

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

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

**Voting Members Present:**

<b>Tom Donnelly - Chair</b>	-Larimer County
William Karspeck	-Berthoud
Glenn Ledall	-Eaton
Mark Clark	-Evans
Gerry Horak	-Fort Collins
Robb Casseday	-Greeley
Troy Mellon	-Johnstown
Paula Cochran	-LaSalle
Dave Clark	-Loveland
Elizabeth Austin	-Milliken
Don McLeod	-Severance
Kathy Gilliland	-Transportation Comm.
Julie Cozad	-Weld County
Kristie Melendez	-Windsor
Aaron Pearson	-Timnath

**Voting Members Absent:**

Chris Colclasure	-CDPHE
*No Member	-Garden City

**MPO Staff:**

Suzette Mallette, Executive Director; Becky Karasko, Regional Transportation Planning Director; Alex Gordon and Medora Kealy, Transportation Planner IIs; Ryan Dusil and Sarah Martin, Transportation Planners.

**In Attendance:**

Dawn Anderson, Jeff Bailey, Miles Baker, Ken Bennett, Carrie Endres, Jim Eussen, Matt Gordon, Joel Hemesath, Mark Jackson, Will Jones, Tim Kemp, Dean Klinger, Sara Kurtz, Fran Levine, Mike Lewis, Mitch Nelson, Paul Rennemeyer, Karen Schneiders, Michael Snow, Ulysses Torres, Kaley Zeisel.

Chair Donnelly called the MPO Council meeting to order at 6:01 p.m.

Donnelly welcomed CDOT executive Director Mike Lewis and asked for everyone at the table to introduce themselves.

**PUBLIC COMMENT:**

There was no public comment.

**APPROVAL OF THE MEETING AGENDA:**

*PEARSON **MOVED** TO APPROVE THE JUNE 7, 2018 MEETING AGENDA. The motion was **seconded** and **passed** unanimously.*

**APPROVAL OF THE MINUTES:**

*COZAD **MOVED** TO APPROVE THE MAY 3, 2018 MEETING MINUTES AS CORRECTED. The motion was **seconded** and **passed** unanimously.*

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

Chair Donnelly opened the Air Quality portion of the meeting.

### **PUBLIC HEARING:**

#### Air Quality Conformity

The public comment period was opened and Karasko noted the intention of this Public Hearing was to notify the public and receive input on Air Quality Conformity Determinations for the North Front Range Transportation Planning Region and a portion of the Upper Front Range TPR. The MPO is required to determine conformity of the TIP with federal and state air quality laws and regulations before federal-aid transportation projects proceed. The Federal Highway Administration, the Federal Transit Administration and the Environmental Protection Agency must concur. Conformity determinations are being completed for the "Northern Subarea," which includes the Fort Collins and Greeley Carbon Monoxide Maintenance Areas and the Denver-North Front Range 8-Hour Ozone Nonattainment Area now due to the MPO moving to an Annual TIP adoption cycle to better align with the CDOT State Transportation Improvement Program (STIP).

Karasko reported the regional emissions analysis for the *FY2018-2021 TIP* and *2040 RTP* demonstrates conformity with the Northern Subarea budgets established for the 1997 8-hour ozone NAAQS. Additionally, the regional emissions analysis meets the Northern Subarea's budgets established for the 2008 8-hour ozone NAAQS. The *FY2019-2022 TIP* meets all conformity criteria as identified in 40 CFR 93.109 and meets all planning requirements identified in 23 CFR 450. No comments were received during the public comment period on the Conformity documents during the Public Hearing Notice period, May 5 through June 3, 2018. A hearing with the Air Quality Control Commission (AQCC) was not required for this routine conformity determination. It is important to note that on June 6<sup>th</sup>, FHWA, EPA, CDOT, CDPHE, and NFRMPO staff met to discuss FHWA and EPA comments on the conformity documents. As a result, additional clarifying information was added to the documents, which does not change the overall intent or content of the documents. No public comments were provided.

#### Regional Air Quality Council (RAQC)

A written report was provided. Horak added RAQC was in the process of searching for, interviewing, and hiring a new director. RAQC will hold a special meeting at the end of July to select the new executive director.

#### Air Pollution Control Division

No report was provided.

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

Chair Donnelly opened the MPO portion of the meeting.

### **PRESENTATION:**

#### CDOT Director (Mike Lewis)

Mike Lewis, CDOT Executive Director, provided an overview of potential transportation funding scenarios currently under consideration. Lewis highlighted the rapid socioeconomic growth across the state and emphasized the important role of transportation infrastructure in accommodating growth and maintaining the State's diverse economy. Lewis explained a 10-year list of State highway transportation projects was estimated to cost nearly \$10 Billion (B). From that list, a \$6B draft of priority projects was identified. Lewis described the various possible funding futures, detailing the funding mechanism, potential revenue generated, debt service required, and possible risk associated with each scenario. Possible funding sources include SB 267, SB 1 Bonding, 2018 Initiative 167, 2018 Initiative 153, or some combination thereof. Each option would provide some

amount of bonding authority, with SB 267 providing the least, Initiative 153 providing the most, and Initiative 167 falling in the middle. Borrowing authority for SB 267 would require a 50% debt service from CDOT, Initiative 167 would pay for borrowing authority through the General Fund, and the borrowing authority for Initiative 153 would be paid for with a \$0.62 cent sales tax.

Cozad asked if there was a scenario where both Initiatives passed and Lewis noted this was a possibility and would provide the greatest amount of borrowing authority. Lewis added if both initiatives fail, a third measure would return in 2019 requesting limited borrowing authority. Lewis noted if all three initiatives failed, the region would rely on SB 267 funding, which cannot be bonded until 2020. Mellon asked if there was a possibility where funding outstripped the need for construction. Lewis responded if both 2018 initiatives passed, a strategy would be developed to phase projects to prevent over-tapping the construction labor market. Dave Clark asked if the 0.62 sales tax will be earmarked specifically for transportation and Lewis responded yes, it would be a dedicated transportation fund.

Donnelly noted the most pressing need in the region is the expansion on North I-25 and added the currently scheduled expansion is only expected to provide congestion relief for the next ten years. Donnelly noted if Initiative 153 passes, state funding will be tied up for the 20-year life time of the bonding and therefore it is important permanent improvements for Segments 7 and 8 are included as part of the Initiative. Lewis noted discussion regarding projects to be included as part of the Initiative were still ongoing and added I-25 was well positioned to receive funding for improvements. Gilliland clarified Initiative 167 did not include full build out of Segment 7 and 8 either. Mallette asked how Council could weigh in on the discussion and Lewis responded their comments would be noted and the next opportunity for input would be the upcoming STAC meeting. Mallette asked who had final say in the project list and Lewis noted the Transportation Commission but is up to those putting the ballot measure forward.

## **REPORTS:**

### Report of the Chair:

Chair Donnelly gave no report.

### Executive Director Report:

Mallette reported the Southwest Chief and Front Range Passenger Rail Commission, a group working to implement a passenger rail connection between Trinidad and Fort Collins, received \$2.5M to implement Phase 1, which will include planning activities such as route identification, technology selection, a draft service plan, and hiring staff. A more detailed report will be coming in August. Mallette added there was a vacancy on the Finance Committee and Donnelly asked if there were any volunteers from Larimer County. Gerry Horak volunteered. Mallette reported the NFRMPO held a debrief with FHWA and FTA regarding the recent Certification Review and added there were no corrective actions; the NFRMPO will get recertified. Mallette proposed canceling the July 5<sup>th</sup> meeting. All councilmembers agreed; the July 5<sup>th</sup> meeting will be canceled.

### Finance:

A written report was provided.

### TAC:

A written report was provided.

## **CONSENT ITEMS:**

Air Quality Conformity

**CASSEDAY MOVED TO APPROVE RESOLUTION NO. 2018-08 ADOPTING CONFORMITY DETERMINATIONS FOR THE NORTH FRONT RANGE METROPOLITAN PLANNING AREA FY2019-2022 TRANSPORTATION IMPROVEMENT PROGRAM (TIP). The motion was **seconded** and **passed** unanimously.**

#### CY 2018 1st Quarter Unaudited Financials

**CASSEDAY MOVED TO ACCEPT THE FY2018 1<sup>ST</sup> QUARTER UNAUDITED FINANCIALS. The motion was **seconded** and **passed** unanimously.**

#### FY2019-2022 Transportation Improvement Program (TIP)

**CASSEDAY MOVED TO APPROVE RESOLUTION NO. 2018-09 ADOPTING THE FY2019-2022 TRANSPORTATION IMPROVEMENT PROGRAM (TIP). The motion was **seconded** and **passed** unanimously.**

### **ACTION ITEMS:**

#### FY2018 Program of Projects (POP)

Kaley Zeisel, Capital Planning & Grant Compliance Manager, City of Fort Collins, explained she was requesting approval for Transfort's Fiscal Year 2018 POP, presented on page 31 of the Council packet. Zeisel noted the POP was advertised to the public through multiple channels for comment and an official public meeting was held April 26<sup>th</sup> at the Downtown Transit Center. No public input was received to date and the TAC unanimously approved the POP at their May 26<sup>th</sup> meeting.

**M. CLARK MOVED TO APPROVE RESOLUTION NO. 2018-10 ADOPTING AN AMENDMENT TO THE FY2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) REGARDING FTA §5307, §5310, §5339 FORT COLLINS/LOVELAND/BERTHOUD TRANSPORTATION MANAGEMENT AREA (TMA) PROGRAM OF PROJECTS FOR FFY18. The motion was **seconded** and **passed** unanimously.**

#### 2017 Audited Financials

Mayor Melendez introduced auditors, Sara Kurtz and Carrie Enders of Eide Bailey, who audited the MPO's completed financial statements. Melendez noted the financial committee recommended approval and lauded Crystal Hedberg for her outstanding work.

Kurtz explained the MPO was required to undergo a single audit because they passed the Federal threshold of \$750,000 in funding received through federal grant programs. The auditors were responsible for auditing programming and materiality to ensure compliance with federal standards. The audit focused on internal controls and included detailed testing of financial records. Kurtz presented an overview of the Single Audit Report, highlighting the auditor's opinion on compliance on pages 2 and 3 of the document, which states the NFRMPO's financial statements present fairly. Kurtz added there were no material weaknesses identified during the audit, though one significant deficiency was identified. Kurtz noted all timesheets must be approved before being submitted and of all timesheets tested, but three tested timesheets were not approved before being submitted. Kurtz added these occurrences were found to be non-malicious and circumstantial; the NFRMPO immediately developed and enacted a Corrective Action Plan.

Mellon asked why the NFRMPO was not a low risk auditee and Kurtz responded low risk auditees must have had a single audit one time each in the previous two years and the NFRMPO was not required to receive a single audit in 2016. Enders provided the Final Governance Communication noting auditing standards require the communication of findings and the findings are reasonable, not absolute assurance. Enders added there were no changes requested in accounting policies, no

significant estimates or sensitive disclosures, no significant difficulties dealing with management, and no procedural adjustments required.

*M. CLARK **MOVED TO ACCEPT THE FY2017 AUDITED FINANCIALS.** The motion was **seconded** and **passed** unanimously.*

#### May 2018 TIP Amendment

Kealy noted May 2018 TIP Amendment includes seven requests to revise the FY2018-FY2021 TIP. The requests are either to add a new project to the TIP or to revise the scope of an existing project. None of revisions require changes to funding amount. The 30-day public comment period was closed and no public comment was received. TAC recommended approval of the Amendments at their May meeting.

*COZAD **MOVED TO APPROVE RESOLUTION NO. 2018-11 APPROVING THE MAY 2018 AMENDMENT TO THE FY2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP).** The motion was **seconded** and **passed** unanimously.*

#### CDOT FY2018 Additional Allocations to Projects Selected in 2014 Call for Projects

Kealy reported the CDOT recently identified \$2M in unprogrammed CMAQ funding and \$1.2M unprogrammed STP Metro funding available to unfunded or underfunded projects from the 2014 Call for Projects. Projects selected for the additional allocations were based on the original 2014 project rankings, project readiness, and support from project sponsors. Kealy noted TAC unanimously recommended these allocations for approval at their May meeting. Horak requested Council consider discussing the allocation of all funding toward I-25 during the next Call for Projects.

*M. CLARK **MOVED TO APPROVE RESOLUTION NO. 2018-12 APPROVING ADDITIONAL ALLOCATIONS OF FY2018 FUNDS TO PROJECTS SELECTED IN THE 2014 CALL FOR PROJECTS.** The motion was **seconded** and **passed** unanimously.*

### **DISCUSSION ITEMS:**

#### Transit Development Program List

Michael Snow, CDOT Division of Transit and Rail (DTR), explained DTR is developing an inventory of unmet capital transit needs across the State to prepare for potential new funding opportunities. DTR began the process by inventorying capital projects listed in transit plans across the State. The current inventory only considers capital projects; however, future phases will consider asset management and operational expenses.

The initial inventory included 215 projects estimated to cost a total of \$5.1B. Following the initial inventory, DTR reached out to all TPRs and MPOs in the state, in addition to transit agencies and key transit stakeholders to help identify priority projects for the creation of a Tier 1 program of transit projects for potential inclusion on a statewide ballot initiative. A subcommittee of CDOT's Transit and Rail Advisory Committee (TRAC) determined a statewide cap of \$1.5B, given potential funding sources, and developed a formula to allocate these potential funds to each region. Based on this formula, the MPO was asked to identify priority projects totaling to \$109.3M. Snow emphasized a list of potential projects for inclusion in the potential 2018 Ballot Initiatives must be identified by July. Donnelly clarified any list presented in July would not reflect a finalized list of projects eligible for funding and Snow agreed, the list of priority projects would be ongoing and could change as priority changes. Snow emphasized the importance of accurately representing potential projects, while remaining flexible in which projects may ultimately receive funding. Donnelly remarked, given the robust expertise of the TAC with regard to transit, the Council may move to preemptively approve the list TAC will recommend during their June meeting, with the contingency that projects may be added to the list after that meeting, if so desired.

**COZAD *MOVED TO APPROVE THE PROJECT LIST IDENTIFIED BY TAC. The motion was seconded and passed unanimously.***

#### Poudre Express Regional Route Study

Will Jones provided a presentation on the Poudre Express, a potential express bus route connecting Greeley and Fort Collins through Windsor. The need for a Greeley-Fort Collins transit connection was identified in the NFRMPO's *2040 Regional Transit Element* and again in the *2017 GET Strategic Plan*. The route, which is currently under study, would primarily serve commuters during peak, weekday hours. Jones reported nearly 3,000 students and faculty commute between the three cities and the study indicates an additional 14,000 commute daily between the three cities. Though the service would primarily serve frequent commuters, the service will also be available for "quality of life" riders, which includes riders with limited access to a vehicle, low income riders, and riders with a disability. Jones noted a similar route was piloted in 2009 and ended in 2011 due to low ridership. Jones added the Poudre Express would avoid previous missteps by connecting major activity centers together and limiting the number of stops to ensure a truly express trip. A preliminary route and route schedule has been drafted and next steps include finalizing the route and schedule and securing funding.

The route is expected to cost \$525,000 for annual operations. GET will apply for FASTER funding for operating assistance up to \$200,000 and the remaining cost would be split between Greeley, Windsor, and Fort Collins. If funding is secured, the route is tentatively expected to be running by January 2020, contingent on bus delivery.

Melendez ask if the model had been tested in terms of arrival times and Jones responded it had. Melendez noted further testing may be necessary to more accurately capture delays during school zone hours. Donnelly asked what the schedule would be and Jones responded the bus would run four times in the morning and three in the afternoon, based on demand indicated in their survey responses. Horak noted, as we move towards better regional connection, it may be useful to consider a universal transit pass to facilitate inter-city transfers.

### **COUNCIL REPORTS:**

#### Transportation Commission Report /CDOT Region 4

Gilliland highlighted the opening of US34 and simultaneous signing of SB 1. Gilliland added the Transportation Commission will be largely focused on figuring out the details of the various potential funding opportunities, including SB 1 and the two potential 2018 Ballot Initiatives. Gilliland recognized the importance of securing funding for North I-25 and reiterated funding conversations will continue at the next TC meeting.

Schnieders noted construction on the Crossroads Boulevard Interchange was delayed due to inclement weather. Schnieders reported the bridge at SH60 was now open, but the bridge at SH257 will remain closed for an additional four weeks. The bridge at Little Thompson is also open and will be used as support for the North Front Range BUILD Grant application. A Notice to Proceed 2 for Design Build for North I-25 is expected to be issued in July.

#### I-25 Update

Mallette noted the bridge over Big Thompson, one of the Additional Requested Elements in the North I-25 project scope, recently received \$9M of funding for replacement.

#### STAC Report

A written report was provided.

Host Council Member Report- Melendez thanked everyone for coming to Windsor and highlighted Windsor's new public work facility. Melendez also highlighted upcoming events in Windsor, including the Windsor Farmer's Market, the Artisan Market, and Harvest Fest.

**MEETING WRAP-UP:**

Next Month's Agenda Topic Suggestions:

Gilliland requested Road X present an update on new technologies planned and in use.

The meeting was adjourned at 8:23 p.m.

Meeting minutes submitted by: Sarah Martin, MPO Staff