



**NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL**  
**MEETING AGENDA**  
**December 3, 2020**

Call-in Number: [\(408\) 650-3123](tel:4086503123)  
 Access Code: [944-835-957](tel:944835957)  
<https://www.gotomeet.me/NFRMPO/december-nfrmpo-planning-council-meeting>  
 For assistance during the meeting, please contact Alex Gordon-[agordon@nfrmpo.org](mailto:agordon@nfrmpo.org) or 970.289.8279

***Pledge of Allegiance***

***Public Comment- 2 Minutes each*** (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- November 5, 2020 (Page 8)

**Executive Session**

- 3) *To consider personnel matters, pursuant to C.R.S.§24-6-402(4)(f), regarding the annual evaluation of the Executive Director and not involving: any specific employee who has requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies.* 6:05  
(45 min)

**Lead Planning Agency for Air Quality Agenda**

**COUNCIL REPORTS:**

- |                                                                                                                           | <u>Est. Time</u> |
|---------------------------------------------------------------------------------------------------------------------------|------------------|
| 4) Air Pollution Control Division (APCD) <span style="float: right;">Dena Wojtach -- APCD <small>(15 min.)</small></span> | 6:50             |
| 5) Regional Air Quality Council (RAQC) <span style="float: right;">(Written)</span>                                       |                  |
| 6) SIP Hearing <span style="float: right;">Suzette Mallette- Executive Director <small>(5 min.)</small></span>            | 7:05             |

**Metropolitan Planning Organization Agenda**

**REPORTS:**

- |                                                                                                                                                  | <u>Est. Time</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 7) Report of the Chair-<br>• Recognitions <span style="float: right;">Dave Clark-Council Chair - City of Loveland <small>(5 min.)</small></span> | 7:10             |
| 8) Executive Director Report<br>• MPO Boundary Update <span style="float: right;">Suzette Mallette <small>(5 min.)</small></span>                | 7:15             |
| 9) Finance Committee (Page 12) <span style="float: right;">(Written)</span>                                                                      |                  |
| 10) TAC (Page 14) <span style="float: right;">(Written)</span>                                                                                   |                  |
| 11) Mobility (Page 15) <span style="float: right;">(Written)</span>                                                                              |                  |

**CONSENT AGENDA:**

- |                                                                                              |                                                  |                                 |
|----------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------|
| 11) Updated Federal Performance Measures:<br>Pavement Condition (Page 18) Resolution 2020-21 |                                                  | 7:20<br><small>(5 min.)</small> |
| 12) FY2020 TIP Delay Review (Page 21) Resolution 2020-22                                     | AnnaRose Cunningham - Transportation Planner I   |                                 |
| 13) FY2021 UPWP Tasks Amendment (Page 25)<br>Resolution 2020-23                              | Medora Bornhoft - Transportation Planner II      |                                 |
| 14) Articles of Association Update (Page 31)<br>Resolution 2020-24                           | Becky Karasko - Transportation Planning Director |                                 |
|                                                                                              | Suzette Mallette                                 |                                 |

**ACTION ITEMS:**

- |                                                                 |                                   |                                  |
|-----------------------------------------------------------------|-----------------------------------|----------------------------------|
| 15) November 2020 TIP Amendment (Page 83)<br>Resolution 2020-25 |                                   | 7:25<br><small>(5 min.)</small>  |
| 16) E-Signature Policy (Page 85)                                | Medora Bornhoft                   |                                  |
|                                                                 | Stuart Kurtz – Accounting Manager |                                  |
| 17) 2021 Officer Elections                                      | Dave Clark                        | 7:35<br><small>(10 min.)</small> |

**NEXT MPO COUNCIL MEETING: January 7, 2021- Hosted by Weld County**



Est. Time.

DISCUSSION ITEM:

18) 2017-2021 NFRMPO Targets for Safety  
Performance Measures (Page 89)

AnnaRose Cunningham

(5 min.)

7:45

COUNCIL REPORTS:

Transportation Commission  
CDOT R4 Update  
I-25 Coalition  
US34 Coalition  
STAC (Page 95)  
Host Council Member Report

Kathleen Bracke - Transportation Commissioner  
Heather Paddock - CDOT R4 Transportation Director  
Dave Clark  
Troy Mellon – Coalition Chair  
(Written)  
Tom Donnelly – Larimer County

(5 min.)

7:50

(5 min.)

7:55

MEETING WRAP UP:

Next Month's Agenda Topic Suggestions

8:00



## ***MPO Planning Council***

### ***City of Loveland***

**Dave Clark, Councilmember- Chair**

Alternate- Steve Olson, Councilmember

### ***Town of Severance***

**Donald McLeod, Mayor- Vice Chair**

Alternate- Frank Baszler, Trustee

### ***Larimer County***

**Tom Donnelly, Commissioner - Past Chair**

Alternate- Steve Johnson- Commissioner

### ***Town of Berthoud***

**William Karspeck, Mayor**

Alternate-Maureen Dower, Mayor Pro Tem

### ***Town of Eaton***

**Lanie Isbell, Mayor Pro Tem**

Alternate- Glenn Ledall, Trustee

### ***City of Evans***

**Mark Clark, Mayor Pro Tem**

Alternate- Brian Rudy, Mayor

### ***City of Fort Collins***

**Kristin Stephens, Mayor Pro Tem**

Alternate- Wade Troxell, Mayor

### ***Town of Garden City***

**Fil Archuleta, Mayor**

Alternate-Alex Lopez, Councilmember

### ***City of Greeley***

**Brett Payton, Councilmember**

Alternate-John Gates, Mayor

### ***Town of Johnstown***

**Troy Mellon, Councilmember**

### ***Town of LaSalle***

**Paula Cochran, Trustee**

### ***Town of Milliken***

**Elizabeth Austin, Mayor**

### ***Town of Timnath***

**Lisa Laake, Trustee**

### ***Weld County***

**Kevin Ross, Commissioner**

Alternate- Steve Moreno, Commissioner

### ***Town of Windsor***

**Paul Rennemeyer, Mayor**

Alternate- Ken Bennett, Mayor Pro Tem

### ***CDPHE- Air Pollution Control Division***

**Dena Wojtach, Manager, Planning & Policy Program**

### ***Colorado Transportation Commission***

**Kathleen Bracke, Commissioner**

Alternate- Heather Paddock, Region 4 Director



## **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	<b>FTA program funding to define “state of good repair” and set standards</b> 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	<b>CDOT’s Strategic Investment Program and projects</b> —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)
AQCC	Air Quality Control Commission (of Colorado)
ATP	Active Transportation Plan
AWD	Average Weekday Traffic (also see ADT)
BUILD	Better Utilizing Investments to Leverage Development (the competitive federal grant program that replaced TIGER)
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 (an FHWA funding program)
CMP	Congestion Management Process
CNG	Compressed Natural Gas
CO	Carbon Monoxide
COLT	City of Loveland Transit
CPG	Consolidated Planning Grant (combination of FHWA PL & 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
EJ	Environmental Justice
EPA	Environmental Protection Agency

GLOSSARY (cont'd)

FAST ACT	<b>Fixing America's Surface Transportation Act (federal legislation, signed December 2015)</b>
FASTER	Funding Advancements for Surface Transportation and Economic Recovery ( <b>Colorado's S.B. 09-108</b> )
FHWA	Federal Highway Administration
FNC	Freight Northern Colorado Plan
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FY	Fiscal Year (October to September for federal funds; July to June for state funds; January to December for local funds)
FFY	Federal Fiscal Year
GET	Greeley-Evans Transit
GOPMT	Goals, Objectives, Performance Measures, and Targets
HOV	High Occupancy Vehicle
HPTE	High-Performance Transportation Enterprise (Colorado)
HTF	Highway Trust Fund (the primary federal funding source for surface transportation)
HUTF	<b>Highway Users Tax Fund (the State's primary funding source for highways)</b>
INFRA	Infrastructure for Rebuilding America (a competitive federal grant program for freight improvements)
I&M or I/M	Inspection and Maintenance program (checking emissions of pollutants from vehicles)
ITS	Intelligent Transportation Systems
LCMC	Larimer County Mobility Committee
LRP or LRTP	Long Range Plan or Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century (2012 federal transportation legislation)
MAPG	Mobility and Access Priority Group, formerly known as the Senior Transportation Coalition (STC)
MMOF	Multimodal Options Fund (state funds allocated to MPOs and TPRs in SB18-001)
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MVEB	Motor Vehicle Emissions Budget
NAA	Non-Attainment Area (for certain air pollutants)
NAAQS	National Ambient Air Quality Standards
NARC	National Association of Regional Councils
NEPA	National Environmental Policy Act
NFRT & AQPC	North Front Range Transportation & Air Quality Planning Council (also NFRMPO)
NFRMPO	North Front Range Metropolitan Planning Organization (also NFRT & AQPC)
NHS	National Highway System
NMP	Non-Motorized Plan
NoCo	Northern Colorado Bicycle and Pedestrian Collaborative
NOx	Nitrogen Oxides
OBD	<b>On-Board Diagnostics (of a vehicle's engine efficiency and exhaust)</b>
O <sub>3</sub>	Ozone

GLOSSARY (cont'd)

PL	Federal Planning (funds)
PIP	Public Involvement Plan
POP	Program of Projects
PPP (also P3)	Public Private Partnership
R4 or R-4	Region 4 of the Colorado Department of Transportation
RAQC	Regional Air Quality Council
RNMC	Regional Non-Motorized Corridor
RPP	Regional Priority Program (a funding program of the Colorado Transportation Commission)
RSC	Regionally Significant Corridor
RTC	Regional Transit Corridor
RTD	Regional Transportation District in the Denver Region or Regional Transportation Director for CDOT Regions
RTE	Regional Transit Element
RTP	Regional Transportation Plan
SH	State Highway
SIP	State Implementation Plan (air quality)
SOV	Single Occupant Vehicle
SPR	State Planning and Research (federal funds)
SRTS ( <i>see TA</i> )	Safe Routes to School (a pre-MAP-21 FHWA funding program)
STAC	Statewide Transportation Advisory Committee
STIP	Statewide Transportation Improvement Program
STBG ( <i>previously STP-Metro</i> )	Surface Transportation Block Grant (a FAST Act FHWA funding program)
SWC&FRPRC	Southwest Chief & Front Range Passenger Rail Commission
TAC	Technical Advisory Committee (of the NFRMPO)
TA ( <i>previously TAP</i> )	Transportation Alternatives program (an FHWA funding program)
TAZ	Transportation Analysis Zone (used in travel demand forecasting)
TC	Transportation Commission of Colorado
TDM	Transportation Demand Management
TIGER	Transportation Investment Generating Economic Recovery (a competitive federal grant program from 2009-2017 replaced by BUILD)
TIP	Transportation Improvement Program
Title VI	U.S. Civil Rights Act of 1964, prohibiting discrimination in connection with programs and activities receiving federal financial assistance
TMA	Transportation Management Area (federally-designated place >200,000 population)
TOD	Transit Oriented Development
TPR	Transportation Planning Region (state-designated)
TRAC	Transit & Rail Advisory Committee (for CDOT)
UFR	Upper Front Range TPR
UPWP	Unified Planning Work Program
VMT	Vehicle Miles Traveled
VOC	Volatile Organic Compound
WCMC	Weld County Mobility Committee

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

**November 5, 2020  
Hybrid Meeting  
Loveland Police and Courts Administration Building  
810 East 10th Street, Loveland, CO**

**Voting Members Present:**

Dave Clark- CHAIR	-Loveland
Elizabeth Austin	-Milliken
Kathleen Bracke	-Transportation Commission
Mark Clark	-Evans
Paula Cochran	-LaSalle
Lanie Isbell	-Eaton
Will Karspeck	-Berthoud
Don McLeod	-Severance
Brett Payton	-Greeley
Paul Rennemeyer	-Windsor
Kevin Ross	-Weld County
Kristen Stephens	-Fort Collins
Dena Wojtach	-CDPHE

**Voting Members Absent:**

Fil Archuleta	-Garden City
Tom Donnelly	-Larimer County
Lisa Laake	-Timnath
Troy Mellon	-Johnstown

**MPO Staff:**

Suzette Mallette, Executive Director; Becky Karasko, Transportation Planning Director; Alex Gordon, Transportation Planner III; Medora Bornhoft, Transportation Planner II; Ryan Dusil, Transportation Planner II; AnnaRose Cunningham, Transportation Planner I

**In Attendance:**

Dawn Anderson; Darin Barrett; Abdul Barzak; Allison Baxter; Frank Bazler; Amanda Brimmer; Rich Christy; Rick Coffin; Jim Eussen; Marissa Gaughan; Jamie Grim; Josie Hadley; Myron Hora; Wayne Howard; Mark Jackson; Will Jones; Dean Klingner; Michelle Martin; Mitch Nelson; Randy Ready; Kim Redd; Karen Schneiders; Eric Tracy

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

**Public Comment:**

Darin Barrett, Loveland citizen and Loveland Transportation Advisory Board (LTAB) member requested the Planning Council compose a letter to contest the air quality monitor exceedance readings impacted by the wildfires and the Coors factory fire.

**Move to Approve Agenda:**

McLeod requested a change to the agenda to move the CDOT R4 Update to Item #6. **McLeod moved** to approve the *November 5, 2020 Meeting Agenda* with the proposed change to the order. The motion was **seconded** by Rennemeyer and **passed** unanimously.

**Move to Approve Minutes:**

**McLeod moved** to approve the *October 1, 2020 Council Meeting Minutes as submitted*. The motion was **seconded** by Rennemeyer and **passed** unanimously.

Mark Clark, HR Committee Chair, stated a link to the Executive Director evaluation will be distributed November 6 and will remain open for 14 days.



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

Chair D. Clark opened the Air Quality portion of the meeting.

### Air Pollution Control Division (APCD)

A written report was provided.

### Regional Air Quality Council (RAQC)

A written report was provided.

### GHG Roadmap Impacts on NFRMPO

Kathleen Bracke, Transportation Commissioner, highlighted the history and content of the GHG Roadmap and its purpose, The public comment period is open now and the Planning Council will be discussing how to provide transportation-related comments through a letter later in the meeting. A finalized GHG Roadmap is scheduled to be released by the end of 2020.

Ross suggested having Will Toor, Executive Director of the Colorado Energy Office (CEO), present at a future Planning Council meeting.

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

Chair D. Clark opened the MPO portion of the meeting.

### **Reports:**

#### CDOT R4 Update:

Heather Paddock, CDOT R4 Director, stated a lot of progress is being made on North I-25, including: the Big Thompson bridge, the State Highway (SH) 56 pedestrian underpass, US34, the bridge over Great Western railroad, the Prospect Road bridge, construction package negotiations for Segment 6, and bid awards for Segments 7 and 8.

Paddock stated there is a \$1.25M shortfall in the \$2M local commitment for the \$20M I-25 Segment 6 BUILD grant. Greeley has committed \$500,000 and Berthoud has committed \$250,000, but there was no formal agreement between agencies for the remaining portion. The Planning Council agreed to convene a committee consisting of elected officials from the cities of Fort Collins, Loveland, and Greeley, Larimer and Weld Counties, the Town of Windsor, NFRMPO staff, and CDOT Region 4 staff to discuss options for identifying and committing the funds for expenditure by the end of 2023. The committee will present findings at the January 7, 2021 Planning Council meeting.

Paddock added an Intergovernmental Agreement (IGA) for High Plains Boulevard was signed today and the Wilson Ranch Developer will be building between roughly three miles of the corridor.

#### Report of the Chair:

Chair D. Clark provided no further updates.

#### Executive Director Report:

Director Mallette reported The MPO Boundary Discussion focus group has created six scenarios and is meeting on November 12 to discuss them.

The VanGo quarterly dashboard is in the handouts. 39 people are currently riding VanGo vans despite the pandemic.

Mallette stated the Wild Earth Guardians have submitted a counter proposal for a 25 percent reduction in the Motor Vehicle Emissions Budget (MVEB) in the proposed Serious Ozone Nonattainment Area requirements currently going through the Hearing process at the Air Quality Control Commission (AQCC). Mallette asked if Planning Council members would like to support the Regional Air Quality Council's (RAQC) opposition by giving witness testimony, file for late part status, or pursue another avenue. The Planning Council agreed to apply for late party status, provide public comment, and work with the RAQC and DRCOG to address the MVEB counter proposal at the December AQCC hearing.

Finance Committee:

A written report was provided.

TAC:

A written report was provided.

Mobility:

A written report was provided.

Q3 TIP Modifications:

A written report was provided.

**Action Items**

GHG Roadmap NFRMPO Comments Letter

Mallette stated the letter is focused specifically on the transportation section of the GHG Roadmap. Mallette highlighted the major points within the draft letter and comments received from Planning Council members. Bracke and Stephens suggested strengthening the introduction and conclusion to emphasize the NFRMPO's desire to be active in future discussions. Planning Council members concurred. Mallette stated NFRMPO staff will make the changes and submit the letter on November 6, 2020.

**Bracke moved** to *APPROVE GHG ROADMAP NFRMPO COMMENTS LETTER* with the discussed changes. The motion was **seconded** by Rennemeyer and **passed** unanimously.

**Presentations**

Transportation Commission Freight Regional and Interstate Mobility Committee

Beedy highlighted the goals, focus areas, and roles of the Committee as well as important partnerships to ensure reliable freight movement across Colorado.

Ports-to-Plains

Kiely explained how the Ports-to-Plains corridor relates to other designated corridors, findings of CDOT's CO-71 Truck Freight Diversion Feasibility Study and an economic study on the Texas portion of the corridor, and ongoing efforts to designate this corridor as a future Interstate.

**Discussion Items:**

Articles of Association Updates

Mallette explained four updates, including:

- Adding guidance for virtual and hybrid meetings. Planning Council members supported the new guidance;
- Whether Alternate Planning Council members should be allowed to represent their community on other NFRMPO committees. Planning Council members opposed allowing Alternate representation on these committees and supported adding RAQC to the list of standing committees;
- Updating the voting norms for the Finance Committee. Planning Council members supported formalizing the voting norms; and,
- Whether charging statements are still a necessary requirement when forming special committees of the Planning Council. Planning Council members supported removing this requirement.

The updated Articles will return to the Planning Council in December for Action with the proposed changes.

Updated Federal Performance Measures: Pavement Condition

AnnaRose Cunningham, Transportation Planner, highlighted the requirements for State DOTs and MPOs to report pavement condition and set four-year targets for the interstate system and non-interstate National Highway System (NHS), with the option to revise the targets at the midpoint. The NFRMPO can support the CDOT statewide targets or set targets specific to the NFRMPO region. Staff recommends setting targets by supporting the CDOT Revised 4-Year (2022) Pavement Targets.

FY2020 TIP Delay Review

Medora Bornhoft, Transportation Planner II, stated the TIP Delay Policy annually ensures projects are meeting milestones. This year, two projects in Fort Collins and Loveland awarded through NFRMPO Calls for Projects with milestone deadlines of FY2020 or earlier are delayed for the second time. The item will return to Planning Council for approval at their December 3, 2020 meeting.

Barrett asked about the Loveland tank removal project. Mark Jackson, City of Loveland Public Works Director, stated the City is going to bid in the next month or two for the project.

FY2021 UPWP Tasks Amendment

Becky Karasko, Transportation Planning Director, described two UPWP amendment requests received from Transfort. The item will return to Planning Council for approval at their December 3, 2020 meeting.

**Council Reports:**

Transportation Commission Report

Bracke reported the Governor has released a proposed transportation budget, which includes continued funding for the Revitalizing Main Streets Program. The Commission recently received an update on Front Range Passenger Rail.

I-25 Coalition

None.

STAC Report

A written report for September was provided.

Host Council Member Report

Jackson stated construction on US34 will continue uninterrupted due to a grant funding swap. The City recently completed construction on 37<sup>th</sup> Street to improve east-west arterial connectivity. The City's tax initiative on the November 3<sup>rd</sup> ballot failed and will lead to budget cuts.

**Meeting Wrap-Up:**

Next Month's Agenda Topic Suggestions:

None

The meeting was adjourned at 8:50 p.m.

Meeting minutes submitted by: Ryan Dusil, NFRMPO Staff

## FINANCE COMMITTEE MEETING REPORT

- Finance Committee met on November 19, 2020
- Finance Committee approved minutes from September 17<sup>th</sup> 2020 meeting.
- The Committee reviewed the proposed NFRMPO E-Signature policy.
  - The Committee recommends NFRMPO Planning Council approve the NFRMPO E-signature policy.
- The Committee was updated on the new VanGo™ billing and credit card acceptance system implementation for PCI compliance.
- The Committee was updated on the status of the VanGo™ program and a discussion was held regarding Covid-19 updates.

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

Sept 17, 2020

9:00 a.m.

GoToMeeting

Members Present

Don McLeod

Paul Rennemeyer

Kevin Ross

Kristin Stephens

Staff Present

Suzette Mallette

Stuart Kurtz

Merideth Kimsey

Alex Gordon

The meeting was called to order by Chair McLeod at 9:12 a.m.

Introduction of Stuart Kurtz, Accounting Manager:

Mallette introduced the new accounting Manager, Stuart Kurtz

Update to Expansion of Mobility Program:

Gordon presented the requested quarterly update to the expansion to the NFRMPO mobility program and highlighted additional state funds that were released for Transportation Services for Vulnerable Populations, including Seniors. The expansion of the mobility program is awaiting the execution of the contract for MMOF funds before moving forward with further plans.

Approval of Minutes:

The minutes of the July 16, 2020 meeting were accepted.

CPG Funding and Contract Renewal:

Kimsey and Kurtz presented the potential of a gap between the current CPG grant and the execution of the extension that would provide additional funding. This potential shortfall is the result of the high indirect cost rate that was set by CDOT to recover unrecovered administrative costs from previous years. In the event that the contract is not received by October 1, 2020 staff requested a recommendation from the committee for alternative funding. The committee recommended that any needed reimbursement for MPO activity be covered through a transfer of excess funds resulting from the exchange of FTA funds with the City of Fort Collins.

VanGo™ Updates:

Mallette updated the committee on the status of VanGo. It was discussed that the program continues to have customer support and the participation in the program is largely dependent on employers. VanGo will be issuing another survey to gauge the expected return of participants.

The meeting was adjourned at 10:55 a.m.

**EXECUTIVE SUMMARY of the  
TECHNICAL ADVISORY COMMITTEE (TAC)  
North Front Range Transportation and Air Quality Planning Council  
November 18, 2020**

**APPROVAL OF THE OCTOBER 21, 2020 TAC MINUTES**

Buckman moved to approve the October 21, 2020 TAC minutes. Anderson seconded the motion, which was approved unanimously.

**CONSENT AGENDA**

**Updated Federal Performance Measures: Pavement Condition, FY2021 UPWP Tasks Amendment, & FY2020 TIP Delay Review** – Oberschmidt moved to approve the Consent Agenda. Baxter seconded the motion, which was approved unanimously.

**ACTION ITEMS**

**November TIP Amendment** – Bornhoft identified the requests included in the November 2020 Amendment to the *FY2020-2023 Transportation Improvement Program (TIP)*. Buckman moved to approve the November TIP Amendment. Oberschmidt seconded the motion, which was approved unanimously.

**PRESENTATIONS**

No items this month

**DISCUSSION**

**37<sup>th</sup> Street Widening Project Scope Changes** – Bornhoft stated the City of Evans is requesting a change to their STBG-funded project and requested TAC consider the reasonableness and eligibility of the proposed project. In addition, Bornhoft requested TAC decide if the project updates should be taken to Planning Council for approval. Oberschmidt presented the proposed scope change, including removing federal funding for a portion of the project which will then be completed using local funds and applying the \$1,118,565 of STBG funds to complete a double-lane roundabout project at 37<sup>th</sup> Street and 47<sup>th</sup> Avenue. TAC expressed support for the scope change but determined Evans should present the project update to the Planning Council.

**Premium Transit Analysis Update** – Gordon presented an update on the status of the Premium Transit Analysis which was approved by Planning Council in February 2020. Staff has drafted an RFP for a consultant which will, upon review by the NFRMPO Finance Team, be released for six weeks. TAC members asked to review the RFP prior to release and to be included in the creation of an advisory group for the project.

**2017-2020 NFRMPO Targets for Safety Performance Measures** – Cunningham presented the options for setting targets for the five federally-required Safety Performance Measures. The NFRMPO has the option to support statewide targets or set targets specific to the region. As requested during the setting of the 2016-2020 targets, Cunningham presented actual fatality and serious injury numbers for the NFRMPO and the State along with optional region-specific targets. The TAC expressed support for endorsing the State targets as has been done previously.

**Call for Projects Improvements Survey Results** – Bornhoft presented the results from the survey TAC members completed following the discussion at the October TAC meeting. Bornhoft identified which options provided in the survey should be incorporated into the Draft Call for Projects Guidebook and which options should not be included based on survey results and staff recommendations. The group discussed taking the options for revising Call for Projects project selection requirements and scoring criteria to the Planning Council in early 2021 prior to TAC reviewing the draft Call for Projects Guidebook. The next Call for Projects is currently anticipated to happen in mid- to late-2021.

Larimer County Mobility Committee (LCMC)—MINUTES

November 19, 2020

1:33 p.m. – 2:38 p.m.

**1. Call Meeting to Order, Welcome and Introductions**

- Anna Russo, Chair, Transfort
- Jim Becker, Citizen
- April Christensen, Sanjoy Foundation
- Jody Dettmer-Johnson, Division of Vocational Rehab
- Katlyn Kelly, Transfort
- Nicole Limoges, Larimer County Office on Aging
- Connie Nelson-Cleverley, SAINT
- Vanessa Solesbee, Town of Estes Park
- Bridie Whaley, COLT

NFRMPO staff: Alex Gordon

**2. Review of Agenda**

**3. Public Comment (2 minutes each)**

No public comment received.

**4. Approval of September 17, 2020 Meeting Minutes**

Russo moved to approve the meeting minutes. Nelson-Cleverley seconded the motion, which was approved unanimously.

**PRESENTATIONS**

- 1) SAINT (Nelson-Cleverley)** – Nelson-Cleverley described SAINT, a volunteer transportation service in Fort Collins and Loveland. The organization provides rides to adults over 60 as well as adults with a disability who cannot drive. SAINT focuses on transportation, and riders must be ambulatory. Four people support the agency, including the Executive Director, Volunteer Coordinator, and two schedulers. Drivers go through a criminal background check before becoming a driver.

Prior to COVID, SAINT was averaging 30,000 rides per year, and is currently operating at 40 to 45 percent capacity. COVID precautions include having the schedulers work from home, requirements of wearing masks for drivers and riders, keeping windows open as weather allows, cleaning between riders, and having riders sit in the back when appropriate.

Rides are provided on a first-come, first serve basis, meaning rides are not prioritized. Medical trips and trips to the senior center are historically the most popular reasons for travel, but social trips are also popular. Nelson-Cleverley noted SAINT’s success is dependent on good communication between the organization, drivers, and riders.

Kelly asked to clarify SAINT’s service area. SAINT serves between I-25, SH392, Horsetooth, and the north side of Fort Collins, and I-25, SH402, 57<sup>th</sup> St, and the west side of Loveland. Christensen noted



she has been approached about volunteering and asked how to send volunteers to SAINT. Nelson-Cleverley said she and Christensen can work together on that.

## **DISCUSSION ITEMS**

- 2) Sanjoy Foundation** – April Christensen from the Sanjoy Foundation explained her organization’s purpose, focusing on supporting adults with cancer through grants, gifts, and connections. Transportation has been highlighted as a major gap for cancer patients. Christensen has been working with Banner Health and UCHealth to identify the largest needs. The American Cancer Society usually provides volunteer transportation, but this program has been on hold because of COVID. Instead, the ACS is providing grants instead. Sanjoy wants to foster relationships, like connecting patients to insurance brokers, local businesses, social workers, etc. Sanjoy is focusing on Larimer and Weld counties before expanding. SAINT, Transfort, COLT, and Estes Transit explained their existing transportation programs, including how to apply for conditional paratransit. More information about the Sanjoy Foundation is available at <https://sanjoy.org/>.
- 3) Coordinated Plan** – Gordon reviewed the purpose and reasons for the Coordinated Public Transit/Human Services Transportation Plan, including existing services and mobility gaps. Solesbee identified transportation costs, service reliability, and the ill impacts of social isolation on mental health as major gaps/issues needing to be addressed. Becker noted the first mile/last mile connections and the needs for transfers/connections as barriers to transportation. People living outside of service areas have few options. The group noted the importance of working together to advocate for improvements. Solesbee noted the importance of bringing in the healthcare industry for these discussions because they are aware of more funding and gaps. The group noted the ADA training and Dementia Training and wanted to do more trainings in the future.
- 4) One Call/One Click Center update** – Gordon stated the Mobility Manager has been hired and starts on December 1. Gordon will introduce him to community partners to help him get acquainted.

## **LCMC MEMBER REPORTS**

- Nelson-Cleverley stated SAINT is starting to feel more COVID impacts.
- Limoges noted she is in week two at the Office on Aging, and the LCOA is hiring another Program Coordinator.
- Kelly noted Transfort will be reducing service because CSU and PSD are going back to virtual classes. The Route 19 will start on Monday, November 23.
- Russo noted Transfort is limiting the number of people on the bus to 50 percent.
- Solesbee reported Estes Park is doing a winter service pilot with its new electric trolley. A second trolley is being ordered. The electric trolleys have reduced fuel costs and emissions. Estes Park received a grant for facility expansion, providing two new bays for the vehicles.
- Whaley stated two new COLT buses will go into service in the next few weeks. The new buses will have bike racks with space for three bikes instead of two currently. COLT has also reduced capacity to 50 percent on buses. COLT is in the process of ordering new buses, including CNG buses.

## **5. Final Public Comment (2 minutes each)**

No public comment received.





**6. Next Month's Agenda Topic Suggestions**

Russo stated she can present about Transfort at the next meeting. The group will meet the new Mobility Manager.

**7. Next LCMC Meeting: January 21, 2021**

# AGENDA ITEM SUMMARY (AIS)

North Front Range Transportation & Air Quality Planning Council



Meeting Date	Agenda Item	Submitted By
December 3, 2020 Virtual	Updated Federal Performance Measures: Pavement Condition **CONSENT**	AnnaRose Cunningham
<b>Objective/Request Action</b>		
To approve supporting the Revised 4-Year (2022) statewide targets set by the Colorado Department of Transportation (CDOT) for the four federally required Pavement Condition Performance Measures.		<input type="checkbox"/> Report <input type="checkbox"/> Work Session <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action
<b>Key Points</b>		
<p>The Fixing America’s Surface Transportation Act (FAST Act) required State DOTs and MPOs to report pavement condition in Good/Fair/Poor. State DOTs and MPOs were required to set four-year targets in 2018 with the option to update the targets at the midpoint, in 2020. Pavement performance metrics include the following: performance of the interstate system in good and poor condition, and performance of the non-Interstate National Highway System (NHS) in good or poor condition. To set Targets, the NFRMPO can either:</p> <ul style="list-style-type: none"> <li>A. Support the CDOT statewide Targets</li> <li>B. Set Targets specific to the NFRMPO region</li> </ul> <p>The Revised 4-Year (2022) Targets are:</p> <ul style="list-style-type: none"> <li>• Percent of pavements on the Interstate System Rated Good: <b>40%</b></li> <li>• Percent of pavements on the Interstate System Rated Poor: <b>5%</b></li> <li>• Percent of pavements on the non-Interstate NHS Rated Good: <b>40%</b></li> <li>• Percent of Pavements on the non-Interstate NHS Rated Poor: <b>5%</b></li> </ul>		
<b>Committee Discussion</b>		
The Revised 4-Year (2022) Pavement Condition Targets were discussed by to Planning Council at their November 5 meeting.		
<b>Supporting Information</b>		
<ul style="list-style-type: none"> <li>• The targets set in 2018 and current conditions can be found in the <b>Pavement Targets and Conditions Table</b>.</li> <li>• Under the FAST Act there is a minimum performance level for Interstate System pavement in poor condition, no more than five percent. If a State exceeds minimum condition, they lose flexibility of a portion of Federal funds.</li> <li>• Under Policy Directive (PD) 14, CDOT currently reports drivability life as the primary pavement asset management performance metric.</li> <li>• Targets are being updated to reflect actual condition using more up-to-date data than was available at the time of the original target setting.</li> </ul>		
<b>Advantages</b>		
Pavement targets are only for Interstate and NHS roads which are maintained by CDOT, targets are not being set for roads within the jurisdiction of NFRMPO entities.		
<b>Disadvantages</b>		
None.		
<b>Analysis/Recommendation</b>		
TAC recommended setting Targets by supporting the CDOT Revised 4-Year (2022) Pavement Targets at their meeting on November 18, 2020.		
<b>Attachments</b>		
<ul style="list-style-type: none"> <li>• Pavement Targets and Conditions Table</li> <li>• <b>Resolution No. 2020-21</b></li> </ul>		

## Pavement Targets and Conditions Table

Target	2018 Targets	Current Condition	Revised Midpoint Targets
% Interstate – Good Condition	47%	46.5%	40%
% Interstate – Poor Condition	1%	2.7%	5%
% Non-Interstate – Good Condition	51%	41.5%	40%
% Non-Interstate – Poor Condition	2%	3.1%	5%



**RESOLUTION NO. 2020-21  
OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL  
TO SET TARGETS BY SUPPORTING THE REVISED 4-YEAR (2022) TARGETS ESTABLISHED BY CDOT FOR  
THE PAVEMENT CONDITION PERFORMANCE MEASURES**

**WHEREAS**, the North Front Range Transportation & Air Quality Planning Council is designated as the Metropolitan Planning Organization (MPO) in cooperation with local elected officials and is authorized to carry out the continuing, cooperative, and comprehensive (“3C”) multimodal transportation planning process as mandated by Congress in Titles 23 and 49 U.S.C.; and

**WHEREAS**, 23 U.S.C. 150(c) requires the US Department of Transportation (US DOT) to establish national performance measures for safety, infrastructure condition, system performance, freight, and air quality; and

**WHEREAS**, the Federal Highway Administration (FHWA) established regulations (23 CFR Part 490 Subparts A, C, D, E, F, G, and H) require State Departments of Transportation (State DOTs) to set targets for the 12 performance measures established by the US DOT by May 20, 2018 and every four years thereafter with the opportunity to revise after two years; and

**WHEREAS**, the National Performance Management Measures regulations (29 CFR Part 490) require MPOs to set targets no later than 180 days after the respective State DOT sets targets; and

**WHEREAS**, the Colorado Department of Transportation (CDOT) set the following revised targets for pavement condition:

- Percent of pavements on the Interstate System Rated Good: **40%**
- Percent of pavements on the Interstate System Rated Poor: **5%**
- Percent of pavements on the non-Interstate NHS Rated Good: **40%**  
Percent of Pavements on the non-Interstate NHS Rated Poor: **5%**

**WHEREAS**, CDOT set its pavement condition targets with a data-driven approach and in collaboration with planning partners; and

**WHEREAS**, MPOs may set targets by agreeing to plan and program projects so they contribute toward the accomplishment of the state targets or by committing to a target specific to the MPO region;

**NOW THEREFORE, BE IT RESOLVED**, the North Front Range Transportation & Air Quality Planning Council hereby agrees to set targets by supporting the CDOT Revised 4-year (2022) Pavement Condition Targets and agrees to plan and program projects to contribute toward the accomplishment of the statewide targets.

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 December 2020.

\_\_\_\_\_  
Dave Clark, Chair

ATTEST:

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

# AGENDA ITEM SUMMARY (AIS)

North Front Range Transportation & Air Quality Planning Council



Meeting Date	Agenda Item	Submitted By
December 3, 2020	FY2020 TIP Project Delay Review **CONSENT**	Medora Bornhoft
<b>Objective/Request Action</b>		
To provide an extension through June 30, 2021 (the end of State FY2021) for TIP projects with a second delay.		<input type="checkbox"/> Report <input type="checkbox"/> Work Session <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action
<b>Key Points</b>		
<ul style="list-style-type: none"> <li>Two projects awarded through NFRMPO Calls for Projects with milestone deadlines of FY2020 or earlier are delayed for the second time:               <ul style="list-style-type: none"> <li>Loveland – <i>CNG Station</i> project with \$828K in federal funding.</li> <li>Transfort – <i>eBus &amp; Charger Purchase</i> project with \$776K in federal funding.</li> </ul> </li> <li>Sponsors of both projects anticipate meeting the milestone prior to June 30, 2021.</li> </ul>		
<b>Committee Discussion</b>		
<ul style="list-style-type: none"> <li>TAC discussed the FY2020 TIP Project Delay Review at their September 16, 2020 meeting and October 21, 2020 meeting and recommended Planning Council approval at their November 18, 2020 meeting.</li> </ul>		
<b>Supporting Information</b>		
<ul style="list-style-type: none"> <li>The TIP delay procedure, as identified in the <i>FY2020-2023 Transportation Improvement Program</i> (TIP), applies to projects awarded by the NFRMPO Planning Council and funded through the federal CMAQ, STBG, and TA programs (or their successors/equivalents in future or past federal surface transportation legislation).</li> <li>The Delay Procedure states projects are considered delayed if they do not meet the deadline for the relevant milestone. The milestone is the advertisement date for construction projects, the “Notice to Proceed” for non-construction projects, and the order date for bus projects.</li> <li>The milestone deadline is the Fiscal Year identified in the project application for the relevant milestone adjusted for the difference between the first year of funding requested in the application and the first year of funding awarded.</li> <li>Construction projects that have more than one advertisement date and non-construction projects or programs with more than one Notice to Proceed are reviewed for each discrete implementation phase of the project.</li> <li>TAC may approve the first one-year extension for projects that do not meet the advertisement or notice to proceed date, if CDOT can guarantee the funds in the next fiscal year. Four projects have a first delay.</li> <li>TAC may recommend Planning Council approve a second one-year extension if a previously delayed project still cannot meet the advertisement or notice to proceed date within the fiscal year. The community may be granted a second one-year extension if extenuating circumstances exist outside the project sponsor’s control preventing the project from moving forward. TAC may also recommend Planning Council remove the funds from the project and fund another project or return the funds to the pool for the next fiscal year if the funding can be guaranteed by CDOT. Project sponsors may appeal the decision to both the TAC and Planning Council. Planning Council makes the final decision on second extensions.</li> </ul>		

### Advantages

- The TIP Project Delay Procedure promotes the effective and timely use of federal funds by ensuring projects receiving Congestion Mitigation and Air Quality (CMAQ), Surface Transportation Block Grant (STBG), and/or Transportation Alternative (TA) funds (or their equivalents in past or future federal surface transportation legislation) are making progress.

### Disadvantages

- None noted.

### Analysis/Recommendation

- At their November 18, 2020 meeting, TAC recommended Planning Council approve providing an extension through June 30, 2021 to the two projects with second delays.

### Attachment

- Table 1. FY2020 Delay Review – Projects Requesting 2<sup>nd</sup> Extensions from Planning Council
- **Resolution No. 2020-22**

**Table 1. FY2020 Delay Review – Projects Requesting 2<sup>nd</sup> Extensions from Planning Council**

PROJECT NAME	SPONSOR	FUNDING PROGRAM	MILESTONE DEADLINE	ANTICIPATED MILESTONE	2020 PROJECT STATUS COMMENTS	2019 Review Outcome	2020 DELAY STATUS	Federal Funds in TIP
CNG Fast Fill Stations	Loveland	CMAQ	FY19	Anticipated Ad Dates: Phase 1 (Tank Removal) - October 2020 Phase 2 (Design-Build for CNG Station) - November 2020	CDOT IGA fully executed. Preliminary Scoping Meeting held with City and CDOT Staff. Draft Phase 1 Documents for Removal of Storage Tank being Finalized; Ad date anticipated for October 2020. Phase 2 Documents for CNG Station Construction Design-Build Contact expected to follow immediately with Ad date anticipated in November 2020.	1 <sup>st</sup> Extension	<b>2<sup>nd</sup> Delay</b>	<b>\$828K</b>
eBus & Charger Purchase	Transfort	CMAQ	FY19	Anticipated Order Date: 12/1/2020	Project was delayed due to COVID. Currently working on executing an agreement and pre-award documentation is complete.	1 <sup>st</sup> Extension	<b>2<sup>nd</sup> Delay</b>	<b>\$776K</b>



**RESOLUTION NO. 2020-22  
OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL  
APPROVING ONE-YEAR EXTENSIONS FOR THE FY2020 TIP PROJECT DELAY REVIEW**

**WHEREAS**, the North Front Range Transportation & Air Quality Planning Council is designated as the Metropolitan Planning Organization (MPO) in cooperation with local elected officials and is authorized to carry out the continuing, cooperative, and comprehensive (“3C”) multimodal transportation planning process as mandated by Congress in Titles 23 and 49 U.S.C.; and

**WHEREAS**, 23 CFR PART §450.326 requires the development of a fiscally constrained Transportation Improvement Program (TIP) by Metropolitan Planning Organizations; and

**WHEREAS**, the FY2020-2023 TIP identifies a procedure for delayed projects to promote the effective and timely use of federal funds by ensuring projects receiving Congestion Mitigation and Air Quality (CMAQ), Surface Transportation Block Grant (STBG), and/or Transportation Alternative (TA) funds (or their equivalents in past or future federal surface transportation legislation) are making progress; and

**WHEREAS**, the FY2020 TIP Project Delay Review found two projects have a second delay, including:

- Loveland’s *CNG Fast Fill Station* project – \$828K CMAQ
- Transfort’s *eBus & Charger Purchase* project – \$776K CMAQ; and

**WHEREAS**, the sponsors of both projects anticipate meeting the required milestone during State Fiscal Year (FY) 2021.

**NOW, THEREFORE, BE IT RESOLVED**, the North Front Range Transportation & Air Quality Planning Council hereby approves the extensions for the two projects through the remainder of the current State Fiscal Year, which concludes on June 30, 2021.

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 December 2020.

\_\_\_\_\_  
Dave Clark, Chair

ATTEST:

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



## MEMORANDUM

**To: NFRMPO Planning Council**

**From: Becky Karasko**

**Date: December 3, 2020**

**Re: **\*\*CONSENT\*\*** FY2020-2021 Unified Planning Work Program (UPWP)**

### **FY2021 Tasks Amendment**

#### **Background**

The NFRMPO staff has received two requests for additional Tasks and Products for FY2021 the *FY2020-2021 Unified Planning Work Program (UPWP)*. The FY2020-2021 UPWP Amendments will go to Planning Council for their approval at their December 3, 2020 meeting.

The new FY2021 UPWP Tasks, which were not included in the FY2020-2021 UPWP when it was readopted on June 4, 2020, are:

- ***Task 2.15: Transfort—MAX Expansion—North College Avenue BRT and Transit Oriented Development (TOD) Overlay Plan***
- ***Task 2.16: Transfort—Zero Emissions Bus Transition Plan***

These Tasks are also attached to this Memo. TAC members recommended Planning Council approval of the Tasks at their November 18, 2020 meeting.

#### **Action**

TAC recommends Planning Council approve the new FY2021 UPWP Tasks at the December Planning Council Meeting.

## **2.15 TRANSFORT – MAX EXPANSION - NORTH COLLEGE AVENUE BRT AND TRANSIT ORIENTED DEVELOPMENT (TOD) OVERLAY PLAN**

### **OBJECTIVE:**

Complete a Corridor Master Plan for North College to include a feasibility study of implementing Bus Rapid Transit (BRT) and a Transit-Oriented Development (TOD) Overlay in the corridor.

### **METHOD:**

The City of Fort Collins-Transfort/Parking Services will contract a third-party consulting firm in 2021 to complete a comprehensive planning study of the North College Corridor area resulting in a Corridor Master Plan.

### **OVERALL IMPACT/INTENT:**

A major element of the City of Fort Collins' recently adopted Transit Master Plan (TMP) identifies expansion of Bus Rapid Transit (BRT) service to North College. This would extend Transfort's existing BRT (MAX – a Small Starts project implemented in 2014) from its current terminus at the Downtown Transit Center (DTC) further north approximately 2 miles. At this time Transfort is unsure whether North College would be better suited to a Fixed Guideway or Corridor-based BRT service, this question will be addressed through a study of the corridor. The incorporation of multi-modal accessibility and connectivity, especially for vulnerable users will be central to the Plan. The vision should include establishing a corridor that is safe and comfortable for all users, especially for active transportation.

In addition to determining the feasibility of BRT, the plan will include the process for establishing a Transit Oriented Development (TOD) Overlay. This, coupled with BRT and multi-modal options, will provide needed resources to this rapidly redeveloping, older corridor. Routes serving North College have the fastest growing ridership with approximately 25,000 passenger boardings/month; increasing 10% from 2017 to 2018.

The North College corridor is currently identified as a Targeted Redevelopment Area, an Urban Renewal Area (URA), a Tax Increment Financing District, and a State Enterprise Zone. The plan would establish transforming the study area to a TOD Overlay. A significant amount of infrastructure work was recently completed as part of large multi-modal roadway improvement project. The Plan's preferred alternative will help identify what additional infrastructure needs remain. The North Fort Collins Business Association has been advocating for more robust transit service for the past five years. The study area is home to many social service agencies advocating for improved transit and accessibility. Also, a centralized homeless services campus is being considered on North College.

The final report completed through this study would include elements such as the preferred master plan, alternative development, implementation plan, cost estimates to implement the plan, and performance measures.

**PRODUCTS:**

1. North College Corridor Master Plan (Q4 2020)

FY 2021

PERSON/WEEKS: 0

2021 BUDGET:

Personnel	\$0
Other Direct (consultant)	\$350,000
Training	<u>0</u>
Indirect	<u>0</u>
<b>Total</b>	<b>\$350,000</b>

2021 DISTRIBUTION:

Federal	
TOD PILOT (80.0%)	\$280,000
LOCAL (20.0%)	\$70,000
<b>Total</b>	<b>\$350,000</b>

2021 OTHER DIRECT:

Out of State Travel	0
Consultant	\$350,000
Other	<u>0</u>
<b>Total</b>	<b>\$350,000</b>

## **2.16 TRANSFORT – ZERO EMISSIONS BUS TRANSITION PLAN**

### **OBJECTIVE:**

This study will develop a recommended Zero Emissions Bus mode and provide a Fleet Electrification Plan for Transfort’s fixed-route revenue fleet conversion by 2040 (with associated infrastructure and operating plan). The study findings will support this plan by identifying a comprehensive and sustainable plan for Transfort which meets the goals of the City’s Climate Action Plan.

### **METHOD:**

The City of Fort Collins-Transfort/Parking Services will contract with a third-party to conduct the study and prepare the ZEB planning documents.

### **OVERALL IMPACT/INTENT:**

The overall goal of the project is to provide Transfort with a Zero Emission Bus Rollout Plan. Goals of the analysis are four-fold: (1) determine the most capital cost- effective approach to a 100% bus fleet with zero emission propulsion; (2) determine capital improvements required to achieve the 100% ZEB fleet and operation; (3) provide a financing and purchasing strategy that allows Transfort to sustainably meet internal ZEB deadlines; and (4) develop a comprehensive understanding – positives and negatives – of how compliance with this the CAP objectives will impact Transfort in the future, and how federal legislation may impact the plan.

The initial project will include two major phases. The first phase will include a thorough study of available technologies and their specific potential in relationship to the Transfort service area. These potential technologies include:

- Battery Electric Buses with depot-only chargers
- Battery Electric Buses with depot and on-route chargers
- Fuel Cell Electric Buses
- Combination of Fuel Cell and Battery Electric Buses

The second phase of the project will conduct a more detailed analysis of the appropriate technology and will provide Transfort with specific, actionable, implementation items.

Transfort may also request the contractor conduct additional services such as ZEB Request for Proposal (RFP) specification development and technical evaluation; Buy America audits; ZEB Benefits Assessment and Deployment Validation; Periodic QA/QC Audits and Inspections.

### **2021 PRODUCTS:**

1. Technology Analysis and Recommendation
2. Detailed Analysis and Implementation Plan
3. Optional Deliverables such as: RFP specification development, Buy America Audits, ZEB Benefits Assessment, Deployment Validation, QA/QC Audits and Inspections.

FY2021

PERSON/WEEKS: 10

2021 BUDGET:

Personnel	\$0
Other Direct (consultant)	\$287,000
Training	\$0
Indirect	<u>\$ 0</u>
<b>Total</b>	<b>\$287,000</b>

2021 DISTRIBUTION:

Federal	
5307 (80.0%)	\$229,600
LOCAL (20.0%)	<u>\$57,400</u>
<b>Total</b>	<b>\$287,000</b>

2021 OTHER DIRECT:

Out of State Travel	0
Consultant	\$287,000
Other	<u>0</u>
<b>Total</b>	<b>\$287,000</b>

**RESOLUTION NO. 2020-23  
OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL  
APPROVING THE FIRST AMENDMENT TO THE FY2021 TASKS AND BUDGET OF THE FY2020-2021  
UNIFIED PLANNING WORK PROGRAM (UPWP)**

**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 FY2020 Budget that identifies the work elements, tasks, and direct expenses associated with the budget; and

**WHEREAS**, the NFRMPO is requesting an amendment of the FY2020-FY2021 UPWP to add two tasks: *Task 2.15 Transfort—MAX Expansion—North College Avenue BRT and Transit Oriented Development (TOD) Overlay Plan* and *Task 2.16: Transfort—Zero Emissions Bus Transition Plan*; and

**WHEREAS**, the FY2021 budget and FY2021 tasks were approved by the North Front Range Transportation & Air Quality Planning Council on June 4, 2020 and this is the First Amendment of the FY2021 portion of the UPWP; and

**WHEREAS**, the NFRMPO is amending the FY2021 UPWP budget to include:

- \$280,000 in TOD Pilot Funds and \$70,000 in Local Match Fort Collins for *2.15 Transfort—MAX Expansion—North College Avenue BRT and Transit Oriented Development (TOD) Overlay Plan*; and
- \$229,600 in FTA §5307 Funds and \$57,400 in Local Match from Fort Collins for *Task 2.16: Transfort—Zero Emissions Bus Transition Plan*; and

**WHEREAS**, the NFRMPO total budget will increase to \$1,886,266; and

**WHEREAS**, the VanGo™ budget remains unchanged at \$1,363,409.

**NOW, THEREFORE, BE IT RESOLVED** the North Front Range Transportation & Air Quality Planning Council hereby approves the First Amendment to the FY2021 Tasks and Budget of the FY2021 Tasks of the FY2020-2021 Unified Planning Work Program (UPWP).

Passed and approved at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 3<sup>rd</sup> day of December 2020.

\_\_\_\_\_  
Dave Clark, Chair

ATTEST:

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

## MEMORANDUM

**To:** NFRMPO Planning Council  
**From:** Suzette Mallette, Executive Director  
**Date:** December 3, 2020  
**Re:** **\*\*CONSENT\*\* Articles of Association Update**

### Background

The Articles of Association, originally adopted on January 27, 1988 and last amended September 6, 2018, are being recommended for update to include procedures for virtual and hybrid meetings. This need to update the Articles has become apparent with the move to virtual meetings due to COVID-19 and the current version of the Articles of Association only address in-person meeting procedures. The changes to the document are outlined below.

- Inclusion/modification of hybrid and virtual meetings for the Council, Council Committees, TAC and Mobility Committees;
- Clarified that Alternates cannot serve on Council Committees;
- Included the RAQC nomination to Committees;
- Change Finance Committee to Voting rather than Consensus; and
- Removed the Charging Statement.

### Action:

This is an Action item, on Consent, for Planning Council's approval.

# ARTICLES OF ASSOCIATION

AMENDED ARTICLES OF ASSOCIATION NORTH FRONT RANGE  
TRANSPORTATION AND AIR QUALITY PLANNING COUNCIL



**ADOPTED**

January 27, 1988

**AMENDED**

December 4, 2020



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## ARTICLE I - PURPOSE

The undersigned Counties and Municipal Corporations, wishing to exercise the powers set forth in Article XIV, Section 18(2) of the Colorado Constitution and Part 2 of Article 1 of Title 29, C.R.S., as amended, hereby amend the Articles of Association (the "Articles") of the NORTH FRONT RANGE TRANSPORTATION AND AIR QUALITY PLANNING COUNCIL (the "Council") to provide as follows:

The Council shall promote regional transportation and transportation related air quality planning, cooperation and coordination among federal, state and local governments and between levels of government within the geographical area referred to herein as the "Area," which is shown on the map in *Appendix B*. The need for a transportation and air quality planning organization is based on the recognition that the people in the Area form a community bound together physically, environmentally, economically and socially. It is the purpose of the Council, through its participating membership and its programs, to provide local officials with a means of responding more effectively to regional and state transportation and transportation-related air quality issues and needs.

Ordered and effective transportation and air quality planning in the Area requires the Council to coordinate the activities of federal, state, county and municipal agencies which are involved in the delivery of transportation facilities and services and protection of air quality. The Council should also consider the activities and needs of the private sector and public franchised carriers involved in providing transportation services and facilities within the Area.

The Council shall promote and encourage regional coordination and cooperation in matters relating to transportation and transportation-related air quality planning through activities which will:

- a. Provide a forum to identify, study and recommend solutions to regional transportation and transportation-related air quality problems.
- b. Develop and formalize policies involving regional transportation and transportation-related air quality planning and coordination of federal and state funding assistance.
- c. Provide the organizational framework to ensure effective communication and coordination among governmental bodies and between public and private agencies involved in the delivery of public transportation services and facilities and protection of air quality.
- d. Serve as a vehicle for the collection and exchange of transportation and air quality-related information and expertise.

- e. Develop and approve regional transportation and transportation-related air quality plans in accordance with relevant federal, state and local regulations and policies.
- f. Represent the members as a whole on matters of regional and mutual transportation and transportation-related air quality concerns; except that members shall not be limited in expressing contrary views should they determine that an overriding local interest exists.
- g. Encourage action and implementation of regional plans and policies for transportation improvement by local, state and federal agencies.
- h. Coordinate transportation-related air quality planning issues.
- i. Identify and promote effective alternative transportation modes to the automobile.
- j. Develop Resolutions as necessary that establish or modify the regional planning process.
- k. Recognize the linkages between transportation and land use and work to ensure greater coordination between the two.

The Council shall be a body politic and corporate, and as such, shall have the powers necessary to accomplish its purposes. Because its activities are of a regional and multi- governmental nature, it may constitute the entity to perform those regional functions which are authorized by the 2015 Fixing America's Surface Transportation (FAST) Act (FASTAct - 23 USC Section 134) and its successor legislation, the Clean Air Act Amendments of 1990, (42 USC Section 7401), as amended, State Legislation requiring a State Transportation Plan, or any other Federal or State legislation that is applicable. To implement such powers, the Council will:

- l. Undertake comprehensive, regional transportation and transportation-related air quality planning; and
- m. Be the designated entity for the purpose of receiving local, state and federal assistance for the purposes of undertaking transportation planning, air quality planning or for such purposes the Council deems related to those purposes stated above in *Article 1, Part 2*.
- n. Contract for services as the Council may determine.

**MEMBERSHIP**

1. Each MPO that serves a Transportation Management Area (TMA), as defined by the U.S. Census, shall consist of local elected officials, officials of public agencies that administer or operate major modes of transportation in the metropolitan planning area, and appropriate State transportation officials. At a minimum one elected official from each of the local governments within the MPO boundary are included as members.

The MPO may increase the representation, with voting or non-voting members. Non-voting memberships may be granted to any public or private entity involved in transportation or air quality with conditions for such memberships to be determined by the Council. The appointment of primary and alternate members will be communicated to the MPO staff in writing. Appointed members will serve on the committee, so long as their member entity (government or organization, as appropriate) sustains the appointments.

2. The Council may impose such conditions upon membership as it deems necessary to preserve the structure and integrity of the Council, including, but not limited to, requiring financial support for its continued operation.

Current members of the Council:

<b>Government Entity</b>	<b>Membership Date</b>
Air Pollution Control Division	8/1993
Berthoud	8/1993
Eaton	7/2007
Evans	1/1988
Fort Collins	1/1988
Garden City	1/1988
Greelev	1/1988
Johnstown	12/1997
Larimer County	1/1988
LaSalle	1/1988
Loveland	1/1988
Milliken	12/2001
Severance	7/2007
Timnath	4/1994
Transportation Commission	1/1988
Weld County	1/1988
Windsor	1/1988

## REPRESENTATION

1. The business of the Council shall be conducted by representatives of the members, determined as follows:
  - a. One (1) representative and a designated alternate, respectively, of each county or municipal corporation, who shall be a member of the governing body of the county or municipal corporation represented. Alternates are encouraged to attend MPO meetings to learn procedures, issues, etc. Alternates are not intended to give two voices to a jurisdiction. Alternates may not serve on committees of the Planning Council.
  - b. Voting memberships may be granted to state or federal entities at the discretion of the Council. Such memberships shall not be conditioned upon contribution to the Council and may be summarily terminated by the Council at its discretion.
2. Non-voting memberships may be granted to any public or private entity involved in transportation or air quality with conditions for such memberships to be determined by the Council. Such memberships may be summarily terminated by the Council at its discretion.
3. Each representative serving on the Council shall serve at the direction of the organization they represent. Vacancies occurring on the Council shall be filled in the same manner as is provided for in the original designations.

## OFFICERS

1. The officers of the Council shall consist of a Chair, the Vice Chair and immediate Past Chair. The Chair and Vice Chair will not be representatives of government entities from the same county. Members will represent the county in which the entities' Town Hall is located. The Executive Committee is responsible for direct guidance to the Executive Director and speaks for the entire Planning Council on specific issues/direction with consensus from the Council.
2. Each officer will serve a term of one (1) year, with the term to run from January 1 through December 31. Nominations and elections will be held during the last meeting of the previous calendar year. The current Chair will run the meeting at which the election is held with a change in Chair occurring at the next meeting.
3. Vacancies in any office shall be filled by the Council as soon as practical.
4. The duties of the officers shall be as follows:

- a) The Chair shall preside at all meetings of the Council. No Chair shall serve in this capacity no more than two (2) consecutive years.
- b) The Vice Chair shall serve in the absence of the Chair, and, in addition, shall assist the Chair and perform other duties as may be assigned by the Council. The Vice Chair shall serve no more than two (2) consecutive years.
- c) The Chair, or their representative, will represent the Council on the State Transportation Advisory Committee (STAC) to review Regional and State Transportation plans, amendments, and updates to the State Plan, and to advise the Colorado Department of Transportation on the needs of transportation systems in Colorado.

## MEETINGS AND VOTING

### HYBRID MEETING

A Hybrid Meeting is attended both in person and virtually and is the typical meeting format.

1. The Council shall meet at least quarterly, at a time and place set forth by the Council, and at such other times as the Chair may direct. However, meeting monthly is generally expected. These meetings will be hybrid meetings, allowing attendees and participants to attend in person or virtually.
2. All meetings are subject to the Colorado Open Meetings Law, as defined for a State Body.
3. All Hybrid Council meetings will be open to the public virtually and in person. The Public will be able to access and attend the Council meeting via the link provided in the Agenda Packet and on the NFRMPO website, and the public will be able to speak at a designated time during the meetings. Regular monthly meetings will be announced at least seven (7) days in advance by email to the full Council membership including notification on the NFRMPO website.
4. During the public comment portion of the meeting, members of the public who are not able to attend in person will be asked to identify themselves and that they wish to make public comment in the chat box feature. For those who are attending only via phone, they may email MPO staff at [staff@nfrmpo.org](mailto:staff@nfrmpo.org) up to 30 minutes prior to the meeting to indicate they will have a comment or may speak up when the Chair indicates Public Comment is being accepted. Commenters will be called on in the order they received.
5. In the event of a Special or Emergency meeting, the meeting notices will be made public as soon as practical and follow the Colorado Open Meetings law, as defined for a State Body.
6. Hybrid Council meetings will be electronically recorded, and minutes prepared by MPO staff. Minutes are approved at the next Council meeting and posted on the NFRMPO website.



7. Prior to Hybrid meetings, the MPO staff will provide a packet of background materials to the Council at least seven (7) days in advance via e-mail, post office mailing when requested, and the NFRMPO website.
8. Agendas for the Council meetings will be reviewed and approved by the Executive Committee prior to preparation of materials
9. After the Executive Committee, the agenda is sent to the whole Council to allow for the request of additional items or corrections.
10. Meetings are conducted in accordance with Robert's Rules of Order, <http://www.rulesonline.com>
11. Councilmembers either in person or virtually will be identified for the public record, meeting participation and voting. All Councilmember discussions must be in the public portion of the chat feature during the meeting.
12. Voting will be based on the preference of the Chair. Options include, but are not limited to: voice vote, identification of only opposed positions and roll call.

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## VIRTUAL MEETINGS

In the event weather, natural disaster, State or Local stay at home orders, etc. prevent the Council from meeting in person, Virtual meetings will be held.

1. The Council shall meet at least quarterly, at a time and place set forth by the Council, and at such other times as the Chair may direct. However, meeting monthly is generally expected. These meetings will be virtual meetings, allowing attendees and participants to attend virtually.
2. All meetings are subject to the Colorado Open Meetings Law, as defined for a State Body.
3. All Virtual Council meetings will be open to the public to attend via a virtual meeting platform provided in the Agenda Packet and on the NFRMPO website. The public will be able to speak at a designated time during the meetings and as identified on the Agenda. Regular monthly meetings will be announced at least seven (7) days in advance by email to the full Council membership including notification on the NFRMPO website.

4. During the public comment portion of the meeting, the public will be asked to write their name and that they have a comment in the chat box. For those who are attending only via phone, they may email MPO staff at [staff@nfrmpo.org](mailto:staff@nfrmpo.org) prior to the meeting to indicate they will have a comment or may speak up when the Chair indicates Public Comment is being accepted. Commenters will be called on in the order they received or by the Chair's prerogative.
5. In the event of a Special or Emergency meeting, the meeting notices will be made public as soon as practical and follow the Colorado Open Meetings law, as defined for a State Body.
6. Virtual Council meetings will be electronically recorded, and minutes prepared by MPO staff. Minutes are approved at the next Council meeting and posted on the NFRMPO website.
7. Prior to Virtual meetings, the MPO staff will provide a packet of background materials to the Council at least seven (7) days in advance via e-mail, post office mailing when requested, and the NFRMPO website.
8. Agendas for the Council meetings will be reviewed and approved by the Executive Committee prior to preparation of materials
9. After the Executive Committee, the agenda is sent to the whole Council to allow for the request of additional items or corrections.
10. Meetings are conducted in accordance with Robert's Rules of Order, <http://www.rulesonline.com>
11. Councilmembers either in person or virtually will be identified for the public record, meeting participation and voting. All Councilmember discussions must be in the public portion of the chat feature during the meeting.
12. Voting will be based on the preference of the Chair. Options include, but are not limited to: voice vote, identification of only opposed positions and roll call.

***In the event of a State or Local public health order or social distancing rules preventing the Council from meeting in person, Virtual meetings will be held. These Virtual meetings will be held in accordance with orders/ordinances in place at the time the meeting is held. Planning Council members may attend voluntarily in accordance with the restrictions (i.e. under any maximum number of in-person attendees, social distancing requirements, and/or face mask requirements). In the event of a Virtual meeting, all Planning Council Alternates, the public, TAC members, NFRMPO Staff (excluding the Executive Director or their designee), and any guest presenters will attend virtually only.***

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## VOTING

The voting structure will be as follows:

1. Each voting member of the Council shall receive one (1) vote.
  - a. The State Transportation Commissioner is not eligible to vote on the Call for Projects that awards funding in the Transportation Improvement Program (TIP).
  - b. The State Transportation Commissioner is eligible to vote on amendments to the Call for Projects.
  - c. The Air Pollution Control Division member votes on air quality related items only.
2. Three of the five members of the principal local units of governments (Fort Collins, Greeley, Loveland, Larimer County, and Weld County) shall constitute a quorum, or a majority of the voting membership shall also constitute a quorum.
  - a. A quorum may need to be reestablished on the Call for Projects as the State Members are not eligible to vote on this item.
3. All votes must be done in person by the representative or by an alternate, and there shall be no voting proxy.
4. The Council may vote to go into executive session for the purpose of discussing personnel matters and meeting with attorneys representing the Council in an advisory situation, and for any other purpose authorized by and consistent with the Colorado Open Meetings Law.

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## WEIGHTED VOTE

Any member of the Council, that is eligible to vote on a given item, can call for a weighted vote.

A weighted vote cannot be used on matters related to changing the Articles of Association or on personnel matters regarding the executive director.

Should a weighted vote be called, the item under consideration shall immediately be tabled and a weighted vote carried out at the next regular meeting of the MPO Council. This allows Council members to consult with their local governments prior to a weighted vote being cast.

Determination of the weighted votes is based on the Decennial Census numbers and updated annually to reflect the State Demographer's estimates.

- a. Weighted votes will be adjusted when a new member government joins the Council.
- b. Weighted votes will be reviewed and adjusted annually in conjunction with the release of the State Demographer's estimates and/or the American Communities Survey from the U.S. Census Bureau, generally in the fall.

Revised population estimates will be released with the adoption of the Unified Planning Work Program (UPWP) that serves to update the Local Match contribution as well as the weighted vote.

- c. Population for the cities and towns is either based on the Decennial Census, once every ten (10) years, or the State Demographer's estimates.
- d. Population for the Counties within the Area is calculated as follows:
  - i. Decennial Census: Total the Census Blocks which are within the MPO boundary, minus the cities and towns within the boundary.
  - ii. Adjusted annually by the U.S. Census Bureau's American Communities Survey using the same method as above.
- e. State Members, the Transportation Commissioner and the Air Pollution Control Division have a weighted vote of one.

The number of votes is based on where the population falls within the following increments:

Population Increments*	Number of Votes
Less than 10,000	1
10,001-20,000	2
20,001-30,000	3
30,001-40,000	4
40,001-50,000	5
50,001-60,000	6
60,001-70,000	7
70,001-80,000	8
80,001-90,000	9
90,001-100,000	10
100,001-110,000	11
110,001-120,000	12
120,001-130,000	13
130,001-140,000	14
140,001-150,000	15

150,001-160,000	16
160,001-170,000	17
170,001-180,000	18
180,001-190,000	19
190,001-200,000	20

**STANDING COMMITTEES & APPOINTMENTS OF THE COUNCIL**

The Council may agree to establish working committees as necessary and the Chair shall provide for the appointment of the membership of said committees. These appointments, where necessary, shall be in accordance with state and/or federal requirements.

Standing committees of the Council are:

Executive Committee (Chair, Vice-Chair, and Current Past Chair),

Finance Committee (Chair is Vice-Chair) – 3 to 5 members

Human Resources Committee (Chair is the Current Past Chair) – 3 to 5 members

Additionally, the NFRMPO is part of the Regional Air Quality Council (RAQC) and would support a member to represent the Council on the RAQC Board. The actual appointment is made through the Governor, usually in coordination with a Governor’s Executive Order regarding the makeup and duties of the RAQC. This appointment is typically for (3) three years.

## ARTICLE III – FINANCE COMMITTEE

The Finance Committee reviews and makes recommendations to Council concerning all financial matters including but not limited to the Unified Planning Work Program (UPWP), Financial Statements, the annual audit, investments, and other financial issues assigned by the Planning Council.

### GENERAL RESPONSIBILITIES

The committee may assist the MPO staff and make a recommendation to the Planning Council with the following tasks:

- A. Preparation and amendments of the Annual Budget.
- B. Review and recommendation on Financial Statements
- C. Review and recommendation on any financial policies.
- D. Review and recommendation on the annual audit.
- E. Providing input, advice, and recommendations concerning other financial issues.
- F. Approve zero budget amendments with report on those items to the Planning Council as a whole.

### STRUCTURE AND MEMBERSHIP

#### MEMBERSHIP

Annually the Planning Council Chair shall review and appoint members to the Finance Committee to ensure representation from both counties and from large and small community members, generally three (3) to five (5) members. The Chair for the Finance Committee will be the Vice Chair of the Council.

#### MEMBERSHIP VACANCIES

In the event of a vacancy or resignation, the Council Chair will appoint a new member of the Finance Committee

### MEETINGS

#### OPEN MEETINGS WITH ADVANCE NOTICE

All committee meetings will be open to the public, and the public will be able to speak at a designated time during the meetings. Meetings will be announced at least seven (7) days in advance by email to the finance committee membership and notification on the NFRMPO website.

1. In the event of a Special or Emergency meeting, the meeting notices will be made public as soon as practical and follow the Colorado Open Meetings law, as defined for a State Body.

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## MEETING LOCATION AND FREQUENCY

- A. The location of meetings is to be determined by committee members. Meetings will either be in one location within the region or will rotate around the region to better accommodate attendance by representatives. Meeting locations will be recorded on the meeting agenda and in the meeting minutes. Virtual or Hybrid meetings may also be held.
- B. The committee will meet monthly, as necessary when agenda items exist and will conduct meetings at least quarterly. The regular schedule of meetings is to be determined by the committee.

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## CONDUCT OF MEETINGS

The Finance Committee Chair will facilitate meetings following a previously distributed prepared agenda. Committee members may request agenda items up to at least ten (10) days in advance of an upcoming meeting.

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## VOTING

The Finance committee will vote on items on the agenda using a majority rule.

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## MEETING MINUTES

The MPO staff will prepare minutes for each finance committee meeting. The minutes will accurately reflect the conduct of the meeting, note all activity and discussion relevant to the agenda items, and record all outcomes. The MPO Council will receive an accurate summary of the minutes identifying discussion items and any recommendations to Council.

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## MEETING MATERIALS

Prior to meetings, the MPO staff will provide background materials to the committee via email.

## ARTICLE IV – HUMAN RESOURCES (HR) COMMITTEE

The Human Resources (HR) Committee makes recommendations to the Council concerning HR matters that include but are not limited to the Executive Director annual evaluation and modifications to the MPO Personnel Policies.

### GENERAL RESPONSIBILITIES

The committee may assist the MPO staff/consultant(s) and make a recommendation to the Planning Council with the following tasks:

- A. Working with the HR Consultant to select and carry out the annual evaluation for the Executive Director as laid out in the Executive Director's contract.
- B. Work with the HR Consultant on issues that may be outside of the MPO staff purview
- C. Approve mandated amendments to the Personnel Policies
- D. Refer any specific HR items to the Council's attention
- E. Make recommendation to Council on any substantive changes to the Personnel Policies

### STRUCTURE AND MEMBERSHIP

#### MEMBERSHIP

Annually the Planning Council Chair shall review and appoint members to the HR Committee to ensure representation from both counties and from large and small community members, three (3) to five (5) members. The Planning Council Chair shall appoint members to the HR Committee with the Current Past Chair serving as the Chair.

#### MEMBERSHIP VACANCIES

In the event of a vacancy or resignation, the Council Chair will appoint a new member of the HR Committee

### MEETINGS

#### OPEN MEETINGS WITH ADVANCE NOTICE

All committee meetings will be open to the public, and the public will be able to speak at a designated time during the meetings. Meetings will be announced at least seven (7) days in advance by email to the HR committee membership and notification on the NFRMPO website.

1. In the event of a Special or Emergency meeting, the meeting notices will be made public as soon as practical and follow the Colorado Open Meetings law, as defined for a State Body.

#### MEETING LOCATION AND FREQUENCY



- A. The location of meetings is to be determined by committee members. Meetings will either be in one location within the region or will rotate around the region to better accommodate attendance by representatives. Meeting locations will be recorded on the meeting agenda and in the meeting minutes. Virtual or Hybrid meetings may also be held.
- B. The committee will meet at least annually in September in conjunction with the HR Consultant to determine the Executive Director performance evaluation plan. The committee chair, or their representative, will make a recommendation to the Council at their October meeting. Mandated amendments to the Personnel Policies may be handled electronically.

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## CONDUCT OF MEETINGS

The HR Committee Chair will facilitate meetings following a previously distributed prepared agenda. Committee members may request agenda items up to at least ten (10) days in advance of an upcoming meeting.

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## CONSENSUS APPROACH

The HR committee will strive to reach consensus on issues rather than vote.

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## MEETING MINUTES

The MPO staff will prepare minutes for each HR committee meeting. The minutes will accurately reflect the conduct of the meeting, note all activity and discussion relevant to the agenda items, and record all outcomes. The MPO Council will receive an accurate summary of the minutes identifying discussion items and any recommendations to Council.

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## MEETING MATERIALS

Prior to meetings, the MPO staff will provide background materials to the committee via email.

## OTHER COMMITTEES OF THE COUNCIL

The MPO Council may agree to establish a Committee of the Council to work on specific items in more detail than time allows at regular Council meetings. The Chair will appoint the members of the Committee and identify the specific charge of the Committee. The MPO Chair will also appoint a Chair of the Committee. The Committee Chair will be responsible for conducting meetings, directing MPO staff on work items, and reporting back to the MPO Council with recommendations.

Committees are intended to make recommendations to the Council as a whole for their consideration. Any recommended action from Committees must be approved by the Council as a whole following the normal deliberative procedure. This procedure calls for discussion of the item in one month followed by either taking action or further discussion in subsequent month(s). If the Council as a whole does not agree with the Committee recommendation, the Council would need to determine the most appropriate next step.

## ARTICLE V – TECHNICAL ADVISORY COMMITTEE

### GENERAL

A general Technical Advisory Committee (“TAC”) was established by resolution of the MPO Council. The Committee is called the Technical Advisory Committee (TAC).

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### OBJECTIVE OF THE COMMITTEE

The TAC serves the NFRMPO Council by performing technical tasks related to the MPO work items. The TAC works with MPO staff and MPO Council either individually or collectively to address technical items and makes recommendations to the MPO Council through an established process. The TAC represents all modes of transportation as directed through federal and state regulations, 23 CFR Part 450.310 (d) (ii) and CRS 43-1-1103.

### RESPONSIBILITIES

The TAC brings technical and/or operational expertise as well as their unique perspectives to work tasks on MPO items. The TAC generally performs these duties through regularly scheduled standing meetings although part of its responsibilities may be assigned to subcommittees or addressed at additional, specially announced, TAC meetings.

The TAC shall be responsible for reviewing and recommending to the MPO Council the approval of the following:

- **FHWA & FTA**
  - Unified Planning Work Program (UPWP)
  - Transportation Improvement Programs (TIP)
  - Regional Transportation Plans (RTP)
  - Congestion Mitigation Process (CMP)
  - Public Involvement Plan (PIP)
  
- **CDOT**
  - Regional Transit Element (RTE)
  
- **Other**
  - Policies and programs as directed by the MPO Council

When a specific item for Council consideration is developed through a separate process that has authority in that area, TAC shall be responsible for making a recommendation to the Planning Council. These items include but are not limited to:

- FTA Section 5307 distribution of funds to various transit operators serving the Transportation Management Area (TMA)
- FTA Section 5304, 5307, 5310 and/or 5339 Program of Projects for the TMA
- NFRMPO Coordinated Public Transit/Human Services Transportation Plan (Coordinated Plan)

The TAC will recommend approval of the above FTA funded improvements to the Planning Council as part of the approval of the TIP, TIP Amendments or RTP and RTP Amendments.

## TERMS OF MEMBERSHIP AND ALTERNATES

Membership on the TAC may include staff from counties, municipalities, state or federal agencies or from public and private entities involved in transportation. TAC members are expected to have ongoing communications with their respective elected or appointed official, as applicable, who serve on the MPO Council.

- A. The appointment of primary and alternate members will be communicated to the MPO staff in writing and a completed TAC Representative Form. Appointed members will serve on the committee, so long as their member entity (government or organization, as appropriate) sustains the appointments.
- B. TAC representatives from a non-member entity, defined as not having a voting representative on the MPO Council, need appointment by the MPO Council.
  1. MPO staff will bring the requested appointments to the MPO Council for approval.
  2. Membership will become effective on the date of the MPO Council's approval.
- C. Considering that the TAC addresses many modes of transportation, the primary member (or alternate) may ask that other staff attend and participate in the discussion on any given item. Other representatives are encouraged to speak, particularly as subject matter experts.
- D. There may be occasion to appoint a spokesperson(s) to represent TAC to the MPO Council on a given item. The TAC members will appoint such a spokesperson(s) by consensus. The appointed spokesperson(s) has the responsibility to represent TAC as a whole.

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## MEMBERSHIP VACANCIES

In the event of a vacancy for a member entity, that vacancy will be filled by the member entity as soon as possible by submitting the appointment in writing to the NFRMPO.

## OFFICERS

- A. The TAC shall elect a Chair and Vice-Chair from among the appointed members. Elections shall be held in December.
- B. The newly elected officers shall take office at the January or first meeting of the year.
- C. The officers may serve up to two (2) one-year terms.
- D. The Chair shall preside at the TAC meeting and be responsible to attend or appoint a representative to make a report at the Planning Council meeting.
- E. The Vice-Chair shall preside at the TAC meeting and attend or appoint a representative to make a report at the Planning Council meeting in the Chair's absence.
- F. Any vacancy shall be filled as soon as possible using the same process used to elect the officers.

## MEETINGS AND VOTING

The TAC shall conduct its business within the policy guidelines of the Council and shall make its recommendations to the Council for action.

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### OPEN MEETINGS WITH ADVANCE NOTICE

All committee meetings will be open to the public, and the public will be able to speak at a designated time during the meetings. Meetings will be announced at least seven (7) days in advance email to the full committee membership including notification on the NFRMPO website.

In the event of a Special or Emergency meeting, the meeting notices will be made public as soon as practical and follow the Colorado Open Meetings law, as defined for a State Body.

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### MEETING LOCATION AND FREQUENCY

- A. The location of meetings is to be arranged by the MPO staff in accordance with the preference of the committee. Meeting locations will be recorded on the meeting agenda and in the meeting minutes.
- B. The TAC shall conduct meetings at least quarterly. However, meeting monthly is generally expected.

- C. The TAC agenda will include a request for items at the next scheduled meeting. Whenever it might appear that a meeting is not needed due to a lack of agenda items, the MPO staff will poll the Chair and Vice-Chair for any new agenda items and then, if appropriate, send a notification cancelling the meeting.

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## CONDUCT OF MEETINGS

The TAC Chair or Vice-Chair will convene and facilitate the committee meetings following a previously prepared agenda. Committee members may request agenda items at least ten (10) days in advance of a regularly scheduled meeting. Agenda items need to be generally consistent with the mission of the NFRMPO and the priorities of an overall schedule and/or work plan as defined by the Unified Planning Work Program (UPWP) or MPO Council priorities.

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## QUORUM

A quorum is established one of two ways: Three of the five members of the principal local units of governments (Fort Collins, Greeley, Loveland, Larimer County, and Weld County) shall constitute a quorum, or a majority of the voting membership shall also constitute a quorum.

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## VOTING

1. Each entity or governmental organization having a voting representative on the MPO Council is entitled to appoint a voting representative to serve on the TAC.
2. Additional members that are not representing a governmental entity, as identified through the MPO Council membership and whose appointment is approved through the MPO Council are considered ex-officio members. These members are encouraged to participate in the TAC meetings but do not have a vote.
3. All votes must be made in person by the representative or alternate. There shall be no voting via proxy.
4. Each voting member of the TAC shall receive one (1) vote.

---

## MEETING MINUTES

The MPO staff will prepare minutes summarizing the deliberations and recording the actions taken at each committee meeting. The minutes will accurately reflect the conduct of the meeting, note substantial activity and discussion relevant to the agenda items, and record all outcomes. The draft minutes will be distributed to the TAC for approval at the next meeting. The MPO Council will receive an executive summary of the meeting identifying discussion items and any action taken in their meeting packet for the next month.

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## MEETING MATERIAL

Prior to meetings, the MPO staff will provide a meeting packet including supporting materials to the committee via email and posted on the NFRMPO website.

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## PUBLIC MEETINGS

The MPO staff will host public meetings related to transportation issues. From time to time, the TAC members may be requested to participate in public meetings, share information, and receive input on planning questions with the North Front Range public.

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## HYBRID MEETINGS

1. The TAC shall meet at least quarterly, at a time and place set forth by the TAC, and at such other times as the Chair may direct. However, meeting monthly is generally expected. These meetings will be hybrid meetings, allowing attendees and participants to attend in person or virtually.
2. All meetings are subject to the Colorado Open Meetings Law, as defined for a State Body.
3. All Hybrid TAC meetings will be open to the public virtually and in person. The Public will be able to access and attend the TAC meeting via the link provided in the Agenda Packet and on the NFRMPO website, and the public will be able to speak at a designated time during the meetings. Regular monthly meetings will be announced at least seven (7) days in advance by email to the full TAC membership including notification on the NFRMPO website.
4. During the public comment portion of the meeting, members of the public who are not able to attend in person will be asked to identify themselves and that they wish to make public comment in the chat box feature. For those who are attending only via phone, they may email MPO staff at [staff@nfrmpo.org](mailto:staff@nfrmpo.org) up to 30 minutes prior to the meeting to indicate they will have a comment or may speak up when the Chair indicates Public Comment is being accepted. Commenters will be called on in the order they received.
5. In the event of a Special or Emergency meeting, the meeting notices will be made public as soon as practical and follow the Colorado Open Meetings law, as defined for a State Body.
6. Hybrid TAC meetings will be electronically recorded, and minutes prepared by MPO staff. Minutes are approved at the next TAC meeting and posted on the NFRMPO website.
7. Prior to Hybrid meetings, the MPO staff will provide a packet of background materials to the TAC at least seven (7) days in advance via e-mail, post office mailing when requested, and the NFRMPO website.
8. Agendas for the TAC meetings will be reviewed and approved by the Chair and Vice Chair prior to preparation of materials.

9. Meetings are conducted in accordance with Robert's Rules of Order, <http://www.rulesonline.com>
10. TAC members, either in person or virtually, will be identified for the public record, meeting participation and voting.
11. Voting will be based on the preference of the Chair. Options include, but are not limited to: voice vote, identification of only opposed positions and roll call.

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## VIRTUAL MEETINGS

In the event weather, natural disaster, State or Local stay at home orders, etc. prevent the TAC from meeting in person, Virtual meetings will be held.

1. All meetings are subject to the Colorado Open Meetings Law, as defined for a State Body.
2. All Virtual TAC meetings will be open to the public to attend via a link or other virtual meeting platform provided in the Agenda Packet and on the NFRMPO website. The public will be able to speak at a designated time during the meetings and as identified on the Agenda. Regular monthly meetings will be announced at least seven (7) days in advance by email to the full TAC membership including notification on the NFRMPO website.
3. During the public comment portion of the meeting, the public will be asked to write their name and that they have a comment in the chat box. For those who are attending only via phone, they may email MPO staff at [staff@nfrmpo.org](mailto:staff@nfrmpo.org) prior to the meeting to indicate they will have a comment or may speak up when the Chair indicates Public Comment is being accepted. Commenters will be called on in the order they received or by the Chair's prerogative.
4. In the event of a Special or Emergency meeting, the meeting notices will be made public as soon as practical and follow the Colorado Open Meetings law, as defined for a State Body.
5. Virtual TAC meetings will be electronically recorded, and minutes prepared by MPO staff. Minutes are approved at the next TAC meeting and posted on the NFRMPO website.
6. Prior to Virtual meetings, the MPO staff will provide a packet of background materials to the TAC at least seven (7) days in advance via e-mail, post office mailing when requested, and the NFRMPO website.
7. Agendas for the TAC meetings will be reviewed and approved by the Chair and Vice Chair prior to preparation of materials.
8. Meetings are conducted in accordance with Robert's Rules of Order, <http://www.rulesonline.com>

9. TAC members, either in person or virtually, will be identified for the public record, meeting participation and voting.
10. Voting will be based on the preference of the Chair. Options include, but are not limited to: voice vote, identification of only opposed positions and roll call.

***In the event of a State or Local public health order or social distancing rules preventing the TAC from meeting in person, Virtual meetings will be held. These Virtual meetings will be held in accordance with orders/ordinances in place at the time the meeting is held. TAC members may attend voluntarily in accordance with the restrictions (i.e. under any maximum number of in-person attendees, social distancing requirements, and/or face mask requirements). In the event of a Virtual meeting, all TAC Alternates, the public, NFRMPO Staff (excluding the Transportation Planning Director or their designee), and any guest presenters will attend virtually only.***



## ARTICLE VI – MOBILITY COMMITTEES

The Mobility Committees were established by resolution of the MPO Council. The Committees are called the Larimer County Mobility Committee (LCMC) and Weld County Mobility Committee (WCMC).

### GENERAL

#### OBJECTIVES OF THE COMMITTEE

The local coordinating committees serve the NFRMPO Council by helping to implement the goals and strategies outlined in the NFRMPO Coordinated Plan. The Larimer and Weld Counties Mobility Committees (MC) work with MPO staff either individually or collectively to address mobility technical work and make recommendations to the MPO Council through an established process.

The MC's represent human service agencies and transit providers that provide transportation as directed through federal, 49 USC 5302 § (3)(K).

#### RESPONSIBILITIES

The MC's bring Human Services and/or Transit operational expertise as well as their unique perspectives to work tasks on MPO Mobility items. The MC's generally performs these duties through regularly scheduled standing meetings although part of its responsibilities may be assigned to subcommittees or addressed at additional, specially announced, MC public meetings

MPO staff or others appointed by the MC's may be asked to present Mobility issues to the MPO Council on a given item.

The MC's shall be responsible for reviewing and recommending to the MPO Council the approval of the following:

#### **FTA**

- The NFRMPO Coordinated Public Transit/Human Services Transportation Plan
- Work items as they relate to implementation of the NFRMPO Coordinated Plan

#### TERMS OF MEMBERSHIP AND ALTERNATES

Membership on the MC may include staff from counties, human services agencies, state or federal agencies or from public and private entities involved in Mobility transportation coordination for older adults and people with disabilities.

- A. The appointment of primary and alternate members will be communicated to the MPO staff in writing. Appointed members will serve on the committee, so long as their member entity (government or organization, as appropriate) sustains the appointments.

- B. In the event of a vacancy for a member entity, that vacancy will be filled by the eligible entities as soon as possible by submitting the appointment in writing to the MPO staff.
- C. Citizen members: Citizen members' must be residing in the same County (Larimer or Weld) as their respective Mobility Committee and live within the MPO planning area and takes an active interest in improving mobility for seniors and persons with disabilities. Citizen members have voting rights but do not have the right to designate an alternate.
- D. Citizen members shall be nominated and voted on by the Coordinating Council.

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## MEMBERSHIP VACANCIES

In the event of a vacancy for a member entity, that vacancy will be filled by the eligible entities as soon as possible by submitting the appointment in writing to the MPO staff.

## OFFICERS

- A. The MC's shall elect a Chair and Vice-Chair from among the appointed members. Elections shall be held in January.
- B. The newly elected officers shall take office at the February or the next meeting of the year.
- C. The officers may serve up to two (2) one year terms.
- D. The Chair shall preside at the meetings and be responsible to attend or appoint a representative to make a report at the Planning Council meeting if needed.
- E. The Vice-Chair shall preside at the meetings and attend or appoint a representative to make a report at the Planning Council meeting in the Chair's absence if needed.
- F. Any vacancy shall be filled as soon as possible using the same process used to elect the officers.

## MEETINGS

The MC's shall conduct its business within the policy guidelines of the NFRMPO Council and shall make its recommendations to the Council for action.

### **A. *Open Meetings with Advance Notice***

All meetings will be open to the public, and the public will be able to speak at a designated time during the meetings. Meetings will be announced at least seven (7) days in advance by email to the full committee membership including notification on the NFRMPO website.

In the event of a Special or Emergency meeting, the meeting notices will be made public as soon as practical and follow the Colorado Open Meetings law, as defined for a State Body.

### **B. *Special Meetings***

Special meetings of the MC's specifically may be called by or at the request of the Chair or any three committee members. Business at special meetings shall be limited to the subjects stated in the call for the meeting.

**C. Meeting Location and Frequency**

1. The location of meetings is to be arranged by the MPO staff in accordance with the preference of the committee. Meeting locations will be recorded on the meeting agenda and in the meeting minutes.
2. The LCMC and WCMC shall conduct meetings at least quarterly; however, meeting bi-monthly is generally expected.
3. Whenever it might appear that a meeting is not needed due to a lack of agenda items, the MPO staff will poll the membership by email for any new agenda items and then, if appropriate, send a notification cancelling the meeting.

**D. Conduct of Meetings**

The LCMC and WCMC Chair or Vice-Chair will convene and facilitate the committee meetings following a previously prepared agenda. Committee members may request agenda items at least ten (10) days in advance of an upcoming meeting. Agenda items need to be generally consistent with the mission of the NFRMPO and the priorities of an overall schedule and/or work plan as defined by the Unified Planning Work Program (UPWP) or MPO Council priorities.

**E. Quorum**

A quorum is established when a majority of the voting membership is present.

**F. Voting**

Each member is afforded one full vote on any decision put to a vote of the MC. Each organizational member's vote can be cast by their representative or alternate representative. Members shall attend meetings on a regular basis. If members miss three consecutive meetings and/or indicate that they are not interested in participating in MC business, removal will be considered by the MC. If a member is removed, the MC may request the appointing agency or community to affirm or replace the member.

**G. Meeting Minutes**

MPO Staff will prepare minutes summarizing the deliberations and recording the actions taken at each committee meeting. The minutes will accurately reflect the conduct of the meeting, note substantial activity and discussion relevant to the agenda items, and record all outcomes. The draft minutes will be distributed to the MC's for approval at the next meeting. The MPO Council will receive an accurate summary of the minutes identifying discussion on all items in addition to action taken.

**H. Meeting Materials**

Prior to meetings, the MPO staff will provide a meeting packet including supporting materials to the committee via email.

## **I. Public Meetings**

The MPO staff will host public meetings related to transportation issues. From time to time, the MC members may be requested to participate in public meetings, share information, and receive input on planning questions with the North Front Range public.

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### HYBRID MEETINGS

1. The LCMC and WCMC shall meet at least quarterly, at a time and place set forth by the LCMC and WCMC, and at such other times as the Chair may direct. However, meeting bi-monthly is generally expected. These meetings will be hybrid meetings, allowing attendees and participants to attend in person or virtually.
2. All meetings are subject to the Colorado Open Meetings Law, as defined for a State Body.
3. All Hybrid LCMC and WCMC meetings will be open to the public virtually and in person. The Public will be able to access and attend the LCMC and WCMC meeting via the link provided in the Agenda Packet and on the NFRMPO website, and the public will be able to speak at a designated time during the meetings. Regular monthly meetings will be announced at least seven (7) days in advance by email to the full LCMC and WCMC membership including notification on the NFRMPO website.
4. During the public comment portion of the meeting, members of the public who are not able to attend in person will be asked to identify themselves and that they wish to make public comment in the chat box feature. Commenters will be called on in the order they received.
5. In the event of a Special or Emergency meeting, the meeting notices will be made public as soon as practical and follow the Colorado Open Meetings law, as defined for a State Body.
6. Hybrid LCMC and WCMC meetings will be electronically recorded, and minutes prepared by MPO staff. Minutes are approved at the next LCMC and WCMC meeting and posted on the NFRMPO website.
7. Prior to Hybrid meetings, the MPO staff will provide a packet of background materials to the LCMC and WCMC at least seven (7) days in advance via e-mail, post office mailing when requested, and the NFRMPO website.
8. LCMC and WCMC members may request agenda items at least 10 days in advance of an upcoming meeting. Agenda items need to be generally consistent with the mission of the NFRMPO and the priorities of an overall schedule and/or work plan as defined by the Unified Planning Work Program (UPWP) or MPO Council priorities.
9. LCMC and WCMC members, either in person or virtually, will be identified for the public record, meeting participation and voting.

10. Voting will be based on the preference of the Chair. Options include, but are not limited to: voice vote, identification of only opposed positions and roll call.

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## VIRTUAL MEETINGS

In the event weather, natural disaster, State or Local stay at home orders, etc. that prevent the LCMC and WCMC from meeting in person, Virtual meetings will be held.

1. All meetings are subject to the Colorado Open Meetings Law, as defined for a State Body.
2. All Virtual LCMC and WCMC meetings will be open to the public to attend via the virtual link or other virtual meeting platform provided in the Agenda Packet and on the NFRMPO website. The public will be able to speak at a designated time during the meetings and as identified on the Agenda. Regular monthly meetings will be announced at least seven (7) days in advance by email to the full LCMC and WCMC membership including notification on the NFRMPO website.
3. During the public comment portion of the meeting, members of the public who are not able to attend in person will be asked to identify themselves and that they wish to make public comment in the chat box feature. Commenters will be called on in the order they received.
4. In the event of a Special or Emergency meeting, the meeting notices will be made public as soon as practical and follow the Colorado Open Meetings law, as defined for a State Body.
5. Virtual LCMC and WCMC meetings will be electronically recorded, and minutes prepared by MPO staff. Minutes are approved at the next Mobility Committee meeting and posted on the NFRMPO website.
6. Prior to Virtual meetings, the MPO staff will provide a packet of background materials to the LCMC and WCMC at least seven (7) days in advance via e-mail, post office mailing when requested, and the NFRMPO website.
7. LCMC and WCMC members may request agenda items at least 10 days in advance of an upcoming meeting. Agenda items need to be generally consistent with the mission of the NFRMPO and the priorities of an overall schedule and/or work plan as defined by the Unified Planning Work Program (UPWP) or MPO Council priorities.
8. LCMC and WCMC members, either in person or virtually, will be identified for the public record, meeting participation and voting.
9. Voting will be based on the preference of the Chair. Options include, but are not limited to: voice vote, identification of only opposed positions and roll call.

***In the event of a State or Local public health order or social distancing rules preventing the LCMC and WCMC from meeting in person, Virtual meetings will be held. These Virtual meetings will be held in accordance with orders/ordinances in place at the time the meeting is held. LCMC and WCMC members may attend voluntarily in accordance with the restrictions (i.e. under any maximum number of in-person attendees, social distancing requirements, and/or face mask requirements). In the event of a Virtual meeting, all attendees will attend virtually only.***

## ARTICLE VII – FINANCIAL

Each year the TAC and Finance Committee shall recommend to the Council, and the Council shall adopt, a UPWP budget required for the operation of the NFRMPO during the ensuing fiscal year.

For purposes of local match contribution, there are two types of projects in the UPWP. The first are projects and programs that benefit all of the MPO members and the second are projects and programs that benefit one or more of the members.

### PROJECTS/PROGRAMS THAT BENEFIT ALL OF THE MPO MEMBERS

Costs related to NFRMPO operations for activities shown below shall be clearly separate from technical studies or activities which benefit particular members. Any such costs shall be funded jointly by the members of the NFRMPO, as established and approved by the Council. Appropriate federal or state grants will be given priority for these expenses. The following activities are examples of costs benefitting all members, although the listing is not exclusive:

1. Make necessary meeting arrangements for Council and TAC meetings, such as obtaining adequate meeting space, preparation and publication of notices, preparation, sending and distribution of agendas and relevant information, refreshments or meals provided as part of meetings.
2. Maintain adequate minutes of Council and TAC meetings, including written documentation of the meetings.
3. Prepare contracts related to passing through federal and/or state grants except for VanGo™ Program.
4. Prepare billings for federal or state grants.
5. Conduct audits as required by federal or state grants.
6. Maintain financial records adequate to sustain such audits.
7. Provide administrative support for the Council and TAC in their roles as MPO and air quality planning agency.
8. Coordinate information exchange between the member's staffs, the Colorado Department of Transportation, the State Legislature, the Federal Highway Administration, the Colorado Department of Health, Federal Transit Administration, and the United States Environmental Protection Agency.
9. Development of required planning documents and supporting information
10. Other such administrative costs as may be approved by Council.

### PROJECTS/PROGRAMS THAT BENEFIT LIMITED NUMBER OF MEMBERS

All project/program costs not deemed to be of benefit to the whole of the NFRMPO shall be paid for by the members benefiting from the projects/programs. Where such projects/programs are eligible for state or federal grants, the benefiting members shall be responsible for any required local match.

### OTHER FINANCIAL ITEMS

1. The final UPWP budget shall be approved through the adoption of the Unified Planning Work Program document, by resolution of the Council. The budgetary year of the Council shall follow timelines required by federal and state contracts.
2. The Council is specifically empowered to contract or otherwise participate in and to accept grants, funds, gifts or services from any federal, state or local government or its agencies or instrumentalities thereof, and from private and civic sources, and to expend funds received therefrom, under provisions as may be required and agreed to by the Council, in connection with any program or purpose of which the Council exists.
3. The Council shall arrange for a systematic and continuous documentation of the Council's financial affairs and transactions and shall obtain an annual audit of its financial transactions and expenditures, or as otherwise required by law.
4. The Council may authorize through Resolution or other written and approved document any officer or officers, agent or agents, to enter into any contract, or execute and deliver any instrument, in the name of or on behalf of the Council and such authority may be general or confined to special instances. Authority is generally authorized to the Executive Director.
5. No loan shall be contracted on behalf of the Council and no evidence of indebtedness issued in the name of the Council shall be signed by such officer or officers, agent or agents, of the Council.
6. All funds of the Council not otherwise employed shall be deposited from time to time to the credit of the Council in such banks, trust companies or other depositories according to the Council approved Investment Policy.



## ARTICLE VIII – STAFFING AND SUPPORT

1. The administration and coordination needs of the Council shall be provided by the NFRMPO staff.
2. To provide for the operation of the Council activities, the Council shall appoint an Executive Director. The Executive Director shall hire and assign titles and duties to the staff for the completion of the activities of the Council.
3. The Council shall review the performance of the Executive Director on an annual basis using the guidelines in the Executive Director's contract

## ARTICLE IX – ARTICLES OF ASSOCIATION AMENDMENTS

These Articles may be amended by an affirmative vote of a majority of the representatives present and voting according to the vote system described In *Article V*, hereof. Such amendments may be accomplished at any regular meeting of the Council, provided at least twenty-one (21) days written notice of the proposed amendment has been given to the members.

## ARTICLE X – RE-DESIGNATION

An existing MPO may be re-designated only by agreement between the Governor and units of general purpose local government that together represent at least 75 percent of the existing metropolitan planning area population (including the largest incorporated city, based on population, as named by the Bureau of the Census), 23 CFR 450.310. See *Appendix C*.

ARTICLE XI – ADOPTION AND EFFECTIVE DATE

These Articles, first signed on January 27, 1988, have been amended by the affirmative vote of the representatives, in accordance with *Article IX*, at a regular meeting of the Council held on the 4<sup>th</sup> day of December, 2020.

NORTH FRONT RANGE TRANSPORTATION  
AND AIR QUALITY PLANNING COUNCIL

By: \_\_\_\_\_

Dave Clark, Chair

ATTEST:

\_\_\_\_\_

Suzette Mallette, Executive Director

Affirmed:	Name:	Vote Tally:
Air Pollution Control Div.	Dena Wojtach	
Berthoud	William Karspeck	
Eaton	Lanie Isbell	
Evans	Mark Clark	
Fort Collins	Kristen Stephens	
Garden City	Fil Archuleta	
Greeley	Brett Payton	
Johnstown	Troy Mellon	
Larimer County	Tom Donnelly	
LaSalle	Paula Cochran	
Loveland	Dave Clark	
Milliken	Elizabeth Austin	
Severance	Don McLeod	
Timnath	Lisa Laake	
Transportation Comm.	Kathleen Bracke	
Weld County	Kevin Ross	
Windsor	Paul Rennemeyer	
<b>Total:</b>		

As of December 4, 2020

**APPENDIX A- RESOLUTIONS**

<u>Resolution Number</u>	<u>Date Signed</u>	<u>Change</u>
2020-24	12/4/2020	Insert Virtual and Hybrid meetings procedures
2018-16	9/6/18	Clarify the formation of (sub) committees and responsibility of the Chair; Created a standing HR committee, Open Meetings requirements with Special or Emergency meetings; Removed Annual review of Executive Director.
2015-09	07/9/15	Changes to Article XI – Staffing and Support, added section 3 outlining the procedure for the annual review of the Executive Director
2014-08	05/1/14	Clarify Council elections, update TAC officers, elections and responsibilities, delete Air Quality Technical Committee, add Finance Committee and Mobility Councils, updated Budget and Finance Section, update supporting documents to reflect Census, updated meeting conduct and renumber articles.
2012-09	5/3/12	Add Meeting Conduct, Subcommittees of Council, Appendices, and remove State Member voting on Call for Projects
2012-01	1/5/12	TAG dissolution
2011-10	6/2/11	Weighted Vote & AQTC
2007-08	6/7/07	Add members (Severance & Eaton)
2007-07	6/7/07	Add Severance
2007-06	6/7/07	Add Eaton

2004-27	10/7/04	Weighted Vote
2004-20	7/1/04	Weighted Vote





**BEGINNING** AT THE NORTHEAST CORNER OF SECTION 11, TOWNSHIP 7 NORTH, RANGE 68 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

**1**—THENCE LEAVING SAID SECTION, RUN EASTERLY TO THE NORTHEAST CORNER OF SECTION 7, TOWNSHIP 7 NORTH, RANGE 66 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

**2**—THENCE LEAVING SAID SECTION, RUN SOUTHERLY TO THE NORTHEAST CORNER OF SECTION 30, TOWNSHIP 7 NORTH, RANGE 66 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

**3**—THENCE LEAVING SAID SECTION, RUN EASTERLY TO THE NORTHEAST CORNER OF SECTION 29, TOWNSHIP 7 NORTH, RANGE 65 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

**4**—THENCE LEAVING SAID SECTION, RUN SOUTHERLY TO THE NORTHEAST CORNER OF SECTION 29, TOWNSHIP 6 NORTH, RANGE 65 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

**5**—THENCE LEAVING SAID SECTION, RUN EASTERLY TO THE NORTHEAST QUARTER CORNER OF THE NORTHWEST QUARTER OF SECTION 25, TOWNSHIP 6 NORTH, RANGE 65 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

**6**—THENCE LEAVING SAID QUARTERQUARTERSECTION, RUN SOUTHERLY TO THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF SECTION 13, TOWNSHIP 5 NORTH, RANGE 65 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN ;

**7**—THENCE LEAVING SAID QUARTERSECTION, RUN SOUTHWESTERLY, TO THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 27, TOWNSHIP 5 NORTH, RANGE 65 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

**8**—THENCE LEAVING SAID QUARTERQUARTERSECTION, RUN SOUTHERLY, TO THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 4 NORTH, RANGE 65 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

**9**—THENCE LEAVING SAID QUARTERQUARTERSECTION, RUN WESTERLY TO THE NORTHWEST CORNER OF SECTION 12, TOWNSHIP 4 NORTH, RANGE 66 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

**10**—THENCE LEAVING SAID SECTION, RUN SOUTHERLY , TO THE SOUTHEAST CORNER OF SECTION 11, TOWNSHIP 4, NORTH, RANGE 66 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

**11**—THENCE LEAVING SAID SECTION, RUN WESTERLY TO THE NORTHWEST CORNER OF THE NORTHEAST QUARTERSECTION OF SECTION 17, TOWNSHIP 4 NORTH, RANGE 66 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

**12**—THENCE RUNNING ALONG SAID EDGE OF THE QUARTERSECTION SOUTHERLY, TO THE INTERSECTION OF

THE EASTERN EDGE OF THE NORTHWEST QUARTER OF SECTION 5, TOWNSHIP 3 NORTH, RANGE 66 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN AND THE SOUTHERLY RIGHT-OF-WAY OF WELD COUNTY ROAD 38;

**13**—THENCE WESTERLY, ON SAID SOUTHERLY RIGHT-OF-WAY, TO THE WESTERLY RIGHT-OF-WAY OF WCR 3; THENCE LEAVING SAID WESTERLY RIGHT-OF-WAY, RUN WESTERLY, TO THE INTERSECTION OF THE WELD, LARIMER AND BOULDER COUNTY LINES;

THENCE SOUTHERLY, TO THE SOUTHERLY RIGHT-OF-WAY OF LCR 2, WHICH IS ALSO KNOWN AS N. COUNTY LINEROAD (BOULDER COUNTY);

THENCE WESTERLY, ON SAID SOUTHERLY RIGHT-OF-WAY, TO THE WESTERLY RIGHT-OF-WAY OF FRONT RANGE AVENUE (LARIMER COUNTY);

THENCE LEAVING SAID WESTERLY RIGHT-OF-WAY, RUN WESTERLY, TO THE NORTHWEST CORNER OF SECTION 3, TOWNSHIP 3 NORTH, RANGE 70 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

**14**—THENCE LEAVING SAID QUARTERSECTION, RUN NORTHERLY TO THE NORTHWEST CORNER OF SECTION 3, TOWNSHIP 4 NORTH, RANGE 70 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

THENCE LEAVING SAID QUARTERSECTION, RUN EASTERLY TO THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER, SECTION 34, TOWNSHIP 5 NORTH, RANGE 70 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

THENCE LEAVING SAID QUARTERQUARTERSECTION, RUN NORTHERLY, TO THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER SECTION, SECTION 3, TOWNSHIP 5 NORTH, RANGE 70 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

**15**—THENCE LEAVING SAID QUARTERSECTION, RUN WESTERLY, TO THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SECTION 3, TOWNSHIP 5 NORTH, RANGE 70 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

**16**—THENCE LEAVING SAID QUARTERSECTION, RUN NORTHERLY TO THE NORTHWEST CORNER OF SECTION 22, TOWNSHIP 6 NORTH, RANGE 70 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

**17**—THENCE LEAVING SAID NORTHWEST CORNER, RUN NORTHEASTERLY, TO THE NORTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 14, TOWNSHIP 6 NORTH, RANGE 70 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

THENCE LEAVING SAID QUARTERQUARTERSECTION, RUN EAST TO THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 14, TOWNSHIP 6 NORTH, RANGE 70 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

- 18**—THENCE LEAVING SAID QUARTERQUARTERSECTION, RUN NORTHERLY TO THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF SECTION 11, TOWNSHIP 6 NORTH, RANGE 70 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;
- 19**—THENCE LEAVING SAID QUARTERSECTION, RUN NORTHWESTERLY TO THE NORTHWEST CORNER OF SECTION 2, TOWNSHIP 6 NORTH, RANGE 70 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;
- 20**—THENCE ALONG THE NORTHERN EDGE OF SAID SECTION RUN EASTERLY, TO THE NORTHEAST CORNER OF SAID SECTION 2, TOWNSHIP 6 NORTH, RANGE 70 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;
- 21**—THENCE LEAVING SAID SECTION, RUN NORTHERLY, TO THE NORTHWEST CORNER OF THE SOUTHWEST QUARTERSECTION OF SECTION 24, TOWNSHIP 8 NORTH, RANGE 70 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;
- 22**—THENCE LEAVING SAID QUARTERSECTION, RUN EASTERLY TO THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER SECTION OF SECTION 20, TOWNSHIP 8 NORTH, RANGE 69 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;
- 23**—THENCE LEAVING SAID QUARTERSECTION, RUN NORTHERLY TO THE NORTHWEST CORNER OF SECTION 20, TOWNSHIP 8 NORTH, RANGE 69 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;
- 24**—THENCE ALONG THE NORTHERN EDGE OF SAID SECTION RUN EASTERLY TO THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTERSECTION OF SECTION 14, TOWNSHIP 8 NORTH, RANGE 69 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;
- 25**—THENCE ALONG THE WESTERN EDGE OF SAID QUARTERSECTION, RUN NORTHERLY TO THE NORTHWEST CORNER OF THE SOUTHEAST QUARTERSECTION OF SECTION 14, TOWNSHIP 8 NORTH, RANGE 69 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;
- 26**—THENCE ALONG THE NORTHERN EDGE OF SAID QUARTERSECTION, RUN EASTERLY TO THE NORTHEAST CORNER OF THE SOUTHEAST QUARTERSECTION OF SECTION 14, TOWNSHIP 8 NORTH, RANGE 69 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;
- 27**—THENCE ALONG THE EASTERN EDGE OF SAID QUARTERSECTION, RUN SOUTHERLY TO THE SOUTHWEST CORNER OF SECTION 13, TOWNSHIP 8 NORTH, RANGE 69 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;
- 28**—THENCE LEAVING SAID CORNER RUN EASTERLY ON NORTHERN EDGE OF SAID SECTION TO THE NORTHERLY RIGHT-OF-WAY OF WEST LARIMER COUNTY ROAD 56;
- THENCE EASTERLY ON SAID NORTHERLY RIGHT-OF-WAY TO THE NORTHEAST CORNER OF THE NORHTEAST QUARTER OF SECTION 23, TOWNSHIP 8 NORTH, RANGE 68 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN;

29—THENCE SOUTHERLY FROM SAID QUARTERSECTION TO THE POINT OF BEGINNING.

## §450.310 Metropolitan planning organization designation and redesignation

As amended November 29, 2017

(a) To carry out the metropolitan transportation planning process under this subpart, an MPO shall be designated for each urbanized area with a population of more than 50,000 individuals (as determined by the Bureau of the Census).

(b) MPO designation shall be made by agreement between the Governor and units of general purpose local government that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population, as named by the Bureau of the Census) or in accordance with procedures established by applicable State or local law.

(c) The FHWA and the FTA shall identify as a TMA each urbanized area with a population of over 200,000 individuals, as defined by the Bureau of the Census. The FHWA and the FTA shall also designate any urbanized area as a TMA on the request of the Governor and the MPO designated for that area.

(d) TMA structure:

(1) Not later than October 1, 2014, each metropolitan planning organization that serves a designated TMA shall consist of:

(i) Local elected officials;

(ii) Officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation; and

(iii) Appropriate State officials.

(2) An MPO may be restructured to meet the requirements of this paragraph (d) without undertaking a redesignation.

(3) *Representation.* (i) Designation or selection of officials or representatives under paragraph (d)(1) of this section shall be determined by the MPO according to the bylaws or enabling statute of the organization.

(ii) Subject to the bylaws or enabling statute of the MPO, a representative of a provider of public transportation may also serve as a representative of a local municipality.

(iii) An official described in paragraph (d)(1)(ii) shall have responsibilities, actions, duties, voting rights, and any other authority commensurate with other officials described in paragraph (d)(1) of this section.

(4) Nothing in this section shall be construed to interfere with the authority, under any State law in effect on December 18, 1991, of a public agency with multimodal transportation responsibilities—

(i) To develop the plans and TIPs for adoption by an MPO; and

(ii) To develop long-range capital plans, coordinate transit services and projects, and carry out other activities pursuant to State law.

(e) To the extent possible, only one MPO shall be designated for each urbanized area or group of contiguous urbanized areas. More than one MPO may be designated to serve an urbanized area only if the Governor(s) and the existing MPO, if applicable, determine that the size and complexity of the urbanized area make designation of more than one MPO appropriate. In those cases where two or more MPOs serve the same urbanized area, the MPOs shall establish official, written agreements that clearly identify areas of coordination, and the division of transportation planning responsibilities among the MPOs.

(f) Nothing in this subpart shall be deemed to prohibit an MPO from using the staff resources of other agencies, non-profit organizations, or contractors to carry out selected elements of the metropolitan transportation planning process.

(g) An MPO designation shall remain in effect until an official redesignation has been made in accordance with this section.

(h) An existing MPO may be redesignated only by agreement between the Governor and units of general purpose local government that together represent at least 75 percent of the existing metropolitan planning area population (including the largest incorporated city, based on population, as named by the Bureau of the Census).

(i) For the purposes of redesignation, units of general purpose local government may be defined as elected officials from each unit of general purpose local government located within the metropolitan planning area served by the existing MPO.

(j) Redesignation of an MPO (in accordance with the provisions of this section) is required whenever the existing MPO proposes to make:

(1) A substantial change in the proportion of voting members on the existing MPO representing the largest incorporated city, other units of general purpose local government served by the MPO, and the State(s); or

(2) A substantial change in the decisionmaking authority or responsibility of the MPO, or in decisionmaking procedures established under MPO by-laws.

(k) Redesignation of an MPO serving a multistate metropolitan planning area requires agreement between the Governors of each State served by the existing MPO and units of general purpose local government that together represent at least 75 percent of the existing metropolitan planning area population (including the largest incorporated city, based on population, as named by the Bureau of the Census).

(l) The following changes to an MPO do not require a redesignation (as long as they do not trigger a substantial change as described in paragraph (j) of this section):

(1) The identification of a new urbanized area (as determined by the Bureau of the Census) within an existing metropolitan planning area;

(2) Adding members to the MPO that represent new units of general purpose local government resulting from expansion of the metropolitan planning area;

(3) Adding members to satisfy the specific membership requirements described in paragraph (d) of this section for an MPO that serves a TMA; or

(4) Periodic rotation of members representing units of general-purpose local government, as established under MPO by-laws.

(m) Each Governor with responsibility for a portion of a multistate metropolitan area and the appropriate MPOs shall, to the extent practicable, provide coordinated transportation planning for the entire MPA. The consent of Congress is granted to any two or more States to:

(1) Enter into agreements or compacts, not in conflict with any law of the United States, for cooperative efforts and mutual assistance in support of activities authorized under 23 U.S.C. 134 and 49 U.S.C. 5303 as the activities pertain to interstate areas and localities within the States; and

(2) Establish such agencies, joint or otherwise, as the States may determine desirable for making the agreements and compacts effective.



**OPEN MEETING REQUIREMENTS OF THE COLORADO SUNSHINE LAW<sup>1</sup>**

The Open Meetings Law (OML),<sup>2</sup> which is part of the Colorado Sunshine Law, generally requires any state or local governmental body to discuss public business or to take formal action in meetings that are open to the public. A "meeting" refers to any kind of gathering, convened to discuss public business, whether in person, by telephone, electronically, or by other means of communication. The Colorado Supreme Court has held that "a meeting must be part of the policy-making process to be subject to the requirements of the OML."<sup>3</sup> Therefore, for example, emails can be considered "meetings", but the term does not include chance meetings or social occasions where public business is not the central purpose of the meeting. For additional information on the OML, please see the OLLS FAQ on "[Open Meetings Law – State Public Body](#)" located under the Legal Topics, "Memos of Interest" link on the OLLS webpage.<sup>4</sup>

	<b>State Body</b>	<b>Local Body</b>
DEFINITIONS:	Any board, commission, or other advisory decision-making body of the state; state college or university board; the General Assembly; or any entity that has been delegated the governmental decision-making	Any board, commission, or other advisory decision-making body of a political subdivision of the state; or any entity that has been delegated the governmental decision-making function.

<sup>1</sup> This summary contains information commonly requested from the Office of Legislative Legal Services. It does not represent an official legal opinion of the General Assembly or the state of Colorado and does not bind the members of the General Assembly. It is intended to provide a general overview of Colorado law as of the date of its preparation. Any person needing legal advice should consult his or her own lawyer and should not rely on the information in this memorandum.

<sup>2</sup> Section [24-6-401](#) and [24-6-402](#), C.R.S.

<sup>3</sup> *Bd. County Comm'rs v. Costilla County Conservancy*, 88 P.3d 1188, 1194 (Colo. 2004).

<sup>4</sup> [http://tornado.state.co.us/gov\\_dir/leg\\_dir/olls/legal\\_topics.htm](http://tornado.state.co.us/gov_dir/leg_dir/olls/legal_topics.htm)



	<b>State Body</b>	<b>Local Body</b>
	function.	
<b>MEMBERS:</b>	Two or more members of the body conducting business are subject to this law.	Three or more members of the body (or two members if two constitutes a quorum) conducting business are subject to this law.
<b>NOTICE:</b>	The statute requires full and timely notice, posted in its designated place within a reasonable time prior to the meeting.	The statute requires full and timely notice, posted in its designated place within a reasonable time prior to the meeting. A local body may comply by posting notice at least 24 hours prior to the meeting.
<b>MINUTES:</b>	Minutes of meetings must be taken and promptly recorded and are open to public inspection.	Minutes of meetings must be taken and promptly recorded and are open to public inspection.
<b>EXECUTIVE SESSION:</b>	<p>Requires announcement of topic for discussion, citation to authorizing law, and a two-thirds vote of all members.</p> <p>Discussions held in an executive session must be electronically recorded.</p> <p>No record or electronic recording is required to be kept of the portion of a discussion by the governing board of a state institution of higher education held in executive session that constitutes a privileged attorney-client communication.</p>	<p>Requires announcement of topic for discussion, citation to authorizing law, and a two-thirds vote of the members present.</p> <p>Discussions held in an executive session must be electronically recorded.</p> <p>No record or electronic recording is required to be kept of the portion of a discussion in executive session that constitutes a privileged attorney-client communication.</p>

REVISED: August 5, 2016

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**RESOLUTION NO. 2020-24  
OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY  
PLANNING COUNCIL TO AMEND THE ARTICLES OF ASSOCIATION**

**WHEREAS**, the North Front Range Transportation & Air Quality Planning Council as the Metropolitan Planning Organization (MPO) established Articles of Association in January 27, 1988 for the purpose of promoting regional transportation and transportation related air quality planning, cooperation, and coordination among federal, state and local governments; and

**WHEREAS**, the North Front Range Transportation & Air Quality Planning Council has amended the Articles of Association as needed to reflect the changing needs of the Council and updating procedures; and

**WHEREAS**, the North Front Range Transportation & Air Quality Planning Council has determined that the following items needed to address:

- Inclusion/modification of hybrid and virtual meetings for the Council, Council Committees, TAC and Mobility Committees
- Clarify that Alternates cannot serve on Council Committees
- Include the RAQC nomination to Committees
- Change Finance Committee to Voting rather than Consensus
- Remove the Charging Statement; and

**WHEREAS**, the Articles of Association amendment requires twenty one (21) days written notice of the proposed amendment to the members; and

**WHEREAS**, the twenty one (21) day notice requirement has been met;

**NOW THEREFORE, BE IT RESOLVED**, the North Front Range Transportation & Air Quality Planning Council hereby amends The Articles of Association and makes the necessary changes to accomplish the changes.

Passed and approved at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 3<sup>rd</sup> day of December 2020.

\_\_\_\_\_  
Dave Clark, Chair

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

# AGENDA ITEM SUMMARY (AIS)

North Front Range Transportation & Air Quality Planning Council



Meeting Date	Agenda Item	Submitted By
December 3, 2020	November 2020 TIP Amendment	Medora Bornhoft
<b>Objective/Request Action</b>		
To approve the November 2020 Transportation Improvement Program (TIP) Amendment to the FY2020-FY2023 TIP.		<input type="checkbox"/> Report <input type="checkbox"/> Work Session <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action
<b>Key Points</b>		
<p>The November 2020 TIP Amendment includes two requests from the City of Fort Collins:</p> <ul style="list-style-type: none"> <li>• Adding the <i>Methane Detection System</i> project funded with \$421K CARES Act funding.</li> <li>• Adding the <i>North College BRT and TOD Overlay Study</i> project funded with \$280K TOD Pilot grant funding and \$70K local funding.</li> </ul> <p>The attached November 2020 Policy Amendment Form provides additional information on each request.</p>		
<b>Committee Discussion</b>		
This is the first and only time Planning Council is scheduled to see the November 2020 TIP Amendment.		
<b>Supporting Information</b>		
The 30-day Public Comment period for the November 2020 TIP Amendment began on November 11, 2020 and concludes on December 10, 2020.		
An environmental justice analysis is not required for this TIP Amendment.		
<u>Funding Types and Uses</u>		
<p><b>TOD Pilot grants</b>, also known as Section 20005(b), is an FTA grant program authorized under 49 USC 5338(a)(2)(b) for transit-oriented development (TOD) planning associated with new fixed guideway and core capacity improvement projects. Comprehensive planning funded through the program must examine ways to improve economic development and ridership, foster multimodal connectivity and accessibility, improve transit access for pedestrian and bicycle traffic, engage the private sector, identify infrastructure needs, and enable mixed-use development near transit stations.</p>		
<p><b>Coronavirus Aid, Relief, and Economic Security (CARES) Act</b> funding is available to public transit agencies to prevent, prepare for, and respond to COVID-19. Although the priority for the funding is operational expenses, FTA will generally consider all expenses normally eligible under the Section 5307 and 5311 programs that are incurred on or after January 20, 2020 to be in response to economic or other conditions caused by COVID-19 and thus eligible under the CARES Act.</p>		
<b>Advantages</b>		
<ul style="list-style-type: none"> <li>• Approval of the Amendment will ensure available funds are assigned to projects in a timely manner and the FY2020-2023 TIP remains fiscally constrained.</li> </ul>		
<b>Disadvantages</b>		
<ul style="list-style-type: none"> <li>• None noted.</li> </ul>		
<b>Analysis/Recommendation</b>		
<ul style="list-style-type: none"> <li>• TAC recommended Planning Council approve the November 2020 TIP Amendment to the FY2020-2023 TIP at their meeting on November 18, 2020.</li> </ul>		
<b>Attachments</b>		
<ul style="list-style-type: none"> <li>• November 2020 Policy Amendment Form</li> <li>• <b>Resolution No. 2020-25</b></li> </ul>		

**NFRMPO FY 2020 - FY 2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)  
Policy Amendment #2020-A11**

Submitted to: TAC and Planning Council for Approval

Prepared by: Medora Bornhoft

DATE: 11/11/2020

**FTA 5307 - Urbanized Area Formula Program**

**NEW ENTRY**

Title:	Methane Detection System	Funding Source	Funding Program	Previous Funding	FY 20 Rolled	FY 20	FY 21 Rolled	FY 21	FY 22	FY 23	FY 20-23 TOTAL
Sponsor:	Fort Collins	Federal	CARES / FTA 5307	-	-	-	421	-	-	-	421
STIP ID:	Unassigned		<b>Total</b>	-	-	-	<b>421</b>	-	-	-	<b>421</b>
TIP ID:	2021-007										
Type:	Capital Improvements										
Air Quality:	Exempt from conformity analysis.										
Description:	Transport will replace the bus maintenance facility methane detection system, which has exceeded its useful life standards.										
Revision:	New project funded with FY2020 CARES Act funding.										

**FTA - All Other Programs**

**NEW ENTRY**

Title:	North College BRT and TOD Overlay Study	Funding Source	Funding Program	Previous Funding	FY 20 Rolled	FY 20	FY 21 Rolled	FY 21	FY 22	FY 23	FY 20-23 TOTAL
Sponsor:	Fort Collins	Federal	TOD Pilot / FTA 5338	-	-	-	280	-	-	-	280
STIP ID:	Unassigned	Local	Local	-	-	-	70	-	-	-	70
TIP ID:	2021-006		<b>Total</b>	-	-	-	<b>350</b>	-	-	-	<b>350</b>
Type:	Transit Study										
Air Quality:	Exempt from conformity analysis										
Description:	Study of the North College corridor to identify Transit Oriented Development Overlay coupled with BRT and multi-modal options.										
Revision:	New project funded with FY2019 Section 20005(b) grant funding.										

**RESOLUTION NO. 2020-25**  
**OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL**  
**APPROVING THE NOVEMBER 2020 AMENDMENT TO THE**  
**FY2020-2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

**WHEREAS**, 23 CFR §450.326 requires the development of a fiscally constrained Transportation Improvement Program (TIP) for Metropolitan Planning Organizations through the continuing, cooperative, and comprehensive (“3C”) multimodal transportation planning process; and

**WHEREAS**, the North Front Range Transportation & Air Quality Planning Council as the Metropolitan Planning Organization (MPO) is the agency responsible for developing the TIP in accordance with the above stated regulation; and

**WHEREAS**, transportation projects programmed in the current TIP for FY2020-2023 are consistent with the 2045 Regional Transportation Plan (RTP), adopted September 5, 2019; and

**WHEREAS**, the Air Quality Conformity Findings conducted on the FY2020-2023 TIP were positive and this TIP Amendment does not change the positive conformity findings on the FY2020-2023 TIP; and

**WHEREAS**, the FY2020-2023 TIP remains fiscally constrained; and

**WHEREAS**, this action is contingent on no public comment being submitted by December 10, 2020.

**NOW, THEREFORE, BE IT RESOLVED**, the North Front Range Transportation & Air Quality Planning Council hereby amends the FY2020-2023 TIP by adding two projects with Federal Transit Administration (FTA) funding as follows:

- Transfort’s *Methane Detection System* project funded with \$421K CARES Act funding.
- Transfort’s *North College BRT and TOD Overlay Study* project funded with \$280K TOD Pilot grant funding and \$70K local funding.

Passed and approved at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 3<sup>rd</sup> day of December 2020.

\_\_\_\_\_  
Dave Clark, Chair

ATTEST:

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

## MEMORANDUM

To: NFRMPO Planning Council  
From: Stuart M Kurtz  
Date: November 19, 2020  
Re: Proposed NFRMPO e signature policy

### BACKGROUND

NFRMPO staff have been working at home on a regular basis since the onset of the COVID pandemic. In facilitating the course of regular business, staff has increasingly relied on e signatures as an equivalent to written signatures for codifying approvals for contracts, business documents and agreements.

### SUMMARY

Attached is a draft policy that governs the process for using and accepting electronic signatures for NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION business in a way that keeps pace with technological advances that are now widely recognized by the Colorado General Assembly and the Larimer County Court System.

### KEY POINTS

- The NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION's use of electronic signatures will be in conformance with state law and other applicable policies.
- Scanned, copied, or facsimiles of documents containing an original handwritten signature will continue to be accepted by the NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION.
- This policy maintains the rule that only an authorized signatory may execute a document on behalf of the NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION.
- This policy also ratifies any previous electronic signatures that may have been used or accepted by the NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION prior to the adoption of the Resolution.

### RECOMMENDATION

Staff recommends approval and adoption of this policy prior to yearend.

## Electronic Signature Policy

### 1.0 Background and Purpose

Use of electronic signatures increases the efficiency of various internal and external transactions that require signature or authorization. This policy establishes and governs the process for using and accepting electronic signatures used to conduct official NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION business.

### 2.0 Policy

The NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION permits the use of Electronic Signatures for both internal and external transactions to conduct the official business of the NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION in accordance with the procedures set forth below.

- 2.1 Where NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION policies, or applicable laws, regulations, or rules require a signature, that requirement is met if the document contains an Electronic Signature.
- 2.2 If a law or regulation prohibits a transaction from occurring electronically, the transaction must occur in the manner specified by that law or regulation.
- 2.3 This Policy shall be construed in a manner consistent with the Colorado Uniform Electronic Transactions Act (the “Act”). If there is a conflict between the Act and this policy, the Act shall control.
- 2.4 Nothing contained in this Policy shall be construed as requiring a person to use an Electronic Signature for any NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION business or transaction. Scanned, copied, or facsimiles of documents containing an original handwritten signature are not covered by this Policy as such are not considered Electronic Signatures under the Act, and are legally acceptable without further action of the NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION.
- 2.5 If an applicable policy, law, regulation or rule prohibits particular NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION business or transactions from utilizing Electronic Signatures, such business or transaction shall be consummated in the manner permitted by applicable law. If an applicable policy, law, regulation or rule requires an Electronic Signature to contain specific elements, notwithstanding the acceptability of the Electronic Signatures as described in this Policy, the Electronic Signature must contain those specific elements to be valid and enforceable.

### 3.0 Procedures

- 3.1 External Transactions
  - 3.1.1. Each party to an External Transaction must agree to conduct the transaction electronically. Agreement may be implied from the context and circumstances.
  - 3.1.2. Only an Authorized Signatory may execute an External Transaction on behalf of the NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION.
  - 3.1.3. The NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION may require a standard signature block or certification to be used for certain External Transactions.
- 3.2 Internal Transactions
  - 3.2.1. Only an Authorized Signatory may execute an Internal Transaction on behalf of the NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION.

### 4.0 Definitions

- 4.1 “Authorized Signatory” means a director, employee, contractor, consultant or other person who has been authorized or delegated by the NFRMPO Council the authority to sign documents on behalf of the NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION.
- 4.2 “Electronic Signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. Electronic Signatures include, but are not limited to, a signature generated by a computer program such as Adobe, DocuSign or other similar software that must be time and date stamped.
- 4.3 “External Transaction” means any legally binding agreement or contract between the NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION and an individual, entity, business, or government agency.
- 4.4 “Internal Transaction” means any internal work-flow or approval process that requires a signature or approval on a NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION form, document, memo, or other similar format.



# AGENDA ITEM SUMMARY (AIS)

North Front Range Transportation & Air Quality Planning Council



Meeting Date	Agenda Item	Submitted By
December 3, 2020 Virtual	2017-2021 NFRMPO Targets for Safety Performance Measures	AnnaRose Cunningham
<b>Objective/Request Action</b>		
To discuss supporting the 2017-2021 statewide targets set by the Colorado Department of Transportation (CDOT) for the five federally required Highway Safety Performance Measures by agreeing to plan and program projects to contribute toward accomplishment of those Targets.		<input type="checkbox"/> Report <input type="checkbox"/> Work Session <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action
<b>Key Points</b>		
<p>Per federal requirements, the NFRMPO must set targets for five Highway Safety Performance Measures for the 2017-2021 period by February 27, 2021. CDOT set statewide Targets for 2017-2021 for the National Safety Measures in August 2020. To set Targets, the NFRMPO can either:</p> <ul style="list-style-type: none"> <li>A. Support the CDOT statewide Safety Targets and agree to plan and program projects to contribute toward accomplishment of the state Safety Targets, or</li> <li>B. Set Targets specific to the NFRMPO region.</li> </ul> <p>The statewide Targets set by CDOT for the 2017-2021 period include:</p> <ul style="list-style-type: none"> <li>• Number of Fatalities – <b>603</b></li> <li>• Rate of Fatalities per 100M Vehicle Miles Traveled (VMT) – <b>1.113</b></li> <li>• Number of Serious Injuries – <b>3,161</b></li> <li>• Rate of Serious Injuries per 100M VMT – <b>5.828</b></li> <li>• Number of Non-motorized Fatalities and Serious injuries – <b>551</b></li> </ul>		
<b>Committee Discussion</b>		
This is the first time Planning Council is discussing the 2017-2021 Safety Targets.		
<p>The 2016-2020 safety targets set by CDOT were approved by the NFRMPO Planning Council at their February 6, 2020 meeting and included:</p> <ul style="list-style-type: none"> <li>• Number of Fatalities – 618</li> <li>• Rate of Fatalities per 100M Vehicle Miles Traveled (VMT) – 1.143</li> <li>• Number of Serious Injuries – 3,271</li> <li>• Rate of Serious Injuries per 100M VMT – 6.075</li> <li>• Number of Non-motorized Fatalities and Serious injuries – 670</li> </ul>		
<p>During the process of setting 2016-2020 targets, Planning Council and TAC expressed a desire to see how the NFRMPO region compared to the State. Actual number for the State and for the NFRMPO region can be seen in <b>Table 1</b>. A map of crashes from 2015 to 2019 can be viewed at this link: <a href="https://arcg.is/1jaDKq">https://arcg.is/1jaDKq</a>. TAC discussed the Safety Performance measures at the November 18 meeting.</p>		
<b>Supporting Information</b>		
<ul style="list-style-type: none"> <li>• There is no financial penalty to the NFRMPO for not achieving or making significant progress toward Targets. The NFRMPO could be penalized administratively via Certification Reviews for not meeting Targets.</li> <li>• The NFRMPO and CDOT must set Targets for the five Safety Performance Measures annually.</li> <li>• The NFRMPO's Targets for 2017-2021 will be included in future updates to the NFRMPO's Transportation Improvement Program (TIP).</li> <li>• The CDOT Targets for the National Performance Measures are not aspirational targets, such as those established in the <i>2020-2021 Strategic Transportation Safety Plan</i> or outlined in the NFRMPO Safety Vision adopted by Planning Council in September 2020. While Colorado and CDOT are still endeavoring to move toward zero deaths and injuries, the federally required Targets are data driven in accordance with the FHWA requirements for Target setting.</li> </ul>		

### Advantages

Adopting the State's Targets aligns the NFRMPO with the statewide Targets and requires less staff time than setting Targets specific to the NFRMPO. Additionally, the NFRMPO does not have set funding for safety specific projects which would directly contribute to crash reductions.

### Disadvantages

The State Safety Targets do not reflect performance specific to the NFRMPO region.

### Analysis/Recommendation

TAC recommends setting Targets by supporting the CDOT statewide Safety Targets for the 2017-2021 period and agreeing to plan and program projects to contribute toward accomplishment of those Targets as has been done for the three previous target setting periods.

### Attachments

- **Table 1: Performance Measures Actual Numbers**
- Safety Target Presentation


### Table 1: Performance Measures Actual Numbers

Measure	State		NFRMPO	
	2018	2019	2018	2019
<b>Fatalities</b>	632	596	49	23
<b>Fatality Rate</b>	1.171	1.090	1.187	0.554
<b>Serious Injuries</b>	3205	3335	208	183
<b>Serious Injury Rate</b>	5.94	6.101	5.054	4.406
<b>Non-Motorized Fatalities and Serious Injuries</b>	552	566	29	25



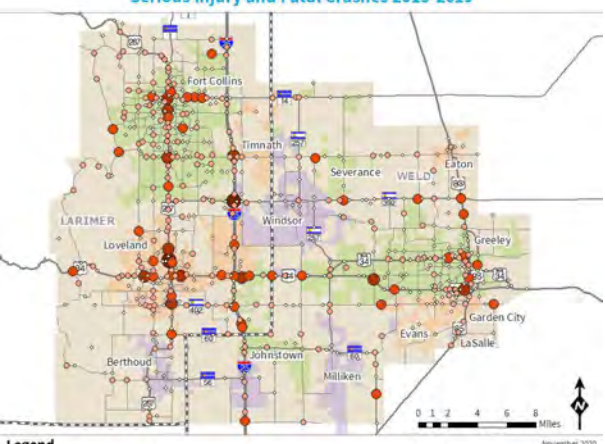
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## Safety Performance Measures



- **Measures**
  - Number of Fatalities
  - Fatality Rate per 100 Million VMT
  - Number of Serious Injuries
  - Serious Injury Rate per 100 Million VMT
  - Number of Non-Motorized Fatalities and Serious Injuries
  
- New Targets set Annually

**Serious Injury and Fatal Crashes 2015-2019**




November 2020  
Source: CDOT, NFRMPO

Performance Measure Targets Updates

2

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## Target Options




1. Support the CDOT Statewide Targets
  - Agree to plan and program projects to contribute toward achievement of state Targets
  - NFRMPO has supported CDOT's targets for the last three cycles
2. Set Targets specific to the NFRMPO region

Measure	2017-2021 Targets
<b>Fatalities</b>	<b>603</b>
<b>Fatality Rate</b>	<b>1.113</b>
<b>Serious Injuries</b>	<b>3,161</b>
<b>Serious Injury Rate</b>	<b>5.828</b>
<b>Non-Motorized Fatalities and Serious Injuries</b>	<b>551</b>


3
[Performance Measure Targets Updates](#)

3

## Considerations




- Federal Targets must be data driven
- CDOT set targets using reductions from the Strategic Transportation Safety Plan
- The NFRMPO does not have a safety specific funding pool like the State does (HSIP funds)
- TAC proposed supporting the Statewide targets



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[Performance Measure Targets Updates](#)

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**Schedule**




- TAC Recommendation – December 16, 2020
- Planning Council Action – January 7, 2021
- Submission to CDOT – January 8, 2021
- Deadline to submit to CDOT – February 27, 2021

5 [Performance Measure Targets Updates](#)

5

**Questions?**



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6 [Performance Measure Targets Updates](#)

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## **STAC Summary – November 13, 2020**

### **1) Welcome & Introductions – Vince Rogalski (STAC Chair)**

- a) October 2020 STAC Minutes approved without changes.

### **2) Governor’s FY21-22 Budget Overview – Shoshana Lew, Executive Director**

- a) Statewide budgeting office forecasts that our economy is improving relative to previously projected shortfalls
- b) Some one-time fund savings realized in FY20 and FY21 will reduce future deficits and can be used to aid recovery
- c) Governor’s proposed budget includes \$1.9 Billion for CDOT
- d) Includes \$200 million in one-time stimulus funding:
  - i) \$130 million for shovel-ready infrastructure projects from Ten Year Plan, and
  - ii) \$70 million for Revitalizing Main Streets (RMS) program and for expanding the Denver area’s Safer Main Streets program statewide

#### **STAC Discussion Summary:**

- Local stakeholders are encouraged to advocate for the Governor’s stimulus program through their legislators and to communicate the amount of needs these funds may address.
- CDOT will work with local entities to overcome challenges of eligibility for these programs based on types of project expenses and/or required planning requirements. Interested agencies are encouraged to reach out to CDOT with questions or concerns.
- Entities interested in the Safer Main Streets program can expect it to be implemented with similar requirements and application processes to how it’s currently run in the Denver Area.

### **3) State Legislative Report – Andy Karsian, CDOT Office of Policy and Government Relations (OPGR)**

- a) Since the election, significant leadership change has taken place in the House, while few changes in the Senate
- b) Senator Donovan is now Senate President Pro-Tem
- c) House Speaker is now Alec Garnet; Majority Leader is Daneya Esgar from Pueblo Area;
- d) Esgar’s replacement on JBC is Leslie Herod, as well as a new member from the Denver area, Chris Hanson; JBC Chair is Senator Moreno; Senator McCluskie is the JBC Vice-Chair; and Senators Rankin and Ransom are the Republican leaders on JBC.
- e) CDOT is having conversations on fees, impaired driving and off-highway vehicles, but few specifics to share yet.

**STAC Discussion:** None

### **4) STAC Bylaws Revision – Vince Rogalski, STAC Chair**

**Action:** STAC Bylaws were unanimously amended as presented in the packet, clarifying the one-week notice and requirements for distribution of STAC materials prior to meetings, and for the allowance of emergency items to be considered only upon affirmative vote of STAC.

### **5) STAC Elections – Rebecca White, Director - Division of Transportation Development**

#### **Actions:**

- a) Vince Rogalski was elected unanimously to a subsequent 2-year term as STAC Chair, term beginning with the December, 2020 STAC meeting.
- b) Heather Sloop was elected unanimously to a 2-year term as STAC Vice-Chair, term beginning with the December, 2020 STAC meeting.

### **6) 1601 Interchange Process Update – Herman Stockinger & Aaron Willis, Division of Transportation Development**

- a) Aaron Willis provided a summary of key components and proposed updates to Policy Directive 1601.
- b) Significant outreach and input received on the Policy Directive and the accompanying Procedural Directive, which covers the policies and process for approval of new or modified Interstate and State Highway System interchange requests.
- c) Proposed changes include new Travel Demand Management (TDM) components as considerations in the evaluation of interchange additions or modifications; also proposed updates to streamline FHWA’s Region 8 Interchange Access Request procedures.



STAC Discussion Summary:

- STAC members expressed concern for TDM components as an evaluation criteria and if they might hinder rural areas where TDM programs and concepts are not viable or needed. Staff agreed that considerations needed to be made to the language in the PD to allow for flexibility in rural situations.
- Staff agreed also to examine how TDM strategies are scored on interchange requests to ensure they reflect the level of return-on-investment the strategies offer.
- Multiple agencies, particularly MPOs, expressed an interest for staff to attend upcoming advisory and stakeholder gatherings to speak and seek input on the concepts presented here, to which CDOT agreed when possible.

**7) Scenic and Historic Byways Update – Lenore Bates, Colorado Scenic Byways Program Manager**

- a) Staff provided an overview of scenic byways program, including current programs and efforts on the State's byways, including EV charging infrastructure programs
- b) STAC was also provided an overview/summary of the 10-year Pipeline projects (map) on the state's scenic byways

STAC Discussion: None

**8) Recognition of Service to the STAC for Departing Representatives – Vince Rogalski, STAC Chair**

- a) STAC and CDOT staff thanked and recognized the significant contributions of STAC members who are term-limited and departing as representatives, including Barb Kirkmeyer, Norm Steen, Andy Pico, Roger Partridge and Elise Jones.

**9) Next STAC meeting will be December 11, 2020 (virtual attendance only).**