

**Meeting Minutes of the
NORTH FRONT RANGE TRANSPORTATION &
AIR QUALITY PLANNING COUNCIL**

**December 7, 2017
Eaton Area Community Center
1675 3rd Street
Eaton, CO**

Voting Members Present:

Kevin Ross - Chair	-Eaton
Jennifer Baker	-Berthoud
John Morris	-Evans
Gerry Horak	-Fort Collins
Robb Casseday	-Greeley
Tom Donnelly	-Larimer County
Paula Cochran	-LaSalle
Dave Clark	-Loveland
Linda Measner	-Milliken
Don Brookshire	-Severance
Aaron Pearson	-Timnath
Kathy Gilliland	-Transportation Comm.
Sean Conway	-Weld County
Kristie Melendez	-Windsor

Voting Members Absent:

Chris Colclasure	- CDPHE
Troy Mellon	-Johnstown
*No Member	-Garden City

MPO Staff:

Becky Karasko, Regional Transportation Planning Director; Renae Steffen, Administrative Director; Alex Gordon, Transportation Planner II/Mobility Coordinator.

In Attendance:

Dawn Anderson, Jeff Bailey, Jim Becklenberg, Ken Bennett, Mark Clark, Julie Cozad, Jim Eussen, Joel Hemesath, Myron Hora, Wayne Howard, Will Jones, Tim Kemp, Suzette Mallette, Johnny Olson, Darin Parrish, Karen Schneiders.

Chair Ross called the MPO Council meeting to order at 6:00 p.m.

PUBLIC COMMENT:

There was no comment.

APPROVAL OF THE MEETING AGENDA:

*CONWAY **MOVED** TO APPROVE THE DECEMBER 7, 2017 MEETING AGENDA. The motion was **seconded** and **passed** unanimously.*

APPROVAL OF THE MINUTES:

*CASSEDAY **MOVED** TO APPROVE THE OCTOBER 5, 2017 MEETING MINUTES. The motion was **seconded** and **passed** unanimously.*

Lead Planning Agency for Air Quality Agenda

Chair Ross opened the Air Quality portion of the meeting.

Air Pollution Control Division

A written report was provided.

Metropolitan Planning Organization (MPO) Agenda

Chair Ross opened the MPO portion of the meeting.

REPORTS:

Report of the Chair:

Chair Ross reported an investigatory committee had been formed as motioned in the Executive Session November 27th. The committee members are Gilliland, Brookshire, Conway and Baker. Brookshire will lead the committee and provide a report at the Executive Session December 7th. Ross also reported that he and Donnelly had been working with MPO staff to ensure documents are being signed in a timely matter.

Finance:

A written report was provided.

TAC:

A written report was provided.

CONSENT ITEM:

Coordinated Plan

*CASSEDAY **MOVED** TO APPROVE RESOLUTION 2017-21 APPROVING THE 2017 COORDINATED PUBLIC TRANSIT/HUMAN SERVICES TRANSPORTATION PLAN. The motion was **seconded** and **passed** unanimously.*

ACTION ITEMS:

FY 2018 Unified Planning Work Program (UPWP) and Budget Amendment #2

Becky Karasko stated the NFRMPO was currently processing the second amendment to the FY 2018 Unified Planning Work Program and Budget Amendment and noted the first amendment was in September 2017 and was budget neutral, only moving money from one task to another. Amendment #2 contains money from FY2017 Consolidated Planning Grant/CPG Rollover Funds for four tasks as well as new FHWA 405c Safety Grant Funds which were received through an application process to geocode crashes. The total increase to the FY 2018 budget will be \$243,675.

*GILLILAND **MOVED** TO APPROVE RESOLUTION 2017-21 APPROVING THE 2017 COORDINATED PUBLIC TRANSIT/HUMAN SERVICES TRANSPORTATION PLAN. The motion was **seconded** and **passed** unanimously. *Following the meeting it was further clarified that Gilliland had intended to move on the approval of RESOLUTION 2017-22 APPROVING THE SECOND AMENDMENT TO THE FY2018 UNIFIED PLANNING WORK PROGRAM (UPWP) AND BUDGET.*

CY 2017 3rd Quarter Unaudited Financial Statements

Crystal Hedberg, Finance Director, noted there was a net loss for the MPO mainly due to section 5310 program. The Federal Fiscal Year 2016 Section 5310 funds exchanged with the City of Fort Collins were recorded as revenue in the 2016 financial statements. This money has been received and is currently funding the program. The Federal Fiscal year 2017 funds will be accrued during the fourth quarter of 2017, which will reduce the loss reported on the year-end statements for this

year. Donnelly commented that the loss is simply a timing issue due to current unrecognized revenue and the organization remains financially solid. Melendez concurred.

CONWAY MOVED TO ACCEPT THE 3RD QUARTER UNAUDITED FINANCIAL STATEMENTS. *The motion was **seconded** and **passed** unanimously.*

MPO Office Closure on December 26, 2017

Ross reviewed information from the Office Closure on December 26, 2017 memo with the Council.

GILLILAND MOVED TO APPROVE MPO OFFICE CLOSURE ON DECEMBER 26, 2017. *The motion was **seconded** and **passed** unanimously.*

2018 Officer Elections

Ross opened nominations for 2018 MPO Chair.

*Conway **nominated** Tom Donnelly and Casseday **seconded** the nomination.*

ROSS MOVED TO CLOSE THE NOMINATIONS FOR THE 2018 MPO CHAIR. *The motion was **seconded** and it **passed** unanimously.*

*Conway **called for a vote** to elect Donnelly as MPO chair for 2018. Brookshire **seconded** the motion.*

*The Council **voted unanimously for Tom Donnelly as MPO Chair** for 2018.*

Ross opened nominations for 2018 MPO Vice-Chair.

*Gilliland **nominated** Kristie Melendez and Horak **seconded** the nomination.*

CASSEDAY MOVED TO CLOSE THE NOMINATIONS FOR THE 2018 MPO VICE-CHAIR. *The motion was **seconded** and it **passed** unanimously.*

*Ross **called for a vote** to elect Melendez as MPO Vice-Chair.*

*The Council **voted unanimously for Kristie Melendez as MPO Vice-Chair** for 2018.*

Ross congratulated Donnelly and Melendez and informed the Council that the assignment of STAC Representative would be done at the January meeting by Chair Donnelly.

Renae Steffen, Administrative Director, announced that this would be Ross's last meeting as Chair and presented him with a plaque, cake and card from the Council and MPO Staff. Ross said it was a pleasure to serve as the Chair and it has truly been a team effort expressed his appreciation for the effort and support from the staff and Council. Several members commended Ross for his outstanding leadership and thanked him for his many accomplishments as a humble, competent Chair noting his other responsibilities as Mayor, business owner and family. Ross thanked the Council for their friendships and their collaborative efforts.

Ross stated he had met with Congressmen Buck and Polis regarding the importance of the INFRA Discretionary Grant Program while in Washington D.C. the week of November 27th. He understood they had already reached out to CDOT staff to discuss the program.

COUNCIL REPORTS:

Transportation Commission Report

Gilliland reported on the following:

- Preliminary documents have been signed for the Central 70 project. There may be changes to the bonding policy due to new tax structuring anticipated for 2018. The hope is to have the final documents approved in December.
- Work is continuing on the priority list for the 10-year Development Program Plan. The R4 list has come from communications with all of the TPR's, MPO's and COG's, and priorities have remained consistent. The goal is to be prepared at the beginning of 2018 for any funding opportunities or changes through potential ballot initiatives, grants, etc.

Hyperloop Update

A written report was provided.

CDOT Region 4

A written Project Status Update was provided. Johnny Olson, CDOT R4, updated the Council on the progress of the INFRA Discretionary Grant Program for the region and explained how SB 267 funds may be used in different project scenarios, noting the \$635M needed for I-25. There is \$1.88B in SB 267 funds that will be used to match federal grants on successful applications. The remaining could be distributed to the potential new ballot initiative. Projects for the region come to approximately \$1.42B. He commended Herman Stockinger and Deb Perkins-Smith for their efforts and support of projects needed for R4.

Olson stated the North I-25 project has an Apparent Selected Contractor (ASC). Although there was still no one able to meet the budget, the ASC did not have the lowest budget in the Best and Final Offer (BAFO) Process, but actually won based on overall points and they are currently in negotiations with CDOT. The project is approximately \$31M over budget. CDOT is in negotiations with the selected firm and believes they will have a decision in January. This may include modifications to the scope of work or cancel the project and start over as the most extreme option. He noted there are many options but the third lane remains the number one goal. The project may be approximately 4-6 months behind schedule with construction scheduled to begin between June and August, depending on how things move within the negotiations. The project is still expected to be substantially complete in late 2020. All funding sources are being considered and it is imperative that Right of Way is purchased as soon as possible. Project costs are capable of increasing \$25-30M each year. Olson will reach out to the Council when the time is right for their engagement.

Olson noted the Crossroads Project is only slightly delayed and completion is expected in late January or early February.

I-25 Update

Horak reported the I-25 Coalition has an RFP out to obtain a Federal Lobbyist and will be meeting in January to discuss the funding challenges they have and determine whether the communities are able to pitch in or if they even want to continue the process.

STAC Report

A written report was provided.

Host Council Member Report- Ross proudly reported there are now four lanes of traffic moving on US Highway 85 in Eaton and thanked CDOT for the smooth new thoroughfare and concrete intersections. The town is working with Weld County on getting intersections crossing the railroad tracks closed. They are also looking forward to getting a repaving project on CR29. Eaton's vendor just completed Eaton's baseball fields and concession stands.

Ross welcomed everyone to the newly completed Eaton Area Community Center which was funded on a two-part mill levy, one for construction, and one for operations. Once the construction is paid off, only the operations mill levy will remain. Ross proudly noted the Rec Center has over 2000 memberships and is one of only two in the State of Colorado that is self-funded from membership. All were offered a tour of the facility to anyone who was interested.

Windsor- Melendez reported that the Town of Windsor is looking for a new Town Manager but it is business as usual while they complete their search

Milliken- Measner reported the Town of Milliken is need of a new Town Administrator and Leonard Wiest will be acting as their interim.

Loveland- Dave Clark reported Jacki Marsh was the new mayor for the City of Loveland as well as two new Councilmembers. The City was able to pass the funding component for their Downtown Development Association.

Larimer County- Donnelly reported Larimer County will be hosting the Regional Elected Officials meeting on December 18th at the Larimer County Fairgrounds. He thanked Dave Clark and Gerry Horak for their willingness to participate with him regarding regional transportation needs and work on issues to provide commuters with good options on a regional project lists.

Greeley- Casseday reported the City of Greeley had completed their elections recently and have one seat still in question, but were working diligently on the very complex issue.

Fort Collins- Horak reported the City of Fort Collins had passed the vote on \$130M Broadband Retail Internet project, 56-44. The system will be similar to Longmont's. There is a new parking garage with parking sensors which was funded by the City of Fort Collins, the DDA and the Bohemian Foundation. The garage is near the new Elizabeth Hotel which features a roof-top bar with a spectacular mountain and city view. The upscale hotel is a project between Pat Striker and others.

Severance- Brookshire thanked Ross, Conway, Melendez and Pearson for their collaboration on a CR 74 transportation plan. They expect to receive bids soon for studies of the roadway and surrounding areas.

Weld County- Conway reported there was a grand celebration for the \$109M WCR 49 project on November 18th. The section up to SH392 will be complete in the fall of 2018. He complimented the IHC project noting it was the third largest bridge in the State, being on budget, and being completed ahead of schedule.

Berthoud- Baker reported the Town of Berthoud Town Administrator retired on November 30th and they have an interim Town Administrator who has worked for the Town of Berthoud as Park and Recreation Director for 27 years and is doing well so far. Interviews were conducted on November 20th and they are in the process of choosing their final candidate who will hopefully start by February.

Evans- Morris reported the widening of 65th Avenue project will be slightly delayed and they are working to get one lane open in each direction for winter traffic, completing the project in the spring. The US 85 at 42nd Street project should have one lane in each direction open in the next week or so and then wait until spring for completion. Morris announced that Mark Clark would be taking his place on the Council and he would now become the alternate as he will not be running for Mayor in April. Ross and the Council applauded Morris for his work on the Council.

MEETING WRAP-UP:

Next Month's Agenda Topic Suggestions:

There were no suggestions

EXECUTIVE SESSION:

Ross stated the Executive Session was pursuant to Section 24-6-402(4)(b) of the Colorado Revised Statutes for discussion of personnel matters involving multiple employees, not all of which have

requested an open meeting, and to seek the advice of the Council's attorney on these and related matters. The Executive Director was notified of this item on the agenda and that the matter may be the subject of an executive session, and she had not requested an open meeting.

*Measner **moved** to go into Executive Session. Clark **seconded** the motion and **passed** unanimously.*

Council entered Executive Session at 7:25 p.m.

Ross reopened the regular meeting at 9:30 p.m.

EXECUTIVE SESSION ACTION:

*BROOKSHIRE **MOVED** TO ASSIGN LARIMER COUNTY COMMISSIONER TOM DONNELLY AS SIGNATORY FOR THE MPO DURING THE INTERIM OF TIME THE NFRMPO IS WITHOUT AN ACTING EXECUTIVE DIRECTOR. The motion was **seconded** and it **passed** unanimously.*

*BROOKSHIRE **MOVED** TO INSTRUCT MPO LEGAL COUNSEL TO NOTIFY THE COLORADO INTERGOVERNMENTAL RISK SHARING AGENCY (CIRSA) OF A CLAIM OF LOSS. The motion was **seconded** and **passed** unanimously.*

*BROOKSHIRE **MOVED** TO INSTRUCT MPO LEGAL COUNSEL TO NEGOTIATE WITH LARIMER COUNTY REGARDING THE TERMS OF THE INTERIM DIRECTOR, SUZETTE MALLETTE, FOR A TERM OF THREE MONTHS, PART-TIME, WITH POSSIBLE EXTENSION, AS NECESSARY. The motion was **seconded** and it **passed** unanimously.*

Horak commented that Mallette was chosen due to her experience with the NFRMPO previously as Regional Transportation Planning Director for more than twelve years and Interim Executive Director in 2012 and has stayed very educated and active in transportation issues as a member of the Technical Advisory Committee. She also is generally familiar with the staff. Conway complimented Mallette for her willingness to act as Interim Executive Director. Brookshire suggested that the Human Resource service contracted with the NFRMPO report to the Council on any changes they determine should be made at the organization. Ross agreed to reach out to the service company.

Ross directed Council to turn over all confidential documents used during the session.

The meeting adjourned at 9:35 p.m.

Meeting minutes submitted by: Renae Steffen, MPO Staff