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 Town of Johnstown
 Paula Cochran
 Town of LaSalle
 Dave Clark
 City of Loveland
 Mayor Pro Tem Elizabeth Austin
 Town of Milliken
 Mayor Donald McLeod
 Town of Severance
 Mayor Pro Tem Aaron Pearson
 Town of Timnath
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 Weld County
 Chris Colclasure
 CDPHE- Air Pollution Control Division
 Kathy Gilliland
 Transportation Commission

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

Next Council Meeting
 September 6, 2018
 LaSalle Town Hall
 128 N. 2nd Street
 LaSalle, CO

**NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL
 MEETING AGENDA**

August 2, 2018

**Loveland Public Works Admin Building
 2525 West 1st Street
 Loveland, CO**

Council Dinner 5:30 p.m.

MPO Council Meeting - 6:00 to 8:30 p.m.

Pledge of Allegiance

2-Minute Public Comment (accepted on items not on the Agenda)

Anyone in the audience will be given time to speak to items on the Consent Agenda. Please ask for that item to be removed from the Consent Agenda. Items pulled will be heard at the beginning of the regular agenda. Members of the public will be given an opportunity to speak to all other items prior to Council action being taken.

1. Acceptance of Meeting Agenda
2. Approval of Minutes-Lead Planning Agency for Air Quality/MPO-May 29 & June 7, 2018 (Pg. 7)

Lead Planning Agency for Air Quality Agenda

Estimated Time

COUNCIL REPORTS:

3. Air Pollution Control Division (APCD) (Written Report)
4. Regional Air Quality Council (RAQC)(Pg. 16) (Written Report)

Metropolitan Planning Organization (MPO) Agenda

Estimated Time

REPORTS:

- | | | |
|---|---------------------|--------|
| 5. Report of the Chair | Tom Donnelly | 5 min |
| 6. Executive Director Report | | |
| • Initiative 153 | | |
| • NoCo Bike & Ped Letter (Pg. 23) | Suzette Mallette | 15 min |
| 7. Finance (Pg. 25) | Written/Gerry Horak | 5 min |
| 8. TAC (Pg. 27) | (Written Report) | |
| 9. Mobility (Pg. 28) | (Written Report) | |
| 10. Q2 TIP Modification Update (Pg. 30) | (Written Report) | |

ACTION ITEM:

- | | | |
|--|-----------------|--------|
| 11. Adjustment to Current ICMA 401 Plan (Pg. 39) | Crystal Hedberg | 10 min |
|--|-----------------|--------|

PRESENTATIONS:

- | | | |
|-----------------------|----------------|--------|
| 12. CDOT RoadX Update | Peter Kozinski | 20 min |
|-----------------------|----------------|--------|

DISCUSSION ITEMS:

- | | | |
|--|------------------|--------|
| 13. US 34 Planning and Environmental Linkages (PEL) Study Update | Lou Keen | 15 min |
| 14. Revised MPO Personnel Policies (Pg. 40) | Julie Cozad | 25 min |
| 15. Revised Articles of Association (Pg.68) | Suzette Mallette | 20 min |
| 16. Pavement and Bridge Condition Measures (PM2) and Performance of NHS, Freight and CMAQ Measures (PM3) (Pg. 119) | Alex Gordon | 15 min |

COUNCIL REPORTS:

15 min

- | | |
|--|--------------------------------|
| Transportation Commission/ CDOT Region 4 I-25 Update | Gilliland/Olson |
| STAC (Pg. 123) | Gerry Horak |
| Host Council Member Report | (Written Report)
Dave Clark |

MEETING WRAP-UP:

5 min

Next Month's Agenda Topic Suggestions



MPO MEETING PROCEDURAL INFORMATION

1. The order of the agenda will be maintained unless changed by the MPO Planning Council Chair (MPO Chair).
2. "Public Comment" is a time for citizens to address the Planning Council on matters that are not specifically on the agenda. Each citizen shall be limited to a total of two (2) minutes time for public comment, or at the discretion of the MPO Chair.
3. Before addressing the Planning Council, each individual must be recognized by the MPO Chair, come and stand before the Council and state their name and address for the record. (All proceedings are taped.)
4. For each Action item on the agenda, the order of business is as follows:
 - MPO Chair introduces the item; asks if formal presentation will be made by staff
 - Staff presentation (optional)
 - MPO Chair requests citizen comment on the item (two minute limit for each citizen)
 - Planning Council questions of staff on the item
 - Planning Council motion on the item
 - Planning Council discussion
 - Final Planning Council comments
 - Planning Council vote on the item
5. Public input on agenda items should be kept as brief as possible, and each citizen shall be limited to two (2) minutes time on each agenda item, subject to time constraints and the discretion of the MPO Chair.
6. During any discussion or presentation, no person may disturb the assembly by interrupting or by any action such as applause or comments. Any side conversations should be moved outside the meeting room. Courtesy shall be given to all speakers.
7. All remarks during the meeting should be germane to the immediate subject.

GLOSSARY

5303 & 5304	FTA program funding for multimodal transportation planning (jointly administered with FHWA) in metropolitan areas and States
5307	FTA program funding for public transportation in Urbanized Areas (i.e. with populations >50,000)
5309	FTA program funding for capital investments
5310	FTA program funding for enhanced mobility of seniors and individuals with disabilities
5311	FTA program funding for rural and small Urban Areas (Non-Urbanized Areas)
5326	FTA program funding to define “state of good repair” and set standards for measuring the condition of capital assets
5337	FTA program funding to maintain public transportation in a state of good repair
5339	FTA program funding for buses and bus facilities
3C	Continuing, Comprehensive, and Cooperative
7th Pot	CDOT’s Strategic Investment Program and projects—originally using S.B. 97-01 funds
AASHTO	American Association of State Highway & Transportation Officials
ACP	Access Control Plan
ADA	Americans with Disabilities Act of 1990
ADT	Average Daily Traffic (also see AWD)
AIS	Agenda Item Summary
AMPO	Association of Metropolitan Planning Organizations
APCD	Air Pollution Control Division (of Colorado Department of Public Health & Environment)
AQC	Congestion Mitigation & Air Quality Improvement Program funds (also CMAQ)
AQCC	Air Quality Control Commission (of Colorado)
AWD	Average Weekday Traffic (also see ADT)
CAAA	Clean Air Act Amendments of 1990 (federal)
CBE	Colorado Bridge Enterprise funds
CDOT	Colorado Department of Transportation
CDPHE	Colorado Department of Public Health and Environment
CMAQ	Congestion Mitigation and Air Quality (a FHWA funding program)
CMP	Congestion Management Process
CNG	Compressed Natural Gas
CO	Carbon Monoxide
CPG	Consolidated Planning Grant (combination of FHWA PL112 & FTA 5303 planning funds)
CFY	Calendar Fiscal Year
DOT	(United States) Department of Transportation
DRCOG	Denver Regional Council of Governments
DTD	CDOT Division of Transportation Development
DTR	CDOT Division of Transit & Rail
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
FAST ACT	Fixing America’s Surface Transportation Act (federal legislation, December 2015)
FASTER	Funding Advancements for Surface Transportation and Economic Recovery (Colorado’s S.B. 09-108)

GLOSSARY (cont'd)

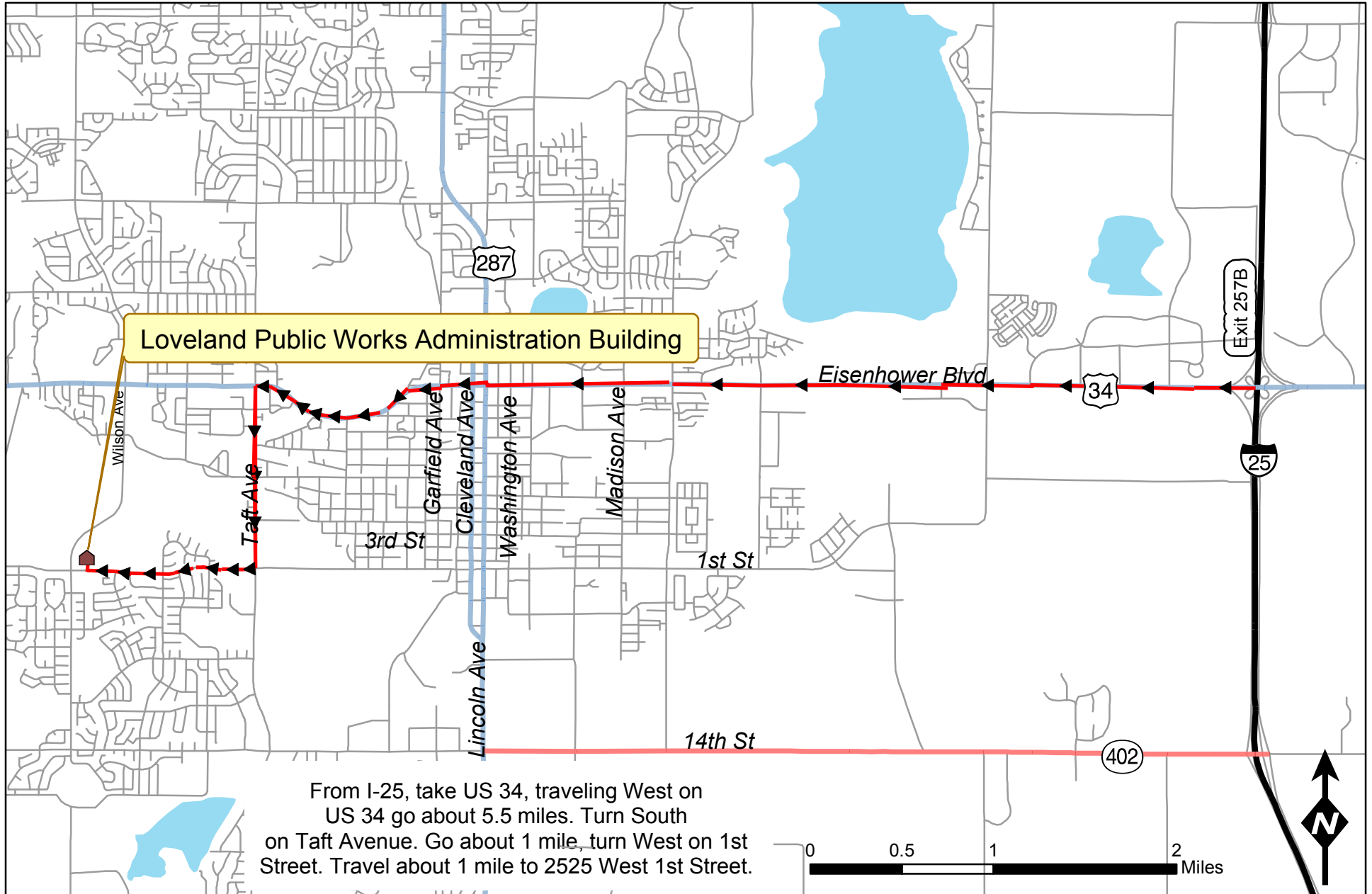
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FRA	Federal Railroad Administration
FY	Fiscal Year (October - September for federal funds; July to June for state funds; January to December for local funds)
FFY	Federal Fiscal Year
HOV	High Occupancy Vehicle
HPTE	High-Performance Transportation Enterprise (Colorado)
HTF	Highway Trust Fund (the primary federal funding source for surface transportation)
HUTF	Highway Users Tax Fund (the State's primary funding source for highways)
INFRA	Infrastructure for Rebuilding America
I&M or I/M	Inspection and Maintenance program (checking emissions of pollutants from vehicles)
ITS	Intelligent Transportation Systems
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)
MDT	Model Development Team
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
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
NOx	Nitrogen Oxide
OBD	On-Board Diagnostics (of a vehicle's engine efficiency and exhaust)
O ₃	Ozone
PL112	Federal Planning (funds)
PPP (also P3)	Public Private Partnership
R4 or R-4	Region 4 of the Colorado Department of Transportation
RAQC	Regional Air Quality Council
RPP	Regional Priority Program (a funding program of the Colorado Transportation Commission)
RTP	Regional Transportation Plan
RTP (<i>see TAP or TA</i>)	Recreational Trails Funds - FHWA Environment funds
SH	State Highway
SIP	State Implementation Plan (air quality)
SOV	Single Occupant Vehicle

GLOSSARY (cont'd)

SPR	State Planning and Research (federal funds)
SRP	State Rail Plan
SRTS (<i>see TAP and TA</i>)	Safe Routes to School (a pre-MAP-21 FHWA funding program)
STAC	State Transportation Advisory Committee
STIP	Statewide Transportation Improvement Program
STU	Surface Transportation Metro (a FHWA funding program that is a subset of STP)
STP	Surface Transportation Program (a FHWA funding program)
STBG (previously STP-Metro)	Surface Transportation Block Grant (a FAST Act FHWA funding program)
TAC	Technical Advisory Committee (of the NFRMPO)
TA (previously TAP)	Transportation Alternatives program (a 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
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)
UPWP	Unified Planning Work Program
VMT	Vehicle Miles Traveled
VOC	Volatile Organic Compound

Directions to Loveland Public Works Administration Building

2525 West 1st Street, 2nd Floor



From I-25, take US 34, traveling West on US 34 go about 5.5 miles. Turn South on Taft Avenue. Go about 1 mile, turn West on 1st Street. Travel about 1 mile to 2525 West 1st Street.

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

**May 29, 2018
North Front Range MPO
419 Canyon Ave., Suite 300
Fort Collins, CO**

Voting Members Present:

Tom Donnelly - Chair -Larimer County
William Karspeck -Berthoud
Kevin Ross -Eaton
Mark Clark -Evans
Dave Clark -Loveland
Elizabeth Austin -Milliken
Donald McLeod -Severance
Kathy Gilliland -Transportation Comm.
Sean Conway -Weld County
Kristie Melendez -Windsor

Voting Members Absent:

Chris Colclasure -CDPHE
Gerry Horak -Fort Collins
Robb Casseday -Greeley
Troy Mellon -Johnstown
Paula Cochran -LaSalle
Aaron Pearson -Timnath

*No Member -Garden City

MPO Staff:

Suzette Mallette, Interim Executive Director

In Attendance:

Butch Hause, Marni Nathan Kloster, Steve Olson and Jed Scott

Chair Donnelly called the MPO Council meeting to order at 6:32 p.m.

PUBLIC COMMENT:

There was no public comment.

APPROVAL OF THE MEETING AGENDA:

*ROSS **MOVED** TO APPROVE THE MAY 29, 2018 MEETING AGENDA. The motion was **seconded** and **passed** unanimously.*

EXECUTIVE SESSION:

Chair Donnelly announced the agenda included two Executive Sessions and the Council would be going into the first session regarding the former Executive Director of the North Front Range MPO. He stated he believed the Council would take action following each Executive Session.

*ROSS **MOVED** TO GO INTO AN EXECUTIVE SESSION PURSUANT TO C.R.S. § 24-6-402(4)(E)(I), TO DETERMINE POSITIONS RELATIVE TO MATTERS THAT MAY BE SUBJECT TO NEGOTIATIONS, DEVELOPING A STRATEGY FOR NEGOTIATIONS, AND INSTRUCTING NEGOTIATORS, AND C.R.S. § 24-6-402(4)(b), TO SEEK THE ADVICE OF THE COUNCIL'S ATTORNEYS REGARDING THE SAME. The motion was **seconded** and **passed** unanimously.*

Council entered Executive Session at 6:35 p.m. The session lasted approximately thirty-one minutes.

Chair Donnelly reopened the regular meeting at 7:06 p.m.

EXECUTIVE SESSION ACTION:

Chair Donnelly stated a recording of the Executive Session had been made and would be retained by MPO Attorney, Jed Scott, for a period of approximately ninety days.

*ROSS **MOVED** TO RESCIND THE JANUARY 4 2018 TERMINATION OF CLAIMANTS CONTRACT/EMPLOYMENT AND EXCEPT THE CLAIMANT RESIGNATION EFFECTIVE JANUARY 4, 2018 AND APPROVE THE TERMS OF THE SETTLEMENT AND AUTHORIZE TOM DONNELLY, A MEMBER OF THE BOARD, ON BEHALF OF THE NFRMPO. The motion was **seconded** and **passed** unanimously.*

EXECUTIVE SESSION:

Chair Donnelly announced the Council would now go into Executive Session regarding the new Executive Director's contract and he expected action to follow the session.

*ROSS **MOVED** TO GO INTO AN EXECUTIVE SESSION REGARDING THE NEW EXECUTIVE DIRECTOR'S CONTRACT PURSUANT TO C.R.S. § 24-6-402(4)(E)(I), TO DETERMINE POSITIONS RELATIVE TO MATTERS THAT MAY BE SUBJECT TO NEGOTIATIONS, DEVELOPING A STRATEGY FOR NEGOTIATIONS, AND INSTRUCTING NEGOTIATORS, AND C.R.S. § 24-6-402(4)(b), TO SEEK THE ADVICE OF THE COUNCIL'S ATTORNEYS REGARDING THE SAME. The motion was **seconded** and **passed** unanimously.*

Council entered Executive Session at 7:09 p.m. The session lasted approximately six minutes.

Chair Donnelly reopened the regular meeting at 7:15 p.m.

EXECUTIVE SESSION ACTION:

Chair Donnelly stated a recording of the Executive Session had been made and would be retained by MPO Attorney, Jed Scott, for a period of approximately ninety days.

*ROSS **MOVED** TO APPROVE RESOLUTION 2018-13 TO ESTABLISH A MONEY PURCHASE PLAN (109873) IN THE FORM OF THE INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA) RETIREMENT CORPORATION GOVERNMENTAL MONEY PURCHASE PLAN & TRUST. The motion was **seconded** and **passed** unanimously.*

*ROSS **MOVED** TO APPROVE THE NEW EXECUTIVE DIRECTOR, SUZETTE MALLETTE, AND THE FORM PROVIDED BY NFRMPO STAFF TO BE SIGNED BY TOM DONNELLY, NFRMPO CHAIR. The motion was **seconded** and **passed** unanimously.*

The meeting was adjourned at 7:16 p.m.

Meeting minutes submitted by: Renae Steffen, MPO Staff

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

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

Voting Members Present:

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

Voting Members Absent:

Chris Colclasure -CDPHE

*No Member -Garden City

MPO Staff:

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

In Attendance:

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

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

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

PUBLIC COMMENT:

There was no public comment.

APPROVAL OF THE MEETING AGENDA:

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

APPROVAL OF THE MINUTES:

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

Lead Planning Agency for Air Quality Agenda

Chair Donnelly opened the Air Quality portion of the meeting.

PUBLIC HEARING:

Air Quality Conformity

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

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

Regional Air Quality Council (RAQC)

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

Air Pollution Control Division

No report was provided.

Metropolitan Planning Organization (MPO) Agenda

Chair Donnelly opened the MPO portion of the meeting.

PRESENTATION:

CDOT Director (Mike Lewis)

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

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

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

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

REPORTS:

Report of the Chair:

Chair Donnelly gave no report.

Executive Director Report:

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

Finance:

A written report was provided.

TAC:

A written report was provided.

CONSENT ITEMS:

Air Quality Conformity

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

CY 2018 1st Quarter Unaudited Financials

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

FY2019-2022 Transportation Improvement Program (TIP)

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

ACTION ITEMS:

FY2018 Program of Projects (POP)

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

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

2017 Audited Financials

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

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

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

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

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

May 2018 TIP Amendment

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

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

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

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

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

DISCUSSION ITEMS:

Transit Development Program List

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

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

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

Poudre Express Regional Route Study

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

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

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

COUNCIL REPORTS:

Transportation Commission Report /CDOT Region 4

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

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

I-25 Update

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

STAC Report

A written report was provided.

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

MEETING WRAP-UP:

Next Month's Agenda Topic Suggestions:

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

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

Meeting minutes submitted by: Sarah Martin, MPO Staff



MINUTES

Friday, June 1, 2018

RAQC MEMBERS PRESENT:

Andy Spielman, *Chairman, WilmerHale*
Kathleen Bracke, *City of Boulder*
Bob Broom, *Citizen*
Frank Bruno, *Via Mobility Services*
Gerry Horak, *City of Fort Collins*
Elise Jones, *Boulder County*
Vanessa Mazal, *National Parks Conservation Association*
Jackie Millet, *City of Lone Tree*
Brian Payer, *Sphera*
Scott Prestidge, *COGA*
John Putnam, *Kaplan, Kirsch, & Rockwell, LLP*
Doug Rex, *Denver Regional Council of Governments*
Jep Seman, *Corporate Advocates*
Gregg Thomas, *Denver Department of Environmental Health*
Casey Tighe, *Jefferson County*
Bruce White, *Citizen*

RAQC MEMBERS NOT PRESENT:

Herb Atchison, *City of Westminster*
Julie Cozad, *North Front Range MPO*
Paolo Diaz, *City of Commerce City*
David Genova, *Regional Transportation District*
Irv Halter Jr., *Colorado Department of Local Affairs*
Jack Ihle, *Xcel Energy*
Michael Lewis, *Colorado Department of Transportation*
Bob Roth, *City of Aurora*
Larry Wolk, *Colorado Department of Public Health and Environment*

RAQC ALTERNATES PRESENT:

Martha Rudolph, *Colorado Department of Public Health and Environment*
Debra Perkins-Smith, *Colorado Department of Transportation*
Bill Van Meter, *Regional Transportation District*

RAQC STAFF PRESENT:

Ken Lloyd, Amanda Brimmer, Matt Goble, Sara Goodwin, Kelley Grubbs, Misty Howell, Steve McCannon, Matt Mines, and Martha Yohannes.

OTHERS PRESENT:

Tom Bloomfield, EDF; Natalie Brent, citizen; Chris Colclasure, CDPHE; Cindy Copeland, Boulder County Public Health; Vanessa Haggans, citizen; Theron Markley, citizen; Chris Moe, citizen; Aria Mundy, citizen; Jeff Sanders, CDOT; Robert Spotts, DRCOG; Christian Williss, CEO; and Dena Wojtach, APCD.

The meeting was called to order at 9:40 a.m. by Andy Spielman. A quorum was present.

Approval of Agenda

Jackie Millet moved to approve the agenda. Seconded by Kathleen Bracke. Motion passed without objection.

Approval of Minutes

Frank Bruno moved to approve the minutes. Seconded by Debra Perkins-Smith. Motion passed with two abstentions (Bob Broom and Kathleen Bracke).

General Public Comment

None.

Informational Items

Chairman

Andy Spielman expressed his condolences for the loss of former Aurora Mayor Steve Hogan. He made tremendous contributions to Aurora and the region.

Executive Director

Ken Lloyd said that Steve Hogan was on the RAQC Board 28 years ago and served a second term more recently. He helped to advance air quality.

Ken also informed Council that the last Mow Down Pollution event is scheduled for tomorrow at Arapahoe Community College. He thanked Matt Goble for all his work scheduling the 2018 program.

He stated that his official retirement date will be July 27, 2018.

Members

None.

Executive Director Search Committee Update

John Putnam reminded Council that the Executive Director position was opened in April and closed on May 18. Nine qualified applications were received. He said while the Committee hoped for a larger quantity, he was impressed by the quality. The Search Committee is meeting on June 4 to discuss applicants and determine who to interview. John indicated that candidate interviews will be held on July 10 and the Committee will make its recommendation for Board consideration at the July 27 meeting.

Doug Rex, Jep Seman and Martha Rudolph offered to check on meeting room space for the July 27 date since the rooms at the Chamber are unavailable.

Andy Spielman confirmed that a call-in option will be available for members who cannot attend in person on July 27.

Public Comment

None.

Approval of Funding for Local Government Air Quality Projects

Ken Lloyd reminded Council that the RAQC receives an air quality set-aside through DRCOG’s Transportation Implementation Program(TIP)to implement the Local Government Air Quality Projects grant pool. He said the second round of project solicitations was opened in January and closed in March. Applications were reviewed by a panel of staff members from RAQC, DRCOG, CDOT, and FHWA. Ken outlined the four projects that met Congestion Mitigation and Air Quality (CMAQ) program funding requirements and are recommended for approval. The projects include:

Agency	Project Title	CMAQ	Match*	Total
Community Cycles/City of Boulder	Place-Based Mobility: Education, Engagement and Activation for Increased Bicycle Commuting in Boulder Neighborhoods	\$40,000	\$10,000	\$50,000
City of Boulder	JUMP Marketing Program	\$43,760	\$10,940	\$54,700
Boulder County	Bicycle Education and Encouragement	\$80,000	\$20,000	\$100,000
University of Colorado Boulder	CU Boulder East Campus Covered and Secure Bike Shelters	\$100,000	\$25,000	\$125,000
Total CMAQ Request		\$263,760		

* A 20% local match of the total project cost is required

Ken also noted that the City of Lone Tree submitted an application for \$90,000 in CMAQ funds to expand their current Link on Demand shuttle service. This project is still under review because it is considered a transit project and the funds would need to be flexed to FTA for administration. Ken indicated more discussion between all parties is needed to make a determination.

Ken also indicated that two projects submitted were ineligible because one was not a transportation project and one was eligible for funding through other CMAQ funding pools which made it ineligible for the RAQC’s funding pool.

Ken asked Council to approve funding for the four projects outlined as well as the Lone Tree project should it be determined to be an eligible project after further discussions.

Bob Broom moved to approve the funding of the projects as outlined by staff, including the City of Lone Tree project if discussions determine it to be eligible. Seconded by Vanessa Mazal.

Vanessa Mazal said Council should have a broader discussion to get geographic diversity with the program. Ken Lloyd explained that prior to the first round of funding, the program funding opportunity was widely advertised and staff conducted regional informational meetings to try to get participation. He said because of the CMAQ eligibility issues encountered, the such funding in DRCOG’s next will be folding into DRCOG’s TDM pool. Doug Rex said that DRCOG is also looking into alternative funding sources for

these smaller programs because of the CMAQ restrictions.

Motion passed with one abstention (Kathleen Bracke).

Public Comment:

None.

Potential RAQC Action Regarding EPA's Recommendation of Light-Duty Vehicle GHG Standards and/or California Advanced Clean Car Standards

Ken Lloyd reviewed the Options for Consideration paper provided to Council. Since there was no clear direction from the May 4 meeting, Elise Jones and Jep Seman offered language on a proposed course of action for Council consideration.

The options for consideration included:

Option A: The RAQC should send a letter to Governor Hickenlooper urging him to ask the Air Quality Control Commission to initiate a rulemaking process to explore the adoption of the Advanced Clean Car Standards in Colorado.

Option B: Colorado adoption of Cal LEV/ZEV mandate is premature and the RAQC instead should recommend that the Hickenlooper administration (1) aggressively engage in upcoming federal rulemaking; (2) join the dialogue between auto manufacturers, the USEPA and California Air Resources Board toward maintaining one national vehicle emissions program; and (3) explore other incentives to increase Colorado market uptake of ZEVs, including expanded government fleet purchasing, expanded infrastructure buildout and a Colorado-specific ZEV credits program.

Elise Jones explained the thinking behind the letter supporting Option A. She said as the lead air quality agency in a non-attainment area it is important to remind the administration that these emission standards are important to air quality. She said she carefully worded to action as to not assume an outcome. She also indicated that the action of initiating rulemaking sends a message that a federal rollback will not help Colorado's efforts to meet the ozone standard.

Jep Seman said his letter supporting Option B is self-explanatory. He said starting a Colorado rulemaking before EPA takes action is premature and complicates issues.

Vanessa Mazal said she was going to supply an Option C letter that combined options but thought that Elise's letter accomplished what she was envisioning.

Council discussed the language in both letters. It was suggested that the language about aggressively engaging in forthcoming USEPA and NHTSA rulemaking regarding CAFÉ standards from Jep's letter be added to Elise's letter.

Public Comment:

Aria Mundy, high school student, said she came to the meeting today to ask the Council to endorse Elise Jones' letter. She said that the region ranks 14th most polluted for high ozone according to the American Lung Association. She said because of the susceptibility to the effects of ground-level ozone the region need to work hard to address the issue. She also said that since 60-80% of ozone pollution can be

attributed to oil & gas and cars, it makes sense to adopt the clean cars standards.

Natalie Brent, high school student, said she has asthma and is concerned about ozone pollution. She said fewer restrictions allow pollution to increase and promotion of stricter regulations would help decrease pollution. She asked Council to endorse Elise Jones' letter.

Vanessa Haggans, high school student, asked Council to support Option A. Ms. Haggans said that Colorado should consider the toll air pollution has on its citizens. She further stated that it is of paramount importance that the State take measures to reduce ozone production. She said that Council should demonstrate its commitment to pursuing stricter standards by sending a letter to Governor Hickenlooper urging the AQCC to explore adoption of the Clean Car Standards.

Tom Bloomfield, EDF, said EDF released a report yesterday that addressed this issue. He said adopting these Clean Car Standards are cost effective, which is shown in the report. He said this is an important action to take now and urged Council to adopt Elise Jones' letter to recommend to the Governor to initiate a rulemaking.

Cindy Copeland, Air Quality Specialist with Boulder County Public Health, shared a study that used EDF's analysis as a foundation for their analysis of health benefits. The information was provided to Council by Gregg Thomas prior to the meeting. She said in light of the federal roll-backs, adopting these rules would be necessary and beneficial to Colorado.

Theron Markley, sustainability marketing associate with E2, spoke in support of the CAL LEV option. She said she believes the only way to get more EVs into Colorado is to adopt these standards.

Council continued its discussion regarding what to include in a letter to Governor Hickenlooper. Jackie Millet said she appreciates the perspectives and that the letter should include language about exploring the option for a rulemaking (from Elise's letter) and engaging on a federal level (from Jep's letter).

John Putnam stated it is important issue for the RAQC and the State. He said climate plays a role with ozone and it makes sense to align with a strict national standard. Kathleen Bracke said the cost of not doing something should be considered and she supports Elise's letter.

Doug Rex questioned conformity compliance issues with the direction of Elise's letter. Ken Lloyd said EPA's contemplated roll-back does not include changes to criteria pollutant standards and short-term impacts will be minimal. However, there should be long-term benefits from replacement to electric vehicles by 2030 and beyond.

Gregg Thomas indicated discussion of light-duty standards is not new; the mobile sources subcommittee has discussed these options during the SIP control discussions. He said he would agree that harmonized standards would be great, but the current federal direction is to loosen them which moves the benefits farther out into the future.

Elise Jones moved to adopt Option A with addition of the language from #1 in the Option B. Seconded by John Putnam.

Andy Spielman said he feels strongly that it is the RAQC's responsibility to address this issue and this is an appropriate way since it is not pre-supposing the outcome.

Jep Seman made a friendly amendment to have all three statements numbered in his letter be included in the hybrid letter. The friendly amendment was not accepted.

Jackie Millet said she would like more discussion outside of the letter discussion to look at the what Jep proposed. John Putnam said #3 to consider other state programs and market uptake to EVs would be a good future agenda item.

The motion passed with a vote of 13-3-3 (abstentions: Martha Rudolph, Elizabeth Garner, Bill Van Meter).

Status of Implementation of Colorado's VW Beneficiary Mitigation Plan

Chris Colclasure, CDPHE, provided an update on the Environmental Mitigation Trust, where \$68.7 million has been made available for Colorado for eligible actions. The funds can be drawn from the trust account over 3-10 years, but the State plans to spent all but he Flex Funds in the first five years. The State has decided how to spend the funds and filed its Beneficiary Mitigation Plan on March 21, 2018. Mr. Colclasure indicated the Plan does not require approval from the Trustee, but the Trustee will need to approve funding requests. Mr. Colclasure outlined Colorado's funding priorities for the mitigation funds and agency roles for each portion of the project.

Jeff Sanders, CDOT, provided Council with information on the transit portion of the Environmental Mitigation Trust. The transit portion will be integrated into the CDOT Division of Transit and Rail's "Consolidated Call for Capital Projects" with 110% of incremental cost reimbursed. It is anticipated to replace 30-60 buses including EV chargers. In response to a question on how to handle selection if applications for electric buses exceed expectations, Mr. Sanders said the request includes questions that will allow CDOT to determine how to incorporate the change to electric. When asked about range issues with electric buses, Mr. Sanders said it is an issue currently being worked on. He also said that Aspen and Glenwood Springs have routes of 100 miles and CDOT has been discussing the issue with manufacturers. Steve McCannon clarified that CNG is also eligible for the Trust funds.

Steve McCannon, RAQC, provided information on the integration the Environmental Mitigation Trust into the RAQC Alternative Fuels Program. He explained that public fleets will be eligible for up to 40% of total vehicle cost and private fleets up to 25% of total vehicle cost, with caps of \$50-\$200k for electric, \$30-\$80K for CNG and \$50K for propane. Steve explained that the AFC applications are reviewed by an evaluation team (RAQC, CEO, CDOT, CDPHE, CDLE, DOLA and NREL). As part of the settlement scragpage of a comparable vehicle is a requirement to receive the funds. Steve noted that airport ground support equipment, freight switchers and heavy forklifts are also eligible on a case-by-case basis.

Steve also indicated Colorado has allocated the full 15% (\$10.3 Million) for charging stations to be administered by RAQC and CEO through the established Charge Ahead Colorado and ALT Fuels Colorado programs. Stations will be funded at 80% of cost will a cap of \$9,000 for level 2 charging and \$30,000 for Level 3 DCFC.

Christian Williss, CEO, gave an overview of the Colorado Electric Vehicle Plan and indicated that previous feedback has been incorporated into the living document. Mr. Williss explained the Request For Application (RFA) development which will be used to fund for EV Fast-Charging Corridors. He said the stations on Tier 1 corridors shall include four Direct Current Fast Chargers (DCFC) capable of providing at least 150 kW simultaneous charging of two vehicles and at least 50kW simultaneous charging of four vehicles. Stations on Tier 2 corridors shall include two DCFC capable of providing at least 150 kW charging for a single vehicle and at least 50 kW simultaneous charging for two vehicles. He explained that Tier 1 sites are eligible for up to 80% of equipment and non-labor project costs of up to \$380,000 to install at

least four DCFC and Tier 2 sites are eligible for up to 90% of equipment and non-labor project costs of up to \$250,000 to install at least two DCFC.

Brian Payer said it is great that the State and RAQC are leveraging the program to include freight switchers to drive change through the program.

Frank Bruno asked Mr. Sanders about repowering current vehicles through transit. Jeff said it is possible, but not envisioned at this time. Chris Colclasure interjected that the Trust allows for repower, but the Colorado's plan does not allow repower and requires replacement and scrapping in order for projects to be eligible for funding.

Public Comment

None.

Overview of CDPHE Voluntary Ozone Reduction Program

Dena Wojtach, APCD, gave Council an overview of CDPHE's Ozone Forecast Advisory program. She noted this is different from the ozone alert public notices and are aimed more toward businesses taking actions. CDPHE is providing advanced forecasting to businesses to allow them time to voluntarily adjust activities. She said CDPHE is asking businesses to sign up for the forecast alerts and identify voluntary measures that may work for their operations. Each company determines how information is communicated with employees. Participants are asked to track metrics per voluntary measure when possible.

Scott Prestidge said that COGA has been successful getting its members to participate.

Public Comment

None.

Next Meetings

The next meeting will be held on July 27, 2018, location to be determined. The purpose of the meeting will be Board approval of the selection of a new executive director. There will be a phone-in option for members who are unable to attend

Adjournment

There being no further business before the Council the meeting was adjourned at 12:00 pm.

MEMORANDUM

To: NFRMPO Technical Advisory Committee

From: NoCo Bike & Ped Collaborative

Date: June 20, 2018

Re: NoCo Bike & Ped Collaborative's Request

419 Canyon Avenue, Suite 300
Fort Collins, Colorado 80521
(970) 221-6243
FAX: (970) 416-2406
nfrmopo.org
www.VanGoVanpools.org

Technical Advisory Committee

Dave Klockeman - Chair
City of Loveland
Will Jones - Vice Chair
City of Greeley/GET
Dawn Anderson - Past Chair
Weld County
Stephanie Brothers, Town of Berthoud
Gary Carsten, Town of Eaton
John Franklin, Town of Johnstown
Eric Fuhrman, Town of Timnath
Tim Kemp, City of Fort Collins
Rusty McDaniel, Larimer County
Jessicca McKeown, Town of LaSalle
Mitch Nelson, Town of Severance
Karen Schneiders, CDOT Region 4
Fred Starr, City of Evans
Dennis Wagner, Town of Windsor
CDPHE-APCD
Town of Milliken

Amanda Brimmer, RAQC
Aaron Bustow, FHWA
Katy Mason, LCOA
Ranae Tunison, FTA
NoCo Bike & Ped Collaborative

MPO Transportation Staff

Suzette Mallette, Interim Executive
Director
Becky Karasko, Regional Transportation
Planning Director
Ryan Dusil, Transportation Planner
Alex Gordon, Transportation Planner III/
Mobility Coordinator
Medora Kealy, Transportation Planner II
Sarah Martin, Transportation Planner

Background

In November 2017, the NoCo Bike & Ped Collaborative submitted a memorandum to CDOT requesting they provide multi-use trail crossings across North I-25 at Box Elder Creek and Big Thompson River as part of the North I-25 expansion project. The Collaborative presented this memo at the November 15, 2017 TAC meeting as part of their monthly report.

At the February 1, 2018 Planning Council meeting, the NoCo Bike & Ped Collaborative presented a revised version of the memo and requested Planning Council's support in asking CDOT to provide these crossings. Planning Council requested TAC discuss potential funding sources for the crossings and whether Planning Council should support the Collaborative's memo.

On March 23, 2018 members of the NoCo Bike & Ped Collaborative, CDOT staff, and NFRMPO staff met to discuss options for including these crossings as part of the North I-25 project. The outcomes of this meeting were discussed at the April 18, 2018 TAC meeting.

Recommended Next Steps

To streamline and enhance future collaboration, the NoCo Bike & Ped Collaborative will work with NFRMPO staff, CDOT staff, and the appropriate local agency staff to improve interagency communication on future regional bike and pedestrian projects. The NoCo Bike & Ped Collaborative would like to request TAC consideration of the following when recommending programs, projects, and/or plans for NFRMPO Planning Council approval/adoption:

- Bike and pedestrian connections when funding and project opportunities arise.
- Recommendations from the *2013 Regional Bicycle Plan*, the *2016 Non-Motorized Plan*, local bike, pedestrian and trails plans, and the Regional Non-Motorized Corridors in project selection.
- Guidance and feedback from TAC in the development of refined processes and strategies for improved interagency communication.

- Letters of support from TAC and/or Planning Council for funding applications for bike and pedestrian connections.
- NoCo's bike and pedestrian project recommendations submitted during the NFRMPO's Calls for Projects.

Action

The NoCo Bike & Ped Collaborative requests TAC consider the items listed above when considering and recommending approval on programs, projects, and plans to the NFRMPO Planning Council.

Finance Committee Report

- Finance Committee met on July 19, 2018
- Staff noted the VanGo™ Program currently has an investment balance of approximately three million dollars
- A portion of those funds are required operating and capital reserves per current reserve policies.
- These funds were accumulated mainly with \$5307 capital funds exchanged with the City of Fort Collins for sales tax dollars.
- Discussion followed regarding use of funds not needed for the operating or capital reserve funds.
- Staff will continue to research possible uses of the funds.
- Staff consulted with the committee regarding moving the accounting software package to the cloud.
- The committee agreed to move the accounting software to the cloud.

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

July 19, 2018
7:30 a.m.
Egg & I
1205 Main Street
Windsor, CO

Members Present

Kristie Melendez
Gerry Horak

Staff Present

Suzette Mallette
Crystal Hedberg
Merideth Kimsey

The meeting was called to order by Chair Melendez at 7:30 a.m.

Approval of Minutes:

The minutes for the May 17, 2018 meeting were accepted.

VanGo Discussion

Staff noted that the VanGo Enterprise fund currently has an investment balance of approximately three million dollars. A portion of those funds are required operating and capital reserves per current reserve policies. These funds were accumulated mostly with \$5307 capital funds exchanged with the City of Fort Collins for sales tax dollars. Discussion followed regarding use of funds not needed for the operating or capital reserve funds. The committee felt the funds should be spent on transit related items. Staff will continue to research possible use of the funds.

Updating the Great Plains Accounting Software

Hedberg requested consensus from the committee regarding updating the accounting software to make use of the cloud. One advantage of moving to the cloud would be the program would be the most current at all times. The cost would be approximately \$8,000 per year. An upgrade, which should be made about every three years would cost approximately \$25,000. The committee agreed to upgrade the software using the cloud.

The meeting was adjourned at 8:10 a.m.

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

APPROVAL OF THE JUNE 20, 2018 TAC MINUTES

Kemp moved to approve the June 20, 2018 TAC minutes. The motion was seconded by Jones and approved unanimously.

ACTION/DISCUSSION ITEMS

Call for Projects Congestion Mitigation and Air Quality (CMAQ) Formulas and Project Scoring – Kealy reviewed the air quality formulas which could be used for the upcoming FY2022-23 Call for Projects and provided additional information on AFLEET, the air quality tool RAQC uses to evaluate vehicle emissions benefits. Kealy recommended using a combination of MDOT, FHWA Toolkit, and AFLEET to evaluate the emissions benefits for CMAQ projects. Schneiders stated CDOT would not approve of awarding funds to non-transit vehicles due to the suspension of the Buy America waiver program. TAC requested more information and the item will be brought back to TAC for Action in August.

Kealy asked TAC for feedback on the scoring methodology for the FY2022-23 Call and recommended retaining the previous Call's scoring criteria, with an additional criteria for contribution to achieving the federally-required performance measures targets. TAC requested more information regarding the integration of performance measures and changes to the point distribution. The item will come back in August for Action.

DISCUSSION ITEMS

Target setting for PM2 (Pavement and Bridge Condition Measures) and PM3 (Performance of NHS, Freight, and CMAQ Measures) – Gordon requested assurance TAC preferred supporting the State-established targets for the federally-required PM2 and PM3 targets instead of setting MPO-specific targets. TAC concurred and the item will go to Planning Council in August for Discussion.

2045 RTP Goals, Objectives, Performance Measures, and Targets (GOPMT) Framework – Gordon and Martin reviewed updates to the GOPMT framework based on feedback from the June TAC meeting. Martin requested additional feedback on the structure of the GOPMT framework and on the development of policies for each Goal Area. Staff will incorporate all recommended changes and will bring the item back to TAC for further discussion at the August meeting.

OUTSIDE PARTNERS REPORTS

NoCo Bike Ped Collaborative – A written report was provided.

Regional Transit Agencies – Torres reported Greeley Evans Transit (GET) received new 40' buses, which will begin operation at the end of July. GET is also working with Transfort to coordinate on providing shuttles for Colorado State University home football games. GET recently submitted a FASTER grant application to help fund the operating costs of the proposed Regional Route connecting Greeley Windsor, and Fort Collins. Kemp noted Transfort applied for a Low-No grant for electric buses. Klockeman requested more information regarding grant opportunities for transit facilities from CDOT.

Senior Transportation – Gordon reported the Larimer County Senior Transportation Working Group received \$5304 grant funds and also received an AARP grant to perform a Bustang travel training for seniors.

Regional Air Quality Council – Brimmer reported EPA concurred with the 2017 wildfire exceptional events, enabling a one-year attainment extension for the Denver Metro-North Front Range nonattainment area; however, ozone levels in 2018 are too high to request a second one-year extension. RAQC will likely apply for a 179B demonstration, which states the region would conform but for international emissions entering the region, or the region will be bumped up to a "serious area" designation if the 2008 standard is not revoked.

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Mobility Coordination

In the North Front Range MPO



2045 Regional Transit Element Update



Every four years, the NFRMPO updates the Regional Transportation Plan. With that update to the long-range plan comes the long-range transit plan for the region, known as the Regional Transit Element. Staff started work on the 2045 RTE in January, and has drafted chapters, recommended corridors, and reached out to the community for feedback.

Through this outreach and data analysis, the NFRMPO is recommending further transit study and investment on the following corridors:

- Harmony Road/Weld County Road 74
- Fort Collins to Wellington
- Greeley to Fort Morgan (Bustang Outrider)
- North I-25 (Fort Collins to Denver)
- Loveland to Estes Park
- Poudre Express (Greeley to Windsor to Fort Collins)
- Regional Rail: Greeley to Fort Collins (Great Western), and Greeley to Loveland (Great Western)
- US287
- US34
- US85
- Windsor to Loveland

NFRMPO staff will continue to do outreach at community events throughout the summer. A draft Plan is expected in summer 2018 with the final Plan being adopted in fall 2018. Information will be posted to nfrmpo.org/transit/rte/ as it becomes available.

Rider's Guide Updates

More than 400 users have logged onto the online service to find potential service matches since January 1, 2018, with 94.4 percent of users being new. To request printed Rider's Guides, contact Alex Gordon at agordon@nfrmpo.org or (970) 416-2023.

Senior Resource Services

Senior Resource Services (SRS) will remain the name of the non-profit organization, but SRS is renaming the transportation program as 60+ Ride and will be using that name for promoting to both clients and volunteers. To meet the expected growth of seniors in Weld County, SRS is implementing systems and processes to add 60 active volunteers in addition to the current 122. More information about the program can be found at rsrweld.com.

Greeley hosts CASTA Conference

Each May, the Colorado Association of Transit Agencies (CASTA) hosts its Spring Conference in a Front Range community. In 2017, CASTA held the event in Fort Collins, and in 2018 at the new DoubleTree by Hilton Greeley at Lincoln Park. More than 130 transit professionals from across the State came to Greeley to learn, network, and share experiences.

Conference topics overall included transit management, supervisor development, driver safety, system safety, human services issues, maintenance, and FTA and CDOT policy issues. Key highlights of the conference were Greeley-Evans Transit (GET)'s tour of their new transit center and a day dedicated to electric buses.



Mobility Management Funding

The NFRMPO Mobility Coordination Program is funded with Federal Transit Administration (FTA) \$5310 funds.

NFRMPO mobility coordination program activities are centered on education and cooperative resource-sharing to use existing transportation dollars most efficiently. Examples

include travel training, cooperative research, public forums, program implementation, FTA grant administration and public education.

Funding has been secured for \$5310 funds from both CDOT for Weld County and Fort Collins on behalf of the Fort Collins-Loveland-Berthoud TMA.

Larimer County Mobility Committee

- Arc of Larimer County
- Berthoud Area Transportation System
- Berthoud Rural Alternative for Transportation (RAFT)
- City of Loveland Transit (COLT)
- Colorado Division of Vocational Rehabilitations
- Elderhaus
- Foothills Gateway
- Heart&SOUL Paratransit
- Larimer County Department of Health and Environment
- Larimer County Office on Aging
- Larimer County Workforce Center
- SAINT
- Transfort

Weld County Mobility Committee

- Arc of Weld County
- Colorado Division of Vocational Rehabilitation
- Connections for Independent Living
- Envision Colorado
- Greeley Center for Independence
- Greeley Evans Transit (GET)
- North Range Behavioral Health
- Senior Resource Services
- Sunrise Community Health
- United Way of Weld County

Q2 TIP Modifications Update

FY 2018 - FY 2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
North Front Range Transportation & Air Quality Planning Council
Administrative Modification #2018-M4

Submitted to: CDOT

Prepared by: Medora Kealy

DATE: 4/18/2018

Project Type	NFR TIP Number	Project Title/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/ Program	FY 16-17 TIP TOTAL	FY 18	FY 19	FY 20	FY 21	FY 18-21 TIP TOTAL	FY 22	FY 23
FASTER (North Front Range Listings of State Highway Locations)														
PREVIOUS ENTRY	P-8	Region 4 State Bridge Enterprise Pool	CDOT Region 4	FASTER Bridge	State	FASTER	-	23,592	-	-	-	23,592	-	-
SST8000		Funding amounts allocated for the North Front Range Region			Local	Local	-	-	-	-	-	-	-	-
		For the most current project funding information, please see CDOT's STIP at https://www.codot.gov/business/budget/documents/dailySTIP.pdf												
					Total		-	23,592	-	-	-	23,592	-	-
Pool Projects:														
SST8000.090	-	I-25 @ Vine Drive Bridge Replacement (SST8000.090)	CDOT Region 4			Project Description: Bridge Rehab/replace								
SST8000.093	-	Prospect Road over I-25	CDOT Region 4			Project Description: Bridge Rehab/replace								
SST8000.107	-	Hillsboro Tributary Bridge (C-17-EL)	CDOT Region 4			Project Description: Bridge Rehab/replace								
Pool Description: Summary of CDOT Region 4 State Bridge Enterprise Pool Programming. Total funding amounts allocated for North Front Range, Denver Regional Council of Governments, Upper Front Range, and Eastern Transportation Planning Region														
REVISED ENTRY	P-8	Region 4 State Bridge Enterprise Pool	CDOT Region 4	FASTER Bridge	State	FASTER	-	24,991	-	-	-	24,991	-	-
SST8000		Funding amounts allocated for the North Front Range Region			Local	Local	-	-	-	-	-	-	-	-
		For the most current project funding information, please see CDOT's STIP at https://www.codot.gov/business/budget/documents/dailySTIP.pdf												
					Total		-	24,991	-	-	-	24,991	-	-
Pool Projects:														
SST8000.090	-	I-25 @ Vine Drive Bridge Replacement (SST8000.090)	CDOT Region 4			Project Description: Bridge Rehab/replace								
SST8000.093	-	Prospect Road over I-25	CDOT Region 4			Project Description: Bridge Rehab/replace								
SST8000.107	-	Hillsboro Tributary Bridge (C-17-EL)	CDOT Region 4			Project Description: Bridge Rehab/replace								
Pool Description: Summary of CDOT Region 4 State Bridge Enterprise Pool Programming. Total funding amounts allocated for North Front Range, Denver Regional Council of Governments, Upper Front Range, and Eastern Transportation Planning Region														
Reason: Add \$1.399 M in FY18 to Prospect Road Interchange over I-25 to complete funding package.														

FY 2018 - FY 2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
North Front Range Transportation & Air Quality Planning Council
Administrative Modification #2018-M4

Submitted to: CDOT

Prepared by: Medora Kealy

DATE: 4/25/2018

Project Type	NFR TIP Number	Project Title/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/ Program	FY 16-17 TIP TOTAL	FY 18	FY 19	FY 20	FY 21	FY 18-21 TIP TOTAL	FY 22	FY 23
FASTER (North Front Range Listings of State Highway Locations)														
PREVIOUS ENTRY	P-8	Region 4 State Bridge Enterprise Pool	CDOT Region 4	FASTER Bridge	State	FASTER	-	23,592	-	-	-	23,592	-	-
SST8000		Funding amounts allocated for the North Front Range Region			Local	Local	-	-	-	-	-	-	-	-
		For the most current project funding information, please see CDOT's STIP at https://www.codot.gov/business/budget/documents/dailySTIP.pdf			Total		-	23,592	-	-	-	23,592	-	-
Pool Projects:														
SST8000.090	-	I-25 @ Vine Drive Bridge Replacement (SST8000.090)	CDOT Region 4			Project Description: Bridge Rehab/replace								
SST8000.093	-	Prospect Road over I-25	CDOT Region 4			Project Description: Bridge Rehab/replace								
SST8000.107	-	Hillsboro Tributary Bridge (C-17-EL)	CDOT Region 4			Project Description: Bridge Rehab/replace								
Pool Description: Summary of CDOT Region 4 State Bridge Enterprise Pool Programming. Total funding amounts allocated for North Front Range, Denver Regional Council of Governments, Upper Front Range, and Eastern Transportation Planning Region														
REVISED ENTRY	P-8	Region 4 State Bridge Enterprise Pool	CDOT Region 4	FASTER Bridge	State	FASTER	-	24,991	-	-	-	24,991	-	-
SST8000		Funding amounts allocated for the North Front Range Region			Local	Local	-	-	-	-	-	-	-	-
		For the most current project funding information, please see CDOT's STIP at https://www.codot.gov/business/budget/documents/dailySTIP.pdf			Total		-	24,991	-	-	-	24,991	-	-
Pool Projects:														
SST8000.090	-	I-25 @ Vine Drive Bridge Replacement (SST8000.090)	CDOT Region 4			Project Description: Bridge Rehab/replace								
SST8000.093	-	Prospect Road over I-25	CDOT Region 4			Project Description: Bridge Rehab/replace								
SST8000.107	-	Hillsboro Tributary Bridge (C-17-EL)	CDOT Region 4			Project Description: Bridge Rehab/replace								
Pool Description: Summary of CDOT Region 4 State Bridge Enterprise Pool Programming. Total funding amounts allocated for North Front Range, Denver Regional Council of Governments, Upper Front Range, and Eastern Transportation Planning Region														
Reason: Add \$1.399 M in FY18 to Prospect Road Interchange over I-25 to complete funding package.														

Strategic														
PREVIOUS ENTRY	2017-032	North I-25: Design Build	CDOT Region 4	Highway Added Capacity	Federal	TIGER	-	5,000	5,000	5,000	0	15,000	-	-
SSP4428.012		MP 253.7-270		Modify & Reconstruct	Federal	ITI	-	600	-	-	0	600	-	-
					Federal/State	ITS/RoadX	-	2,000	-	-	0	2,000	-	-
					Federal/State	RAMP/NHPP	3,167	14,750	-	-	0	14,750	-	-
					Federal/State	RAMP/NHPP	-	7,227	-	-	0	7,227	-	-
					Federal/State	Permanent Water Quality	-	2,000	2,000	3,347	0	7,347	-	-
					Federal/State	Surface Treatment/NHPP	-	-	-	6,903	0	6,903	-	-
					Federal/State	Strategic Projects - Transit	-	5,000	-	-	0	5,000	-	-
					State	FASTER Safety	-	4,000	-	-	0	4,000	-	-
					State	7PX/228	-	135,000	-	-	0	135,000	-	-
					State	7PX/228	-	5,000	-	-	0	5,000	-	-
					Local	Private	-	-	-	18,000	32,000	50,000	-	-
					Local	Local	4,875	14,000	16,500	20,500	0	51,000	-	-
					Local	Local	-	-	-	125	0	125	-	-
					Total		8,042	194,577	23,500	53,875	32,000	303,952	-	-
Project Description: One new express lane in each direction, replacement/rehabilitation of key bridges, ITS, transit & safety components, replacement of portions of existing facility, and interchange improvements														
REVISED ENTRY	2017-032	North I-25: Design Build	CDOT Region 4	Highway Added Capacity	Federal	TIGER	-	5,000	5,000	5,000	0	15,000	-	-
SSP4428.012		MP 253.7-270		Modify & Reconstruct	Federal	ITI	-	600	-	-	0	600	-	-
					Federal/State	ITS/RoadX	-	2,000	-	-	0	2,000	-	-
					Federal/State	RAMP/NHPP	3,167	16,494	-	-	0	16,494	-	-
					Federal/State	RAMP/NHPP	-	7,227	-	-	0	7,227	-	-
					Federal/State	Permanent Water Quality	-	2,000	2,000	3,347	0	7,347	-	-
					Federal/State	Surface Treatment/NHPP	-	-	-	6,903	0	6,903	-	-
					Federal/State	Strategic Projects - Transit	-	5,000	-	-	0	5,000	-	-
					State	FASTER Safety	-	4,000	-	-	0	4,000	-	-
					State	7PX/228	-	135,000	-	-	0	135,000	-	-
					State	7PX/228	-	5,000	-	-	0	5,000	-	-
					Local	Private	-	-	-	18,000	32,000	50,000	-	-
					Local	Local	4,875	14,000	16,500	20,500	0	51,000	-	-
					Local	Local	-	-	-	125	0	125	-	-
					Total		8,042	196,321	23,500	53,875	32,000	305,696	-	-
Project Description: One new express lane in each direction, replacement/rehabilitation of key bridges, ITS, transit & safety components, replacement of portions of existing facility, and interchange improvements														
Reason: Adding \$1.744M Federal Wall Program funding in FY18 to the RAMP/NHPP funding amount to include required noise wall for mitigation.														

FY 2018 - FY 2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
North Front Range Transportation & Air Quality Planning Council
Administrative Modification #2018-M6

Submitted to: CDOT

Prepared by: Medora Kealy

DATE: 6/8/2018

Project Type	NFR TIP Number	Project Title/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/ Program	FY 16-17 TIP TOTAL	FY 18	FY 19	FY 20	FY 21	FY 18-21 TIP TOTAL	FY 22	FY 23
Bridge - On State System														
PREVIOUS ENTRY	P-4	Region 4 Bridge - On System Pool	CDOT Region 4	Bridge	Federal State	NHPP State Highway Fund	5,519	2,344	4,251	600	-	7,195	-	-
SR46598		Funding amounts allocated for the North Front Range Region For the most current project funding information, please see CDOT's STIP at https://www.codot.gov/business/budget/documents/dailySTIP.pdf					1,380	586	1,063	150	-	1,799	-	-
Total							6,899	2,930	5,314	750	-	8,994	-	-
Pool Projects:														
SR45218.125	-	SH392A: Windsor -Lucerne 105-115	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR46598.049	-	GWRR Bridge over I-25 S/O US34 repairs	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR45218.107	-	US287/College Ave. MP 342 - 347 Ft Collins	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR46598.036	-	NFR Asset Mgmt Bridge Maintenance	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR45218.114	-	SH60B: I-25 to Milliken MP 6-14	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR46598.053	-	I-25: Scour at the Big Thompson River	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR45218.174	-	US85L: O St to Ault 270.5-280 Included SH392 intersectio	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR45218.186	-	SH14C: Ft Collins East Lemay to I-25 mp135.7-139.5	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR46598.054	-	I-25 RR Bridge Preventative Maintenance	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR45218.179	-	US34D: (C-18-J) Bridge Preventative Maintenance	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR46598.058	-	US287: Spring Creek	CDOT Region 4			Project Description: Bridge Rehab/replace								
Pool Description: Summary of CDOT Region 4 Bridge - On System Pool Programming														
REVISED ENTRY	P-4	Region 4 Bridge - On System Pool	CDOT Region 4	Bridge	Federal State	NHPP State Highway Fund	5,519	2,344	4,227	600	24	7,195	-	-
SR46598		Funding amounts allocated for the North Front Range Region For the most current project funding information, please see CDOT's STIP at https://www.codot.gov/business/budget/documents/dailySTIP.pdf					1,380	586	1,061	150	2	1,799	-	-
Total							6,899	2,930	5,288	750	26	8,994	-	-
Pool Projects:														
SR45218.125	-	SH392A: Windsor -Lucerne 105-115	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR46598.049	-	GWRR Bridge over I-25 S/O US34 repairs	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR45218.107	-	US287/College Ave. MP 342 - 347 Ft Collins	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR46598.036	-	NFR Asset Mgmt Bridge Maintenance	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR45218.114	-	SH60B: I-25 to Milliken MP 6-14	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR46598.053	-	I-25: Scour at the Big Thompson River	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR45218.174	-	US85L: O St to Ault 270.5-280 Included SH392 intersectio	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR45218.186	-	SH14C: Ft Collins East Lemay to I-25 mp135.7-139.5	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR46598.054	-	I-25 RR Bridge Preventative Maintenance	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR45218.179	-	US34D: (C-18-J) Bridge Preventative Maintenance	CDOT Region 4			Project Description: Bridge Rehab/replace								
SR46598.058	-	US287: Spring Creek	CDOT Region 4			Project Description: Bridge Rehab/replace								
Pool Description: Summary of CDOT Region 4 Bridge - On System Pool Programming														
Reason: Transfer \$26K FY19 funding (\$24k Federal and \$2k State) from FY19 to FY21.														
Strategic														
NEW ENTRY	2018-23	Traffic Management Center	CDOT	Intelligent Transportation System	State	Discretionary	-	20	-	-	-	20	-	-
SR46600					Total		-	20	-	-	-	20	-	-
Project Description: R4 Traffic Management Center														
NEW ENTRY	2018-23	Traffic Management Center	CDOT	Intelligent Transportation System	State	Discretionary ITI	-	20	-	-	-	20	-	-
SR46600					Total		-	320	-	-	-	320	-	-
Project Description: R4 Traffic Management Center														
Reason: Add \$300K of State ITS Investments (ITI) funds for FY18 design.														

FY 2018 - FY 2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
North Front Range Transportation & Air Quality Planning Council
Administrative Modification #2018-M6

Submitted to: CDOT

Prepared by: Medora Kealy

DATE: 6/8/2018

Project Type	NFR TIP Number	Project Title/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/ Program	FY 16-17 TIP TOTAL	FY 18	FY 19	FY 20	FY 21	FY 18-21 TIP TOTAL	FY 22	FY 23
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Surface Treatment

PREVIOUS ENTRY	P-13	Region 4 Surface Treatment	CDOT Region 4	Surface Treatment	Federal/State	STBG / NHPP	116,658	61,098	59,630	53,380	53,380	227,488	-	-
SR45218		Funding amounts allocated for the North Front Range Region For the most current project funding information, please see CDOT's STIP at https://www.codot.gov/business/budget/documents/dailySTIP.pdf			Local Overmatch	Local Overmatch	-	877	-	-	-	877	-	-
Total							116,658	61,975	59,630	53,380	53,380	228,365	-	-

Pool Projects:														
SR45218.114	-	SH60: I-25 to Milliken	CDOT Region 4			Project Description: Minor Rehab								
SR45218.173	-	SH14 Ft Collins East	CDOT Region 4			Project Description: Minor Rehab								
SR45218.179	-	US34: US85 east to US34A	CDOT Region 4			Project Description: Minor Rehab								
SR45218.182	-	US287 Berthoud Bypass Repair	CDOT Region 4			Project Description: Surface Treatment Repair								
SSP4428.005	-	I-25: S/O SH56 Climbing Lanes	CDOT Region 4			Project Description: Surface Treatment								
SR45218.174	-	US85L: O St to Ault	CDOT Region 4			Project Description: Surface Treatment								
SR45218.187	-	SH263: US 85 to Greeley Airport	CDOT Region 4			Project Description: Surface Treatment								
SR46600.054	-	Fort Collins CBC Underpass (College Ave S/o Foothills P	CDOT Region 4			Project Description: Surface Treatment								
SR45218.087	-	SH14: I-25 to WCR23	CDOT Region 4			Project Description: Surface Treatment								
SR45218.102	-	I-25 Crossroads-Harmony MP 260-263.9 N/S	CDOT Region 4			Project Description: Surface Treatment								
SR45218.116	-	US287: Sh392 to Harmony MP 339-342	CDOT Region 4			Project Description: Surface Treatment								

Pool Description: Summary of CDOT Region 4 Surface Treatment Project Programming

REVISED ENTRY	P-13	Region 4 Surface Treatment	CDOT Region 4	Surface Treatment	Federal/State	STBG / NHPP	116,658	62,098	59,630	56,380	53,380	231,488	-	-
SR45218		Funding amounts allocated for the North Front Range Region For the most current project funding information, please see CDOT's STIP at https://www.codot.gov/business/budget/documents/dailySTIP.pdf			Local Overmatch	Local Overmatch	-	877	-	-	-	877	-	-
Total							116,658	62,975	59,630	56,380	53,380	232,365	-	-

Pool Projects:														
SR45218.114	-	SH60: I-25 to Milliken	CDOT Region 4			Project Description: Minor Rehab								
SR45218.173	-	SH14 Ft Collins East	CDOT Region 4			Project Description: Minor Rehab								
SR45218.179	-	US34: US85 east to US34A	CDOT Region 4			Project Description: Minor Rehab								
SR45218.182	-	US287 Berthoud Bypass Repair	CDOT Region 4			Project Description: Surface Treatment Repair								
SSP4428.005	-	I-25: S/O SH56 Climbing Lanes	CDOT Region 4			Project Description: Surface Treatment								
SR45218.174	-	US85L: O St to Ault	CDOT Region 4			Project Description: Surface Treatment								
SR45218.187	-	SH263: US 85 to Greeley Airport	CDOT Region 4			Project Description: Surface Treatment								
SR46600.054	-	Fort Collins CBC Underpass (College Ave S/o Foothills P	CDOT Region 4			Project Description: Surface Treatment								
SR45218.087	-	SH14: I-25 to WCR23	CDOT Region 4			Project Description: Surface Treatment								
SR45218.102	-	I-25 Crossroads-Harmony MP 260-263.9 N/S	CDOT Region 4			Project Description: Surface Treatment								
SR45218.116	-	US287: Sh392 to Harmony MP 339-342	CDOT Region 4			Project Description: Surface Treatment								

Pool Description: Summary of CDOT Region 4 Surface Treatment Project Programming

Reason: Add \$1M State Funding in FY18 and \$3M State Funding in FY20 for Devolution SH263: US85 to Greeley Airport (STIP ID# SR45218.187)

Congestion Mitigation & Air Quality (CMAQ)

PREVIOUS ENTRY	2018-001	COLT CNG Bus Replacement	Loveland	Rolling Stock Replacement	Federal	Congestion Mitigation Air Quality	-	363	363	-	-	726	-	-
SST7007.011					Local	Local	-	75	75	-	-	151	-	-
Total							-	438	438	-	-	877	-	-

Project Description: Purchase of clean diesel or compressed natural gas buses to replace existing buses and add buses to COLT fleet.

REVISED ENTRY	2018-001	COLT CNG Bus Replacement	Loveland	Rolling Stock Replacement	Federal	Congestion Mitigation Air Quality	-	363	363	-	-	726	-	-
SST7007.011					Local	Local	-	75	75	-	-	151	-	-
Total							-	438	438	-	-	877	-	-

Project Description: Purchase of compressed natural gas buses to replace existing buses and add buses to COLT fleet.

Reason: Correct project description to CNG only, as stated on application in the 2014 Call for Projects.

PREVIOUS ENTRY	2017-002	Loveland CNG Vehicle Replacement	Loveland	Rolling Stock Replacement	Federal	Congestion Mitigation Air Quality	128	128	128	-	-	256	-	-
SST7007.012					Local	Local	27	27	27	-	-	53	-	-
Total							155	155	155	-	-	309	-	-

Project Description: Replace and add additional buses to City of Loveland Transit (COLT). Buses will be either new clean diesel or new compressed natural gas.

REVISED ENTRY	2017-002	Loveland CNG Vehicle Replacement	Loveland	Rolling Stock Replacement	Federal	Congestion Mitigation Air Quality	128	128	128	-	-	256	-	-
SST7007.012					Local	Local	27	27	27	-	-	53	-	-
Total							155	155	155	-	-	309	-	-

Project Description: Purchased of compressed natural gas vehicles.

Reason: Correct project description to CNG vehicles, as stated on application in the 2014 Call for Projects.

FY 2018 - FY 2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
North Front Range Transportation & Air Quality Planning Council
Administrative Modification #2018-M6

Submitted to: CDOT

Prepared by: Medora Kealy

DATE: 6/8/2018

Project Type	NFR TIP Number	Project Title/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/ Program	FY 16-17 TIP TOTAL	FY 18	FY 19	FY 20	FY 21	FY 18-21 TIP TOTAL	FY 22	FY 23
PREVIOUS ENTRY	NF1063	US287 (N College) Ped Bridge & Path	Fort Collins	Bike/Ped Trail	Federal	Congestion Mitigation Air Quality	-	174	-	-	-	174	-	-
	SNF5173.046				Local	Local	-	36	-	-	-	36	-	-
					Total		-	210	-	-	-	210	-	-
Project Description: Bike/Ped Bridge & Path														
REVISED ENTRY		US287 (N College) Ped Bridge & Path	Fort Collins	Bike/Ped Trail	Federal	Congestion Mitigation Air Quality	-	-	174	-	-	174	-	-
	SNF5173.046				Local	Local	-	-	36	-	-	36	-	-
					Total		-	-	210	-	-	210	-	-
Project Description: Bike/Ped Bridge & Path														
Reason: Rolling all funding from FY18 to FY19.														
PREVIOUS ENTRY	NF1103	US 287 & US 34 VMS Signs	Loveland	Multi-Modal Traveler Information	Federal	Congestion Mitigation Air Quality	-	497	-	-	-	497	-	-
	SNF5173.049				Local	Local	-	103	-	-	-	103	-	-
					Total		-	600	-	-	-	600	-	-
Project Description: VMS Signs														
REVISED ENTRY		US 287 & US 34 VMS Signs	Loveland	Multi-Modal Traveler Information	Federal	Congestion Mitigation Air Quality	-	-	497	-	-	497	-	-
	SNF5173.049				Local	Local	-	-	103	-	-	103	-	-
					Total		-	-	600	-	-	600	-	-
Project Description: VMS Signs														
Reason: Rolling all funding from FY18 to FY19.														
PREVIOUS ENTRY	2016-003	Loveland Traffic Optimization	Loveland	Operations	Federal	Congestion Mitigation Air Quality	-	380	-	-	-	380	-	-
	SNF5173.051				Local	Local	-	-	-	-	-	-	-	-
					Total		-	380	-	-	-	380	-	-
Project Description: Loveland Traffic Operations														
REVISED ENTRY		Loveland Traffic Optimization	Loveland	Operations	Federal	Congestion Mitigation Air Quality	-	-	380	-	-	380	-	-
	SNF5173.051				Local	Local	-	-	-	-	-	-	-	-
					Total		-	-	380	-	-	380	-	-
Project Description: Loveland Traffic Operations														
Reason: Rolling all funding from FY18 to FY19.														
PREVIOUS ENTRY	2016-004	GET CNG Bus Replacement	Greeley-Evans	Rolling Stock Replacement	Federal	Congestion Mitigation Air Quality	974	779	1,558	-	-	2,337	-	-
	SST7007.010				Federal	Congestion Mitigation Air Quality	-	150	-	-	-	150	-	-
					Local	Local	203	162	324	-	-	486	-	-
					Local	Local	-	31	-	-	-	31	-	-
					Total		1,177	1,122	1,882	-	-	3,004	-	-
Project Description: Replacement of 30 foot body on chassis diesel fixed route buses.														
REVISED ENTRY	2016-004	GET CNG Bus Replacement	Greeley-Evans	Rolling Stock Replacement	Federal	Congestion Mitigation Air Quality	974	779	2,008	-	-	2,787	-	-
	SST7007.010				Federal	Congestion Mitigation Air Quality	-	150	-	-	-	150	-	-
					Local	Local	203	162	417	-	-	579	-	-
					Local	Local	-	31	-	-	-	31	-	-
					Total		1,177	1,122	2,425	-	-	3,547	-	-
Project Description: Replacement of 30 foot body on chassis diesel fixed route buses.														
Reason: Additional allocation of \$450k Federal and \$93k Local funding in FY19 due to CDOT reconciliation.														
PREVIOUS ENTRY	2016-006	Weld County CNG Vehicles & Expansion	Weld County	Vehicle Purchase	Federal	Congestion Mitigation Air Quality	3,199	888	901	-	-	1,789	-	-
	SST7007.008				Local	Local	665	185	187	-	-	372	-	-
					Total		3,864	1,073	1,088	-	-	2,161	-	-
Project Description: Converting light, medium, and heavy duty vehicles to compressed natural gas and expanding existing fuel site to accommodate additional natural gas vehicles.														
REVISED ENTRY	2016-006	Weld County CNG Vehicles & Expansion	Weld County	Vehicle Purchase	Federal	Congestion Mitigation Air Quality	3,199	888	1,216	-	-	2,104	-	-
	SST7007.008				Local	Local	665	185	253	-	-	437	-	-
					Total		3,864	1,073	1,469	-	-	2,541	-	-
Project Description: Converting light, medium, and heavy duty vehicles to compressed natural gas and expanding existing fuel site to accommodate additional natural gas vehicles.														
Reason: Additional allocation of \$315k Federal and \$66k Local funding in FY19 due to CDOT reconciliation.														

FY 2018 - FY 2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
North Front Range Transportation & Air Quality Planning Council
Administrative Modification #2018-M6

Submitted to: CDOT

Prepared by: Medora Kealy

DATE: 6/8/2018

Project Type	NFR TIP Number	Project Title/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/ Program	FY 16-17 TIP TOTAL	FY 18	FY 19	FY 20	FY 21	FY 18-21 TIP TOTAL	FY 22	FY 23
PREVIOUS ENTRY SNF5173.053	2020-004	CNG Fast Fill Stations	Larimer County	Operations	Federal	Congestion Mitigation Air Quality	-	-	-	414	414	828	-	-
					Local	Local	-	-	-	103	103	207	-	-
					Local Overmatch	Local Overmatch	-	-	-	83	83	166	-	-
					Total		-	-	-	600	600	1,200	-	-
Project Description: Build 2 fast fill fueling stations to accommodate County and municipal fleet needs for CNG fueling.														
REVISED ENTRY SNF5173.053	2020-004	CNG Fast Fill Stations	Loveland	Operations	Federal	Congestion Mitigation Air Quality	-	-	499	-	329	828	-	-
					Local	Local	-	-	124	-	82	207	-	-
					Local Overmatch	Local Overmatch	-	-	-	-	166	166	-	-
					Total		-	-	623	-	577	1,200	-	-
Project Description: Build 2 fast fill fueling stations to accommodate County and municipal fleet needs for CNG fueling.														
Reason: Change the project sponsor from Larimer County to Loveland. Advance \$499k Federal funding and \$124k Local funding from FY20/21 to FY19. Move all FY20 Local Overmatch to FY21.														

Surface Transportation Block Grant (STBG)

SNF5788.040	2018-002	US34 Widening Loveland: Denver Ave to Boyd Lake Ave	Loveland	Highway Added Capacity Bike/Ped Facility	Federal	STP Metro	-	647	461	-	-	1,108	-	-
					Federal	STP Metro	-	452	-	-	452	-	-	
					Local	Local	-	134	96	-	230	-	-	
					Local	Local	-	94	-	-	94	-	-	
Total							-	1,327	557	-	-	1,884	-	-
Project Description: Widening of existing 4 lane arterial to 6 lanes, including bike lanes and sidewalks.														
SNF5788.040	2018-002	US34 Widening Loveland: Denver Ave to Boyd Lake Ave	Loveland	Highway Added Capacity Bike/Ped Facility	Federal	STP Metro	-	647	1,221	-	-	1,868	-	-
					Federal	STP Metro	-	452	-	-	452	-	-	
					Local	Local	-	134	254	-	388	-	-	
					Local	Local	-	94	-	-	94	-	-	
Total							-	1,327	1,475	-	-	2,803	-	-
Project Description: Widening of existing 4 lane arterial to 6 lanes, including bike lanes and sidewalks.														
Reason: Additional allocation of \$760k Federal and \$158k Local funding in FY19 due to CDOT reconciliation.														

SNF5788.042	2019-001	10th Street Access Control Implementation	Greeley	Intersection Improvements Bike/Ped Facility	Federal	STP Metro	1,498	-	1,498	-	-	1,498	-	-
					Local	Local	311	-	311	-	-	311	-	-
					Total		1,809	-	1,809	-	-	1,809	-	-
Project Description: Implement the approved 10th Street Access Control Plan through access control and modification. Additionally, bike and pedestrian access will be improved through sidewalk construction.														
SNF5788.042	2019-001	10th Street Access Control Implementation	Greeley	Intersection Improvements Bike/Ped Facility	Federal	STP Metro	1,498	-	2,011	-	-	2,011	-	-
					Local	Local	311	-	418	-	-	418	-	-
					Total		1,809	-	2,429	-	-	2,429	-	-
Project Description: Implement the approved 10th Street Access Control Plan through access control and modification. Additionally, bike and pedestrian access will be improved through sidewalk construction.														
Reason: Additional allocation of \$513k Federal and \$107k Local funding in FY19 due to CDOT reconciliation.														

Safety

PREVIOUS ENTRY SR46667	P-16	Region 4 Hotspots	CDOT Region 4	Safety	Federal	STA	-	-	-	-	-	-	-	-
					Local	SHF	-	-	-	-	-	-	-	
					Total		-	-	-	-	-	-	-	
Pool Description: Summary of CDOT Region 4 Hotspots Project Programming														
REVISED ENTRY SR46667	P-16	Region 4 Hotspots	CDOT Region 4	Safety	Federal	STA	-	-	1,119	-	-	1,119	-	-
					Local	SHF	-	-	253	-	-	253	-	-
					Total		-	-	1,372	-	-	1,372	-	-
Pool Description: Summary of CDOT Region 4 Hotspots Project Programming. Pool projects are not listed for Region 4 Hotspots.														
Reason: Add \$1,119k Federal and \$253k State in FY19 and revise pool description.														

FTA 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities Program

SST6731.024	2016-025 2017-041	Access A Cab: Paratransit Service to Bridge Loveland and Fort Collins	Fort Collins	Operations	Federal	FTA5310	22	195	-	-	-	195	-	-
					Federal	FTA5310	-	319	-	-	319	-	-	
					Local	Local	5	49	-	-	49	-	-	
					Local	Local	-	80	-	-	80	-	-	
Total							27	643	-	-	643	-	-	
Project Description: User side subsidy for Access A Cab services in Loveland and Fort Collins														
SST6731.024	2016-025 2017-041	Access A Cab: Paratransit Service to Bridge Loveland and Fort Collins	Fort Collins	Operations	Federal	FTA5310	179	-	195	-	-	195	-	-
					Local	Local	45	-	49	-	-	49	-	-
					Total		224	-	244	-	-	244	-	-
Project Description: User side subsidy for Access A Cab services in Loveland and Fort Collins														
Reason: Move \$189k rolled Federal and \$47k rolled Local to the Cutaway Purchase (#2019-010) and Travel Training Salary (#2019-011) projects. Move \$179k rolled federal and \$45k rolled local in FY18 to FY 16-17 TIP Total to reflect previously obligated funds. Advance \$195k federal and \$45k local from FY18 to FY19.														

FY 2018 - FY 2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
North Front Range Transportation & Air Quality Planning Council
Administrative Modification #2018-M6.2

Submitted to: CDOT

Prepared by: Medora Kealy

DATE: 6/13/2018

Project Type	NFR TIP Number	Project Title/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/ Program	FY 16-17 TIP TOTAL	FY 18	FY 19	FY 20	FY 21	FY 18-21 TIP TOTAL	FY 22	FY 23
Surface Treatment														
PREVIOUS ENTRY	P-13	Surface Treatment	CDOT Region 4	Surface Treatment	Federal/State	STBG/NHPP	116,658	62,098	59,630	56,380	53,380	231,488	-	-
SR45218					Local Overmatch	Local Overmatch	-	877	-	-	-	877	-	-
					Total		116,658	62,975	59,630	56,380	53,380	232,365	-	-
Pool Projects:														
SR45218.114	-	SH60: I-25 to Milliken	CDOT Region 4		Project Description: Minor Rehab									
SR45218.173	-	SH14 Ft Collins East	CDOT Region 4		Project Description: Minor Rehab									
SR45218.179	-	US34: US85 east to US34A	CDOT Region 4		Project Description: Minor Rehab									
SR45218.182	-	US287 Berthoud Bypass Repair	CDOT Region 4		Project Description: Surface Treatment Repair									
SSP4428.005	-	I-25: S/O SH56 Climbing Lanes	CDOT Region 4		Project Description: Surface Treatment									
SR45218.174	-	US85L: O St to Ault	CDOT Region 4		Project Description: Surface Treatment									
SR45218.187	-	SH263: US 85 to Greeley Airport	CDOT Region 4		Project Description: Surface Treatment									
SR46600.054	-	Fort Collins CBC Underpass (College Ave S/o Foothills Parkv	CDOT Region 4		Project Description: Surface Treatment									
SR45218.087	-	SH14: I-25 to WCR23	CDOT Region 4		Project Description: Surface Treatment									
SR45218.102	-	I-25 Crossroads-Harmony MP 260-263.9 N/S	CDOT Region 4		Project Description: Surface Treatment									
SR45218.116	-	US287: Sh392 to Harmony MP 339-342	CDOT Region 4		Project Description: Surface Treatment									
Project Description: Summary of CDOT Region 4 Surface Tream Project Programming														
REVISED ENTRY	P-13	Surface Treatment	CDOT Region 4	Surface Treatment	Federal	STBG/NHPP	116,658	52,098	50,752	52,684	45,380	200,914	-	-
SR45218					State	SHF	-	10,000	8,878	9,344	8,000	36,222	-	-
					Local Overmatch	Local Overmatch	-	877	-	-	-	877	-	-
					Total		116,658	62,975	59,630	62,028	53,380	238,013	-	-
Pool Projects:														
SR45218.114	-	SH60: I-25 to Milliken	CDOT Region 4		Project Description: Minor Rehab									
SR45218.173	-	SH14 Ft Collins East	CDOT Region 4		Project Description: Minor Rehab									
SR45218.179	-	US34: US85 east to US34A	CDOT Region 4		Project Description: Minor Rehab									
SR45218.182	-	US287 Berthoud Bypass Repair	CDOT Region 4		Project Description: Surface Treatment Repair									
SSP4428.005	-	I-25: S/O SH56 Climbing Lanes	CDOT Region 4		Project Description: Surface Treatment									
SR45218.174	-	US85L: O St to Ault	CDOT Region 4		Project Description: Surface Treatment									
SR45218.187	-	SH263: US 85 to Greeley Airport	CDOT Region 4		Project Description: Surface Treatment									
SR46600.054	-	Fort Collins CBC Underpass (College Ave S/o Foothills Parkv	CDOT Region 4		Project Description: Surface Treatment									
SR45218.087	-	SH14: I-25 to WCR23	CDOT Region 4		Project Description: Surface Treatment									
SR45218.102	-	I-25 Crossroads-Harmony MP 260-263.9 N/S	CDOT Region 4		Project Description: Surface Treatment									
SR45218.116	-	US287: Sh392 to Harmony MP 339-342	CDOT Region 4		Project Description: Surface Treatment									
Project Description: Summary of CDOT Region 4 Surface Treatment Project Programming														
Reason: Identify the State and Federal amounts in each year. Add \$894k State and \$4.305k Federal in FY20 for construction funding.														
Congestion Mitigation and Air Quality (CMAQ)														
PREVIOUS ENTRY	2016-005	Transfort CNG Bus Replacement	Fort Collins	Rolling Stock Replacement	Federal	Congestion Mitigation Air Quality	-	793	775	-	-	1,568	-	-
SST7007.005					Federal	Congestion Mitigation Air Quality	-	2,396	-	-	-	2,396	-	-
					Local	Local	-	165	190	-	-	355	-	-
					Local	Local	-	498	-	-	-	498	-	-
					Local Overmatch	Local Overmatch	-	-	135	-	-	135	-	-
					Total		-	3,852	1,100	-	-	4,952	-	-
Project Description: Purchase of low floor compressed natural gas fueled heavy-duty vehicles to replace existing heavy duty vehicles.														
REVISED ENTRY	2016-005	Transfort CNG and eBus Replacement	Fort Collins	Rolling Stock Replacement	Federal	Congestion Mitigation Air Quality	-	793	776	-	-	1,569	-	-
SST7007.005					Federal	Congestion Mitigation Air Quality	-	2,396	-	-	-	2,396	-	-
					Local	Local	-	165	161	-	-	326	-	-
					Local	Local	-	498	-	-	-	498	-	-
					Local Overmatch	Local Overmatch	-	-	163	-	-	163	-	-
					Total		-	3,852	1,100	-	-	4,952	-	-
Project Description: Purchase of low floor compressed natural gas fueled heavy-duty vehicles or electric bus (eBus) and associated infrastructure to replace existing heavy-duty vehicles.														
Reason: Correct federal, local match, and local overmatch amounts in FY19. Correct project name to "Transfort CNG and eBus Replacement" and project description to include eBus.														

FY 2018 - FY 2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
North Front Range Transportation & Air Quality Planning Council
Administrative Modification #2018-M6.2

Submitted to: CDOT

Prepared by: Medora Kealy

DATE: 6/13/2018

Project Type	NFR TIP Number	Project Title/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/ Program	FY 16-17 TIP TOTAL	FY 18	FY 19	FY 20	FY 21	FY 18-21 TIP TOTAL	FY 22	FY 23
PREVIOUS ENTRY	2020-004	CNG Fast Fill Stations	Loveland	Operations	Federal	Congestion Mitigation Air Quality	-	-	499	-	329	828	-	-
	SNF5173.053				Local	Local	-	-	124	-	82	207	-	-
					Local Overmatch	Local Overmatch	-	-	-	-	166	166	-	-
					Total		-	-	623	-	577	1,200	-	-
Project Description: Build 2 fast fill fueling stations to accommodate County and municipal fleet needs for CNG fueling.														
REVISED ENTRY	2020-004	CNG Fast Fill Stations	Loveland	Operations	Federal	Congestion Mitigation Air Quality	-	-	499	-	329	828	-	-
	SNF5173.053				Local	Local	-	-	101	-	71	172	-	-
					Local Overmatch	Local Overmatch	-	-	-	-	200	200	-	-
					Total		-	-	600	-	600	1,200	-	-
Project Description: Build 2 fast fill fueling stations to accommodate County and municipal fleet needs for CNG fueling.														
Reason: Correct local match and local overmatch amount in FY19 and FY21.														

Surface Transportation Block Grant (STBG)

PREVIOUS ENTRY	2019-001	10th Street Access Control Implementation	Greeley	Intersection Improvements	Federal	STP Metro	1,498	-	2,011	-	-	2,011	-	-
	SNF5788.042			Bike/Ped Facility	Local	Local	311	-	418	-	-	418	-	-
					Total		1,809	-	2,429	-	-	2,429	-	-
Project Description: Implement the approved 10th Street Access Control Plan through access control and modification. Additionally, bike and pedestrian access will be improved through sidewalk construction.														
REVISED ENTRY	2019-001	10th Street Access Control Implementation	Greeley	Intersection Improvements	Federal	STP Metro	-	-	2,011	-	-	2,011	-	-
	SNF5788.042			Bike/Ped Facility	Local	Local	-	-	418	-	-	418	-	-
					Total		-	-	2,429	-	-	2,429	-	-
Project Description: Implement the approved 10th Street Access Control Plan through access control and modification. Additionally, bike and pedestrian access will be improved through sidewalk construction.														
Reason: Correct FY16-17 TIP total amount, replacing \$1,498k federal and \$311k local with \$0 federal and \$0 local.														

FTA 5307 - Urbanized Area Formula Program

PREVIOUS ENTRY	2017-038	Vehicle and Facility Preventive Maintenance	Fort Collins	Operations	Federal	FTA5307	1,695	1,896	1,926	-	-	3,822	-	-
	SST6741.111				Federal	FTA5307	-	105	-	-	-	105	-	-
					Local	Local	424	474	484	-	-	958	-	-
					Local	Local	-	26	-	-	-	26	-	-
					Total		2,119	2,501	2,410	-	-	4,911	-	-
Project Description: Preventive Maintenance activities for Transfort fleet and facilities														
REVISED ENTRY	2017-038	Vehicle and Facility Preventive Maintenance	Fort Collins	Operations	Federal	FTA5307	1,695	1,896	1,936	-	-	3,822	-	-
	SST6741.111				Federal	FTA5307	-	105	-	-	-	105	-	-
					Local	Local	424	474	484	-	-	958	-	-
					Local	Local	-	26	-	-	-	26	-	-
					Total		2,119	2,501	2,420	-	-	4,921	-	-
Project Description: Preventive Maintenance activities for Transfort fleet and facilities														
Reason: Correct Federal FY19 funding from \$1,926k to \$1,936k.														

FTA 5339 - Bus and Bus Facilities Program

PREVIOUS ENTRY	2019-011	Repair/Replace/Enhance projects related to Rolling Stock, Facilities and Technology	Fort Collins	Operations	Federal	FY18 FTA 5339	-	-	399	-	-	399	-	-
					Local	Local	-	-	100	-	-	100	-	-
					Total		-	-	499	-	-	499	-	-
Project Description: Funding will go toward projects to repair, replace and/or enhance existing rolling stock, facilities and technology (hardware and software)														
REVISED ENTRY	2019-011	Repair/Replace/Enhance projects related to Rolling Stock, Facilities and Technology	Fort Collins	Operations	Federal	FY18 FTA 5339	-	-	532	-	-	532	-	-
					Local	Local	-	-	133	-	-	133	-	-
					Total		-	-	665	-	-	665	-	-
Project Description: Funding will go toward projects to repair, replace and/or enhance existing rolling stock, facilities and technology (hardware and software)														
Reason: Correct Federal FY19 funding from \$399k to \$532k. Correct Local FY19 funding from \$100k to \$133k.														



RESOLUTION NO. 2018-14
OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY
PLANNING TO AMEND AND RESTATE THE MONEY PURCHASE PLAN IN THE
FORM OF THE INTERNATIONAL CITY/COUNTY MANAGEMENT
ASSOCIATION (ICMA) RETIREMENT CORPORATION GOVERNMENTAL
MONEY PURCHASE PLAN & TRUST

WHEREAS, the North Front Range Transportation & Air Quality Planning Council as the Metropolitan Planning Organization (MPO) has employees rendering valuable services; and

WHEREAS, the North Front Range Transportation & Air Quality Planning Council has establish a qualified retirement plan for such employees that serves the interest of the MPO by enabling it to provide reasonable retirement security for its employees, and by assisting in the attraction and retention of competent personnel: and

WHEREAS, the North Front Range Transportation & Air Quality Planning Council has determined that the continuance of the qualified retirement plan will serve these objectives: and

WHEREAS, a plan amendment is necessary so that the plan pertain to staff members outside of the Executive position; and

WHEREAS, the Internal Revenue Service requires an amendment to the program oversight document;

NOW THEREFORE, BE IT RESOLVED, the North Front Range Transportation & Air Quality Planning Council hereby amends and restates the qualified retirement plan # 10791 (the "Plan") in the form of the *ICMA Retirement Corporation Governmental Money Purchase Plan & Trust*.

BE IT FURTHER RESOLVED that the assets of the Plan shall be held in trust by ICMA, with the North Front Range Transportation & Air Quality Planning Council serving as trustee ("Trustee"), for the exclusive benefit of Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose. The Trustee's beneficial ownership of Plan assets held in VantageTrust shall be held for the further exclusive benefit of the Plan participants and their beneficiaries;

BE IT FURTHER RESOLVED THAT the North Front Range Transportation & Air Quality Planning Council hereby agrees to serve as Trustee und the Plan.

Passed and adopted at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 2nd day of August, 2018.

Tom Donnelly, Chair

ATTEST:

Suzette Mallette, Executive Director

AGENDA ITEM SUMMARY (AIS)

North Front Range Transportation & Air Quality Planning Council



Meeting Date	Agenda Item	Submitted By
August 2, 2018 Loveland	Revised NFRMPO Personnel Policies	Rena Steffen
Objective/Request Action		
Council review and feedback on the proposed changes to the NFRMPO Personnel Policies.		<input type="checkbox"/> Report <input type="checkbox"/> Work Session <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action
Key Points		
<p>Main revisions included updates in the following:</p> <p><u>Cover/Title</u></p> <ul style="list-style-type: none"> For clarity the former "Employee Handbook" will now be titled "Personnel Policies". <p><u>2.0 Employment Policies</u></p> <ul style="list-style-type: none"> All policies, including those required for CIRSA compliance, have been added and/or updated for clarity and compliance. <p><u>3.0 Employment Compensation</u></p> <ul style="list-style-type: none"> Employee Classification Management Team Work Week Time Reporting, Overtime, Pay for Exempt Employees and Breaks Personnel Data Changes and Flexible Schedules <p><u>4.0 Benefits</u></p> <ul style="list-style-type: none"> Eligibility for Benefits Time-Off Vacation chart Sick Time language Sick Time- Revised Language Sick Time-Accrual Unpaid Personal Leave of Absence (LOA), Bereavement, Voting, Jury Duty, Witness Duty, Military Leave and Administrative Leave Phone Reimbursement Policy <p><u>6.0 Standards of Conduct</u></p> <ul style="list-style-type: none"> Discipline Attendance and Punctuality was clarified as "...three days or more" Dress Code chart was added <p><u>7.0 Workplace Safety</u></p> <ul style="list-style-type: none"> On the Job Injury was updated with current locations Use of Mobile Devices was revised for clarity 		
Committee Discussion		
<p>Members of the Human Resources (HR) Subcommittee of the Council held a conference call with MPO staff on July 11, 2018 to review the proposed changes to the Personnel Policies. Items of note:</p> <p><u>2.0 Employment Policies</u></p> <p>Equal Employment Opportunity (EEO)</p> <ul style="list-style-type: none"> Language compliance was verified and changed accordingly. <p>Anti-Harassment</p> <ul style="list-style-type: none"> Language compliance was verified - no changes were made. 		

Anti-Violence Policy & Complaint Procedure

- Minor changes made

Other minor language changes were requested in sections 2.0 and 3.0 with guidance from HR Consultant and/or CIRSA.

4.0 Benefits

Time Off-Sick Time

- Language changes were requested for clarity with guidance from HR Consultant and/or CIRSA.

5.0 Technology Policies

- **Mobile Phone Policy** was added

6.0 Standards of Conduct

Gifts, Gratuities, and Honoraria

- Attorney feedback was requested to determine whether MPO staff are under the jurisdiction of Article 29, Amendment 41. It was determined they are not.

Acknowledgement Form

- Statement "I further understand that all state and federal law will be followed where applicable" was added.

All members of the HR Subcommittee reviewed the attached draft and approved it going before the Council for discussion.

Supporting Information

The Executive Committee requested that the Personnel Policies be reviewed as there were known items that needed modification and compliance updates were necessary. These are many of the same items that are outlined in the Key Points.

The attached draft has been vetted by MPO staff, MPO HR Consultant, HR Subcommittee, and CIRSA legal team.

Advantages

Ensures that policies are current, accurate and compliant. Clarifies items that have been problematic or inconsistent in the past and adds the HR Consultant to the appropriate communications and processes.

Disadvantages

None noted.

Analysis/Recommendation

HR Subcommittee and the Executive Committee recommend that Council members review the proposed changes and be prepared to discuss those items at the August 2, 2018 meeting.

Attachments

- Updated NFRMPO Personnel Policies

Rev. 7/24/2018

North Front Range MPO Personnel Policies



Effective **Month Date, Year**

(Council Approval Received: **Month Date, Year**)

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1.0 Welcome

Welcome to the North Front Range MPO

The NFRMPO believes that outstanding people are the key to a successful organization. To ensure continued success, we feel it is important that all employees understand the Organization's policies and procedures. This Personnel Handbook will familiarize you with the various aspects of working at the NFRMPO. I encourage you to use it as a valuable resource for understanding the Organization. We feel it will also be a useful reference document for all employees. If you have any questions, please do not hesitate to ask them of either your supervisor or any member of the management team.

We sincerely hope that you find being a part of the NFRMPO team to be both professionally and personally rewarding. Your hard work is an essential component to the Organization's success. I personally want to thank you for your effort and for being an integral part of this organization.

Suzette Mallette

Executive Director

IMPORTANT NOTICE:

AT THE NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION (AKA "NFRMPO" AND "NORTH FRONT RANGE MPO"), NEITHER THE EMPLOYEE NOR THE NFRMPO IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE NFRMPO IS AT-WILL. EITHER THE EMPLOYEE OR THE NFRMPO HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF NFRMPO, OTHER THAN THE EXECUTIVE DIRECTOR, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR AND EMPLOYEE.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT RELATIONSHIP, THE NFRMPO RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE NFRMPO. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

EACH PERSON EMPLOYED BY NFRMPO MUST SIGN AN ACKNOWLEDGMENT AND RECEIPT CONFIRMING RECEIPT OF THIS PERSONNEL POLICIES DOCUMENT AND ACKNOWLEDGING THE MATTERS SET FORTH ABOVE.

2.0 Employment Policies

2.1 Equal Employment Opportunity (EEO)

The NFRMPO is an equal opportunity employer and prohibits unlawful discrimination and harassment against applicants or employees on the basis of race, creed, color, sex, age 40 or over, national origin, ancestry, religion, disability, military status, sexual orientation, genetic information or any other status protected by applicable federal, state or local law. Unlawful harassment means to create a hostile work environment based on any of these protected classes. This policy applies to all employees, including management, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

The NFRMPO provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation and training.

2.2 Americans with Disability Act (ADA)

It is the policy of the NFRMPO to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

The NFRMPO will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation, and/or if the accommodation creates an undue hardship on the NFRMPO.

All personal accommodation requests should be directed to the NFRMPO HR Consultant and will be shared with management on a need to know basis. Any building accommodations or pre-employment requests should be directed to the Administrative Director.

2.3 Colorado Pregnant Workers Fairness Act

The NFRMPO will provide reasonable accommodation for an applicant for employment, or an employee, for health conditions related to pregnancy or physical recovery from childbirth, unless it provides an undue hardship to the NFRMPO. The NFRMPO will not deny employment opportunities based on the need to make a pregnancy-related reasonable accommodation.

The NFRMPO will engage in a “timely, good-faith, and interactive process” with the applicant or employee to determine effective reasonable accommodations.

Examples of reasonable accommodations include but are not limited to:

- more frequent or longer breaks
- more frequent restroom, food and water breaks
- obtaining or modifying equipment or seating
- temporary transfer to a less strenuous or hazardous position, if available (with return to the current position after pregnancy)
- light duty, if available
- job restructuring
- limiting lifting
- assistance with manual labor, or
- modified work schedules.

The NFRMPO may require an employee or applicant to provide a note from the employee’s health care provider stating the necessity for a reasonable accommodation.

The NFRMPO will not force an applicant or employee affected by pregnancy-related conditions to accept an accommodation that she has not requested, or that is unnecessary to perform the essential function of her job. Similarly, the NFRMPO will not require a pregnant employee to take leave if there is another reasonable accommodation that may be provided.

The NFRMPO prohibits retaliation against an employee who requests or uses a reasonable accommodation for a pregnancy-related condition.

2.4 Anti-Harassment

The NFRMPO will not tolerate discriminatory harassment, including sexual harassment. This applies to harassment occurring in the workplace, whether on premises controlled by the NFRMPO or in any other related employment setting.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is either explicitly or implicitly made a term or condition of an employee’s employment;
- submission to or rejection of such conduct is used as the basis for employment decisions affecting the employee;
- such conduct has the purpose or effect of substantially interfering with an employee’s work performance or creates an intimidating, hostile, or offensive working environment.

Other unlawful harassment includes but is not limited to verbal or physical conduct that:

- criticizes, shows hostility or aversion toward an employee because of their race, color, gender, age, religion, national origin, sexual orientation, genetic information, disability, military status, or any other characteristic protected by law and which
- creates an intimidating, hostile, or offensive work environment, or
- has the purpose or effect of substantially interfering with an employee's work performance.

2.5 Anti-Violence Policy

The goal of the NFRMPO is to maintain a work environment free from intimidation, threats, bullying, or violent acts. This includes without limitation intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, or any other similar act, which, in management's opinion, is inappropriate to the workplace. In addition, threatening comments or behavior are not tolerated.

2.6 Anti-Retaliation

The NFRMPO prohibits retaliation against any employee for filing a complaint under this policy or for participating in a complaint investigation. If you believe there has been a violation of the EEO (Equal Employment Opportunity) or retaliation standard, follow the complaint procedure outlined below.

Conduct in violation of this policy is subject to disciplinary action, up to, and including termination of employment.

2.7 Complaint Procedure

If an employee believes there has been a violation of the EEO policy or harassment based on the protected classes as outlined above, they should use the following complaint procedure. The NFRMPO expects employees to make a timely complaint to enable the MPO to investigate and correct any behavior that may be in violation of this policy.

The employee shall inform the NFRMPO of the violation by notifying the NFRMPO HR Consultant, their immediate supervisor, or the Executive Director, as the employee chooses. The notification may be in the form chosen by the employee; however, the employee is strongly encouraged to put the notification in writing.

No employee shall be subjected to reprisal or retaliation for making a notification of policy violation. The employee should report immediately any incidents of reprisal, retaliation, or harassment which occurs as a result of making such a notification in accordance with the complaint procedure outline above.

Upon notification, an investigation will be undertaken immediately following the notification, and corrective action will be taken. The employee filing the complaint will be notified of the results of the investigation.

To the extent practicable consistent with applicable law, complaints and investigations will be handled in a confidential manner.

2.8 Drug-free Workplace

This policy is adopted pursuant to the Drug Free Workplace Act of 1988, 41 U.S.C. 702. The NFRMPO is a drug-free workplace as required by the Drug Free Workplace Act. It is both the NFRMPO's and each employee's responsibility to maintain such an environment. The manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. An employee's violation of this prohibition may result in disciplinary action up to and including termination of employment.

The NFRMPO will provide such educational information to employees on the dangers of drug abuse in the workplace as the Executive Director determines appropriate. An employee who uses any drug considered illegal under Federal law ("federally illegal drugs"), tests positive for federally illegal drugs, or is impaired by alcohol or federally illegal drugs while working for the NFRMPO will be subject to disciplinary action which may include termination of employment for the first offense. Employees may also be tested if their supervisor or the Executive Director has a reasonable suspicion of drug or alcohol use on the job. As required by the Drug Free Workplace Act, each employee engaged in the performance of any federal grant as a condition of employment must: abide by the terms of this policy; and notify the NFRMPO in writing of their conviction for a violation of a criminal drug statute occurring in the workplace no later than five days after such conviction. The NFRMPO will take action in compliance with the Drug Free Workplace Act and Regulations.

3.0 Employment Compensation

3.1 Employee Classification

Employees are classified as exempt or non-exempt, and further classified as full-time or part-time.

- **Exempt Employee:** an employee who is not eligible for overtime pay.
- **Non-exempt Employee:** an employee who is eligible for overtime pay for hours worked in excess of 40 hours in a given work week.
- **Full-time Employee:** an employee normally scheduled to work at least forty (40) hours per week. Full-time employees are eligible for all benefits as outlined in this Employee Handbook. (Employment of 30-40 hours per week gives full-time eligibility for Medical, Dental, Vision, and Life Insurance benefits as outlined below.)
- **Part-time Employee:** an employee normally scheduled to work less than thirty (30) hours per week.
- **Intern:** an employee normally hired to work twenty (20) hours or less per week on a seasonal basis and not eligible for benefits unless otherwise provided for by law.

3.2 Management Team

The following staff members make up the NFRMPO Management team: Executive Director (ED), Finance Director (FD), Administrative Director (AD), and Regional Transportation Planning Director (RTPD) (collectively referred to as “management” in this policies document). In addition to Management, there is also a third-party HR Consultant that is available to support employees and Management on HR and employee relation matters. They are available to the entire staff as a resource to ask HR questions and discuss personnel issues or requests. To the extent practicable consistent with applicable law, information shared with Management or the HR Consultant will be handled in a confidential manner.

3.3 Work Week

The work week for calculating overtime for non-exempt employees consists of seven (7) consecutive days. The work week begins on Monday at 12:00am and ends Sunday at 11:59pm.

Employees are paid every other Friday. A list of pay periods and pay dates is posted on the NFRMPO bulletin board in the kitchen. If the regular payday occurs on a holiday, generally the payday is the last working day prior to the holiday.

The NFRMPO uses automatic payroll deposit. On each payday, employees receive a statement showing gross pay, deductions and net pay. Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans and individual savings plans may be arranged through the NFRMPO staff accountant.

3.4 Time Reporting

Employees must submit time sheets to their immediate supervisor on a timely basis for approval and submittal to payroll. Time sheets are used for recording time worked, labor distributions and

calculating pay. Employees must record time worked daily identifying specific and detailed work tasks. Paid days off, such as holiday, vacation or sick leave must also be recorded.

Non-exempt employees must include the total hours worked, excluding meal periods. Meal periods are not compensated, and non-exempt employees may not perform work during meal periods unless authorized to do so by their supervisor. Employees who work during meal periods must record such time as time worked on their time sheet.

3.5 Overtime

From time to time, non-exempt employees may be required to work overtime. In these instances, employees are given as much notice as practical.

An employee may not work overtime without the express consent of their immediate supervisor or the Executive Director. Non-exempt employees are eligible to receive overtime compensation at the rate of one and one-half (1½) times their regular rate of pay for all hours worked in excess of 40 during the established work week. Holidays, vacation or sick leave do not count toward the 40 hours in the calculation of overtime.

3.6 Pay for Exempt Employees

Exempt employees are paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period. The NFRMPO is committed to complying with salary basis requirements, which allows properly authorized deductions.

Employees should immediately report any improper calculations to their direct supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the pay will be adjusted by the next pay period in most cases.

3.7 Wage Garnishments

When the NFRMPO is presented with a court order to garnish an employee's wages, it is legally bound to withhold the amount of wages from the employee's paycheck as indicated in the garnishment order.

3.8 Breaks

In accordance with federal, state and local laws, non-exempt employees will be provided with a minimum of 30 minutes for a meal break during each 5+ hour workday. Non-exempt employees will also receive 10-minute rest periods for every four-hour work period. Management will not micro manage this and expects that each employee will take the necessary and appropriate breaks from work when needed.

3.9 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Administrative Director of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and updated as needed.

3.10 Flexible Schedules

Employees desiring to request a flexible schedule must submit a Flexible Schedule request to the employee's supervisor to aid in determining the schedule suitability of the job, the employee, and the supervisor. The use of flex time must be approved in writing by the employee's supervisor. The employee's supervisor may also terminate the use of flex time at any time.

Employees must resubmit their Flexible Schedule for approval each January or 15 days prior to any changes occurring.

4.0 Benefits

4.1 Eligibility for Benefits

All employees who are regularly scheduled to work at least 30 hours per week are eligible to enroll in each of the NFRMPO's group insurance plans. An employee may enroll themselves, their legal spouse (as recognized by Colorado law), and eligible dependent children. Eligible dependents may be enrolled only if the employee is enrolled for coverage.

The NFRMPO currently provides the following benefits to eligible employees:

- Basic Term Life Insurance and accidental Death and Dismemberment (ADD)
- Short-term Disability
- Long-term Disability
- Employee Assistance Program (EAP)
- City Care Wellness
- Dependent Care
- Lifestyle Management
- Professional Work-related Memberships (one (1) per employee)
- Medical
- Dental
- Vision
- Supplemental Life Insurance
- Flexible Spending Account (FSA)
- 401(a) plan, 457 plan, and Retirement Health Savings (RHS)
- Time off (see Section 4.2 *Time Off* for details)
- Phone Reimbursement

4.2 Time Off

Holidays

Full-time employees receive a total of 10 holidays; 6 designated in the table below, four others selected by the staff annually.

Current NFRMPO, paid holidays include:

New Year's Day – January 1	Labor Day – First Monday in September
Memorial Day – Last Monday in May	Thanksgiving Day – 4 th Thursday in November
Independence Day – July 4	Christmas Day – December 25

Full-time employees receive eight (8) hours of holiday pay at their regular rate of pay. Part-time employees receive pro-rated paid holiday time based upon the number of hours established by the most current Personnel Action form on file with the Administrative Director.

The NFRMPO has the discretion to designate when holidays are observed or to change designated holidays. Generally, when a holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, generally the holiday is observed on the following Monday. Should any one of the observed holidays occur during an employee’s vacation period the employee should reduce the vacation used to reflect the holiday.

A holiday is not counted as hours worked in the computation of overtime.

Vacation

Full-time employees accrue vacation time beginning with their first day of employment. Part-time employees accrue vacation time in proportion to the amount of time worked on a monthly basis, beginning with their first day of employment. Hours are accrued based on actual hours worked per their Performance Action (PA) form. Vacation time accrues with each bi-weekly pay period.

Full-time employees accrue vacation time in accordance with the Years of Service schedule below. The years of service are measured from the first day of employment with the NFRMPO, but a break in employment with the NFRMPO will result in a reset of years of service.

<u>Years of Service</u>	<u>Vacation Hours Accrued per Pay Period</u>	<u>Total Days per Year</u>
0-1 years (0-12 mos.)	3.69 hours	12 days
1-2 years (13 – 24 mos.)	4.62 hours	15 days
3-5 years (25-60 mos.)	5.23 hours	17 days
6-7 years (61-84 mos.)	5.54 hours	18 days
8-9 years (85-108 mos.)	6.15 hours	20 days
10-12 years (109 – 144 mos.)	6.78 hours	22 days
13-15 years (145-180 mos.)	7.69 hours	25 days
16 years & over (181 mos.+)	8.31 hours	27 days

Use and Scheduling: The NFRMPO encourages all employees to use all their accrued vacation each year. Vacations must be scheduled and approved by the employee’s supervisor in advance. Although efforts will be made to accommodate employees’ requests to take vacation at a specified time, supervisors must consider the needs of the organization when evaluating vacation requests.

Carry Over: Employees may carry over to a new calendar year up to twice the amount of vacation time they are eligible to accrue as of December 31. Once an employee has accrued vacation hours at two times the accrual rate, they will cease to accrue more vacation time until the employee drops below the maximum of two times the accrual rate.

Vacation hours will not be counted as hours worked in the calculation of overtime.

Accrued, but unused vacation time is payable upon separation from employment.



Sick Time

This policy is intended to provide eligible employees with time off work for brief non-occupational illnesses or injuries. Employees may use their accrued, unused paid sick leave hours to care for themselves, including such items as reasonable travel time and necessary medical, optical and dental health examinations and treatments, periodic exams for preventive reasons and counseling appointments. Sick time may also be used to care for a family member when:

- The employee's family member is ill and requires the care of the employee.
- The employee's family member requires the assistance of the employee to attend medical appointments and/or treatments.
- An employee must give their supervisor as much advance notice as possible. In the event an employee is absent for 3 or more days, medical certification from a healthcare provider may be required. **If a Supervisor or member of the Management Team suspects that sick leave abuse is occurring with an employee or employees, they may consult with the Executive Director and/or the HR Consultant on the matter.** Sick time is not counted as hours worked in the calculation of overtime.

Accrual: Full-time employees accrue four hours of paid sick leave per pay period. Part-time employees accrue paid sick leave in proportion to the amount of time worked on a monthly basis.

Accrued sick time may not be used until after the bi-weekly pay period in which it was accrued. Sick time is also not allowed to be used as a substitute for vacation time.

Excess Sick Leave: Annually in January, the NFRMPO will evaluate each employee's sick leave accrual and will pay out any days over 26 into a Retirement Health Savings (RHS) account at the following rates:

- 2-5 years of service – 35%
- More than 5 years of service – 50%

The RHS will be administered by the ICMA-RC, the same provider as the employee pension.

4.3 Unpaid Personal Leave of Absence (LOA)

Employees who have been employed with the NFRMPO for one year or more may be allowed an unpaid leave of absence in accordance with the following guidelines:

- The Executive Director or NFRMPO Executive Committee (in the case of a leave of absence for the Executive Director), must approve the personal leave of absence in advance.
- A request for a leave of absence must be submitted in writing to an employee's immediate supervisor at least 10 working days in advance.
- A leave of absence will be limited to a minimum of three and a maximum of 10 working days.
- Approval of an unpaid personal leave of absence will be based on NFRMPO workload and related schedules during the unpaid leave of absence.

- A proportionate reduction to the employee’s salary, based on the employee’s daily rate of pay and length of the leave of absence, shall be made in the same or immediately following pay period.
- Vacation and sick days will not accrue during the unpaid leave of absence and will be prorated for the affected pay period(s).
- Medical benefits will continue during the unpaid leave of absence and the employee payment portion will need to be paid by the employee by check and turned into the Finance Director.
- If the employee is able but does not return to work after the expiration of the leave of absence, the employee will be required to reimburse the NFRMPO for payment of insurance premiums paid during the leave of absence.

4.4 Bereavement

Full-time and part-time employees may request paid time off for bereavement leave for the death of an immediate family member, up to a maximum of 40 hours per occurrence (pro-rated for part-time employees based on proportion to the amount of time worked). “Immediate family” is defined as spouse, civil union partner, parent or guardian, child, sibling, grandparent, grandchild, or any relative who is a member of the employee’s household. It also includes step-family and in-law relationships that are like any listed above.

If more time off is needed than currently provided, an employee may take vacation or sick leave upon the approval of their immediate supervisor or the Executive Director, or unpaid leave or absence if approved in accordance with Section 4.3.

Bereavement time is not available to employees during an unpaid personal leave of absence.

4.5 Voting

The NFRMPO encourages all employees to exercise their voting rights in all municipal, county, special district, school district, state and federal elections. Under most circumstances, it is possible for employees to vote either before or after work, or to use a mail-in ballot. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their immediate supervisor no later than the day prior to Election Day. Up to two hours of unpaid time off will be granted to non-exempt employees.

4.6 Jury Duty

Time off will be provided to employees called for juror service. This applies to juror service only and does not provide leave to an employee making a non-job-related court appearance.

Employees who are called for juror service will receive 100% of pay for scheduled working hours for up to 5 full days. An employee’s supervisor may request documentation from the employee verifying the duration of the juror service. If an employee reports for juror service and is excused

for the day, he or she shall report to their work assignment within one hour from the time he/she is excused unless the commuting time required to return to work makes this impractical.

4.7 Witness Duty

The NFRMPO expects employees to appear in court for witness duty when subpoenaed to do so. If an employee has been subpoenaed as a witness in a case directly related to their employment with the NFRMPO, the employee will receive paid time off for the entire period of witness duty. Employees will be granted unpaid time off to appear in court proceedings other than those directly related to their employment with the NFRMPO. Employees may use vacation leave, but not sick leave, to receive compensation for this absence. A copy of the subpoena must be provided to the Administrative Director or Executive Director immediately after it is received so work assignments can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits. The period of time that an employee is on witness duty unrelated to their NFRMPO responsibilities is not considered time worked for purposes of determining eligibility for overtime or eligibility for the NFRMPO's benefits or time off plans.

4.8 Military Leave

Military leave shall be granted in compliance with applicable state and federal law.

4.9 Administrative Leave

All NFRMPO employees, regardless of category of employment, may be placed on Administrative Leave at any time with or without cause or notice at the sole discretion of their supervisor in conjunction with the HR Consultant. This may also involve the MPO Council and/or the MPO Attorney depending on circumstances. Placement on Administrative Leave is not disciplinary in nature. Circumstances under which such a leave may occur include, but are not limited to, the following:

- To make inquiries into or investigate a work-related matter;
- To remove the employee from the workplace pending a pre-deprivation hearing or decision;
- To protect the employee
- To protect the public;
- To protect other employees or property in the workplace; or
- To further any other work-related or business-related purpose.

4.10 Phone Reimbursement

Employees of the NFRMPO that are in a Management position and using their personal cell phone for work related calls may be eligible for reimbursement of cell phone expenses. Please see the separate wireless communication policy for eligibility. (See Section 5.0 *Technology Policies* for use policies and guidelines.)

5.0 Technology Policies

The NFRMPO's communication systems are property of the NFRMPO and intended for business use. Therefore, the NFRMPO maintains the ability to access any computer files and to monitor employee use of software, internet, email, and voice mail. Although employees may select individual passwords, employees should not assume that their files, folders, or documents are private or confidential. However, other than Management acting on behalf of the NFRMPO, employees should not attempt to gain access to another employee's computer, internet files, email, or voice mail without permission. All information regarding access to the NFRMPO's computer resources, such as user identifications, Virtual Private Network (VPN) numbers, access codes, and passwords are confidential information and may not be disclosed to non-NFRMPO personnel.

All computer files, documents, and software created or stored on the NFRMPO's computer systems are subject to review and inspection at any time. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Computer equipment should not be removed from the NFRMPO premises without written approval from a department head. Upon separation of employment, all communication tools shall be returned to the NFRMPO.

Employees are hereby notified that all information, files, emails, text messages, and other communications on NFRMPO-owned computers and phones (including cellular phones) or personal computers and phones used for NFRMPO business may be subject to disclosure under the Colorado Open Records Act, Colorado revised Statutes §§24-72-201 *et seq.* ("CORA").

5.1 Personal Use

Use of the internet, email and telephones must not disrupt the operation of the NFRMPO network or the networks of other users or interfere with an employee's productivity. Personal use of the NFRMPO telephones for long distance calls is not permitted. NFRMPO prohibits the display, transmittal, or downloading of material that is in violation of MPO guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

5.2 Software and Copyright

The NFRMPO fully abides by copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in NFRMPO's facilities.

5.3 Unauthorized Use

Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission. Employees

are strictly prohibited from using the NFRMPO's communication systems in ways that management deems to be inappropriate. If an employee has questions whether their behavior would constitute unauthorized use, they should contact their immediate supervisor before engaging in such conduct. Employees' are prohibited from any use that would violate this Handbook or that would constitute a crime under applicable law.

5.4 Email

E-mail is to be used for business purposes. While personal e-mail is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. The NFRMPO prohibits the display, transmittal, or downloading at any time of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on NFRMPO premises at any time. Management may monitor e-mail from time to time. Employees should be aware that emails might be public records and subject to public disclosure under CORA.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's email messages. In addition, emails which have been deleted may be stored elsewhere on the system.

5.5 Voicemail

The NFRMPO's voicemail system is intended for transmitting business-related information. Although the NFRMPO does not monitor voice messages as a routine matter, the NFRMPO reserves the right to access and disclose all messages sent over the voice mail systems for any lawful purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum. Employees' are responsible to make certain their voicemail messages are reviewed in a timely fashion. When employees know that they are going to be out of the office for a day or more, they must leave messages on their voice mail stating they are out, when they will be returning messages, and who will be an alternative contact in the meantime.

5.6 Mobile Phones

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

Phones and mobile devices with cameras should not be used in a way that violates any NFRMPO policies, including, but not limited to, the EEO/Harassment and Technology Policies in this Personnel Policies document.

Employees of the NFRMPO that are in a Management position may be eligible for reimbursement of cell phone charges if all required criteria is met. Please see the separate Wireless Communication Policy for eligibility.

Employees' should be aware that text messages, email and voice mail sent, received, stored or saved on NFRMPO-provided mobile phones or on personal mobile phones used for NFRMPO business may be public records and subject to public disclosure under CORA.

Also see (See Section 7.4 *Use of Mobile Devices in NFRMPO Vehicles* for use policies and guidelines.)

5.7 Social Media

The NFRMPO's reputation can be compromised by inappropriate Social Media content. Employees must take care to ensure their social media is professional and current.

The NFRMPO encourages employees to use good judgment when communicating via blogs, online chat rooms, networking Internet sites, social Internet sites, and other electronic and non-electronic forums (collectively "social media").

If an employee is unsure of whether something is appropriate, they should speak with their immediate supervisor. Regardless of privacy settings, employees should assume that all the information they have shared on their social network(s) is public information. The NFRMPO will only enforce application of this policy to the extent that it does not violate any applicable federal, state, foreign, or local law.

6.0 Standards of Conduct

6.1 Discipline

An employee's conduct is a major factor affecting the health and growth of the NFRMPO. It is also an important aspect of the NFRMPO's image within the region. When Management finds an employee's performance is unsatisfactory, or an employee's conduct is unacceptable, disciplinary action may be taken. Types of employee discipline may include verbal warning, written reprimand and immediate termination. Any action taken by Management in an individual case shall not establish a precedent in other circumstances.

6.2 Attendance and Punctuality

All employees are expected to be on time and be punctual to work. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the business.

Employees who are going to be absent or late must call their immediate supervisor as soon as possible prior to the start of their day. Leaving messages with other employees or on voicemail is not acceptable. Any employee who is absent from work for a period of 3 consecutive working days or more without notifying their supervisor of the reason(s) for the absence will be considered a voluntary termination

6.3 Dress Code

Personal appearance, hygiene, and attire are important. In the interest of presenting a professional image to the public, employees are required to use good judgment in determining their dress and appearance, especially employees who have contact with the public. An employee's appearance should be consistent with good hygiene and safety. Below are some examples of appropriate attire.

Appropriate
<ul style="list-style-type: none">• Slacks, skirts, dresses (clean, free of rips, tears and fraying)
<ul style="list-style-type: none">• Polo, golf, NFRMPO logo shirts, blouses, button downs, sweaters, blazers (clean, free of rips, tears and fraying)
<ul style="list-style-type: none">• Dress shoes, business casual shoes

6.4 Gifts, Gratuities, and Honoraria

Employees may not accept any gift, gratuity, entertainment, loan, or item of monetary value, which in the judgment of a reasonable person, would tend to impair or give the appearance of impairing the employee's independent judgment in the performance of their duties. Employees may accept gratuities in the form of perishable, nonpermanent or promotional items of up to \$50.00 in value unless otherwise prohibited by applicable law. Employees may not accept payment for speeches or presentations in connection with their NFRMPO position. In addition, an employee who is authorized to provide a service or assistance to another organization in

connection with their NFRMPO position and receives an honorarium must pay the amount received to the NFRMPO.

6.5 Outside Employment

The NFRMPO acknowledges that in certain circumstances, employees may wish to obtain secondary employment outside the NFRMPO. This may be accommodated if there is no actual or appearance of a conflict of interest, and the employee is able to fulfill all obligations to the NFRMPO; namely, an employee is able to meet their job requirements, perform competently, and if applicable accept overtime hours when requested. Employees shall express their desire to obtain outside employment in writing to their immediate supervisor. The supervisor will review the request with the Executive Director and the Executive Director shall have the discretion to decide whether the outside employment is in keeping with this guideline.

6.6 Political Activity

The NFRMPO encourages employees as citizens to participate in the political process. The NFRMPO will not interfere with the conduct of employees engaged in political activities if such activities are in compliance with the state and federal laws and do not impair the employee's job performance. However, because employees hold positions of public trust, certain restrictions on political activities are necessary to avoid actual or apparent conflicts of interest. Employees may not campaign while on duty or while wearing their NFRMPO identification badges or while using any NFRMPO equipment or resources. Employees may not use their official capacity to influence, interfere with or affect an election or nomination for office. Employees may not be candidates for elective public office in any partisan election or serve as a member of a council or board of any NFRMPO member government.

6.7 Separation of Employment

Resignation

Employees who are resigning are requested to provide two weeks' notice in writing to their supervisor, indicating their anticipated departure date. An exit interview will be scheduled to go over the "check out" procedures at separation (conversion of insurance, earned vacation, delivery of final paycheck, etc.) with their immediate supervisor and/or the NFRMPO HR Consultant.

Return of Property

On or before an employee's last day of work, all NFRMPO property must be returned to the employee's immediate supervisor.

Accrued Sick Leave

Upon separation with less than 2 years of continuous service as measured from the employee's most recent hire date, an employee's accrued sick leave balance is lost. Upon separation with 2 or more years of continuous service as measured from the employee's most recent hire date, employees receive the monetary value of a certain portion of their accrued Sick Leave as follows: With the exceptions noted below, employees with two (2) or more years of continuous service (as measured from the employee's most recent hire date), will have the monetary value of 35% of the

number of hours remaining in their accrued sick leave deposited into a post-employment Retirement Health Savings (RHS). With the exceptions noted below, employees with 10 or more years of continuous service will have the monetary value of 50% of the number of hours remaining in their accrued sick leave balance deposited into a post-employment RHS. The monetary value will be calculated using the employee's current pay rate at the time of separation, except as follows:

- If an employee is a 50% or greater disabled veteran at the time of separation, the employee will receive a cash payout for the monetary value of the applicable percentage as noted above of the number of hours remaining in the employee's accrued sick leave balance.
- Upon the death of an employee (while still employed), the employee's estate will receive a cash payout for the monetary value of the applicable percentage as noted above of the number of hours remaining in the employee's accrued sick leave balance.

6.8 Employment Verification

Employees who are approached either formally or informally and asked to provide information about a former employee must refer such inquiry to the Administrative Director.

7.0 Workplace Safety

7.1 Employee Responsibility

The NFRMPO's goal is to provide a safe and healthy work environment. The biggest single factor in ensuring safety on the job is the employee's. It is the employees' responsibility to practice safe work habits. Report any unsafe practices and conditions to the Safety Coordinator so corrective action can be taken.

7.2 On-the-Job Injury

Report all work-related accidents in writing, no matter how minor, to their supervisor as soon as practicable. The NFRMPO wants to provide employees with prompt medical treatment from one of the designated providers. Treatment for on-the-job injuries must be obtained from one of these designated providers or else the employee may be responsible for the cost of medical treatment. Information on the NFRMPO's designated providers can be found in the break room and the Employee Binder. Prompt reporting of the incident is necessary to comply with workers' compensation injury reporting requirements and will help the NFRMPO take steps to reduce future incidents.

Remember safety rules are only as effective as employees make them. Safety is a cooperative endeavor and must be kept constantly in mind by everyone. Exercise common sense and good judgment on the job.

NOTE: In the case of an emergency, an employee should go to any designated provider or medical facility that is able to provide care. If an employee is away from the usual place of employment at the time of injury, the employee may be referred to a physician in the vicinity. The insurer responsible for the claim is CIRSA. The following are designated as the NFRMPO (employer) and CIRSA (insurer) representatives.

NFRMPO

Executive Director
419 Canyon Ave. #300
Fort Collins, CO 80521
(970) 416-2174

CIRSA

Workers' Compensation Claims Department
3665 Cherry Creek North Dr.
Denver, CO 80209
(303) 757-5475 or (800) 228-7136

When an employee who has sustained an on-the-job injury is ready to return to work documentation from the designated provider stating their ability to return must be provided to the NFRMPO prior to their return. In addition, if there are any work limitations that need to be followed whether temporarily or permanently, those instructions should be included as part of the medical documentation from the designated provider.

7.3 Smoking

The NFRMPO provides a smoke-free environment. Smoking is prohibited in all areas inside the building, within 25' of any entrance to the building, and in all NFRMPO vehicles. This restriction applies to all employees and visitors, at all times, including non-business hours.

7.4 Use of Mobile Devices in NFRMPO Vehicles

Employees are prohibited from texting, telephoning, or otherwise using any electronic mobile device while operating a NFRMPO vehicle. Employees are expected to safely pull off to the side of the road to make calls or to send text messages.

Personnel Policies Acknowledgement Form

I HAVE RECEIVED A COPY OF THE NFRMPO PERSONNEL POLICIES. I UNDERSTAND THAT THE HANDBOOK PROVIDES A SUMMARY OF NFRMPO'S GUIDELINES AND ITS EXPECTATIONS REGARDING MY CONDUCT. I UNDERSTAND I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

I UNDERSTAND THAT, MY EMPLOYMENT WITH NFRMPO IS AT-WILL. THIS MEANS THAT NEITHER I NOR NFRMPO IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A SPECIFIC PERIOD OF TIME AND THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY ME OR NFRMPO AT ANY TIME, FOR ANY REASON.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED AND DO NOT CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

I UNDERSTAND THAT NO REPRESENTATIVE OF THE NFRMPO, OTHER THAN THE EXECUTIVE DIRECTOR HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR AND I ACKNOWLEDGE THAT I HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL INCLUSIVE. I FURTHER UNDERSTAND THAT ALL STATE AND FEDERAL LAW WILL BE FOLLOWED WHERE APPLICABLE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK OR ANY SUPPLEMENT. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, NFRMPO RESERVES THE RIGHT TO REVISE, DELETE, OR ADD TO ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF NFRMPO. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

Employee Signature

Date

Printed Name



Approved by MPO Council
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AGENDA ITEM SUMMARY (AIS)

North Front Range Transportation & Air Quality Planning Council



Meeting Date	Agenda Item	Submitted By
August 2, 2018 Loveland	Revised NFRMPO Articles of Association	Suzette Mallette
Objective/Request Action		
Council review and feedback on the proposed changes to the NFRMPO Articles of Association.		<input type="checkbox"/> Report <input type="checkbox"/> Work Session <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action
Key Points		
<p>Main revisions included:</p> <ul style="list-style-type: none"> • Open Meetings Law requirement for Special or Emergency meetings • Council Chair appointment of members to Committees and/or Subcommittees • Addition of a standing HR Committee • Removal of Executive Director annual review procedure 		
Committee Discussion		
<p>The Executive Committee of the Council met on July 19, 2018 to review the proposed changes to the Articles of Association. Items of note:</p> <ul style="list-style-type: none"> • Clarification proposed in the Weighted Vote section • Current Past Chair will be asked to serve as the HR Committee Chair • Council will not confirm appointment to the Mobility Committees, but will receive meeting summaries • Appendix D is removed and replaced with an online reference to Robert's Rules of Order 		
Supporting Information		
<p>The Executive Committee requested that the Articles of Association be reviewed as there were known items that needed modification. These are many of the same items that are outlined in the Key Points. Additionally, the Executive Director contract specifies the annual evaluation, which was inconsistent with the Articles.</p> <p>All references, formatting, and spelling have been checked for accuracy, Appendices have been updated with the most current information and a table of contents has been added.</p>		
Advantages		
Clarifies items that have been problematic or inconsistent in the past and adds the HR Committee.		
Disadvantages		
None noted.		
Analysis/Recommendation		
Executive Committee and staff recommend that Council members review the proposed changes and be prepared to discuss those items at the August 2, 2018 meeting.		
Attachments		
<ul style="list-style-type: none"> • Updated Articles of Association, September 6, 2018 		

ARTICLES OF ASSOCIATION



ADOPTED

January 27, 1988

AMENDED

September 6, 2018
~~July 09, 2018~~

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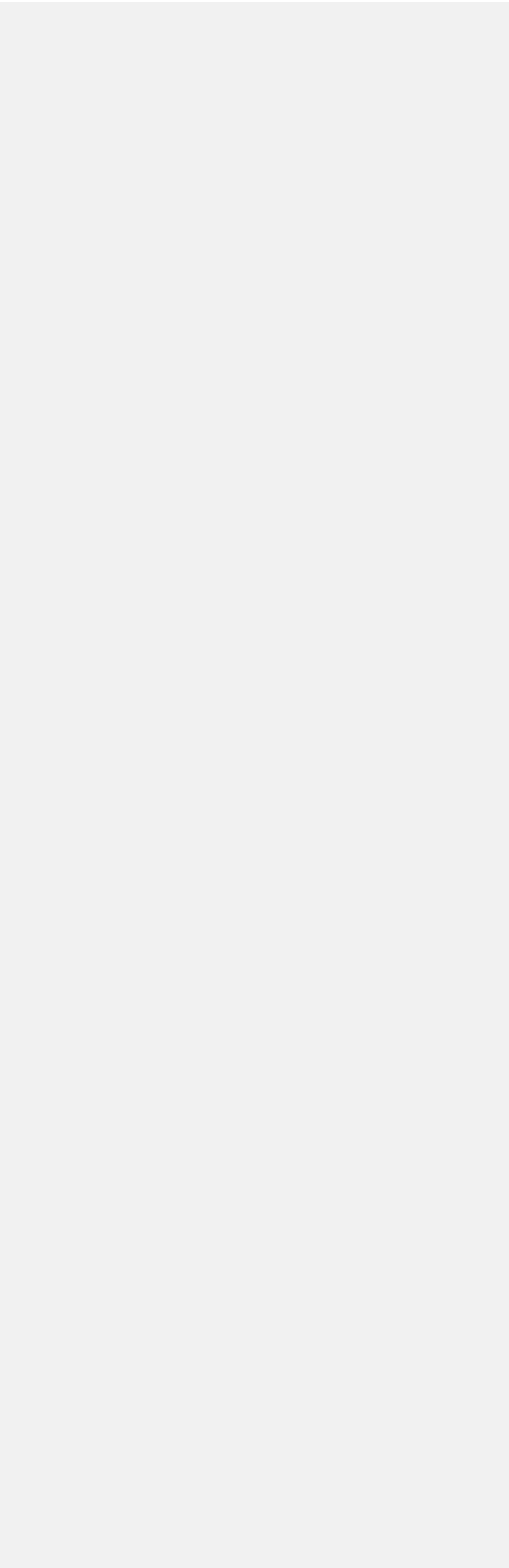
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AMENDED ARTICLES OF ASSOCIATION NORTH FRONT RANGE TRANSPORTATION AND AIR QUALITY PLANNING COUNCIL

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:

ARTICLE I - PURPOSE

1. 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.

2. 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.
3. 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:
- a. Undertake comprehensive, regional transportation and transportation-related air quality planning; and
 - b. 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*.
 - c. Contract for services as the Council may determine.

ARTICLE II – MPO COUNCIL

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.
2. 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.
3. 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:

Government Entity	Membership Date
Air Pollution Control Division	8/1993
Berthoud	8/1993
Eaton	7/2007
Evans	1/1988
Fort Collins	1/1988
Garden City	1/1988
Greeley	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 serve on committees and sub-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 in excess of 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

MEETINGS

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.
2. All meetings are subject to the Colorado Open Meetings Law, as defined for a State Body.
3. All Council meetings will be open to the public, and the public will be able to speak at a designated time during the meetings. Regular monthly Mmeetings will be announced at least seven (7) days in advance by ~~mail and/or~~ email to the full Council membership including notification on the NFRMPO website.
- ~~3.4.~~ 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.

4-5. 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.

5-6. Prior to 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.

6-7. Agendas for the Council meetings will be reviewed and approved by the Executive Committee prior to preparation of materials

8. After the Executive Committee, the agenda is sent to the whole Council to allow for the request of additional items or corrections.

7-9. Meetings are conducted in accordance with Robert's Rules of Order. [Insert weblink.](#)

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CONDUCT OF MEETINGS

There are specific provisions for the conduct of the NFRMPO meetings that are outlined in *Appendix D*. The Conduct of the Meetings is passed by separate resolution by the NFRMPO Council and included in this document as a reference.

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.

WEIGHTED VOTE

1. Any member of the Council, that is eligible to vote on a given item, can call for a weighted vote.
2. A weighted vote cannot be used on matters related to changing the Articles of Association or on personnel matters regarding the executive director.
3. 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.
4. 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

COMMITTEES

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 and a Human Resources Committee (Chair is the Current Past Chair).

SUBCOMMITTEES OF THE COUNCIL

The MPO Council may agree to establish a Subcommittee 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 Subcommittee and identify the specific charge or the Subcommittee. A Charging Statement will be written up based on the discussion and direction of the Council that specifies the charge of the Subcommittee. The Council will approve the Charging Statement prior to Subcommittee work beginning. If during the course of the Subcommittee work it is determined that the Charging Statement needs to be modified, a revised Charging Statement will be presented to the whole Council for approval. *Appendix E* contains a Charging Statement template that can be prepared during the Council meeting and approved at the same meeting.

The MPO Chair will also appoint a Chair of the Subcommittee. The Subcommittee Chair will be responsible for conducting meetings, directing MPO staff on work items, and reporting back to the MPO Council with recommendations.

Subcommittees are intended to make recommendations to the Council as a whole for their consideration. Any recommended action from Subcommittees 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 Subcommittee recommendation, the Council would need to determine the most appropriate next step. Further Conduct of Meetings information is in *Appendix D*.

ARTICLE III – 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).

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 Plan (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 5229 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.

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

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

A. 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 mail and/or email to the full committee membership including 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.

B. 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 by email for any new agenda items and then, if appropriate, send a notification cancelling the meeting.

C. 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.

D. 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.

E. 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.

F. 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.

G. Meeting Materials

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.

H. 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.

ARTICLE IV – 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 3 to 5 members. The Planning Council Chair shall appoint a chair for the Finance Committee.

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.

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.
- B. The committee will meet monthly, or every six weeks, 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.

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.

CONSENSUS APPROACH

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

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.

MEETING MATERIALS

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

ARTICLE V – 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 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, generally 3 to 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.
- 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.

Commented [SM1]: Some of these meetings have been conference calls. Do we want a provision for that since they are making recommendations?

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.

CONSENSUS APPROACH

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

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.

MEETING MATERIALS

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

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

OBJECTIVE OF THE COMMITTEES

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.

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 mail and/or email to the full committee membership including 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.

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.

ARTICLE VII –FINANCE

Each year the TAC and Finance Committees 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 Council 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

- ~~a. August—The Executive Director will provide his/her annual Goals and Accomplishments Report to the Executive Committee at least one week prior to the August Council Meeting. The Executive Committee will share the report with the Council at the August meeting.~~
- ~~b. September—The Executive Committee will meet informally with MPO staff to determine which evaluation survey process is appropriate for that year (e.g., internal, 360, staff only, Council only, etc.)~~
- ~~c. October—Conduct the survey chosen by the Executive Committee at the beginning of the month in order to provide results at the November Council Meeting.~~
- ~~d. November—Provide survey results to the Executive Director and the Council.~~
- ~~e. December—Hold Executive Session at the December Council meeting to complete the evaluation process and finalize any negotiations.~~
- ~~f. January (of the following year)—Review, discuss and deliberate, and vote on the Executive Director Evaluation and contract as appropriate.~~

~~These are suggested guidelines only, and are provided to assist both the Council and the Executive Director in calendaring events as they progress towards the Executive Director's annual review. Deviation from these guidelines is permissible and at the Council's discretion. More specific requirements and expectations for both the Council and the Executive Director may be warranted and should be negotiated and addressed within the scope of the Executive Director's contract.~~

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 6th day of September 2018.

NORTH FRONT RANGE TRANSPORTATION
AND AIR QUALITY PLANNING COUNCIL

By:

Tom Donnelly, Chair

ATTEST:

Suzette Mallette, Executive Director

Affirmed:	Name:	Vote Tally:
Air Pollution Control Div.	Chris Colclasure	
Berthoud	William Karspeck	
Eaton	Kevin Ross	
Evans	Mark Clark	
Fort Collins	Gerry Horak	
Garden City		
Greeley	Robb Cassedy	
Johnstown	Troy Mellon	
Larimer County	Tom Donnelly	
LaSalle	Paula Cochran	
Loveland	Dave Clark	
Milliken	Elizabeth Austin	
Severance	Don McLeod	
Timnath	Aaron Pearson	
Transportation Comm.	Kathy Gilliland	
Weld County	Julie Cozad	
Windsor	Kristie Melendez	
Total:		

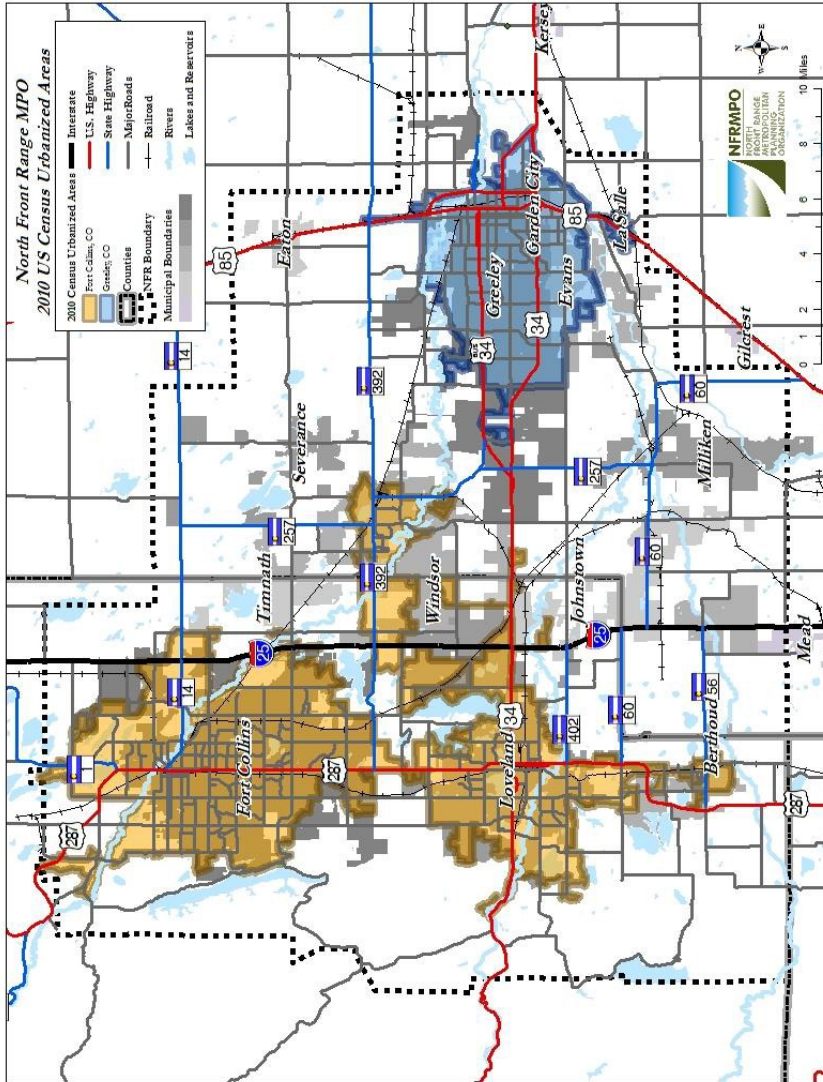
As of September 6, 2018



APPENDIX A- RESOLUTIONS

<u>Resolution Number</u>	<u>Date Signed</u>	<u>Change</u>
2018-XX	<u>9/6/18</u>	Clarify the formation of (sub) committees and responsibility of the Chair; Open Meetings requirements with Special or Emergency meetings; Removed Annual review of Executive Director; general format and citation clean up. Added Table of Contents.
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

APPENDIX B – MPO BOUNDARY MAP AND LEGAL DESCRIPTION



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

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

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

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

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

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

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

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

16—THENCE LEAVING SAID QUARTERSECTION, RUN NORTHERLY TO THE NORTHWEST CORNER OF SECTION 22, TOWNSHIP 6 NORTH, RANGE 70 WEST OF THE 6TH 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 6TH 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 6TH 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 6TH PRINCIPAL MERIDIAN;
- 19**—THENCE LEAVING SAID QUARTERSECTION, RUN NORTHWESTERLY TO THE NORTHWEST CORNER OF SECTION 2, TOWNSHIP 6 NORTH, RANGE 70 WEST OF THE 6TH 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 6TH 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 6TH 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 6TH PRINCIPAL MERIDIAN;
- 23**—THENCE LEAVING SAID QUARTERSECTION, RUN NORTHERLY TO THE NORTHWEST CORNER OF SECTION 20, TOWNSHIP 8 NORTH, RANGE 69 WEST OF THE 6TH 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 6TH 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 6TH 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 6TH 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 6TH 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 NORTHEAST QUARTER OF SECTION 23, TOWNSHIP 8 NORTH, RANGE 68 WEST OF THE 6TH 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.

APPENDIX D — CONDUCT OF MEETINGS

Section 1. Order of Business. The business of the North Front Range Transportation and Air Quality Planning Council (the "Council") shall generally be conducted in the following order:

Call Meeting to Order
Pledge of Allegiance
Public Comment Approval
of Minutes Action Items
Presentations
Work Session Items
Discussion Items
Council Reports Other
Business Public
Comment Future
Agenda Items
Adjournment

Section 2. Time of Meetings.

a. Council meetings will begin precisely at 6:00 p.m.

b. No more than two ten-minute breaks will be planned per meeting. All Council members and staff will return to their seats at the conclusion of each break. The Chair will resume the meeting at the prescribed time.

c. Every Council meeting will end no later than 10:30 p.m., except that:

- (1) any item of business commenced before 10:30 p.m. may be concluded before the meeting is adjourned and
- (2) the Council may, by majority vote, extend a meeting until no later than 12:00 a.m. for the purpose of considering additional items of business. Any matter which has been commenced and is still pending at the conclusion of the Council meeting, and all matters scheduled for consideration at the meeting which have not yet been considered by the Council, will be continued to the next regular Council meeting.

Section 3. Public Comment. Up to 30 minutes will be allowed for public comment during the "Citizen Participation" segment of each meeting. A maximum of five minutes will be allowed per speaker. In order to determine the actual amount of time to be allotted to each speaker, the Chair may ask for a show of hands by all persons intending to speak. If the number of persons intending to speak is more than six, the Chair will shorten the allotted time in order to allow as many people as possible to address the Council within 30 minutes.

~~Section 4. Council Questions and Debate.~~ Council questions and debate regarding an agenda item will occur immediately following citizen input and prior to entertaining any main motion related to the item. Except when raising a point of order, Councilmembers seeking to ask questions or participate in debate will do so only when called upon by the Chair. The Chair may limit or curtail questions or debate as he or she deems necessary for the orderly conduct of business, except as overridden by a majority of Councilmembers present and voting, pursuant to a point of order. No Councilmember will speak to an item more than once until all other Councilmembers have had an opportunity to be heard.

~~Section 5. Basic Rules of Order.~~ The following commonly used rules of order will govern the conduct of Council business. Except as specifically noted, all motions require a second. If there is a question of procedure not addressed by these rules, reference shall be made to Robert's Rules of Order, for any needed clarification or direction. In the event of any conflict between these rules and Robert's Rules of Order, these rules of order shall prevail.

MAIN MOTIONS

Main motions are used to bring business before the Council for consideration and action. A main motion can be introduced only if no other business is pending. Main motions require a second and may be adopted by majority vote of those Councilmembers present and voting, except that a motion to go into executive session requires a two-thirds vote of those present. A main motion may be made by any Councilmember, including the Chair. It is debatable and may be amended. Any council member may remove an item from the consent agenda without a motion or vote.

SUBSIDIARY MOTIONS

These are motions that may be applied to another motion for the purpose of modifying it, delaying action on it, or disposing of it.

1. ~~Motion to Amend.~~ A motion to amend, once seconded, is debatable and may itself be amended once. However, a "secondary amendment," which is a change to a pending "primary amendment," cannot be amended. The point of a motion to amend is to modify the wording—and, within certain limits, the meaning—of a pending motion before the pending motion itself is acted upon. Once a motion to amend has been seconded and debated, it is decided before the main motion is decided. Certain motions to amend are improper. For example, an amendment must be "germane." To be germane, an amendment must in some way involve the same question that is raised by the motion to which it is applied. Another example of an improper motion to amend would be a motion that would merely make the adoption of the amended question equivalent to a rejection of the original motion, or one that would make the question as amended identical with, or contrary to, one previously decided by the Council during the same session. "Friendly" amendments acceptable to the maker and the seconder of the main motion do not require a second and are permissible at any time before a vote is taken on the main motion. Only one amendment to a main motion is allowed—after that, any modifications to a main motion must be made by defeating the original main motion and introducing a new main motion.

2. — Withdrawal or Modification of a Motion. In the brief interval between the making of a motion and the time when the Chair places the Motion before the Council by stating it, the maker can withdraw or modify the motion. After a motion has been seconded and stated by the Chair, it belongs to the Council as a whole and the maker must request the Council's permission to withdraw or modify his or her motion.

3. — Motion to Lay on the Table. A motion to table allows the Council lay the pending question aside temporarily, but only when something else of immediate urgency has arisen. By adopting a motion to lay on the table, a majority has the power to immediately halt the consideration of a question, since a motion to table is neither debatable nor amendable.

4. — Motion to Postpone Indefinitely. A motion to postpone indefinitely is, in effect, a motion that the Council decline to take a position on an agenda item or main motion. Its adoption kills the agenda item or main motion for the duration of the meeting and avoids a direct vote on the item or motion. It is useful in disposing of an item or motion that cannot either be adopted or expressly rejected without undesirable consequences. It is debatable, but not amendable.

5. — Motion to Postpone to a Certain Time (or Definitely). This is the motion by which action on an agenda item or a pending motion can be put off to a definite day, meeting or hour, or until after a certain event has occurred. This motion can be debated only to the extent necessary to enable the Council to determine whether the main question should be postponed and, if so, to what date or time. Similarly, it is amendable only as to the date or time to which the main question should be postponed.

6. — Calling the Question. "Calling the question" may sometimes motivate unanimous consent to end debate. If it does not, however, then debate does not automatically end. Instead, if any member objects to ending the debate, the Chair should ask if there is a second to the motion and, if so, he or she must immediately take a vote on whether to end debate. The motion is not debatable or amendable.

INCIDENTAL MOTIONS

These are motions which usually apply to the method of conducting business rather than to the business itself.

1. — Point of Order. A Councilmember who thinks that the rules of order are being violated can make a point of order, thereby calling upon the Chair for a ruling and an enforcement of the regular rules. Such a motion takes precedence over any pending question out of which it may arise. This motion does not require a second. It is not amendable and not debatable. However, with the Chair's consent, the member raising the point of order may be permitted to explain his or her point. In response to a point of order, the Chair can either immediately rule, subject to appeal to the Council, or the Chair can refer the point of order to the Council, in which case the point becomes debatable. In ruling, the Chair can also consult the parliamentarian, if there is one, or can request the advice of experienced members of the Council. However, no member has the right to express an opinion unless requested to do so by the Chair. When the Chair has made a ruling, any two Councilmembers

can appeal the ruling (one making the appeal and the other seconding it). When an appeal is taken, the matter is decided by majority vote of the Council. A tie vote sustains the decision of the Chair. A point of order must be raised promptly at the time the perceived violation of the rules occurs.

2. ~~_____ Motion to Divide a Question.~~ If a motion relating to a single subject contains several parts, each of which is capable of standing as a complete proposition by itself, the parts of the motion can be separated for consideration and voted on as if they were distinct questions by the adoption of a motion for division of the question. This motion, if seconded, takes precedence over the main motion and is not debatable. However, the motion to divide must clearly state the manner in which the question is to be divided, and while the motion to divide is pending, another member can propose a different division by moving an amendment, in which case the amended form of the motion, if seconded, would be decided first. Often, little formality is involved in dividing a question, and it is arranged by unanimous consent.

3. ~~_____ Motion to Suspend the Rules.~~ When the Council wishes to do something that it cannot do without violating one or more of its regular rules, it can adopt a motion to suspend the rules that interfere with the proposed action. This motion can be made at any time that no question is pending and can be applied to any rule except those that are fundamental principles of the North Front Range Metropolitan Planning Organization or other applicable laws. This motion is neither debatable nor amendable.

RESTORATIVE MOTIONS

These are motions that bring a question again before the Council for its consideration.

1. ~~_____ Motion to Take from the Table.~~ The object of this motion is to take from the table and make pending again before the Council a motion or series of adhering motions that previously had been laid on the table. This motion is neither debatable nor amendable. When a question is taken from the table, it is before the Council with everything adhering to it, exactly as it was when laid on the table.

2. ~~_____ Motion to Reconsider.~~ This motion enables a majority of the Council to bring back for further consideration a motion which has already been voted on. This motion is in order only if made on the same date that the vote to be reconsidered was taken. The purpose of reconsidering a vote is to permit the correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of a vote. This motion can be made only by a Councilmember who voted with the prevailing side. When a member who cannot make a motion for reconsideration believes that there are valid reasons for one, he or she may try to persuade someone who voted with the prevailing side to make such a motion. This motion is debatable whenever the motion proposed to be reconsidered was debatable. And, when debatable, opens to debate the merits of the question to be reconsidered. It is not amendable. The effect of the adoption of a motion to reconsider is that the question on which the vote was reconsidered is immediately placed before the Council in the exact position it occupied the moment before the question was voted on originally.

~~3. — Motion to Rescind or Amend Something Previously Adopted. By a motion to rescind or to amend something previously adopted, the Council can change an action previously taken. This motion is debatable and amendable. In contrast to a motion to reconsider, there is no time limit on making a motion to rescind or a motion to amend something previously adopted (provided that no action has been taken by anyone in the interim that cannot be undone), and these motions can be moved by any member of the Council, regardless of how he or she voted on the original question. The effect of passage of this motion is not to place the matter back before the assembly as it was just prior to a vote being taken. Instead, it either entirely nullifies the previous action or modifies it, depending upon which motion is used. For that reason, this motion should not be made if third parties have relied to their detriment on the previous action.~~

PRIVILEGED MOTIONS

~~These motions are of such urgency or importance that they are entitled to immediate consideration, even when another motion is pending, because these motions do not relate to the pending business but have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else.~~

~~1. — Motion to Adjourn. A motion to adjourn is always a privileged motion except when the motion is conditioned in some way, as in the case of a motion to adjourn at, or to, a future time. Such a conditional motion is not privileged and is treated just as any other main motion. A conditional motion to adjourn at or to a future time is always out of order while business is pending. However, an unconditioned, privileged motion to adjourn takes precedence over most other motions. The privileged motion to adjourn is neither debatable nor amendable, while a conditioned motion to adjourn is debatable and may be amended.~~

~~2. — Motion to Recess. A motion to recess that is made when no question is pending is a main motion and should be treated as any other main motion. A motion to recess is said to be privileged if it is made when another question is pending, in which case it takes precedence over all subsidiary and incidental motions and most other privileged motions. It is not debatable and is amendable only as to the length of the recess.~~

~~Section 6. Effective Date and Applicability. This Resolution shall take effect on MM/DD/YYYY, and the rules of procedure in this Resolution shall supersede all previous rules of procedure that may heretofore have been adopted by the Council.~~

APPENDIX D – CHARGING STATEMENT TEMPLATE



SUBCOMMITTEE CHARGING STATEMENT TEMPLATE

CHARGE OF THE COMMITTEE

The purpose of this committee is to examine the Articles of Association for necessary updates. Specifically they should examine.....

DELIVERABLE

The subcommittee will produce a draft revised document for Council consideration

OFFICERS

Chair:

Vice Chair:

COMMITTEE MEMBERS

ASSIGNED STAFF

Passed and adopted at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 3rd day of May, 2012.

ATTEST:

Name, Executive Director

Name, Chair



OPEN MEETING REQUIREMENTS OF THE COLORADO SUNSHINE LAW¹

The Open Meetings Law (OML),² 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."³ 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.⁴

	State Body	Local Body
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.

¹ 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.

² Section 24-6-401 and 24-6-402, C.R.S.

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

⁴ http://tornado.state.co.us/gov_dir/leg_dir/olls/legal_topics.htm

	State Body	Local Body
	function.	
MEMBERS:	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.
NOTICE:	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.
MINUTES:	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.
EXECUTIVE SESSION:	<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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AGENDA ITEM SUMMARY (AIS)

North Front Range Transportation & Air Quality Planning Council



Meeting Date	Agenda Item	Submitted By
August 2, 2018 Loveland	Pavement and Bridge Condition Measures (PM2) and Performance of NHS, Freight and CMAQ Measures (PM3)	Alex Gordon
Objective/Request Action		
To discuss supporting the Statewide Targets set by the Colorado Department of Transportation (CDOT) for the 12 performance measures related to pavement and bridge conditions and the performance of the NHS, freight, and CMAQ.		<input type="checkbox"/> Report <input type="checkbox"/> Work Session <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action
Key Points		
<ul style="list-style-type: none"> Per federal requirements, the NFRMPO must set Targets for 12 national performance measures for the 2018 through 2022 time period by November 16, 2018. CDOT set Statewide Targets for bridge and pavement condition, NHS performance, freight, and CMAQ emissions reductions on April 18, 2018. The NFRMPO has 180 days from this date to set their own or adopt State Targets. To set Targets, the NFRMPO can either: <ul style="list-style-type: none"> Support the CDOT Statewide Targets and agree to plan and program projects to contribute toward accomplishment of the state targets, or Set Targets specific to the NFRMPO region. 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. CDOT must set Targets for the performance measures at 2-year and 4-year increments. In 2020, CDOT can update their Targets based on performance in the first 2-year reporting period. The NFRMPO's Targets will be adopted into the FY2020-2023 Transportation Improvement Program (FY2020-23 TIP) and the <i>2045 Regional Transportation Plan (2045 RTP)</i>. 		
Committee Discussion		
Performance Measures and Targets were taken as discussion items to TAC on June 20, 2018 and July 18, 2018. NFRMPO staff presented the Performance Measures and Targets in the context of the <i>Goals, Objectives, Performance Measures, and Targets (GOPMT)</i> which will be adopted for the <i>2045 RTP</i> at the June 20 meeting. At the July 18 meeting, TAC discussed Performance Measures and Targets as a separate item and recommended adopting the State Targets and programming projects to help the region contribute to meeting the Statewide Targets.		
Supporting Information		
<ul style="list-style-type: none"> The Moving Ahead for Progress in the 21st Century Act (MAP-21) and subsequent Fixing America's Surface Transportation Act (FAST Act) require State Departments of Transportation (State DOTs), public transportation agencies, and Metropolitan Planning Organizations (MPOs) to conduct performance-based transportation planning by setting Targets for national Performance Measures and reporting on progress. The Federal Highway Administration (FHWA) established the following performance measures in April 2016 (23 CFR Part 490 Subparts A, C, D, E, F, G, and H): <ol style="list-style-type: none"> Percentage of pavement on the Interstate System in Good Condition Percentage of pavement on the Interstate System in Poor Condition Percentage of pavement on the Non-Interstate NHS in Good Condition Percentage of Pavement on the Non-Interstate NHS in Bad Condition Percentage of NHS bridges classified as in Good Condition Percentage of NHS bridges classified as in Poor Condition Percent of person-miles traveled on the Interstate System that are reliable Percent of person-miles traveled on the non-Interstate System that are reliable Truck Travel Time Reliability Index VOC Reduction Carbon Monoxide Reduction 		

Supporting Information (continued)

12. Nitrogen Oxides Reduction

- MPOs are required to either support the state DOT's targets or set their own within 180 days of the state setting their targets. MPOs may choose either option for each performance measure.
- Regardless of the target setting option, the NFRMPO's Targets must be reported to CDOT.
- Reliable person-miles are defined as Level of Travel Time Reliability (LOTTR) is defined as the ratio of the longer travel times (80th percentile) to a "normal" travel time (50th percentile), using data from FHWA's National Performance Management Research Data Set (NPMRDS) or equivalent.
- Pavement condition is measured in the Highway Performance Monitoring System (HPMS) data and is measured by CDOT using national standards.
- Bridge condition is measured through the National Bridge Inventory (NBI) and is measured by CDOT using national standards.
- The NFRMPO does not need to set Targets for the following performance measures in the 2018-2022 reporting period, but will have to after 2022:
 1. Annual hours of Peak-Hour Excessive Delay per capita
 2. Percent of non-Single Occupancy Vehicle travel
- The NFRMPO does not need to set a target for Particulate Matter (PM) because the NFRMPO region is not in Non-Attainment or Maintenance for PM, and PM is not a criteria pollutant for ozone.
- FHWA fact sheets are included as links in the *State (CDOT) Targets for PM2 and PM3* attachment for more information and clarification on requirements and timelines.

Advantages

- Adopting the State's Targets requires less staff time than setting Targets specific to the NFRMPO.
- The NFRMPO has already supported State targets for the Safety Performance Measures.
- CDOT has analyzed data at the MPO-level in comparison to the State.
- Interstate and Non-Interstate NHS roads are predominantly owned and/or maintained by CDOT.

Disadvantages

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

Analysis /Recommendation

At the June and July 2018 TAC meetings, TAC recommended Planning Council support the CDOT Statewide Targets for the 12 performance measures by agreeing to plan and program projects to contribute toward the accomplishment of those targets.

Attachments

- State targets for Bridge and Pavement condition, System Reliability, Freight Movement, and CMAQ emissions performance measures
- Map of NFRMPO NHS system

Table: State (CDOT) Targets for PM2 and PM3

Pavement Condition	Performance Measure	State Target
	<i>Percentage of pavement on the Interstate System in Good condition</i>	47%
	<i>Percentage of pavement on the Interstate System in Poor Condition</i>	1%
	<i>Percentage of pavement on the Non-Interstate NHS in Good Condition</i>	51%
	<i>Percentage of pavement on the non-interstate NHS in Poor Condition</i>	2%
	FHWA fact sheet: https://www.fhwa.dot.gov/tpm/pubs/PM2PavementFactSheet.pdf	

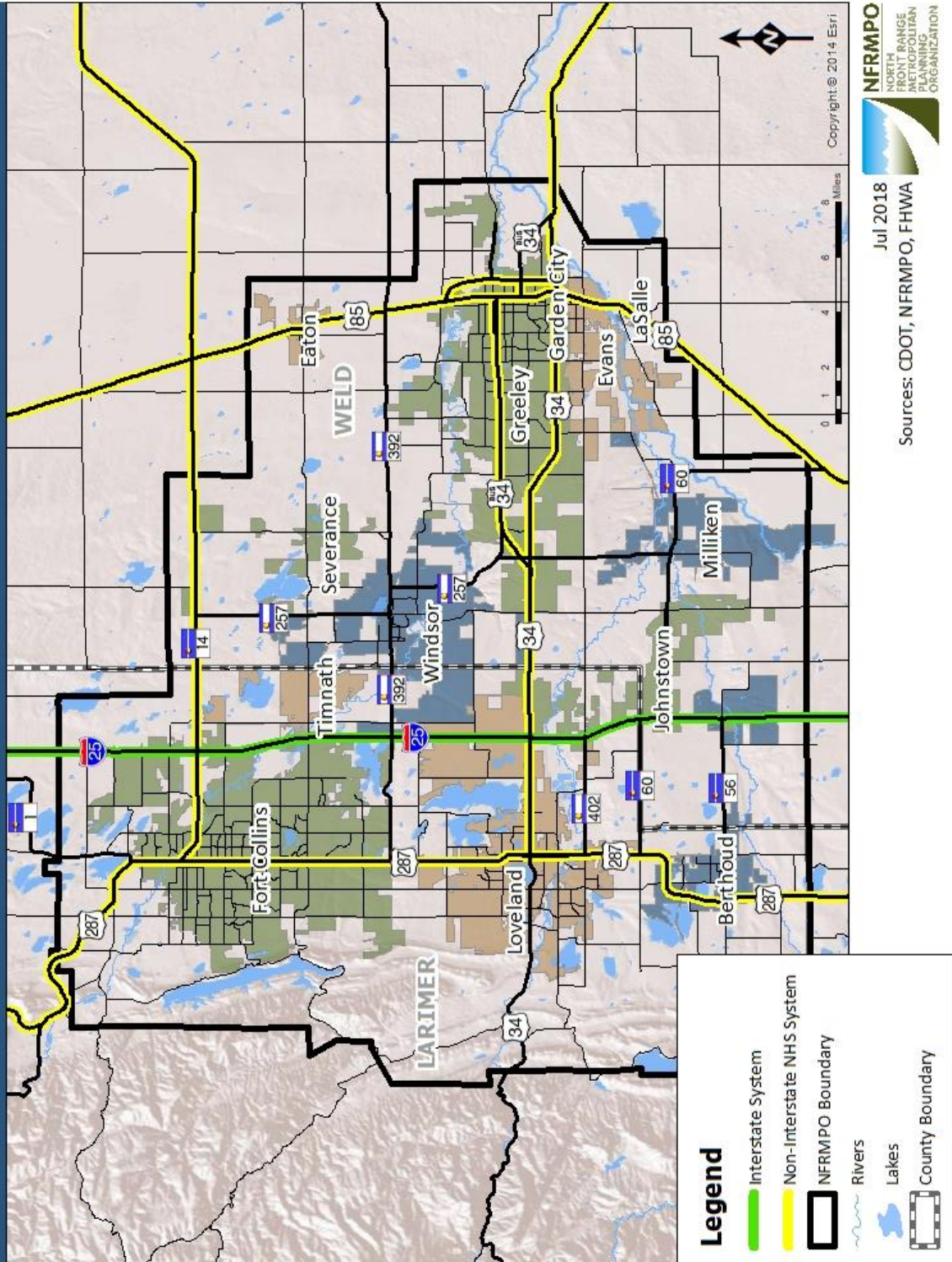
Bridge Condition	Performance Measure	State Target
	<i>Percentage of NHS bridges classified as in Good Condition</i>	44%
	<i>Percentage of NHS bridges classified as in Poor Condition</i>	4%
	FHWA fact sheet: https://www.fhwa.dot.gov/tpm/pubs/PM2BridgeFactSheet.pdf	

System Reliability	Performance Measure	State Target
	<i>Percent of person-miles traveled on the Interstate System that are reliable</i>	81%
	<i>Percent of person-miles traveled on the non-Interstate NHS that are reliable</i>	64%
	FHWA fact sheet: https://www.fhwa.dot.gov/tpm/rule/pm3/reliability.pdf	

Freight Movement	Performance Measure	State Target
	<i>Truck Travel Time Reliability Index</i>	1.5
	FHWA fact sheet: https://www.fhwa.dot.gov/tpm/rule/pm3/freight.pdf	

Environmental Sustainability	Performance Measure	State Target
	<i>VOC Reduction</i>	105
	<i>Carbon Monoxide Reduction</i>	1,426
	<i>Nitrogen Oxides Reduction</i>	105
	FHWA fact sheet: https://www.fhwa.dot.gov/tpm/rule/pm3/onroadmobile.pdf	

National Highway System



STAC Summary – June 22nd, 2018

- 1) **Introductions & May Minutes – Vince Rogalski (STAC Chair)**
 - a) May 2018 STAC Minutes approved without revisions.
- 2) **Transportation Commission Report – Vince Rogalski (STAC Chair)**
 - a) High Performance Transportation Enterprise (HPTE)
 - i) The HPTE has a new member, Travis Easton.
 - ii) The E-470 Agreement was extended for 3 more years.
 - iii) HPTE has 2 projects in design and 2 others under construction. In addition, the development of an Express Lanes Master Plan is underway.
 - b) Transportation Commission (TC)
 - i) \$94 million in SB 1 funds were approved for the I-25 Gap project to avoid delays resulting from the SB 267 lawsuit.
 - ii) The TC's Asset Management Committee is seeking more dollars for surface treatment and will return to the TC with a proposal.
 - iii) An update on the State Freight and Passenger Rail Plan was presented to the TC and they requested additional information and discussion of plan policies.
- 3) **Message from the Executive Director – Mike Lewis (CDOT Executive Director)**
 - a) There are a number of important items on the agenda today and we have an opportunity and obligation to help educate the public on the statewide transportation need.
 - b) As a group, we are challenged to prioritize our needs and share limited resources in order to do what is best for the State of Colorado.
- 4) **Senate Bill 1 – Jeff Sudmeier (CDOT Chief Financial Officer) and Herman Stockinger (CDOT Office of Policy & Government Relations)**
 - a) The first SB 1 transfer is expected shortly after July 1st, with \$345 million coming to CDOT, another \$75 million going to cities and counties (at a 50/50 split) and the final \$75 million going to the Multimodal Fund.
 - b) A staff-recommended list of projects to fund with these dollars was presented to the TC for review in June and will be approved in July. At that time they will also evaluate how to use the first two years of SB 267 funds, when they become available.
 - c) One project included on the list is the I-25 Gap, originally intended to be funded using SB 267 dollars, which are now on hold due to a pending lawsuit.
 - d) CDOT is also looking to prioritize ADA improvements with a portion of the funds.
 - e) STAC Discussion: Representatives discussed the best uses of SB 1 funds, including Asset Management, full funding of multi-phase projects, and the breakdown between Tier 1 and Tier 2 Development Program projects. There was also conversation around the multiple scenarios for the future of SB 267 based on the passage or failure of upcoming ballot initiatives.
- 5) **Draft Multi-Modal Projects for Ballot Initiative – David Krutsinger (CDOT Division of Transit & Rail) and Herman Stockinger (CDOT Office of Policy & Government Relations)**
 - a) The discussion focused on the *bondable* multimodal projects to be potentially included on a ballot list.
 - b) To be considered eligible for bonding, a project must be at least \$10 million dollars with a minimum 50% local match.
 - c) Other multimodal projects smaller than \$10 million or without 50% match are still eligible for funding through the ballot, but would not be bonded or included on a project list.
 - d) The list is continuing to develop and CDOT staff is soliciting input from the regions, planning partners, and the members of the STAC on what else to include.

- e) STAC Discussion: Representatives suggested the addition of several multimodal projects, the pros and cons of including transit projects on a ballot list, and the importance of geographic equity and providing a visual reference to help the public understand how investments would be distributed statewide.
- 6) **Ballot Initiative** – *Herman Stockinger (CDOT Office of Policy & Government Relations)*
- a) CDOT staff wanted to review the funding proposals with the STAC and discuss right-sizing of the draft ballot list and how to add new projects or programs if there is an opportunity to expand the list.
 - b) The \$.62 ballot initiative would produce \$345 million in annual revenue, which could bond to around \$5 billion in total. If the sales tax revenue grows over time by an estimated 2.9%, then the total bondable level might grow to around \$7 billion.
 - c) One question is whether to expand the project list to account for a full \$7 billion, and if so, what to add.
 - d) It is not yet clear whether the full amount received by CDOT would be bonded or not.
 - e) STAC Discussion: Representatives discussed the appropriate level of bonding any ballot funds and reached consensus on bonding the full \$345 million anticipated in the first year. They also agreed on the prospect of increasing the project list, including a pool for pavement projects that will allow future flexibility. They also discussed the need for fiber investments and alternative routes to I-70 and I-25. Lastly, there was discussion of the importance of having accurate cost estimates in order to avoid overruns and having to later eliminate projects that were promised to the public.
 - f) STAC Action: STAC endorsed the proposed staff approach for expanding the ballot list and agreed to participate in the STAC/TC workshop to be held on July 18th before final TC approval of the updated list. Two members of the STAC dissented from supporting the staff proposal due to the lack of time available to review with their TPR members.
- 7) **Statewide Planning Rules** – *Tim Kirby (CDOT Multimodal Planning Branch)*
- a) The Statewide Planning Rules govern the state transportation planning process and were updated through an iterative process involving public and stakeholder engagement.
 - b) Following Transportation Commission approval the rules will be submitted to the Attorney General’s Office and become effective by September 14th.
 - c) STAC Action: Representatives voted to support the adoption of the Statewide Planning Rules.
- 8) **Discretionary Grants - BUILD** – *Debra Perkins-Smith (CDOT Division of Transportation Development) and Herman Stockinger (CDOT Office of Policy & Government Relations)*
- a) BUILD is an updated version of the TIGER program that includes a grant limit of \$25 million.
 - b) Colorado is submitting 5 applications, the first from CDOT and the rest from local agencies (with CDOT support):
 - i) CDOT Statewide Connected Vehicle (CV) Ecosystem
 - ii) SH 13 Reconstruction
 - iii) I-25 North: SH 56 to SH 402
 - iv) US 85 Centennial Highway Improvements
 - v) US 160 and SH 151 Wildlife Mitigation Partnership
 - c) Due to the application deadline, the TC approved potential funding matches for the 5 projects last week, but is requesting a STAC concurrence at this time.
 - d) STAC Discussion: Bill Haas from FHWA - Colorado pointed out that there is confusion about the due date of BUILD grants and encouraged applicants to submit earlier to be on the safe side.
 - e) STAC Action: STAC recommended approval of the proposed BUILD project grant submittals.
- 9) **Multi-Objective Decision Analysis (MODA) & the National Highway Freight Program (NHFP)** – *Tim Kirby (CDOT Multimodal Planning Branch)*

- a) MODA is a new tool proposed to aid CDOT in project selection that is data-driven, collaborative, and can evaluate trade-offs.
- b) It is one tool to use in decision-making, but it does not make the final decision.
 - i) Other factors include stakeholder input, advisory committees, and the Transportation Commission.
- c) The National Highway Freight Program is the first program to use MODA to inform investment decisions.
- d) CDOT staff will return to the STAC and TC in July to review the MODA results and proposed NHFP projects.
- e) STAC Discussion: Representatives discussed the MODA system and potential best practices including the use of negative scoring, disparate weighting, and the potential inclusion of rail projects in the future.

10) **Other Business** – *Vince Rogalski (STAC Chair)*

- a) The STAC/TC workshop to discuss the updated Ballot List of projects will be held on the afternoon of July 18th between 3:00 and 5:00 PM.
- b) The next STAC Meeting will be held on July 27th at CDOT Headquarters (2829 W. Howard Place, Denver).

11) **STAC Adjourns**

Materials for this month's STAC Meeting can be found at the link below:

<https://www.codot.gov/programs/planning/documents/stac-archives/2018-stac>