

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

**May 4, 2017
Berthoud Town Hall
807 Mountain Ave.
Berthoud, CO**

Voting Members

Present

**Tom Donnelly-Vice
Chair**

Jennifer Baker

Mark Clark

Gerry Horak

Robb Casseday

Tom Donnelly

Paula Cochran

Joan Shaffer

Linda Meisner

Don Brookshire

Paul Steinway

Sean Conway

Kristie Melendez

-Larimer County

-Berthoud

-Evans

-Fort Collins

-Greeley

-Larimer County

-LaSalle

-Loveland

-Milliken

-Severance

-Timnath

-Weld County

-Windsor

Absent

Chris Colclasure

Kevin Ross

Troy Mellon

*No member

-CDPHE

-Eaton

-Johnstown

-Garden City

MPO Staff:

Terri Blackmore, Executive Director; Renae Steffen, Administrative Director; Becky Karasko, Regional Transportation Planning Director, Alex Gordon, Transportation Planner II/Mobility Coordinator, and Medora Kealy, Transportation Planner.

In Attendance:

Dawn Anderson, David Averill, Jeff Bailey, Leah Browder, David Droege, Walt Elish, Carrie Endres, Jim Eussen, Jamie Grim, Joel Hemesath, Myron Hora, Wayne Howard, Sara Kurtz, Janet Lundquist, Johnny Olson, Robin Stoneman, Suzette Mallette, Steve Mulvihill, Mitch Nelson, Karen Schneiders, Gary Thomas, Nick Wharton.

Vice Chair Donnelly called the MPO Council meeting to order at 6:02 p.m.

PUBLIC COMMENT:

David Droege of Longmont handed out seven pages of information titled *Understanding Bike Commuting Safety Concerns by Implementing a Regional Bike to Work Survey for the NFRMPO* to the Council and read verbatim the letter on pages 1-2.

Vice Chair Donnelly thanked Droege for the information

APPROVAL OF THE MEETING AGENDA:

*Casseday moved to approve the May 4, 2017 Meeting Agenda. The motion was **seconded** and **passed** unanimously.*

APPROVAL OF THE MINUTES:

Donnelly questioned the status of the Western Regional Alliance Membership which had been laid on the table at the March meeting. Blackmore replied there was no new information and no action scheduled, therefore the item would not be taken from the table.

*Shaffer moved to approve the March 2, 2017 meeting minutes. The motion was **seconded** and **passed** unanimously.*

Lead Planning Agency for Air Quality Agenda

Vice Chair Donnelly opened the Air Quality portion of the meeting.

Air Pollution Control Division Report:

A written report was provided.

Regional Air Quality Council:

A written report was provided. Blackmore added that there will be a presentation on Front Range Air Pollution and Photochemistry Experiment (FRAPPE) studies and other air quality studies at the June meeting adding that Medora Kealy had attended the FRAPPE presentation at the April 20th Science Forum and could provide more information for anyone wanting more details. Blackmore will report back to the Council following the June meeting.

Metropolitan Planning Organization (MPO) Agenda

Vice Chair Donnelly opened the MPO portion of the meeting.

REPORTS:

Executive Director Report:

Terri Blackmore, Executive Director, briefly reviewed the May 2017 Director's Report highlighting the following:

- 2017 Conflict of Interest forms need to be signed by all Council members and turned in to staff.
- Updated project schedules were provided as a handout.
- Title spacer pages in the packets will be removed if agreeable to Council.
- VanGo™ has chosen to purchase new vans from Pederson Toyota due to poor safety ratings on Dodge vans. The MPO is currently awaiting CDOT approval.
- Front Range Rail bill (SB 17-153) which will change the Southwest Chief Commission to the Front Range Rail Commission, has passed the Colorado House and is awaiting signature by Governor Hickenlooper. The NFRMPO will be required to appoint a member by May 15th if signed. Blackmore is recommending Becky Karasko for the appointment.
- The Colorado Division of the American Planning Association published an article by MPO Transportation Planner, Ryan Dusil. The article on the update of Transportation Analysis Zones and use of UrbanSim cloud featuring the recommended changes for LaSalle, was passed around the Council table.

- Alex Gordon, Transportation Planner II/Mobility Coordinator will discuss North Front Range transit activities while on a panel at the Colorado Association of Transit Agencies (CASTA) Conference on May 19th in Fort Collins.

Finance:

Donnelly noted the March 23, 2017 and April 20, 2017 Finance Committee Report bullet points and minutes were included in the packet and since many of those items discussed were also on the agenda for action he offered to share his insights on the items as they came up, if needed.

TAC:

A written report was provided.

Mobility:

A written report was provided.

ACTION ITEMS:

2016 Audited Financial Statements

Crystal Hedberg, Finance and Operations Manager introduced Sara Kurtz, Partner, and Carrie Endres, Audit Manager, both from Eide Bailey. Hedberg said it was enjoyable working with them this first year. Kurtz thanked Hedberg, Blackmore and the finance staff for their assistance with the audit process. She reviewed each section of the Independent Auditor's Opinion from page 2 -3 of the NFRT & AQPC Financial Statements December 31, 2016 and the summary tables from pages 6-7. She identified that there had been an increase in total assets of approximately \$500k mostly in cash and cash equivalents due to receiving fairly comparable amounts of revenue with cost savings. Liabilities remained fairly comparable to the previous year with some slight differences due to timing issues. She pointed out that the Change in Net Position for 2016 was increased by \$550k, showing strong financial position for the MPO. There was approximately \$400k decreased revenue, approximately \$150k in decreased VanGo™ revenues and \$83k in FTA funding which pushed the MPO to just below the single audit threshold, therefore, no federal single audit was required. Expenses also decreased by \$320k, the majority of which was \$120k in payroll and \$65k in fuel.

Endres reviewed the two letters that accompanied the Financial Statements saying she was happy to announce they were presenting an Unmodified Opinion and there were no "Significant Difficulties" to report because there had been no difficulties in dealing with management, no significant disagreements, no changes in significant account policies, and no significant unusual transactions. There was one restatement that is explained in the "Uncorrected and Corrected Misstatements" section of the letter and some adjustments were made to the current year and prior year figures due to capital assets. The two-page management letter notes some material adjustments related to the restatement as well as a recommendation on improving the reconciliation of the budget to the final finance statements. Blackmore signified that each year the MPO is required to create a budget using federal, state and calendar-year budgets that do not align, making the budget process very challenging. Hedberg was thanked for her cooperation during the audit and complimented on the processes she has in place.

*Casseday **moved** to approve the 2016 Audited Financial Statement. The motion was **seconded** and it **passed** unanimously.*

New Administrative Policy

Hedberg briefly reviewed information from the Administrative Policy Statement – Locally Funded Staff Time memo and noted it had been determined during the planning of the 2016 staff holiday party that no funding for this type of staff time, as well as unavoidable office closures, was eligible through grant funds and would need to come from the communities local match money. Conway asked for confirmation that the request was only for four hours of staff time and did not cover other elements of the staff holiday

party such as food. Hedberg confirmed that was correct. Donnelly noted the Finance Committee had recommended approval of the Administrative Policy Statement.

*Shaffer **moved** to Approve the Administrative Policy Statement- Locally Funded Staff Time. The motion was **seconded** and it **passed** unanimously.*

MPO & VanGo Reserve Policy Amendment

Hedberg briefly reviewed the proposed changes from the MPO and VanGo Reserve Policy Amendments memo with the Council. Donnelly noted the Finance Committee had recommended approval of the changes to the two policies.

*Conway **moved** to Approve the Changes to the Reserve Policies for both the MPO and VanGo™ Continue Allocating Any Annual Unused Billed Local Match Funds Until the MPO Fund is Fully Funded. The motion was **seconded** and it **passed** unanimously.*

Replacement of MPO Staff Vehicle

Blackmore briefly reviewed information from the Replacement of the 2003 Honda Civic memo with the Council adding that the vehicle is not ideal for staff to drive to Denver due to safety concerns. The request is to purchase a small SUV for approximately \$25k. Conway questioned whether the staff had already explored a deal for the purchase of a new vehicle. Blackmore indicated that they had researched the cost of a small SUV but they would need to go out for bid. Conway asked for confirmation that the trade-in value would be used to offset the final cost. Blackmore confirmed that was correct.

*Gilliland **moved** to Approve the Replacement of the 2003 Honda Civic. The motion was **seconded** and it **passed** unanimously.*

2018 Budget and FY2018-2019 UPWP

Blackmore reviewed information from the FY 2018 and FY 2019 UPWP and FY 2018 Budgets memo and Resolution 2017-10 with the Council, highlighting that each year less STP Metro matched funding are used. She noted the funding may increase in 2019 due to the use of State Planning and Research (SPR) funds, a different form of federal funds currently received because the TAZ's are being updated outside the MPO boundary. She added that MPO staff will need to complete the modeling for the air quality portion which is funded by CDOT and explained that the MPO and VanGo™ budgets are kept separate because VanGo is a separate business concern.

*Conway **moved** to approve Resolution 2017-10 Approving the FY 2018 and FY 2019 UPWP and FY 2018 Budget. The motion was **seconded** and it **passed** unanimously.*

Appointment of Senior Representative for TAC

Donnelly recognized Gary Thomas, Senior Representative for TAC and Executive Director of Senior Alternatives in Transportation (SAINT) for his many years supporting efforts that help seniors wanting to remain in their homes with transportation options in Northern Colorado. He stated how refreshing it was to see such a passionate advocate of transportation issues in the community and recognized Thomas's active voice at TAC and the MPO on issues specifically related to the senior population, the quickest growing segment in the region. He expressed his appreciation for Thomas and said he would be greatly missed and presented him with a card from the Council. Gilliland said that Thomas was passionate and devoted to service in Northern Colorado, had a tremendous ability to bring people together, and would be a tremendous loss for the region. Shaffer expressed her gratitude for Thomas's 12 years of service chairing the Transportation Advisory Board and his ability to grow the SAINT program. Conway complimented Thomas for the many people he had educated over the years and for leaving the issue of senior transportation so much better than he found it and called him a saint for the SAINT program. Thomas thanked the Council members for their kind words calling his work a labor of love. He stated the MPO was the least known, most important organization in the region and he was honored to be even a small part of the commendable work they accomplish. He cited that the needs of seniors will continue to

increase and he was pleased that there would continue to be a focus to address them. He offered his support of the two recommended appointees for Senior Transportation representation on TAC. Everyone in attendance applauded Thomas and wished him well.

Alex Gordon, Transportation Planner II/ Mobility Coordinator, thanked Thomas on behalf of himself and the Larimer County Mobility Committee and Senior Transportation Coalition of Larimer County for his years of support and said he had been a great inspiration. Gordon then reviewed the background information from the Appointment of a Senior Transportation Representative for the TAC memo with the Council.

*Conway **moved** to approve the Appointing of Janet Bedingfield as the Senior Transportation Representative for the TAC and Katy Mason as Alternate. The motion was **seconded** and it **passed** unanimously.*

Conway thanked Gordon for preparing the information and providing the TAC recommendations.

March 2017 TIP Amendment

Medora Kealy, Transportation Planner, reviewed the Key Points and Supporting Information from the March 2017 TIP Amendment AIS with the Council, clarifying that the Council's approval of the amendment would stand contingent on no negative public comment by May 12.

*Conway **moved** to approve Resolution 2017-11 Approving the March 2017 Amendment to the FY 2016-2019 Transportation Improvement Program (TIP) and to the FY 2018-2021 TIP. The motion was **seconded** and it **passed** unanimously.*

Casseday asked for confirmation that this approval excluded the request for the removal of the US 34 Bypass signal at 83rd Avenue from the Non-Regionally Significant Regional Priority Program Pool. Kealy confirmed that was correct and that the item will be discussed at the May 17 TAC meeting.

DISCUSSION ITEMS:

2040 RTP Amendment #2

Becky Karasko, Regional Transportation Planning Director, briefly reviewed information from the 2040 RTP Amendment #2 memo with the Council adding that the amendment, which was detailed in the 2040 Regional Transportation Plan Amendment Request in the packet, totaled \$58.5M and contained the following three components:

- Prospect road Interchange Reconstruction -\$30.5M
- US 34 Widening: I-25 to LCR 3E- \$12M
- Additional Requested Elements (ARE's) including SH 402 interchange improvements-\$16M

Karasko indicated that no conformity was required for the amendment so it would be put into the 2040 RTP immediately following Council's approval at the June 1st meeting.

I-25 Update

Suzette Mallette, Larimer County Transportation Program Manager/North I-25 Funding Coalition Designee for the contributing communities reported that the North I-25 Expansion project from SH 14 to just south of SH 402, which now includes the reconstruction of the Prospect Road Interchange and reconstruction of the SH 402 interchange, had some funding issues that caused an estimated one month delay. The new schedule allows for a "pre-final" RFP which is currently out to the top three firms who are working on their proposals, however, a Record of Decision (ROD) is needed before finalizing the final RFP which is scheduled for distribution on May 12th. The final RFP process will be very similar to the pre-final process. Submissions are due at the end of July, with selection expected by the end of August. The Notice to Proceed (NTP) for the design component is expected to be issued in October, with a NTP for the construction in December. Conway thanked Mallette for her commitment and contribution to the coalition and the MPO. Donnelly remarked how incredible it was that this vital project

was coming together so quickly and noted the respect Mallette garners in the region for her extensive knowledge. He also expressed his appreciation for the regional efforts by Shaffer, Mellon, Horak, Conway, CDOT and the Council as a whole, complimenting them for the progress made on the North I-25 project and the positive regional relationships that had been fostered. Gilliland expounded on the regional efforts of the local communities on the North I-25 project, complimenting many for their collaboration and getting behind the North I-25 projects and helping move them forward. She also complimented CDOT for including other major interchanges along I-25 for a cost of approximately \$309M, of which \$55.5M has been funded through contributions from the local communities and counties. She also mentioned the substantial contribution of the Mill Levy championed by Donnelly that kicked off the entire project. Conway recognized Horak for his organizing of the significant contribution by the City of Fort Collins of an additional \$250k to compensate for a match shortage.

COUNCIL REPORTS:

Transportation Commission Report

Gilliland reported that she and Horak and Mark Jackson, Fort Collins Planning, Development and Transportation Deputy Director had been invited to be part of a panel on a session for collaboration at the Colorado Municipal League (CML) based on the successes of the North I-25 project. She will also be on a panel at the CASTA meeting in Fort Collins.

CDOT Region 4

A written Project Status Update for May 1, 2017 was provided to the Council. Conway recognized Olson and his staff for the success of the US 34 PEL meeting held May 3rd in Evans, citing the many positive responses he heard from members of the public.

I-25 Funding Subcommittee

Horak announce the subcommittee would be meeting May 5th from 11:30- 1:00 at Perkins. Topics for the meeting will be as follows:

- Megan Castle will present on ExpressToll lanes and best practices for informing the public.
- Blackmore is providing a timeline for 2019 FASTLANE grant projects to enable them to be proactive in getting projects eligible for the funding.
- Consideration of Federal lobbying support and finding someone who can be effective and attend the meetings regularly.

North I-25 Coalition

Shaffer reported Sandra Solin from Northern Colorado Legislative Alliance (NCLA) had provided information from the legislative session on SB 303, a \$3.5 bond which is modeled after HB 1121 (5% allocation from sales tax) does not look like it will pass, however a ballot initiative is being considered. SB 267 which uses former SB 228 money, also does not look like it will pass. CDOT is hosting Infrastructure Week Colorado at I-25 north/SH 119 Park and Ride on Wednesday, May 17 from 10 -11 am. The coalition wants to discuss whether the coalition should hire a federal lobbyist. The will be discussing the success on the SH 36 Corridor the consideration of hiring a lobbyist.

US 34 Coalition

Donnelly reported the coalition is in the process of doing the purpose and needs assessment portion of the US 34 PEL. There were two successful public meetings held to gain public input, one in Evans and the other in Loveland. He commended Conway for spearheading the coalition, citing its victories.

STAC Report

Conway reviewed information from the Federal and State Legislative Report and Safety Performance Measures Target Setting sections of the STAC notes dated April 28, 2017. Gilliland added that at the May STAC meeting CDOT will discuss refining their 10-year development project list in order to be prepared for the public to vote on significant projects that are shovel-ready, if and when opportunities arise.

Conway asked Olson to speak to his concerns about the possibility of the Larkspur to Monument portion of I-25 being considered a priority when there may not be funding available and there has not been a PEL study done there, suggesting this may cause some very difficult discussions at the STAC level. Olson replied that CDOT is working on the regional priority list and his goal is to get equity throughout Region 4, by placing I-25 North, I-76 and US 85 Right-of-Way projects at the top. Governor Hickenlooper has stated that I-25 North and I-25 South are a priority for the State, which to him was an indication that no stretch of I-25 has been given a top priority ranking. Gilliland confirmed that there is currently no funding set aside for the Larkspur to Monument stretch other than for the PEL study. She believes the goal is to have as many projects shovel-ready as possible ahead of available federal funding. Olson added that South I-25 may be considered a priority planning project.

Conway asked about the status of the US 85 Right-of-Way project. Olson replied there was a meeting scheduled near the end of May with the Union Pacific Railroad (UPRR) to negotiate efficiency for right-of-ways in Weld County. Conway requested an update on the US 85 project near 104th Avenue. Olson responded that a consultant had just been hired to conduct a PEL to evaluate 104th, 112th, and 120th Avenues and assess priorities and possible alternatives.

Host Council Member Report- Baker welcomed everyone to Berthoud's new Town Hall remarking the building was purchased in the spring of 2016 and was a stupendous upgrade to their previous location. She added her compliments to the Council for their leadership and collaboration on the improvements on I-25 that have been such a tremendous benefit to smaller communities like Berthoud, as well as the entire Front Range. She explained that Mayor Mulvihill had been at the meeting but left to join their Youth Advisory Commission meeting.

Evans-Clark reported the bid process for the 65th Avenue Improvement Project will be open as of 9:00 a.m. May 12th. The City of Evans has hired an economic development consultant to assist with development projects.

Greeley-Casseday announced that the City of Greeley will be celebrating the completion of their Uptown Tree Project on June 3rd with approximately 31 unique tree sculptures along 8th Ave. between 10th St. and 16th Street.

Weld County- Conway reported WCR 49 project is on time and on budget, with completion on the segment between US 34 and I-76 by December followed by the final phase from WCR 60 ½ to SH 392 which will be complete in 2018.

Loveland- Shaffer reported the following:

- US 34 at Boyd Lake Avenue intersection improvements, which added a turn lane and improved signalization, are complete.
- The US 287 traffic calming effort from First Street to Cleveland Avenue is progressing thanks to assistance from CDOT.
- New wayfinding signage is now in place in downtown Loveland.
- The new Transportation Advisory Chair is Irene Fortune.

Timnath- Steinway thanked everyone for their patience as improvements on Harmony Road continue.

Transportation Commission- Gilliland noted that new signalization would be in place on May 8th at SH 392 in both directions and Harmony Road ramp going south.

Larimer County- Donnelly reported that Mallette had attended numerous Commissioner Citizen Meetings with him to inform the public about the Larimer County Transportation Master Plan and the Capital Improvement Plan which are currently being updated. More information can be found at www.larimer.org/planning

MEETING WRAP-UP:

Next Month's Agenda Topic Suggestions:

There were no suggestions

The meeting was adjourned at 7:39 p.m.

Meeting minutes submitted by: Renae Steffen, MPO Staff