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 Aaron Pearson  
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 Commissioner Julie Cozad  
 Weld County  
 Chris Colclasure  
 CDPHE- Air Pollution Control Division  
 Kathy Gilliland  
 Transportation Commission

**MPO Staff**  
 Suzette Mallette  
 Interim Executive Director  
 Becky Karasko  
 Regional Transportation Planning  
 Director  
 Renae Steffen  
 Administrative Director  
 Crystal Hedberg  
 Finance Director

**Next Council Meeting**  
**June 7, 2018**  
**Windsor Public Works Complex**  
**922 N. 15<sup>th</sup> Street**  
**Windsor, CO**

**NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL  
 MEETING AGENDA  
 May 3, 2018**

**Milliken Town Hall  
 1101 Broad Street  
 Milliken, CO**

**Public Meeting -Federal Planning Certification Review 4:00 - 5:30**  
 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
2. Approval of Minutes-Lead Planning Agency for Air Quality/MPO-April 5, 2018 (Pg. 7)

**EXECUTIVE SESSION:**

The Council's agenda will include an executive session pursuant to C.R.S. § 24-6-402(4)(e)(I), to determine positions relative to matters that may be subject to negotiations, developing a strategy for negotiations, and instructing negotiators, and C.R.S. § 24-6-402(4)(b), to seek the advice of the Council's attorney on said matters.  
 20 min

- |                             |              |       |
|-----------------------------|--------------|-------|
| 4. Executive Session Action | Tom Donnelly | 5 min |
|-----------------------------|--------------|-------|

Lead Planning Agency for Air Quality Agenda

Estimated Time

**COUNCIL REPORTS:**

- |  |                  |
|--|------------------|
| 5. Air Pollution Control Division (APCD) | (Written Report) |
| 6. Regional Air Quality Council (RAQC)   | (Written Report) |

Metropolitan Planning Organization (MPO) Agenda  
**REPORTS:**

Estimated Time

- |                                      |                  |        |
|--------------------------------------|------------------|--------|
| 7. Report of the Chair               | Tom Donnelly     | 5 min  |
| 8. Interim Executive Director Report | Suzette Mallette | 5 min  |
| 9. Finance (Pg. 12)                  | Kristie Melendez | 10 min |
| 10. TAC (Pg. 15)                     | (Written Report) |        |

**ACTION ITEM:**

- |   |                  |        |
|---|------------------|--------|
| 11. 2019 Unified Planning Work Program (UPWP) Tasks and Budget (Pg. 16) | Hedberg/Mallette | 20 min |
|---|------------------|--------|

**PRESENTATION:**

- |                                       |              |        |
|---------------------------------------|--------------|--------|
| 12. FHWA Certification Review Process | Aaron Bustow | 10 min |
|---------------------------------------|--------------|--------|

**COUNCIL REPORTS:**

15 min

- |  |                  |
|--|------------------|
| Transportation Commission/ CDOT Region 4 I-25 Update | Gilliland/Olson  |
| STAC   | Gerry Horak      |
| Host Council Member Report                           | (Written Report) |
|  | Elizabeth Austin |

**MEETING WRAP-UP:**

5 min

- Next Month's Agenda Topic Suggestions



## **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)**

<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>FRA</b>	Federal Railroad Administration
<b>FY</b>	Fiscal Year (October - September for federal funds; July to June for state funds; January to December for local funds)
<b>FFY</b>	Federal Fiscal Year
<b>HOV</b>	High Occupancy Vehicle
<b>HPTE</b>	High-Performance Transportation Enterprise (Colorado)
<b>HTF</b>	Highway Trust Fund (the primary federal funding source for surface transportation)
<b>HUTF</b>	Highway Users Tax Fund (the State's primary funding source for highways)
<b>INFRA</b>	Infrastructure for Rebuilding America
<b>I&amp;M or I/M</b>	Inspection and Maintenance program (checking emissions of pollutants from vehicles)
<b>ITS</b>	Intelligent Transportation Systems
<b>LRP or LRTP</b>	Long Range Plan or Long Range Transportation Plan
<b>MAP-21</b>	Moving Ahead for Progress in the 21st Century (2012 federal transportation legislation)
<b>MDT</b>	Model Development Team
<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>MPO</b>	Metropolitan Planning Organization
<b>MVEB</b>	Motor Vehicle Emissions Budget
<b>NAA</b>	Non-Attainment Area (for certain air pollutants)
<b>NAAQS</b>	National Ambient Air Quality Standards
<b>NEPA</b>	National Environmental Policy Act
<b>NFRT &amp; AQPC</b>	North Front Range Transportation & Air Quality Planning Council (also NFRMPO)
<b>NFRMPO</b>	North Front Range Metropolitan Planning Organization (also NFRT & AQPC)
<b>NHS</b>	National Highway System
<b>NOx</b>	Nitrogen Oxide
<b>OBD</b>	On-Board Diagnostics (of a vehicle's engine efficiency and exhaust)
<b>O<sub>3</sub></b>	Ozone
<b>PL112</b>	Federal Planning (funds)
<b>PPP (also P3)</b>	Public Private Partnership
<b>R4 or R-4</b>	Region 4 of the Colorado Department of Transportation
<b>RAQC</b>	Regional Air Quality Council
<b>RPP</b>	Regional Priority Program (a funding program of the Colorado Transportation Commission)
<b>RTP</b>	Regional Transportation Plan
<b>RTP (see TAP or TA)</b>	Recreational Trails Funds - FHWA Environment funds
<b>SH</b>	State Highway
<b>SIP</b>	State Implementation Plan (air quality)
<b>SOV</b>	Single Occupant Vehicle

**GLOSSARY (cont'd)**

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

# Milliken Town Hall

Exit 252  
Highway 60 East

Johnstown

Milliken

Town Hall  
1101 Broad Street (Highway 60)  
Milliken



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

**April 5, 2018  
Greeley Family FunPlex  
1501 65<sup>th</sup> Avenue  
Greeley, CO**

**Voting Members Present:**

**Tom Donnelly - Chair** -Larimer County  
Jennifer Baker -Berthoud  
Kevin Ross -Eaton  
Mark Clark -Evans  
Gerry Horak -Fort Collins  
Robb Casseday -Greeley  
Troy Mellon -Johnstown  
Dave Clark -Loveland  
Linda Measner -Milliken  
Don Brookshire -Severance  
Kathy Gilliland -Transportation Comm.  
Julie Cozad -Weld County  
Kristie Melendez -Windsor

**Voting Members Absent:**

Chris Colclasure -CDPHE  
Paula Cochran -LaSalle  
Aaron Pearson -Timnath  
  
\*No Member -Garden City

**MPO Staff:**

Suzette Mallette, Interim Executive Director; Becky Karasko, Regional Transportation Planning Director; Renae Steffen, Administrative Director and Medora Kealy, Transportation Planner II.

**In Attendance:**

Dawn Anderson, Elizabeth Austin, Jeff Bailey, Ken Bennett, Jim Eussen, Joel Hemeseth, Myron Hora,, Mark Jackson, Will Jones,, Dave Kisker, Alana Koenig, Jacki Marsh, Johnny Olson, Mark Peterson, Karen Schneiders, Fred Starr, Robin Stoneman and Steve Teets.

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

**PUBLIC COMMENT:**

Steve Teets of Greeley commented on the need to have the 34-Xpress running again noting he, his family in Denver and many others including veterans need to get on the other side of I-25 and their options are limited. Some people need transportation to get to the Veterans Administration, AIMS Community College classes for mechanics, Fire and Police and other education and employment. While on the north side of the Greeley-Evans Transit Station he heard a disabled person asking how they could get to Loveland to a relative working there, and had to take a taxi which can be expensive. Northern Colorado needs connectivity for medical, work and other reasons and he did not understand why the west side of I-25 has transit connectivity but the east side does not. He said he thinks there should be a collaboration working toward this and he had ideas on how to get the 34-Xpress back, including how to fund it and would like the opportunity to discuss it further. Gilliland responded she has heard of a study for connection with the Town of Windsor and Greeley and asked the information be passed on to Mr. Teets. Melendez confirmed the study is scheduled for 2020. Will Jones, Deputy Public Works Director, Greeley, stated funding conversations had begun but getting buses would take 12-14 months. Donnelly asked

Jones to return in a few months to give an update on the study to the Council. Teets added there are also important medical concerns that required transportation to Vail. Donnelly thanked Teets for his comments.

Dave Kisker, Johnstown resident, who lives near the intersection of US 34 and WCR 15 commented accidents have increased at the intersection of CR 13 and US 34 since the traffic light was installed there. The traffic in the mornings and evenings has worsened and he believes there has also been a significant increase in the number of accidents. He would like someone to look at both the number of accidents and the severity because he can hear them from his home. He believes that part of the problem may be the section of the project where there is a second traffic light at the railroad tracks, directly to the east of the CR 13 intersection, which is metering traffic going into the intersection. Drivers are not expecting the railroad traffic light to turn red suddenly when there is no train in sight which causes many rear-end collisions. Drivers are frequently held at the railroad track traffic light when less than ½ mile ahead the intersection light is green and there is no traffic between the lights. He understands the need to have a light that keeps traffic from building up at the railroad track but something needs to be done to minimize the number of collisions. He would like the situation looked into. Donnelly agreed, and said someone would look into the sequencing of the lights.

#### **APPROVAL OF THE MEETING AGENDA:**

*ROSS **MOVED** TO APPROVE THE APRIL 5, 2018 REVISED MEETING AGENDA. The motion was **seconded** and **passed** unanimously.*

#### **APPROVAL OF THE MINUTES:**

*ROSS **MOVED** TO APPROVE THE MARCH 1 AND MARCH 15, 2018 MEETING MINUTES. The motion was **seconded** and **passed** unanimously.*

#### **EXECUTIVE SESSION:**

Chair Donnelly announced the Council would be going into an Executive Session to consider two items, the first being to consider correspondence received by the entire Council except one member from the MPO's former Executive Director and the second being a matter of a contract with a new Executive Director. The matters both fall under C.R.S. § 24-6-402(4)(e)(l).

*ROSS **MOVED** TO GO INTO AN EXECUTIVE SESSION Pursuant to C.R.S. § 24-6-402(4)(e)(l) i.e., TO DETERMINE POSITIONS RELATIVE TO MATTERS THAT MAY BE SUBJECT TO NEGOTIATIONS, DEVELOPING A STRATEGY FOR NEGOTIATIONS, AND INSTRUCTING NEGOTIATORS), and C.R.S. § 24-6-402(4)(b) i.e., TO SEEK THE ADVICE OF THE COUNCIL'S ATTORNEY ON SAID MATTERS), THE COUNCIL'S AGENDA WILL INCLUDE AN EXECUTIVE SESSION TO CONSIDER: (1) CORRESPONDENCE RECEIVED FROM THE MPO'S FORMER EXECUTIVE DIRECTOR, AND (2) THE MATTER OF A CONTRACT WITH A NEW EXECUTIVE DIRECTOR. The motion was **seconded** and **passed** unanimously.*

Donnelly asked Jed Scott, MPO Attorney, if Council was expected to take action on both items. Scott replied he believed action would be taken on at least one of the items.

*Council entered Executive Session at 6:12 p.m. The session lasted approximately 53 minutes.*

*Chair Donnelly reopened the regular meeting at 7:05 p.m.*

#### **EXECUTIVE SESSION ACTION:**

Chair Donnelly announced the Council would not be taking action on items from the Executive Session and asked Scott to give a brief synopsis of the second item to the audience.



Scott declared as part of the Executive Session and part of his duties as attorney to the MPO, his instructions in part have been to continue negotiations with Suzette Mallette for a full-time position as the next Executive Director based on terms and conditions provided by Council members. At the next regularly scheduled Council meeting he will provide Council with a draft contract for their consideration.

### **Lead Planning Agency for Air Quality Agenda**

Chair Donnelly opened the Air Quality portion of the meeting.

#### Air Pollution Control Division

A written report was provided.

#### Regional Air Quality Council (RAQC)

A written report was provided. Donnelly asked Cozad how the meetings were going. Cozad replied she had been to one meeting and it went very well but she needed to better understand how the MPO Council wanted to be represented, especially regarding taking a position on legislative issues. Gilliland indicated she would like information as it became available even if that would not give her or others opportunity to weigh in on a given matter. Casseday said in his experience he votes as he sees fit for the group he is representing and believed Cozad would do the same. Donnelly clarified that Cozad could take positions on matters such as bills as she saw appropriate for the region. There was concurrence on this approach.

### **Metropolitan Planning Organization (MPO) Agenda**

Chair Donnelly opened the MPO portion of the meeting.

## **REPORTS:**

#### Interim Executive Director Report:

Mallette said because Mayor Brookshire would no longer be a member of the MPO Council it was necessary to assign a new member to the HR Subcommittee. Donnelly asked if there were any volunteers for the subcommittee. Mark Clark and Troy Mellon both offered to serve on the HR Subcommittee, Donnelly thanked them for agreeing to serve. Mallette noted the MPO had gone through their "site visit" for the Certification Review on March 27<sup>th</sup>. She explained this was an all-day meeting with CDOT, FHWA and FTA going through everything the MPO does and ensuring it is done correctly and meets all the federal requirements. There were many questions needing to be answered and the draft comments are due back in May. Although there are some things to be addressed, there was not anything major. Aaron Bustow from FHWA will be at the May Council meeting to discuss the entire review process.

#### Report of the Chair:

Donnelly expressed his disappointment in needing to say goodbye to Brookshire and Measner and recognized them both for their outstanding service on the Council, citing their exceptional efforts as town representatives. Both members received a framed plaque and signed card from the Council. Cozad thanked Brookshire and Measner for their commitment and service, noting how important it is for smaller communities to have a voice and be able to step up to the plate, as they both had done. Brookshire said had enjoyed working with everyone over the past eight years.

#### Finance:

Kristie Melendez, Finance Committee Chair, noted information from the Finance Committee Meeting Bullets and minutes had been provided adding Eide Bailly would be meeting with the Finance Committee on April 19<sup>th</sup> to review the Financial Audit Report and then it would go to Council for approval.

TAC:

A written report was provided.

Mobility:

A written report was provided.

**CONSENT ITEMS:**

CDOT Planning Memorandum of Agreement (MOA)

CDOT DRAFT 2018 BALLOT LIST

Donnelly noted this item was to approve a project list only and the Council was not endorsing any potential ballot measure with this action.

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

**ACTION ITEMS:**

March 2018 TIP Amendment

Medora Kealy, Transportation Planner II, reviewed information from the March 2018 TIP Amendment AIS with the Council, noting CDOT R4's request for additional FY18 funding for the *North I-25: Design Build* project required an amendment because it was a change of over was over \$5M of federal or state funds. The additional funds will complete the current funding package for segments 7 and 8 of North I-25 from SH 402 to SH 14. The City of Fort Collins *Non-Revenue Pool Vehicles* project requires an amendment because it is a new project to the TIP. She stated Council action would be contingent on no comments being received before April 12<sup>th</sup>.

*ROSS **MOVED TO APPROVE RESOLUTION NO. 2018-06 OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL APPROVING THE MARCH 2018 AMENDMENT TO THE FY2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** The motion was **seconded** and **passed** unanimously.*

**DISCUSSION ITEMS:**

Draft FY2019-2022 Transportation Improvement Program (TIP)

Kealy reviewed information from the Draft FY2019-2022 Transportation Improvement Program (TIP) AIS with the Council, explaining the changes to the CDOT process and how the annual adoption cycle would work. She indicated the MPO would maintain a biennial schedule for the Call for Projects and essentially have two types of TIP adoptions going forward, one streamlined and one which is more robust in the years that include the Call for Projects. A Conformity Determination still needs to be done and so there will still be a Public Hearing as well as a Positive Conformity Finding on the FY 2022 TIP but it will be more simplified and there will be no new Regional Emissions Analysis because it is already known the Emissions Budgets Test passed. The Certification Review Process brought to light that incorporating a few items such as an expanded financial plan scope which includes funding types, adding more detail to the Performance Based Planning section and adding four years of transit projects to the TIP. These three elements are currently being incorporated and therefore it is being proposed the timeline for the adoption of the TIP be extended by one month which would be June 7<sup>th</sup>. She assured the Council it would not delay any projects or change the effective date of July 1<sup>st</sup>, the first day of the fiscal year.

### Updated FY2019 Unified Planning Work Program (UPWP) Tasks

Karasko reviewed information from the Updated FY2019 Unified Planning Work Program (UPWP) Tasks memo and Table 1: NFRMPO Planning Factors chart with the Council. She indicated in order to meet the schedule set by CDOT in the newly approved MOA and for all Colorado MPO's and ensure contracts, specifically CPG, signed by CDOT are executed before the Federal Fiscal Year (FFY) on October 1<sup>st</sup>, all MPO's must update their UPWP, when necessary, by May of each year and submit the approved UPWP to CDOT following adoption. MPO staff has updated the tasks for FY 2018 and FY 2019, with nothing set to be completed in 2018 having updates. Karasko noted the link was in the packet and she would provide a list of the specific tasks updated to anyone requesting the information. A handout was provided which showed the ten planning factors and how the tasks contribute to meeting those factors. The handout also describes how the tasks changed from MAP21 Act in 2012 and the FAST Act in 2015. The tasks will be incorporated into the UPWP on pages 5 & 6 and both the UPWP tasks and UPWP budget will be action items at the May 3<sup>rd</sup> Council meeting.

### **COUNCIL REPORTS:**

#### Transportation Commission Report /CDOT Region 4

Johnny Olson, CDOT R4, reported a new Buy America plan would be going to STAC which is an update of a potential solution which may include using state funds. He also mentioned the 2045 plan would include a 4P process will be starting soon and CDOT will be reaching out to the communities to set up meetings with the counties and locals right away by Karen Schneiders. US34 will be complete prior to Memorial Day, however the paving will continue through July and the Poudre River work will continue until November or December. Gilliland thanked R4 staff and Olson for keeping CDOT running smoothly while working through the RansomWare issue.

#### I-25 Update

Dave Clark reported the \$500M Transportation Bill which allows for \$3.5M bonding, passed the Senate unanimously and will now go to the House.

#### STAC Report

A written report was provided.

Host Council Member Report- Casseday welcomed everyone and thanked them for coming to the Greeley Family Fun Plex, recognizing the food from Coyote's Southwestern Grill in Greeley and many of the logistics handled by Joel Hemeseth and Will Jones. He reported 8<sup>th</sup> Avenue project funding allowed for a beautiful corridor and multi-family housing from downtown to UNC. Richmark Real Estate Partners LLC presented to Greeley Council recently on a multi-family housing development expected to begin soon which will stretch from UNC to downtown Greeley. Greeley City Council recently approved significant funds to incentivize them and other developers wanting to build on 8<sup>th</sup> Avenue, US 85 and downtown Greeley. The City is working with Union Pacific Railroad on the installation of crossing arms and a Quiet Zone project, specifically at the intersections of 11<sup>th</sup>, 14<sup>th</sup>, 35<sup>th</sup> and 59<sup>th</sup> Avenues and O Street. The Regional Transit Route is being discussed and MPO Council will receive an update at an upcoming meeting.

### **MEETING WRAP-UP:**

#### Next Month's Agenda Topic Suggestions:

There were no suggestions.

The meeting was adjourned at 7:58 p.m.

Meeting minutes submitted by: Renae Steffen, MPO Staff

## Finance Committee Report

- Finance Committee met on April 19, 2018
- The auditors presented a draft of the 2017 Audited Financial Statements.
- The MPO was subject to a “Single Audit” since the total amount of federal funds received in 2017 was more than \$750,000.
- A “Single Audit” includes both a financial audit and an audit which includes compliance to rules governing the federal programs.
- It was noted that Eide Bailly expects to issue an unqualified opinion
- In an unqualified report, the auditor concludes that the financial statements of an organization present fairly its affairs in all material aspects.
- Kurtz review the “Report on Compliance for Each Major Federal Program”
- Kurtz noted that it was the auditor’s opinion the organization complied in all material respects with compliance requirements that could have a direct and material effect on each of its major federal programs.
- When reviewing the “Report on Internal Control over Compliance”, it was noted that the MPO had one deficiency
- The one deficiency was the lack of approval of three timesheets prior to being submitted for reimbursement
- Staff has taken steps to correct this deficiency.
- The Audited Financial Statements will be presented to Council for approve at the June 2018 meeting
- Staff presented a draft of the FY UPWP budget
- The budget is broken into personnel costs, direct costs, and indirect costs.
- No Surface Transportation Block Grant Program (STBGP) funds will be requested in FY 2019.
- Rollover funds are expected for both the Consolidated Planning Grant (CPG) and STBGP grant.

Meeting Minutes of the  
Finance Committee of the North Front Range Transportation & Air Quality Planning Council

April 19, 2018

7:25 a.m.

Egg & I

Windsor, CO

Members Present

Kristie Melendez  
Dave Clark  
Paula Cochran

Staff Present

Suzette Mallette  
Crystal Hedberg

Guests

Sara Kurtz, Eide Bailly  
Carrie Enders, Eide Bailly

The meeting was called to order by Chair Melendez at 7:25 a.m.

Approval of Minutes:

Clark moved to approve the March 22, 2018 meeting minutes. The motion passed unanimously.

2017 Audit

Sara Kurtz started by explaining a Single Audit is required when an organization receives more than \$750,000 of federal funds in a year. This year the MPO received \$767,139 thereby make it subject to the Single Audit requirements. A single audit entails not only a financial audit but also an audit which includes compliance to rules governing the federal programs.

Kurtz highlighted the Independent Auditor's Report noting Eide Bailly expects to issue an unqualified opinion. In an unqualified report, the auditor concludes that the financial statements of your organization present fairly its affairs in all material aspects.

Kurtz highlighted several items in the management's discussion and analysis since the tables compare prior year amount to current year amounts.

As part of the Single Audit, the auditor's are required to prepare a "Federal Award Reports in Accordance with the Uniform Guidance". Kurtz reviewed this report with the committee. In reviewing the "Report on Compliance for Each Major Federal Program", Kurtz noted that it was the auditor's opinion that the Council complied, in all material respects with compliance requirements that could have a direct and material effect on each of its major federal programs.

In the "Report on Internal Control over Compliance", the one deficiency noted was the lack of approval of three timesheets prior to being submitted for reimbursement. Staff has taken steps to correct this deficiency. A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely bases.

Enders reviewed the required communications letter with the committee.

The Audited Financial Statements for year ended December 31, 2017 will be presented to the Planning Council at their regularly scheduled June 2018 meeting.

### FY 2019 Budget

Staff presented a draft of the FY 2019 UPWP budget. The budget shows personnel costs, direct costs, and indirect costs for each area of the UPWP. It was noted that no Surface Transportation Block Grant Program (STBGP) funds will be requested in FY 2019. Staff is expecting some rollover funds for both the Consolidated Planning Grant (CPG) and the STBGP grant.

The committee reviewed a listing of budgeted consultants and a copy of the expected local match breakdown by member entities.

The meeting was adjourned at 8:25 a.m.

**EXECUTIVE SUMMARY of the  
TECHNICAL ADVISORY COMMITTEE (TAC)  
North Front Range Transportation and Air Quality Planning Council  
April 18, 2018**

**APPROVAL OF THE FEBRUARY 21, 2018 TAC MINUTES**

Chair Klockeman requested the Loveland update from the March 21 TAC meeting reflect the Director of Public Works would be announced within a week from that meeting. Anderson moved to approve the March 21, 2018 TAC meeting minutes with that change. McDaniel supported the motion and it was approved unanimously.

**ACTION ITEMS**

**FY2018-2019 Unified Planning Work Program (UPWP) FY2019 Tasks** – Karasko reported the UPWP updates included minor grammatical changes and the addition of a table to the Prospectus relating the UPWP tasks to the 10 planning factors outlined in 23 CFR §450.306. Schneiders made a motion to recommend the updated UPWP FY2019 Tasks for Planning Council approval and the motion was approved unanimously.

**CDOT FY2018 Additional Allocations to Projects Selected in 2014 Call for Projects** – Klockeman suggested the item be tabled until the May 16 TAC meeting to ensure all remaining questions regarding CNG are answered prior to an Action. Anderson made a motion to table the Action Item and the motion was approved unanimously.

**PRESENTATION**

**North I-25 Segments 7 & 8 Project** – Rees provided an overview of the *North I-25 Express Lanes: Johnstown to Fort Collins* project. The presentation provided a brief explanation of project need, project scope, key elements, expected benefits, and timeline. Construction is expected to begin summer 2018 and to be completed in late 2021.

**Region 4 Local Agencies Project Closures and Contracting** – Kloberdanz explained CDOT will begin implementing a new policy starting May 1, which states no new IGAs will be initiated with agencies that currently have projects open six months following local agency approval of construction, but cannot be closed due to outstanding documentation needed from the sponsor local agency.

**DISCUSSION**

**NoCo North I-25 Memo** – Willis reported the NoCo Bicycle & Pedestrian Collaborative (NoCo) met with CDOT on March 23 to discuss the feasibility of adding the preservation of two bicycle and pedestrian connections to the scope of the North I-25 project. Willis stated NoCo is requesting TAC advocate for the consideration of adopted regional planning documents, such as the *2016 Non-Motorized Plan*, as part of major infrastructure projects. Willis added relevant plans should be considered even if they are adopted after an EIS. NoCo will present a revised request at the May 16 TAC meeting as an Action Item.

**Larimer County Road (LCR) 17 Project Update** – McDaniel and Brothers requested TAC approve the use of project savings, which resulted from unforeseen developer contributions, for a permanent stormwater management solution for the LCR 17 Widening project. TAC agreed this is an acceptable change to the project, so long as the Town of Berthoud and Larimer County agree to accept fiscal responsibility for the new scope in the event the developer does not complete construction by 2025. All agreed and the project team will pursue the permanent stormwater management solution.

**Regionally Significant Corridor (RSC) Criteria** – Dusil and Kealy presented the 2040 RSC Criteria and corridors from the *2040 Regional Transportation Plan (RTP)*, the proposed 2045 RSC Criteria, and a map reflecting the proposed changes to the RSCs. TAC will continue discussion at the May 16 meeting.



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### *MPO Staff*

*Suzette Mallette  
Interim Executive Director  
Becky Karasko  
Regional Transportation Planning  
Director  
Rena Steffen  
Administrative Director  
Crystal Hedberg  
Finance Director*

## MEMORANDUM

To: NFRMPO Planning Council  
From: Suzette Mallette and Crystal Hedberg  
Date: May 3, 2018  
Re: 2019 Unified Planning Work Program (UPWP)  
Tasks and Budget

### Background

The NFRMPO staff has updated the Tasks and Products for FY2019 in the FY2018 and FY2019 Unified Planning Work Program (UPWP). The Finance Committee reviewed and approved the FY2019 Budget on April 19, 2018. Approval at the May 3, 2018 Planning Council meeting will allow CDOT and FHWA to approve and UPWP and sign funding contracts with the NFRMPO prior to October 1, 2018.

The updated FY2019 Tasks were provided to TAC ahead of the March 21, 2018 TAC meeting, with comments requested by Friday, March 30, 2018. No comments were received. The FY2019 Tasks were also provided to Planning Council ahead of their April 5, 2018 meeting.

At their April 18, 2018 meeting, TAC recommended Planning Council approval of the updated FY2018 and FY2019 UPWP.

The full FY2018 and FY2019 UPWP with FY2019 Budget can be accessed here: <https://bit.ly/2JnCVCG>.

### Action

TAC recommends approval and adoption of the updated FY2018 and FY2019 UPWP and FY2019 Budget.





**RESOLUTION NO. 2018-07  
OF THE NORTH FRONT RANGE TRANSPORTATION  
& AIR QUALITY PLANNING COUNCIL  
APPROVING THE 2019 UNIFIED PLANNING WORK PROGRAM (UPWP)  
TASKS AND BUDGET**

- WHEREAS**, the North Front Range Transportation & Air Quality Planning Council maintains a fiscally responsible budget in compliance with Federal regulations required and developed through the “3C” transportation planning process of a Unified Planning Work Program (UPWP) describing the transportation planning activities of the MPO region; and
- WHEREAS**, the North Front Range Transportation & Air Quality Planning Council has prepared a FY2018 and FY2019 UPWP with updated FY2019 Tasks and a FY2019 Budget and that identifies the work elements, tasks, and direct expenses associated with the budget; and
- WHEREAS**, the budget includes funding for the VanGo™ vanpool program that is self-sufficient through fares and other funding sources; and
- WHEREAS**, the UPWP and budget have been constructed to allocate expenses as direct to a program where possible to reduce the indirect rate while more accurately reflecting true program costs; and
- WHEREAS**, the FY2018 and FY2019 UPWP has continued the trend to reduce the use of STP Metro funds for planning to allow for more construction funds; and
- WHEREAS**, the NFRMPO has budgeted \$1,526,800 for planning efforts required by the Federal Highway and Federal Transit Administrations in conjunction with the Colorado Department of Transportation including \$1,057,040 in Consolidated Planning Grant (CPG) funds, \$89K in STP Metro funds, \$54K in State Planning and Research (SPR) funds, \$27K in FTA §5310 funds, \$25K in CDPHE funds, and \$252K in local match in addition to the VanGo™ Budget detailed below.
- WHEREAS**, the NFRMPO has budgeted \$706,621 for VanGo™ operations including \$540K in VanGo™ fares and \$166K in Fort Collins sales tax funds (exchanged for FTA §5307).
- NOW THEREFORE, BE IT RESOLVED**, the North Front Range Transportation & Air Quality Planning Council hereby approves the Updated FY2018 and FY2019 Unified Planning Work Programs (UPWP) and FY2019 Budget and requisite match funds.

Passed and adopted at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 3<sup>rd</sup> day of May, 2018.

\_\_\_\_\_  
Tom Donnelly, Chair

ATTEST:

\_\_\_\_\_  
Suzette Mallette, Interim Executive Director