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MPO Planning Council

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Becky Karasko
Regional Transportation Planning
Director
Rena Steffen
Administrative Director
Crystal Hedberg
Finance Director*

Next Council Meeting

**April 5, 2018
Greeley Fun Plex
1501 65th Avenue
Greeley, CO**

NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL SPECIAL MEETING AGENDA

March 15, 2018

**Weld County Administration Building
Events Center Room
1150 O Street
Greeley, CO**

Council Dinner 5:30 p.m.

MPO Council Meeting - 6:00 to 8:30 p.m.

Pledge of Allegiance

2-Minute Public Comment *(accepted on items not on the Agenda)*

Anyone in the audience will be given time to speak to items on the Consent Agenda. Please ask for that item to be removed from the Consent Agenda. Items pulled will be heard at the beginning of the regular agenda. Members of the public will be given an opportunity to speak to all other items prior to Council action being taken.

1. Acceptance of Meeting Agenda

Metropolitan Planning Organization (MPO) Agenda

Estimated Time

ACTION ITEM:

2. Executive Director Search Process Dave Clark/Ginger Robitaille **60 min**

MEETING WRAP-UP:

Next Month's Agenda Topic Suggestions **5 min**



MPO MEETING PROCEDURAL INFORMATION

1. The order of the agenda will be maintained unless changed by the MPO Planning Council Chair (MPO Chair).
2. "Public Comment" is a time for citizens to address the Planning Council on matters that are not specifically on the agenda. Each citizen shall be limited to a total of two (2) minutes time for public comment, or at the discretion of the MPO Chair.
3. Before addressing the Planning Council, each individual must be recognized by the MPO Chair, come and stand before the Council and state their name and address for the record. (All proceedings are taped.)
4. For each Action item on the agenda, the order of business is as follows:
 - MPO Chair introduces the item; asks if formal presentation will be made by staff
 - Staff presentation (optional)
 - MPO Chair requests citizen comment on the item (two minute limit for each citizen)
 - Planning Council questions of staff on the item
 - Planning Council motion on the item
 - Planning Council discussion
 - Final Planning Council comments
 - Planning Council vote on the item
5. Public input on agenda items should be kept as brief as possible, and each citizen shall be limited to two (2) minutes time on each agenda item, subject to time constraints and the discretion of the MPO Chair.
6. During any discussion or presentation, no person may disturb the assembly by interrupting or by any action such as applause or comments. Any side conversations should be moved outside the meeting room. Courtesy shall be given to all speakers.
7. All remarks during the meeting should be germane to the immediate subject.

GLOSSARY

5303 & 5304	FTA program funding for multimodal transportation planning (jointly administered with FHWA) in metropolitan areas and States
5307	FTA program funding for public transportation in Urbanized Areas (i.e. with populations >50,000)
5309	FTA program funding for capital investments
5310	FTA program funding for enhanced mobility of seniors and individuals with disabilities
5311	FTA program funding for rural and small Urban Areas (Non-Urbanized Areas)
5326	FTA program funding to define “state of good repair” and set standards for measuring the condition of capital assets
5337	FTA program funding to maintain public transportation in a state of good repair
5339	FTA program funding for buses and bus facilities
3C	Continuing, Comprehensive, and Cooperative
7th Pot	CDOT’s Strategic Investment Program and projects—originally using S.B. 97-01 funds
AASHTO	American Association of State Highway & Transportation Officials
ACP	Access Control Plan
ADA	Americans with Disabilities Act of 1990
ADT	Average Daily Traffic (also see AWD)
AIS	Agenda Item Summary
AMPO	Association of Metropolitan Planning Organizations
APCD	Air Pollution Control Division (of Colorado Department of Public Health & Environment)
AQC	Congestion Mitigation & Air Quality Improvement Program funds (also CMAQ)
AQCC	Air Quality Control Commission (of Colorado)
AWD	Average Weekday Traffic (also see ADT)
CAAA	Clean Air Act Amendments of 1990 (federal)
CBE	Colorado Bridge Enterprise funds
CDOT	Colorado Department of Transportation
CDPHE	Colorado Department of Public Health and Environment
CMAQ	Congestion Mitigation and Air Quality (a FHWA funding program)
CMP	Congestion Management Process
CNG	Compressed Natural Gas
CO	Carbon Monoxide
CPG	Consolidated Planning Grant (combination of FHWA PL112 & FTA 5303 planning funds)
CFY	Calendar Fiscal Year
DOT	(United States) Department of Transportation
DRCOG	Denver Regional Council of Governments
DTD	CDOT Division of Transportation Development
DTR	CDOT Division of Transit & Rail
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
FAST ACT	Fixing America’s Surface Transportation Act (federal legislation, December 2015)
FASTER	Funding Advancements for Surface Transportation and Economic Recovery (Colorado’s S.B. 09-108)

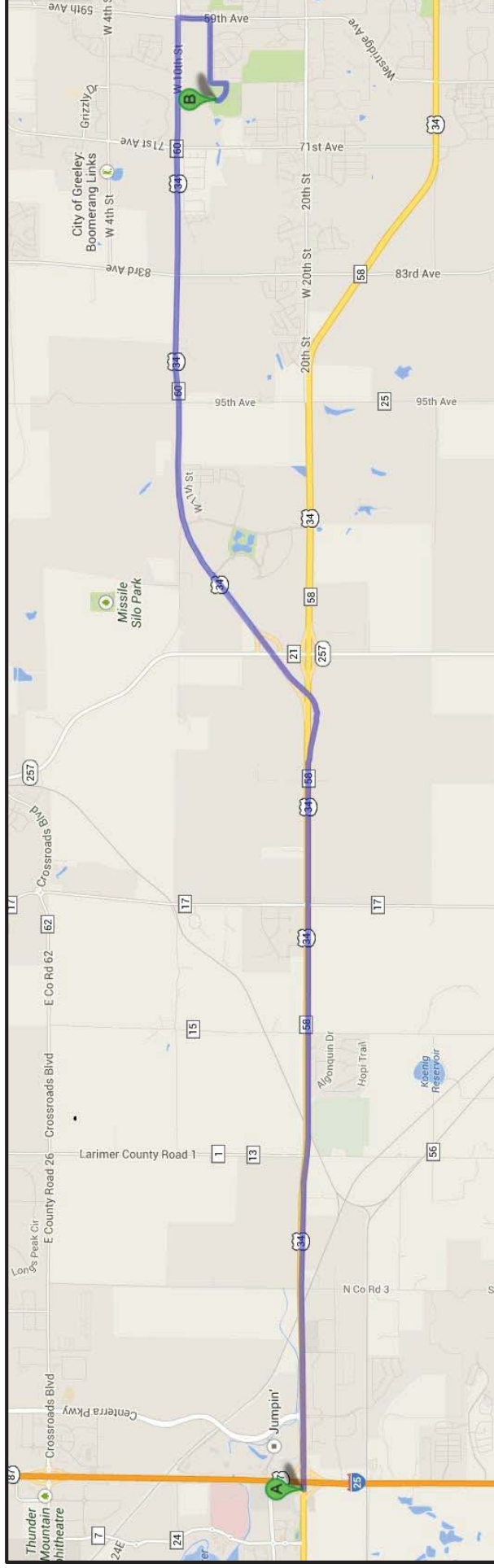
GLOSSARY (cont'd)

FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FRA	Federal Railroad Administration
FY	Fiscal Year (October - September for federal funds; July to June for state funds; January to December for local funds)
FFY	Federal Fiscal Year
HOV	High Occupancy Vehicle
HPTE	High-Performance Transportation Enterprise (Colorado)
HTF	Highway Trust Fund (the primary federal funding source for surface transportation)
HUTF	Highway Users Tax Fund (the State's primary funding source for highways)
INFRA	Infrastructure for Rebuilding America
I&M or I/M	Inspection and Maintenance program (checking emissions of pollutants from vehicles)
ITS	Intelligent Transportation Systems
LRP or LRTP	Long Range Plan or Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century (2012 federal transportation legislation)
MDT	Model Development Team
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MVEB	Motor Vehicle Emissions Budget
NAA	Non-Attainment Area (for certain air pollutants)
NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Policy Act
NFRT & AQPC	North Front Range Transportation & Air Quality Planning Council (also NFRMPO)
NFRMPO	North Front Range Metropolitan Planning Organization (also NFRT & AQPC)
NHS	National Highway System
NO _x	Nitrogen Oxide
OBD	On-Board Diagnostics (of a vehicle's engine efficiency and exhaust)
O ₃	Ozone
PL112	Federal Planning (funds)
PPP (also P3)	Public Private Partnership
R4 or R-4	Region 4 of the Colorado Department of Transportation
RAQC	Regional Air Quality Council
RPP	Regional Priority Program (a funding program of the Colorado Transportation Commission)
RTP	Regional Transportation Plan
RTP (<i>see TAP or TA</i>)	Recreational Trails Funds - FHWA Environment funds
SH	State Highway
SIP	State Implementation Plan (air quality)
SOV	Single Occupant Vehicle

GLOSSARY (cont'd)

SPR	State Planning and Research (federal funds)
SRP	State Rail Plan
SRTS (<i>see TAP and TA</i>)	Safe Routes to School (a pre-MAP-21 FHWA funding program)
STAC	State Transportation Advisory Committee
STIP	Statewide Transportation Improvement Program
STU	Surface Transportation Metro (a FHWA funding program that is a subset of STP)
STP	Surface Transportation Program (a FHWA funding program)
STBG (previously STP-Metro)	Surface Transportation Block Grant (a FAST Act FHWA funding program)
TAC	Technical Advisory Committee (of the NFRMPO)
TA (previously TAP)	Transportation Alternatives program (a FHWA funding program)
TAZ	Transportation Analysis Zone (used in travel demand forecasting)
TC	Transportation Commission of Colorado
TDM	Transportation Demand Management
TIGER	Transportation Investment Generating Economic Recovery a competitive federal grant program
TIP	Transportation Improvement Program
Title VI	U.S. Civil Rights Act of 1964, prohibiting discrimination in connection with programs and activities receiving federal financial assistance
TMA	Transportation Management Area (federally-designated place >200,000 population)
TOD	Transit Oriented Development
TPR	Transportation Planning Region (state-designated)
TRAC	Transit & Rail Advisory Committee (for CDOT)
UPWP	Unified Planning Work Program
VMT	Vehicle Miles Traveled
VOC	Volatile Organic Compound

Directions to Greeley Family FunPlex – 1501 65th Avenue



- From I-25, take Exit 257A (U.S. Highway 34) and head east on U.S.-34 for 5.7 miles.
- Exit from the right lane at the 10th Street / Greeley Business Route exit and merge into U.S. 34 Business for 6.2 miles.
- Turn right onto 59th Avenue and continue up slight hill for 0.3 mile.
- Turn right onto W. 13th Street and head west downhill for 0.5 mile.
- Turn left onto 65th Avenue and head south for 0.1 mile
- Turn right at “Twin Rivers Community Park” entrance sign and proceed to parking lot for Greeley Family FunPlex.

Recruiting Options and Considerations

Below are the various options of recruiting service that is available. All items in orange need to be reviewed and discussed regarding who should be responsible for those steps.

Additional items for consideration:

- Salary range, we can discuss what we want this to be and include it in the job description for review. I would caution that whatever is listed as the high of the range, you should be prepared to pay if their experience justifies it, we don't want to have false advertising.
- Request each committee member to submit their most important (can only select one) criteria for the new Executive Director when they provide their job description feedback.
- We will also discuss the timeline. We can walk through

	Tier 1	Tier 2	Tier 2.1	Tier 3
Council	<ul style="list-style-type: none"> • Conduct phone screens • Conduct initial face-to-face interviews (local in-person, remote via video conference) • Notify public of final candidates • Conduct final interviews and selection (TAC & Staff interview also) each group will provide their recommendation • Decide salary to be offered and send offer letter 	<ul style="list-style-type: none"> • Conduct phone screens • Conduct initial face-to-face interviews (local in-person, remote via video conference) • Notify public of final candidates • Conduct final interviews and selection (TAC & Staff interview also) each group will provide their recommendation • Decide salary to be offered and send offer letter 	<ul style="list-style-type: none"> • Conduct initial face-to-face interviews (local in-person, remote via video conference) • Notify public of final candidates • Conduct final interviews and selection (TAC & Staff interview also) each group will provide their recommendation • Decide salary to be offered and send offer letter 	<ul style="list-style-type: none"> • Conduct final interviews and selection (TAC & Staff interview also) each group will provide their recommendation • Decide salary to be offered and send offer letter
HR Subcommittee	<ul style="list-style-type: none"> • Review resumes and cover letters • Conduct phone screens • Conduct initial face-to-face interviews (local in-person, remote via video conference) • Submit finalist for review and scheduling of final interviews 	<ul style="list-style-type: none"> • Review resumes and cover letters • Conduct phone screens • Conduct initial face-to-face interviews (local in-person, remote via video conference) • Submit finalist for review and scheduling of final interviews 	<ul style="list-style-type: none"> • Review resumes and cover letters • Conduct initial face-to-face interviews (local in-person, remote via video conference) • Submit finalist for committee review and scheduling of final interviews 	<ul style="list-style-type: none"> • Conduct face-to-face interviews (local in-person, remote via video conference) • Submit finalist for committee review and scheduling of final interviews

<p>Ginger</p>	<ul style="list-style-type: none"> • Post job to multiple job boards (deadline, 30 days) • Email relevant applicants to HR Subcommittee 	<ul style="list-style-type: none"> • Post job to multiple job boards (deadline, 30 days) • Initially screen applicants for “fit” (assessment) • Send relevant applicants to HR Subcommittee (resume & assessment results) 	<ul style="list-style-type: none"> • Post job to multiple job boards (deadline, 30 days) • Initially screen applicants for “fit” (assessment) • Conduct initial phone interview • Send relevant applicants to HR Subcommittee (resume, assessment & phone screen results) 	<ul style="list-style-type: none"> • Hold exclusive right to recruit qualified candidates for the role of Executive Director using our proprietary selection processes from date of agreement signing • Post job opening on job boards including Indeed, Simply Hired, Craigslist, Glassdoor, and Juju, as well as the MPO job board and any other niche boards as needed (30 or 45-day deadline) • Source passive candidates through LinkedIn, local area user groups, meet-ups, social media sites, campus alumni sites, etc • Screen candidates in accordance with agreed upon requirements • Interview candidates and verify interest and fit • Conduct an OPQ32 strengths and personality assessment on top candidates • Provide a weekly report to the HR Subcommittee Chair on recruiting activity. • Provide a summary of qualified candidates to the HR Subcommittee for review. • Support Client in scheduling interviews with candidates • Check candidate references
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				<ul style="list-style-type: none"> Negotiate offers between candidates and Client (some clients prefer to conduct this part themselves, we would need to discuss the MPO preference) Conduct post-hiring reviews with Client and any placed candidate. In order for us to guarantee the fulfillment of the role, we will have multiple, regular check-ins with the Executive Director, team, and committee to ensure everything is going smoothly after hire 90-day guarantee on hire, if doesn't work out, will recruit again, no additional charge
Fees	\$500/month	\$1500/month	\$2500/month	20% annual salary (minimum 10k for first payment) or \$40k fixed rate ½ due at beginning of recruiting ½ due on start date (First ½ is non-refundable)

Executive Director

Are you an executive leader with public administration experience? Do you enjoy building working relationships with federal, state, and local government representatives? Are you looking for an operations team that can utilize your leadership support in helping them accomplish organizational objectives and their own professional development goals? If so, we may have the perfect position for you...

We are recruiting for an Executive Director to represent the North Front Range Metropolitan Planning Organization (NFRMPO). The NFRMPO is a federally-designated transportation planning organization and a state-designated air quality planning agency that represents urbanized areas in the North Front Range of Colorado. The NFRMPO is comprised of elected officials representing 15-member governments including the municipalities of Berthoud, Eaton, Evans, Fort Collins, Garden City, Greeley, Johnstown, La Salle, Loveland, Milliken, Severance, Timnath, Windsor, Larimer and Weld Counties.

What you will be doing:

- Providing management and direction for the MPO Planning Council; developing and implementing long-range planning and programming tasks and goals in collaboration with the Council, including the Unified Planning Work Program (UPWP), Transportation Improvement Plan (TIP), Regional Transportation Plan (RTP), and State Implementation Plan (SIP).
- Establishing and maintaining operational and financial policies that align with the Council's expectations and meets states and federal requirements.
- Overseeing the overall budget and fiscal management of MPO funds.
- Representing the MPO with local, regional, state, and federal officials and agencies.
- Leadership and management of the MPO staff; providing oversight and support, holding each individual accountable for their contribution to the team goals and vision.

What you will need:

- Bachelor's degree required (master's degree preferred) in Planning, Engineering, Political Science, Public or Business Administration or related field and a minimum of 8 years of directly related experience or equivalent combination.
- Demonstrated ability and willingness to interact effectively with elected officials and top-level staff, state and local governments, and federal agencies.
- Excellent leadership, management, and communication skills.
- Knowledge of state and federal roles, regulations and laws governing the administration and operation of MPO transportation and air quality programs.
- Experience in metropolitan and statewide transportation planning process, grant application and management, and government operations.

More about this position:

- Salary is commensurate with background and/or experience. Full benefits package includes health, dental, and vision coverage, vacation and sick leave, disability and retirement benefits.
- This position is based out of the NFRMPO office in Fort Collins, Colorado.
- Colorado is an at-will employment state.

How to apply:

To apply, go to: <http://www.turningthecornerllc.com/job-openings> and submit a cover letter and resume.

About Turning the Corner, LLC:

We are one of the very few firms in the nation that supports both job seekers and organizations. Our goal is to help people transform their job and businesses transform their company. We are the recruiting partner for the MPO, to learn more about us, you may visit our website: <http://turningthecornerllc.com>



**RESOLUTION NO. 2018-04
OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL
APPROVING THE EXECUTIVE DIRECTOR SEARCH PROCESS**

WHEREAS, the North Front Range Transportation & Air Quality Planning Council (aka NFRMPO) the Metropolitan Planning Organization that represents northern Colorado is responsible for carrying out the federal requirements as described in various sections of 23 USC; and

WHEREAS, the NFRMPO Planning Council is comprised of fifteen member governments that have appointed a Human Resources (HR) Subcommittee to work with a consulting firm (Turning the Corner, LLC) for recruiting an Executive Director for the agency whose position is currently vacant; and

WHEREAS, the HR Subcommittee has been meeting with the consulting firm vetting a process for recruitment; and

WHEREAS, the HR Subcommittee is recommending Tier ___ level of effort which includes: _____
_____. They will aim to provide the ___-___ of the top candidates. This work effort will be further defined by a scope of work; and

WHEREAS, the HR Subcommittee is aware that the funding for Tier ___ is _____
_____ and recommends this level of funding as reasonable compensation for the recruitment effort; **NOW, THEREFORE, BE IT RESOLVED**, the North Front Range Transportation & Air Quality Planning Council hereby approves the HR subcommittee recommendation to:

- Retain Turning the Corner, LLC for the Executive Director recruitment
- Use the Tier _____ process
- Provide the funding necessary to support this effort

Passed and approved at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 15th day of March, 2018.

Tom Donnelly, Chair

ATTEST:

Suzette Mallette, Interim Executive Director