

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

**March 7, 2019  
Larimer County Loveland Campus  
200 Peridot Avenue  
Loveland, CO**

**Voting Members Present:**

|                                 |                       |
|---------------------------------|-----------------------|
| <b>Kristie Melendez - Chair</b> | -Windsor              |
| William Karspeck                | -Berthoud             |
| Kevin Ross                      | -Eaton                |
| Mark Clark                      | -Evans                |
| Gerry Horak                     | -Fort Collins         |
| Fil Archuleta                   | -Garden City          |
| Robb Casseday                   | -Greeley              |
| Troy Mellon                     | -Johnstown            |
| Tom Donnelly                    | -Larimer County       |
| Dave Clark                      | -Loveland             |
| Elizabeth Austin                | -Milliken             |
| Don McLeod                      | -Severance            |
| Kathy Gilliland                 | -Transportation Comm. |
| Barbara Kirkmeyer               | -Weld County          |

**Voting Members Absent:**

|               |          |
|---------------|----------|
| Rick Coffin   | -CDPHE   |
| Aaron Pearson | -Timnath |
| Paula Cochran | -LaSalle |

**MPO Staff:**

Suzette Mallette, Executive Director; Becky Karasko, Transportation Planning Director; Alex Gordon, Transportation Planner II/Mobility Coordinator; Medora Bornhoft, Transportation Planner II; Sarah Martin, Transportation Planner.

**In Attendance:**

Dawn Anderson, Jeff Bailey, Frank Baszler, Dan Betts, Jesus Berumen, Drew Brooks, Ray Candiff, Ed Cannon, Carol Coates, Chad Crager, Bruce Croissant, Jim Eussen, Joel Hemesath, Myron Hora, Wayne Howard, Mark Jackson, Will Jones, Tim Kemp, Dave Klockeman, Alex Lopez, Dan Mattson, Mitch Nelson, Heather Paddock, Mark Peterson, Annabelle Phillips, Randy Ready, Paul Rennemeyer, Eric Richardson, Jan Rowe, Bryan Schafer, Karen Schneiders.

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

**Public Comment:**

No comment was provided.

**Approval of the Meeting Agenda:**

D. Clark **moved** to approve the *March 7, 2019 Meeting Agenda*. The motion was **seconded** and **passed** unanimously.

**Approval of the Minutes:**

Casseday **moved** to approve the *February 7, 2019 Council Meeting Minutes*. The motion was **seconded** and **passed** unanimously.

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

Chair Melendez opened the Air Quality portion of the meeting.

### Air Pollution Control Division

A written report was provided.

### Regional Air Quality Council (RAQC)

Mallette noted RAQC attended a retreat in February in lieu of their regularly scheduled meeting, so no report was provided.

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

Chair Melendez opened the MPO portion of the meeting.

### **Reports:**

#### Report of the Chair:

Chair Melendez reported on the following:

- Planning Council had robust conversation regarding the Zero Emissions Vehicle (ZEV) mandate during the February 7, 2019 Planning Council meeting. Council drafted bullet points in the form of a resolution. From those bullets, a letter was drafted and will be going out after the March 7, 2019 Planning Council meeting. Melendez recommended Planning Council members share the letter with their respective boards and review the points with which the Planning Council had concerns.
- Melendez welcomed Fil Archuleta, Mayor of Garden City, as a new member to the Planning Council and requested everyone introduce themselves.
- Melendez welcomed student from CSU, Jesus Berumen.
- Fil Archuleta introduced Garden City alternate, Alex Lopez, Garden City Board Trustee.
- Melendez reported Johnny Olson, former CDOT Region 4 Director, was not able to attend the meeting. Kristie noted his work and advocacy for the region, highlighting his help in expediting flood-repair work along US34 and the expansion of North I-25.

#### Executive Director Report:

Mallette reported on the following:

- Last month, 2019 Conflict of Interest forms were disseminated for Councilmembers to sign. Mallette requested any Council members who had not already signed to do so.
- The RAQC meeting on April 5 will be at the Loveland Larimer County Campus from 9:30 a.m. to 11:30 a.m. It is recommended any Council members interested in learning more about how the RAQC operates attend this meeting.
- The RAQC Board, approved through Governor's office, is in the process of selecting new board members. The Larimer County and Weld County positions are up for vacancy at end of April and will need to be re-applied for. Following the selection process, there will be an Executive Order from the Governor's office talking about RAQC and how it is made up.
- Mallette noted the handout at each Council member's seat; the handout provided an update of the 2019 Goals for the Executive Director. Mallette added she will continue to report back quarterly. Bullets under each item enumerated progress made toward each goal, to date.
- At the March 6, 2019 I-25 Coalition meeting, there was request for a letter of support from the NFRMPO Planning Council to support a CDOT request for an additional \$100M from the Transportation Commission for Segments 7 and 8. Mallette added, CDOT also recently applied for an INFRA grant for these two segments. Funding from these requests would be used toward the \$250M needed to help build Segments 7 and 8 to final design. Mallette asked if Planning Council was comfortable with writing a letter of support for CDOT to request these funds. Planning Council agreed to write a letter of support.
- Regarding the ZEV mandate, there was a discussion regarding applying for party status during the February 7, 2019 Planning Council meeting. Mallette noted it could cost tens of

thousands of dollars to secure an attorney to represent the NFRMPO at the hearing. Commissioner Kirkmeyer reported, Weld County is willing to offer Weld County's attorney to assist the NFRMPO in getting party status and to assist in making any necessary motions at the hearing. Mallette asked whether the NFRMPO would need a point-person from Planning Council to be the presenter. Mayor McLeod, Mayor Ross, and Mayor Melendez offered to be available to present.

Finance:

A written report was provided.

TAC:

A written report was provided.

Mobility:

A written report was provided.

**Move to Approve Consent Agenda:**

Donnelly **moved** to approve the Consent Agenda. The motion was **seconded** and **passed** unanimously.

Items on the Consent Agenda included:

- *2019 Public Involvement Plan (PIP)-Resolution 2018-09*
- *CY2018 4<sup>th</sup> Quarter Unaudited Financial Statements*

**Action Items:**

FY2019 Program of Projects (POP)

Annabelle Phillips, Transfort, presented the FY2019 Program of Projects (POP). The POP covers FTA Sections 5307, 5310, and 5339. Phillips reported Section 5307 funding will be spent on fixed-route operations; capital costs of contracting; partially funding paratransit program Dial-a-Ride; to maintain, repair, and replace assets; and to complete security projects throughout the Transfort Service Area. Section 5310 funding will be used to purchase goods and service for seniors and individuals with disabilities to enhance mobility. Section 5339 funding will be used to repair, replace, and enhance capital assets, including facilities, rolling stock, and technology assets. Funding amounts were based on the FY2018 apportionment, because this year's have not been released yet. Once the FY2019 apportionment is released, total funding amounts may be modified, though the identified projects will remain same. Transfort held a public meeting requesting feedback on December 21, 2018 at the Downtown Transit Center; a public notice, along with the proposed FY2019 POP was published in the Fort Collins Coloradoan and the Loveland Reporter Herald, and on the RideTransfort website, with a direct email link to provide feedback. To date, no public comment has been received. The FY2019 POP was brought before the NFRMPO Technical Advisory Committee at their February 20, 2019 meeting, where it was recommended for approval by Planning Council. D. Clark asked why all projects listed were for Fort Collins-specific projects when the funding was coming from the FTA. Mallette responded, the City of Fort Collins is a Direct Recipient of the FTA funding and has an agreement with Loveland, Berthoud, and the NFRMPO to keep all federal dollars and exchange them with Fort Collins sales tax dollars, which are more flexible than the FTA funds. Phillips added Loveland was exploring the possibility of also becoming a Direct Recipient. Mark Jackson, Loveland Public Works Director, noted Loveland is pursuing Direct Recipient status to enable the use of grant funding awarded for new rolling stock and new vehicles. The City anticipates a resolution within the end of the Calendar Year.

Horak **moved** to approve *RESOLUTION NO. 2019-04 ADOPTING AN AMENDMENT TO THE FY2019-2022 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) REGARDING FTA §5307, §5310, §5339 FORT COLLINS/LOVELAND/BERTHOUD TRANSPORTATION*

**MANAGEMENT AREA (TMA) PROGRAM OF PROJECTS FOR FFY19.** The motion was **seconded** and **passed** unanimously.

#### FY2022-23 Call For Projects Recommendations

Becky Karasko, Transportation Planning Director, reviewed that a total of 18 projects were submitted during the Call for project process, 11 CMAQ, 6 STBG, and 1 TA. The Call for Projects Scoring Committee met January 8, 2019 to score the CMAQ and STBG applications. CMAQ projects were ranked highest to lowest based on emission benefits and contribution to achievement of targets using the scoring criteria and point system identified in the Call for Projects Guidebook, which was approved by Planning Council on October 4, 2018. STBG projects were also ranked highest to lowest based on the scoring criteria and the point system identified in the Guidebook. The scoring committee recommended partially funding one STBG project and fully funding four CMAQ and four STBG projects. There is an additional \$428,382 in STBG funding available, however instead of awarding partial funds to two projects, they were waitlisted and will receive full funding, in rank order if additional funding becomes available for FY2022-2023. TA projects were reviewed by the NoCo Bicycle and Pedestrian Collaborative During their January 9, 2019 meeting. The Collaborative recommended fully fund the TA project. TAC discussed the Call recommendations at their January 16, 2019 meeting; their recommendations, and the scoring committees' recommendations, were presented to Planning Council on January 7, 2019. TAC recommended Planning Council approve the Call for Projects recommendation. Planning members requested analysis of last three Calls held in 2014, 2016, and 2018 for all three funding categories. Analysis shows, over last three Calls, the split between funds awarded to Larimer County and Weld County is relatively even for CMAQ, and slightly less so for STBG. An additional analysis of applicants and awardees demonstrated this is due in part to more Larimer County communities applying for STBG funds.

Kirkmeyer thanked Karasko for the analysis and recommended Planning Council set up a subcommittee, of TAC members and Council members, to review the scoring criteria and the Call process ahead of the 2020 Call. Kirkmeyer added the criteria and process to allow all communities a fair opportunity to access funds. Horak recommended including only Council members and focusing on the criteria, not the outcome. Horak clarified, this would not impact projects recommended for funds from the 2018 Call. He added the subcommittee would be a good opportunity to educate all board members on the current process and requested a presentation about the Call process from either NFRMPO staff or TAC members. Donnelley recommended providing an overview of the Call process prior to establishing a subcommittee. Mallette agreed to organize a presentation to the Planning Council in the coming months.

Horak **moved** to approve *RESOLUTION NO. 2019-15 ADOPTING THE FY2022-2023 CALL FOR PROJECTS*. The motion was **seconded** and **passed** unanimously.

#### Executive Director Policy

Suzette Mallette, Executive Director, noted the Executive Director Policy was presented as a discussion item last month. The Policy is intended to provide clear direction, from the Council to the Director, about what is expected of the Director and to enumerate operating parameters. Mallette noted Section 5.10, currently states: in absence of the Executive Director, the Transportation Planning Director will sign on behalf of the Executive Director. In the absence of both the Executive and Transportation Planning Director, the Finance Director will sign on behalf of the Executive Director. Mallette asked Council whether they wanted signing responsibilities all under one person, or whether they wanted to split the responsibilities based on some criteria such as dollar amount of purchase. Horak noted standard procedure is to set dollar limits for which various levels of management in the organization are allowed to sign, with a stipulation stating the Chair can always sign. Horak recommended Mallette suggest some levels in the Draft Policy with the understanding the levels may be updated as needed.

Mallette noted under Immediate Successions, regarding the provision of notification if the Executive Director becomes unavailable, Mayor Ross suggested the Successor come to the Council for

approval. Mallette asked whether the Council preferred different protocol depending on the duration of leave. Kirkmeyer recommended Planning Council appoint someone annually who could act as Executive Director during a Leave of Absence of any duration. Horak recommended notifying Council when appointee takes over for any period, regardless of pre-approval and requested Mallette add language to state: "provide continuous Director services." Chair Melendez noted Mallette would need to make the recommended changes and return the item for Action at the April 4, 2019 Planning Council Meeting.

### **Discussion Items:**

#### FY2018 Transportation Improvement Program Project Delay Review

Medora Bornhoft, Transportation Planner II, noted the project delay review is part of the TIP policy, developed by the NFRMPO, to ensure projects funded through Calls are using federal funds and are making progress. For the FY2018 review, there are two projects facing a second delay. According to the Delay Procedure, the first delay goes to TAC and they have the opportunity to provide a one-year extension. If a project has a second delay, it goes to TAC who recommends to Planning Council whether they should provide a second one-year extension or remove funds from the project and return them to the pool. Planning Council can decide to go with the TAC recommendation or not. The two projects with a second delay include the *City of Loveland's US 287 and US 84 VMS Signs Project* and a portions of *Weld County's CNG Vehicles and Expansion Project*. These projects were each provided a one-year extension in 2017 by TAC and TAC will be providing a recommendation to the Planning Council on whether to remove funds or to provide second one-year extension at their March 20, 2019 meeting. Bornhoft noted, for the Loveland project, an IGA is complete and there is policy review underway by CDOT Region 4 impacting implementation of project. For Weld County, only a portion of project which is delayed due to the suspension of the Buy America Vehicle Waivers. Bornhoft added a process is being worked out to potentially allow the Weld County project to proceed and staff is hopeful both projects can be implemented within the next year. Donnelley clarified Weld County and CDOT were working on an agreement to swap CMAQ and I-25 expansion funding to allow progress of *Weld County's CNG Vehicles and Expansion Project*. D. Clark asked when CDOT's policy review would be completed for the Loveland project. Klockeman responded the City of Loveland anticipates a Notice to Proceed by October 19, 2019. Bornhoft added this item will return to Planning Council on April 4, 2019 for Action.

### **Council Reports:**

#### Transportation Commission Report/I-25 Update

Gilliland reported CDOT was under new leadership with Executive Director Shoshana Lew and noted several recent staffing changes including Region 4 Director Johnny Olson, Communications Director Amy Ford, HTP Executive Director David Specter, Director of the Division of Transportation Development Deb Perkins-Smith, and Government Liaison Aaron Greco. Gilliland also noted Transportation Commission (TC) will find out more about SB267 funding at the end of the 2019 legislative session.

Heather Paddock, CDOT Central Program Engineer, provided an update regarding North I-25 expansion. CDOT submitted an INFRA grant for the I-25 corridor, leveraging the \$110M currently committed for construction. The grant would contribute to building out the full two plus one design for Segments 7 and 8. Specifically, if awarded, the funding would go toward the reconstruction of two bridges north of Big Thompson, LCR 20 and the one over the Great Western Railroad (GWR), construction of I-25 of the GWR north of the Poudre and the relocation of the Port of Entry.

Paddock noted, because North I-25 is an active construction project, the region is able to spend funding quickly, which is an important advantage when applying for funding. Though well positioned receive INFRA funding, since North I-25 is an active construction project and the region can spend funding quickly. The INFRA grant awards may not be announced until September or October, which could be too late for the project. Region 4 plans to present to the CDOT Executive Oversight

Committee (EOC) in two weeks and to the TC in April to request the \$100M to back INFRA. Region 4 plans to ask TC for the remaining balance of \$150M to achieve the \$250M, required for full build, in May.

Paddock reported construction at CO 402 is progressing; the 120-day closure at CO402 will happen near the end of May. Drivers will still be able to get off of I-25 travelling both north and southbound but will be unable to cross I-25 at CO 402. US34 construction will happen shortly thereafter. Paving around CO 392 will begin when temperatures rise. There is a plan to order steel girders, to widen the GWR bridge north of the Poudre at end of March. Paddock noted preserving the Right-of-Way with the center median is important to allow CDOT to leverage today's dollars toward future solutions.

Paddock added design for Segment 6 is progressing quickly. Construction for Little Thompson Bridge, southbound at CO 56, is expected to start in October 2019 with construction of the interchange starting in early Spring, moving into the widening from CO 56 to CO 402. CDOT anticipates holding a ribbon cutting for Segment 6 late Summer 2019. Donnelly asked if there was a plan to vacate the frontage road and Paddock responded, over time, CDOT hoped to replace the frontage road with Weld County Road 9.5. CDOT has started initial design and is working directly with business owners and developers at the southeast corner of CO 56 and I-25. Karspeck asked about the plans for the Great Western Underpass just north of CO 56. Paddock responded it will be fully replaced; Segment 6 is being constructed to the full EIS buildout.

Horak requested a short email with information about the North I-25 project update for Council members to bring to D.C. and to share with TC and the state legislature. Paddock stated she will share the white paper she drafted as part of the INFRA grant application. Horak urged fellow Council members to consider pledging additional funds to the North I-25 project, if needed, to help save \$250M of project costs by taking advantage of active construction. Horak added if pledged today, funds would not be needed right away. Paddock agreed, funds would not be necessary until 2022, 2023, or even 2024.

D. Clark reported, during the March 6, 2019 I-25 Coalition meeting, the I-25 Funding Committee provided a presentation explaining they were revisiting their purpose and mission. David May, Fort Collins Chamber President, will work on list of possible processes for identifying and securing funding to report back to Coalition and then the State.

#### Statewide Transportation Advisory Committee (STAC)

A written report was provided.

#### Host Council Member Report

Donnelly thanked Chair Melendez and welcomed everyone to the Larimer County Loveland Campus, which opened in September 2018. The facility replaced the existing Larimer County office in Loveland, fixing many issues regarding the provision of quality service to southern Larimer County residents and embraces the values and history of the County.

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

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

No suggestions were made

The meeting was adjourned at 7:28 p.m.

Meeting minutes submitted by: Sarah Martin, MPO Staff