Colorado Recreational Trails Committee.

The Colorado Recreational Trails Committee (the Committee) serves as an advisory committee to the Parks and Wildlife Commission (the Commission). The Commission appoints eight of the nine Committee members and oversees the Committee's structure and work program.

The Committee is responsible for making recommendations to the Commission concerning the funding of trail grants and trail related tasks as outlined in section 33-11-106, Colorado Revised Statutes.

II. COMMITTEE APPOINTMENTS

Committee Members and Committee Member Tenure

33-11-105 (1) *There is hereby created the Colorado recreational trails committee, which shall be advisory and shall consist of nine members, eight of whom shall be appointed by the board of parks and outdoor recreation. One member shall be appointed from the governing committee of the state board of the great outdoors Colorado trust fund created by section 6 of article XXVII of the state constitution. The members appointed by the board of parks and outdoor recreation shall be appointed for terms of four years. No member shall serve more than two consecutive terms. One member shall be appointed from each congressional district, one member shall be appointed from the state at large, and one member shall represent and be appointed by the state board of the great outdoors Colorado trust fund. The committee shall include in its membership representation of the broad spectrum of trail users. Vacancies from the members appointed by the state board of parks and outdoor recreation on the committee shall be filled for the unexpired term by the board of parks and outdoor recreation.*

Vacancies

Vacancies on the Committee are created by resignation, expiration of appointed terms, or removal with cause from the Committee by the Commission. If a vacancy on the

Committee occurs, a successor will be appointed as soon as possible by the Commission or by the State Board of the Great Outdoors Colorado trust fund to fill the unexpired term.

#### Attendance

Lack of attendance at committee meetings may be a cause for removal. Missing two or more meetings over a twelve month period shall constitute cause for removal.

#### Committee Member Representation

Eight committee members will be chosen by the Commission to represent the trails and outdoor recreational interests of the general public. A public solicitation process shall be used to gather information from persons interested in serving as Committee members as vacancies occur. Committee members shall be chosen by the Commission based upon a candidate's qualifications inclusive of overall skills, outdoor recreational interests and leadership qualities. Selection shall not be based solely on the trail activity orientation. Of the eight members, one member will be chosen to represent off-highway vehicle (OHV) interests and one member will be chosen to represent snowmobile interests for grant selection purposes due to the dedicated funding sources related to these trail activities, and one member will be chosen to represent local government interests.

#### Ex Officio Positions

The Commission may create ex officio positions as needed to advise the Committee. Ex-officio members shall not vote in formal actions of the Committee. Ex-officio members may serve on grant selection subcommittees and participate in grant selection activities.

### III. RESPONSIBILITIES OF COMMITTEE

- A. 33-11-106 (1) *The Committee, with the approval of the board, shall coordinate trail development among local governments and shall assist local governments in the formation of their trail plans and advise the board quarterly of its findings. In carrying out this responsibility, the committee shall review records of easements and other interests in land which are available and may be adapted for recreational trail usage, including public lands, utility easements, floodplains, railroad and other rights-of-way, geological hazard areas, gifts of land or interests therein, and steep slope areas. The committee shall advise the board in the development of uniform standards for trail construction which may be adopted by the board for statewide use and which shall be made available to participating local governments. The committee shall offer plans and methods for funding a trails system through user fees or other financing methods.*
- B. 33-11-105 (2) *The committee shall meet not less than four times annually to advise the division on all matters directly or indirectly pertaining to trails and their use, extent, and location and the objectives and purposes of this article.*

The Committee is responsible for the implementation of the State Trails Program Strategic Plan.

The Committee shall make recommendations to the Commission concerning the funding of Large and Small Construction/Maintenance Recreational Trail Grants, OHV Program Grants, and Recreational Trail Planning/Support Grants annually at the March or April Commission meeting. The Committee shall make recommendations concerning funding of Snowmobile Program Capital Grants at the September Commission meeting.

The Commission may request additional recommendations from the Committee as deemed necessary for the administration and management of the State Trails Program.

#### IV. OFFICERS

##### A. Election

The officers of the Committee shall consist of a Chairperson and a Vice Chairperson who shall be elected at the annual meeting. Each officer shall hold office for twelve months or until a successor has been duly elected. The Director shall designate a staff member to serve as secretary to the Committee.

##### B. Duties

The duties and powers of the officers are as follows:

###### 1. Chairperson

- a. Conduct and preside at all meetings of the Committee.
- b. Maintain contact with the Commission and Program staff.
- c. Call special meetings in accordance with the meeting procedures.
- d. Sign documents, correspondence, and resolutions of the Committee.
- e. Establish subcommittees as needed and appoint members thereof, and perform other duties designated by the Committee.

###### 2. Vice Chairperson

During the absence, disability or disqualification of the Chairperson, the Vice Chairperson shall exercise or perform all duties of the Chairperson.

#### V. MEETINGS

##### A. Public Attendance

All meetings of the Committee, except executive sessions, shall be publicly noticed and open to the public in accordance with Colorado's Open Meetings Law.

##### B. Regular Meetings

The meeting schedule for each calendar year shall be determined at the annual meeting by a majority of the Committee members.

##### C. Study Sessions or Workshops

Study sessions or workshops can be called at any time and will be open to the public.

- D. Special Meetings  
Special meetings may be called by the Chairperson, the Commission or by the Director.
- E. Annual Meetings  
The regular meeting each year after July 1<sup>st</sup> shall be the annual meeting for the purpose of the election of officers. Any rescheduling of the annual meeting requires a majority vote of the Committee.
- F. Annual Review  
The Committee shall review, at least once annually during the first quarter of the calendar year with the Commission, the status of the State Trails Program.
- G. Executive Session  
The Committee may, by majority vote, go into executive session to discuss any matters as may be provided by law.
- H. Quorum  
A simple majority of the current membership of the Committee will constitute a quorum. No official business can be conducted without a quorum present. The decision or formal act of the members present at any meeting of the Committee at which a Quorum is present will be the act of the Committee.
- I. Parliamentary Procedures  
The rules contained in Roberts Rules of Order Newly Revised shall govern the Committee in all matters to which they are applicable. The Committee shall operate according to all state statutes, regulations, and procedures.
- J. Subcommittees  
Subcommittees, standing or special, shall be created by the Commission or by the Chairperson, with the approval of a majority of the Committee members. Subcommittees may be created as deemed necessary to carry on the work of the Committee.

## VI. GRANT REVIEW AND RANKING SUBCOMMITTEES

- A. Standing Subcommittees  
Five standing subcommittees are hereby appointed for the purpose of ranking grant applications and formulating specific grant funding recommendations to the Committee:
  - 1) Large Construction/Maintenance Recreational Trail Grant Subcommittee;
  - 2) Small Construction/Maintenance Recreational Trail Grant Subcommittee;
  - 3) Recreational Trail Planning Grant Subcommittee;
  - 4) OHV Grant Subcommittee; and,
  - 5) Snowmobile Capital Grant Subcommittee.
- B. Subcommittee Chairpersons  
The member appointed by the Commission to the Committee to represent OHV

interests shall chair the OHV Grant Subcommittee. The member chosen by the Commission to represent snowmobile interests shall chair the Snowmobile Capital Grant Subcommittee. The chairpersons for the Recreational Trail Grant Subcommittees shall be appointed each year by the Committee Chairperson with approval by a majority of the Committee members.

- C. Grant Review and Ranking Subcommittees composition and policies  
The composition of the five grant selection subcommittees shall be as follows:
1. Large Construction/Maintenance Recreational Trail Grants
    - Chairperson: Selected by the Committee
    - Members: Trail Enthusiasts (Up to 10 members from the general public)
    - Member: Representative of Great Outdoors Colorado
    - Member: State Recreational Trails Coordinators
    - Member: State Trails Program Manager
  2. Small Construction/Maintenance Recreational Trail Grants
    - Chairperson: Selected by the Committee
    - Members: Trail Enthusiasts (Up to 10 members from the general public)
    - Member: Representative of Great Outdoors Colorado
    - Member: State Recreational Trails Coordinators
    - Member: State Trails Program Manager
  3. Planning Grants Subcommittee
    - Chairperson: Selected by the Committee
    - Members: Trail Enthusiasts (Up to 10 members from the general public)
    - Member: Representative of Great Outdoors Colorado
    - Member: State Recreational Trails Coordinators
    - Member: State Trails Program Manager
  4. Recreational Trail Grant policies
    1. Recreational trail grant funds shall be allocated to each recreational trail grant category based upon the ratio of funds requested in each category in any given year against the total amount of recreational trail grant funds requested in that same year.
  5. OHV Grants Subcommittee
    - Chairperson: OHV designee appointed to the Committee
    - Members: Seven (7) OHV enthusiasts (from the general public) appointed by the OHV Grants Subcommittee chairperson
    - Member: One (1) non-motorized Committee member
    - Members: Two (2) non-motorized trail enthusiasts (from the general public) appointed by the non-motorized Committee member.
    - Member: One (1) multiple-use trail enthusiast appointed by the Director of Parks and Wildlife Division
    - Members: Two (2) State Parks Off-Highway Vehicle Trail Coordinators

-Ex-officio Members:  
One (1) Wildlife biologist;  
One (1) CPW law enforcement official;

One (1) BLM representative with expertise in Travel Management; and,  
One (1) Forest Service representative with expertise in Travel  
Management  
One (1) Motorized State Trail Program Manager

Ex-officio subcommittee members serve the subcommittee as subject  
matter experts and shall not rank grant applications or make funding  
recommendations.

6. OHV Subcommittee Succession Plan

1. OHV subcommittee members shall be appointed to serve a three-year term renewable for an additional term of three years or until the expiration of the OHV Subcommittee Chairperson's term, whichever occurs first. No subcommittee member shall serve on the subcommittee for more than six years beginning in 2011.
2. The OHV subcommittee chairperson shall nominate replacement candidates for all motorized affiliate OHV subcommittee vacancies. The subcommittee's non-motorized Committee appointee shall nominate replacement candidates for all non-motorized affiliate subcommittee vacancies.
3. Unless otherwise specified herein, new or replacement subcommittee members shall be approved and appointed by a majority vote of the Committee.
4. At the end of the 2011-2012 OHV grant cycle, the terms of two (2) of the seven (7) motorized affiliated OHV subcommittee members and one (1) non-motorized affiliated subcommittee member shall expire.
5. At the end of the 2012-2013 OHV grant cycle, the terms of two (2) of the seven (7) motorized affiliated OHV subcommittee members and the one (1) multiple-use subcommittee member shall expire.
6. At the end of the 2013-2014 OHV grant cycle, the terms of three (3) of the seven (7) motorized affiliated OHV subcommittee members and one (1) non-motorized subcommittee member shall expire.

7. OHV Subcommittee Policies

1. The OHV subcommittee shall convene a grant review orientation and Good Management Program meeting in January to initiate the annual grant review cycle.
2. Applications for Good Management status shall be reviewed at this meeting.
3. Funding recommendations for Good Management Programs shall be finalized at this meeting.
4. Public presentations on selected Good Management status and funding requests and all competitive Off-Highway Vehicle trail grant applications shall be scheduled at this meeting.

5. Public comment on all Good Management Program status and funding requests shall be invited and heard by the OHV Subcommittee at this meeting.
  6. Programs that receive approval for Good Management status at this meeting may opt out of the Good management Program at any time to remain in the competitive pool of Off-Highway Vehicle grant applications.
  8. Snowmobile Capital Grants Selection Subcommittee
    - Chairperson: Snowmobile Designee appointed to the Committee
    - Members: Snowmobile Enthusiasts (Up to 10 members from the general public and snowmobile clubs in Colorado)
    - Member: State Snowmobile Program Coordinator
- D. The Committee Chairperson with a majority vote of the Committee may appoint additional subcommittees as needed for the purpose of ranking grant applications and making funding recommendations to the Committee.
- E. The grant review and ranking subcommittees, with the assistance of trails program staff, shall conduct a fair and objective grant review and selection process before making recommendations to the Committee. Public input shall be solicited as part of the grant selection process. Subcommittees may also assist the committee with policy recommendations.
- F. The Committee shall weigh all relevant factors and public comment in formulating its recommendations to the Commission concerning the funding of each State Trail Grant on an annual basis.
- G. Letters of support for any pending grant application received after an established submission deadline for such letters shall be treated as public comment as long as the letter meets the criteria established for providing public comment on a trail grant application.
- H. Grant review subcommittees may utilize line-item budget veto authority to eliminate items requested in grant applications that, in the opinion of the subcommittee, detract from the grant application and, by their elimination, would significantly improve the scores awarded to the application and overall ranking of the application for funding eligibility.
- I. Any scores submitted by an appointed subcommittee grant reviewer after the established score submission deadline shall not be considered for funding eligibility in the final tally of scores used to rank a grant application.
- J. The Committee may authorize the use of outlier elimination algorithms to identify and potentially eliminate outlier grant application scores submitted by grant reviewers.

Commission Policy No. A-104 is approved this 8<sup>th</sup> day of December,

2011, by:

  
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Chair

Colorado Parks and Wildlife Commission