

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

**March 1, 2018
Larimer County Offices Building
Hearing Room & Boyd Room
200 W. Oak Street
Fort Collins, CO**

Voting Members Present:

Tom Donnelly - Chair -Larimer County
Jennifer Baker -Berthoud
Chris Colclasure -CDPHE
Kevin Ross -Eaton
Gerry Horak -Fort Collins
Robb Casseday -Greeley
Troy Mellon -Johnstown
Paula Cochran -LaSalle
Dave Clark -Loveland
Linda Measner -Milliken
Don Brookshire -Severance
Aaron Pearson -Timnath
Kathy Gilliland -Transportation Comm.
Julie Cozad -Weld County
Kristie Melendez -Windsor

Voting Members Absent:

Mark Clark -Evans
*No Member -Garden City

MPO Staff:

Suzette Mallette, Interim Executive Director; Becky Karasko, Regional Transportation Planning Director; Renae Steffen, Administrative Director and Alex Gordon, Transportation Planner II/Mobility Coordinator.

In Attendance:

Dawn Anderson, Elizabeth Austin, Jim Eussen, Butch Haus, Myron Hora, Wayne Howard, Will Jones, Tim Kemp, Jacki Marsh, David May, Mitch Nelson, Mark Peterson, Ginger Robitaille, and Karen Schneiders.

Chair Donnelly called the MPO Council meeting to order at 6:05 p.m.

PUBLIC COMMENT:

Julie Cozad commented on behalf of Steve Teets of Greeley, stating he was unable to attend the meeting but asked she relay he still wants the Council to look at a Regional Transportation Authority (RTA) and provide transit transportation services between Greeley and Loveland and have it connect to other transportation systems. Donnelly acknowledged Karasko for sending a comprehensive letter regarding these items following Teets' public comment at the previous meeting.

APPROVAL OF THE MEETING AGENDA:

*ROSS **MOVED** TO ACCEPT THE MARCH 1, 2018 AMENDED MEETING AGENDA. The motion was **seconded** and **passed** unanimously.*

APPROVAL OF THE MINUTES:

ROSS MOVED TO APPROVE THE FEBRUARY 1, 2018 MEETING MINUTES. The motion was **seconded** and **passed** unanimously.

Lead Planning Agency for Air Quality Agenda

Chair Donnelly opened the Air Quality portion of the meeting.

Air Pollution Control Division

Chris Colclasure, APCD Deputy Director, explained the two standards the region is subject to; the 75 parts per billion (ppb) standard set in 2009; and the 70 ppb standard, which was set in 2015, but was not taking effect until possibly spring or summer 2018. He then presented the Ozone and Air Quality Measures Briefing to the NFRMPO Planning Council. Brookshire inquired why the ozone levels rose substantially in the early 2000's. Colclasure explained how the ozone levels are driven by several factors, emissions and weather are significant, but the overall chemical reaction that occurs in the atmosphere is increased by sunshine and heat therefore, that may have been a time period with many sunny and/or hot days. He also cited the great success the region has had in lowering emissions in spite of noticeable population increases and an oil boom beginning in 2008 and suggested ozone is very stubborn, otherwise the results of emission reduction efforts in the area would be even more substantial.

Donnelly suggested the current 75ppb standard process had been taking place for more than ten years and questioned the timelines of attaining a standard. Colclasure acknowledged the process takes a while to adopt and take effect and it is generally held up in litigation for a time, so it can take many years, but the Denver-Metro North Front Range (DMNFR) will remain at the 75ppb standard until it is attained, possibly indefinitely. Donnelly questioned when the 70 ppb standard would take effect. Colclasure explained the comprehensive process and noted if the new standard is not met by the initial deadline in 2021 the region would be reclassified as a moderate area and go through a similar process to what they are in now. Cochran asked how many regions in Colorado were in non-attainment. Colclasure replied the DMNFR is the only region of Colorado currently in non-attainment somewhat due to the geographic terrain. Gilliland asked what can be done when so much of the ozone is unable to be controlled by the area it is actually affecting. Colclasure responded that only incremental progress can be made with regulations so they have created steps that companies can take on a voluntary basis to be more innovative. CDPHE is in the midst of two stakeholder processes to identify the next round of technologies that can be implemented and there is a statewide stakeholder process in place to look at hydrocarbon emissions from oil and gas, as well as a pneumatic controller task force in place to identify ways to reduce emissions from them. He expressed his optimism that with the assistance of environmental groups, industries and local government talking about the steps that can be taken to reduce emissions, some improvements may emerge as early as this summer. He corrected the year listed for Oil and Gas SIP revisions on page six should be 2017, not 2016. Melendez questioned whether testing is done for benzene. Colclasure explained that benzene is a Volatile Organic Compound (VOC), is regulated as a carcinogen, and is covered by the VOC limits at any particular facility. Colclasure relayed there is a health study being conducted in June to quantify the level of health risk that exists being in the vicinity of oil and gas emissions, it is expected sometime in the summer.

Colclasure completed his presentation stating he sees a lot of opportunity in the North Front Range to reduce overall emissions and cited CDPHE's many means of helping to reduce transportation emissions including a mobile dispatch lab that monitors a key complaint site for up to twelve weeks, alternative transportation support of transit, carpooling, cycling, etc., Colorado's new electric vehicle plan, Volkswagen Incentives and the Regional Air Quality Council's study of fuels produced and sold in the State. Outside the transportation sector emissions are being lowered by many power plants switching from coal to natural gas, CDPHE's program giving companies emission reduction credits for early emission reductions, Colorado's greenhouse gas targets, RAQC's Mow Down

Pollution campaign for both commercial and residential use, as well as CDPHE general emission reductions outreach to companies, communities and citizens.

Regional Air Quality Council (RAQC)

A written report was provided.

Metropolitan Planning Organization (MPO) Agenda

Chair Donnelly opened the MPO portion of the meeting.

REPORTS:

Report of the Chair:

Chair Donnelly reported that Jennifer Baker was not running for Berthoud Town Board in April and therefore would no longer be on the Council. He recognized her accomplishments and thanked her for her commitment to the Finance Committee as well as the Planning Council. She said her time on the Council had been a really good experience and thanked the Council for the opportunity.

HR Subcommittee:

Chair Donnelly requested moving the information in the report of the HR Subcommittee to the related Executive Director Search Process item for action later in the meeting. There was no objection.

Finance:

Kristie Melendez, Finance Committee Chair, briefly reviewed information from the Finance Committee Report and Meeting Minutes from the February 15th Committee meeting with the Council. She reported the MPO audit was in progress and there were currently no findings to report, Eide Bailey will be presenting the 2017 Audited Financial Statements to the Council in May and requested their approval of the CY 2017 4th Quarter Unaudited Financials on the Consent Agenda as well as the Draw of MPO Operating Reserves.

TAC:

A written report was provided.

CONSENT ITEMS:

CY 2017 4th Quarter Unaudited Financial Statements

MPO Letter of Support to UPRR for Eaton

Ross explained there had been three tragic deaths at the 5th Street at-grade railroad crossing in two years, two of them occurring within less than one year. The Town of Eaton is requesting the Union Pacific Railroad (UPRR) expedite the 2019 improvement project which includes installation of signalization and automatic gates, to ensure safety for its citizens. The road is currently closed to ensure there will not be another unnecessary fatality there. He thanked CDOT for their assistance and his community for providing 3200 signatures urging UPRR to prioritize the crossing arms and signalization improvement project at 5th Street. He thanked MPO staff for drafting the letter and asked for the Council to support the request. Donnelly offered his support and commented how difficult the process can be.

Extension of Intergovernmental Agreement (IGA) Between MPO, Larimer County & Suzette Mallette

*GILLILAND **MOVED** TO APPROVE THE CONSENT AGENDA. The motion was **seconded** and **passed** unanimously.*

ACTION ITEMS:

Draw of MPO Operating Reserves

Crystal Hedberg, Finance Director, reviewed information from the Draw of MPO Operating Reserves memo with the Council.

*COZAD **MOVED** TO APPROVE RESOLUTION NO. 2018-03 APPROVING THE TRANSFER OF FUNDS FROM THE MPO OPERATING RESERVE The motion was **seconded** and **passed** unanimously.*

Executive Director Search Process

Dave Clark, HR Subcommittee Chair, reviewed information from the Recruiting Support Proposal from Turning the Corner, LLC (TTC) and Ginger Robitaille, NFRMPO HR Consultant from TTC, reviewed information detailed in the Executive Director (ED) Search memo with the Council. She explained she would report progress on the ED search weekly to Committee Chair D.Clark and he would relay the updates to the Council. She also confirmed the final vetting would include the entire Council and the interviewing would include the entire Council, staff and TAC, noting TTC offers a 90-day guarantee assuring their customers if the proper candidate was not hired TTC would go through the entire search process again at no cost. Brookshire and Cozad conveyed the process the Subcommittee had gone through to finalize the ED Job Description with Robitaille. D.Clark noted Tier 3 was recommended by the subcommittee as there would be a lot of time involved in the process and no one on the Council or staff had the time nor expertise. Donnelly asked Robitaille for companies where TTC had hired high-level executives. Robitaille replied TTC had recruited an Executive Director in one month for the Denver non-profit, Spellbinders, in Denver as well as several COO positions in non-profit and private organizations, citing Colorado Thought Leaders Association and Hemera Foundation. She added she and other members of her team had experience working with companies who specialized in government-only contracts.

Horak asked if the HR Subcommittee had considered using a firm who specializes in, or had experience with hiring for transportation and/or MPOs. Mallette indicated the job would be posted on the Association of Metropolitan Planning Organizations job board and suggested there were other transportation organizations to post to as well. Cozad stated the HR Subcommittee had not looked at any other firms because they were only tasked at working with TTC, adding they had discussed extensively the skills and requirements the new Executive Director would need. Horak questioned TTC's proposal stating his concerns about their level of experience in hiring transportation/MPO directors. Cozad asked if other Council members wanted to discuss using another agency for the search. Donnelly asked Council members to give some initial feedback on whether they were comfortable moving forward with TTC, and if so, which Tier level, or if they wanted to do a Request for Proposal (RFP) and consider hiring a different search firm. Several members shared their community's executive search experiences, mostly indicating their comfort in using TTC for Tier 3 because of the extensive amount of time that was involved in the vetting process.

Melendez asked Robitaille the proposed time schedule for the completion of the search. Robitaille replied once the process was approved by Council she would begin searching TTC's internal network immediately and would want Council feedback on the job description draft within a week so it could be posted externally for an indefinite period of time. Many expressed their disapproval of keeping the timeline open until the position was filled. Robitaille agreed to set a reasonable timeframe for applications. Following a comprehensive discussion regarding the proposed search fee, a proper Executive Director salary range, the interview process, posting timelines, and amending the budget, the Council determined they needed time to review the Executive Director Job Description draft and discuss all of their options. Cozad recommended holding a special meeting prior to the April 5th meeting and offered to host it in Weld County. Horak suggested TTC provide a fixed fee rather than basing it on 20% of a currently unknown salary. D. Clark suggested Mallette and Robitaille discuss the revisions discussed and get a new proposal for the Council to approve at the special meeting.

MEASNER *MOVED TO APPROVE RESOLUTION NO. 2018-04 APPROVING THE EXECUTIVE DIRECTOR SEARCH PROCESS.*

Horak stated the resolution identified a salary and process that was not agreed upon by the Council. Donnelly asked if Robitaille was willing to make the changes Council was suggesting. Robitaille replied she would need to look at a higher rate if it was fixed but she was not certain what the rate would be because they don't generally have fixed rates. Cozad asked if the search process could be approved at the special meeting when the requested updates to the proposal were completed. The Council discussed leaving certain items of the resolution open so they could approve the funding and get the process moving forward but determined it was appropriate to wait for the special meeting and approve a new proposal.

*MEASNER REQUESTED HER MOTION TO APPROVE RESOLUTION NO. 2018-04 APPROVING THE EXECUTIVE DIRECTOR SEARCH PROCESS BE **WITHDRAWN**. The motion was **seconded** and **passed** unanimously.*

Donnelly stated the approval of the Executive Director Search Process would be laid on the table until Thursday, March 15th when the Council would hold a special meeting at the Weld County Administration Building in Greeley. Council agreed. Donnelly requested Renae Steffen, Administrative Director, finalize the details and notice the meeting immediately.

DISCUSSION ITEMS:

CDOT Planning Memorandum of Agreement (MOA)

Becky Karasko, Regional Transportation Planning Director, reviewed information from the CDOT Planning Memorandum of Agreement (MOA) AIS with the Council noting the 2018 MOA would replace the 2013 MOA, both of which were included in the packet. She said the MOA also contained an Implementation Guidance section which was unique to each MPO and contains the deadlines that are specific to that MPO as well as the different documents necessary for each MPO. CDOT and FHWA requested the completed, signed MOA's be returned in May. The deadline for the final planning rule is May 27th. She informed the Council the item would be back for action in April.

CDOT Draft 2018 Ballot Project List

Karasko reviewed information from the CDOT Draft 2018 Ballot Project List memo and NFRMPO-ONLY PROJECTS from CDOT's Preliminary Project List for New Revenue Source-based on the 10-Year Development Program Plan with the Council. Mellon asked why they were seeking funds for I-25 beyond SH 7. Karen Schneiders, CDOT R4, explained because that was an interim solution on I-25 corridor they want to allow for as much as funding opportunity for potential projects as possible, adding that section of the corridor is part of CDOT's 10-year plan. Mellon suggested the information needed to be clearly communicated to voters who believe they have already approved funding for the I-25 corridor. Schneiders replied CDOT's message is, and has been the portion which will be under construction in the next few months is an interim solution that needs additional funding, and noted the dollar amounts were approximate.

COUNCIL REPORTS:

Transportation Commission Report /CDOT Region 4

Schneiders updated the Council on the SamSam Ransomware virus that had CDOT offline for several days noting there were still some issues they were working through and therefore she had no project updates available. She offered Council phone communication if they had any project inquiries, noting a temporary road diversion, or "shoofly", was in at SH 60 and US 257 and they hope to bring those bridges back in quickly and the US 34 Big Thompson Canyon project was progressing

nically. Gilliland reported she and Horak had attended a listening session with Representative Polis at which Horak offered beneficial feedback regarding the criteria. The infrastructure plan discussed was

a \$1.5 trillion investment, but the federal government would be committed to funding only a fraction of that cost. When a state identifies an infrastructure project of need, they would have to come up with at least 80 percent of the funding to receive, at most, 20 percent funding from the federal government. This structure is a considerable shift away from how infrastructure projects have been funded for decades. Donnelly said credit needs to be given for the money that has already been put into the project and added the process may potentially be very positive for North I-25's section of the corridor because of the money already put toward the project by the communities. Gilliland expressed her concern about the other projects that were part of Colorado's \$2.6M of infrastructure. Horak reported the I-25 Funding Subcommittee met February 28th at the MPO office in Fort Collins and with help from CDOT worked on the criteria and will take their information to the I-25 Coalition who will draft a memo to Congressional representatives and others working on creating a realistic priority list and addressing the concerns around the 80/20 split. Karasko will provide follow-up updates to the Council as it becomes available.

Donnelly reported, Johnny Olson, CDOT R4, has been put in charge of the CDOT Incident Command Center regarding the SamSam Ransomware virus and therefore would not be attending meetings until further notice.

STAC Report

A written report was provided.

Host Council Member Report- Donnelly welcomed everyone and thanked them for coming to Larimer County. He recognized Vincent Clark, owner of Food for Thought Catering in Loveland, for the wonderful meal, noting his ability to cater as many as 6000 people. He then reported Larimer County and the Town of Berthoud worked collaboratively on a project on CR 17, aka Berthoud Parkway, Taft Avenue (Loveland) or Shields Street (Fort Collins) which should begin fall of 2018. Larimer County will manage the roadway's safety improvements near new development in Berthoud. He was proud to have partnered with Berthoud on the project.

MEETING WRAP-UP:

Next Month's Agenda Topic Suggestions:

1. *Special Meeting March 15th to take action on the Executive Director Search Process*

The meeting was adjourned at 8:03 p.m.

Meeting minutes submitted by: Renae Steffen, MPO Staff