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 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
October 4, 2018
Riverside Library
& Cultural Center
3700 Golden Street
Evans, CO

NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL
 MEETING AGENDA
September 6, 2018

LaSalle Town Hall
128 N. 2nd Street
LaSalle, 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-August 2, 2018 (Pg. 7)

Lead Planning Agency for Air Quality Agenda

Estimated Time

COUNCIL REPORTS:

- | | | |
|--|------------------|--------|
| 3. Air Pollution Control Division (APCD) | Chris Colclasure | 15 min |
| 4. Regional Air Quality Council (RAQC) | (Written Report) | |

Metropolitan Planning Organization (MPO) Agenda

Estimated Time

REPORTS:

- | | | |
|------------------------------|------------------|--------|
| 5. Report of the Chair | Tom Donnelly | 5 min |
| 6. Executive Director Report | Suzette Mallette | 10 min |
| 7. Finance (Pg. 13) | Kristie Melendez | 5 min |
| 8. TAC (Pg. 16) | (Written Report) | |
| 9. Mobility (Pg. 17) | (Written Report) | |

CONSENT ITEM:

- | | | |
|--|-----------------|--|
| 10. 2 nd Quarter Unaudited Financials (Pg. 19) | Crystal Hedberg | |
| 11. Target Setting for PM2 (Pavement & Bridge Condition Measures) & PM3 (Performance of NHS, Freight, & CMAQ Measures)(Pg. 32) | Alex Gordon | |

ACTION ITEMS:

- | | | |
|--|--------------------|--------|
| 12. Articles of Association (Pg. 36) | Suzette Mallette | 5 min |
| 13. NFRMPO Personnel Policies (Pg. 83) | D Clark/Robitaille | 15 min |

PRESENTATIONS:

- | | | |
|---|------------------|--------|
| 14. Ballot Initiatives 153 & 167 Analysis | Solin/Stockinger | 15 min |
| 15. Larimer County Project Priorities | Todd Blomstrom | 15 min |

ACTION ITEMS:

- | | | |
|---|---------------|--------|
| 16. Initiative 167 Projects (Pg. 112) | Mallette/CDOT | 10 min |
| 17. RPP Formula Distributions (Pg. 114) | Becky Karasko | 5 min |

DISCUSSION ITEMS:

- | | | |
|---|------------------|--------|
| 18. Initiative 153 -Local Funds (Pg. 116) | Suzette Mallette | 10 min |
| 19. UPWP Amendment #3 (Pg. 118) | Becky Karasko | 5 min |
| 20. 2018 Call for Projects Process (Pg. 123) | Medora Kealy | 10 min |
| 21. 2045 Goals, Objectives, Performance Measures, and Targets (GOPMT) (Pg. 130) | Gordon/Martin | 15 min |

COUNCIL REPORTS:

- | | | |
|--|------------------|--------|
| Transportation Commission/CDOT R 4 (Pg. 149) | Gilliland/Olson | 15 min |
| I-25 Update | Gerry Horak | |
| STAC (Pg. 150) | (Written Report) | |
| Host Council Member Report | Paula Cochran | |

MEETING WRAP-UP:

- | | |
|---------------------------------------|-------|
| Next Month's Agenda Topic Suggestions | 5 min |
|---------------------------------------|-------|



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

NFRMPO Council Meeting

LaSalle Town Hall - 128 N 2nd Street



Aug, 2017

Sources: CDOT, NFRMPO

0.1 0.05 0 0.1 Miles



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

**August 2, 2018
Loveland Public Works Administration Building
2525 West 1st Street
Windsor, CO**

Voting Members Present:

Tom Donnelly - Chair -Larimer County
William Karspeck -Berthoud
Glenn Ledall -Eaton
Gerry Horak -Fort Collins
Troy Mellon -Johnstown
Paula Cochran -LaSalle
Dave Clark -Loveland
Matthew Gordon -Severance
Kathy Gilliland -Transportation Comm.
Julie Cozad -Weld County
Ken Bennett -Windsor
Aaron Pearson -Timnath

Voting Members Absent:

Chris Colclasure -CDPHE
Mark Clark -Evans
Robb Casseday -Greeley
Elizabeth Austin -Milliken
*No Member -Garden City

MPO Staff:

Suzette Mallette, Executive Director; Becky Karasko, Regional Transportation Planning Director; Alex Gordon, Transportation Planner II/Mobility Coordinator.

In Attendance:

Dawn Anderson, Jeff Bailey, Darin Barrett, Matt Brown, Chad Crager, Spencer Dodge, Sean Dougherty, Jim Eussen, Chad Hall, Michelle Hansen, Butch Hause, Joel Hemeseth, Myron Hora, Wayne Howard, Mark Jackson, Lou Keen, Dave Klockman, Peter Kozinski, Zeke Lynch, Rusty McDaniel, Mitch Nelson, Karen Schneiders, Robin Stoneman and David Woolfall.

Chair Donnelly called the MPO Council meeting to order at 6:01 p.m. and asked all Council members to introduce themselves.

PUBLIC COMMENT:

There was no public comment.

APPROVAL OF THE MEETING AGENDA:

*CLARK **MOVED** TO APPROVE THE AUGUST 2, 2018 MEETING AGENDA. The motion was **seconded** and **passed** unanimously.*

APPROVAL OF THE MINUTES:

*CLARK **MOVED** TO APPROVE THE MAY 29, 2018 SPECIAL MEETING MINUTES AND THE JUNE 7, 2018 MEETING MINUTES. The motion was **seconded** and **passed** unanimously.*

Lead Planning Agency for Air Quality Agenda

Chair Donnelly opened the Air Quality portion of the meeting.

Air Pollution Control Division

A written report was provided.

Regional Air Quality Council (RAQC)

A written report was provided. Cozad announced Mike Silverstein had been selected as the new Executive Director of RAQC. Silverstein will start at the end of August and Steve McCannon will remain Interim Executive Director until then.

Metropolitan Planning Organization (MPO) Agenda

Chair Donnelly opened the MPO portion of the meeting.

REPORTS:

Report of the Chair:

Chair Donnelly did not give a report.

Executive Director Report:

Malette reported as she reviewed and revised the NFRMPO Articles of Association it was discovered the Council should be receiving copies of the minutes from the Larimer County Mobility Council (LCMC) and the Weld County Mobility Committee (WCMC). These groups meet every other month and the most current minutes will be distributed. She also stated there was a revised letter from the NoCo Bike and Ped Coalition included in the packet requesting the Technical Advisory Committee (TAC) consider the listed items in the future when considering and recommending approval on programs, projects, and plans to the NFRMPO Planning Council. She indicated this could be considered the final action on the original request of two I-25 underpasses earlier in the year.

Malette provided handouts to the Council regarding Ballot Initiative 153 for a .62 sales tax for transportation and CDOT'S LIST: TC (Transportation Commission) Adopted July 2018. This list is CDOT's projects for the 45% of the funds. She explained Initiative 153's proposed transportation funding would be divided into three pots; 45% to CDOT, 40% to local governments, and 15% to multi-modal transportation. There was a joint meeting of the TC and STAC in July which went through the project list in detail. A draft project list from CDOT was adopted by the Council at the April meeting. Further modifications to the list occurred at the June 7th meeting when Council provided input to CDOT Executive Director, Mike Lewis. The consensus from Council at the June 7th meeting was to prioritize I-25 segments 5 & 6 and the full EIS alignment of segments 7 & 8. The CDOT list with these projects identified was approved by both the Transportation Commission and STAC in July. Mallette clarified the other handouts where municipality and county lists that identify forecast revenue for the proposed 40% of local money if the .62 sales tax passes, the 40% is split 50/50 between municipalities and counties.

Donnelly complimented the efforts of Gilliland, Mike Lewis, and Johnny Olson, indicating even though this is not the full three + one buildout that was requested, it would include all the infrastructure, bridges and interchanges in segments 7 & 8. He suggested members speak to their governing boards to help advocate for feasible solutions for Northern Colorado. Gilliland thanked Donnelly, Horak, Barbara Kirkmeyer, David May, and others who presented their concerns to the Transportation Commission. Sean Conway recognized Gilliland and the TC had worked diligently to get segments 7 & 8 back on the North I-25 tier one list. He also mentioned there would be a meeting from 9-10:30 a.m. on August 4th at the Evans Recreation Center to discuss Ballot Initiative 167. Gilliland noted CDOT's 10-year Development Plan was available on CDOT's website and lists all the projects across Colorado. More information regarding what the funding may be used for will be discussed in

September. Mellon suggested the possibility of having contractor shortages, especially in smaller communities. Gilliland responded the additional work projected for the State may bring an influx of workers from other states. Schneiders informed the Council of CDOT's proactive plan to begin preparing construction schedules, using what they have learned in the past from projects of this magnitude. She added the importance of CDOT understanding very early on what communities' plan to do with their projected funding and possible partnerships, even though no one can really start anything until November. Gilliland requested information on the pros and cons of whichever initiatives will potentially make the ballot be presented to Council in September.

Finance:

Horak briefly reviewed information from July 19th Finance Committee and added the committee is currently looking at uses for some of the VanGo funds. One possibility could be for connections between communities using Regional Transit Routes. Staff will make recommendations to the Committee and they will be vetted and brought to the Council in the fall. Mallette explained how funding feeds from VanGo miles traveled into the National Transit Database, to the City of Fort Collins and then to the VanGo program. Donnelly commended staff and the Finance Committee for VanGo being a well-run program which offers a convenient service and is nearly self-sustaining through ridership fees. Donnelly mentioned Larimer County was looking into ways to regionally enhance Dial-A-Ride type services to provide seniors with more options. He asked the MPO Council to also consider more efficient, cost-effective options in which the MPO may offer support. Cozad said as a transportation planning region it would be good to discuss as a potential regional effort for the future and work to also get ride providers on board. She added she would like to take that discussion to the State Transportation Commission before it becomes a bigger problem for communities. Mallette noted the NFRMPO, Larimer County and the Partnership for Age-Friendly Communities have been working together on regional solutions and have been awarded a 5304 Grant and a National Aging and Disability Transportation Center (NADTC) Grant with a combined total of \$65k - \$70k. Working collaboratively they want to first consider a business plan and secondly look at software for pilot-testing One Call - One Click type transportation service aimed at seniors and individuals with disabilities. She believes that as a regional agency, the MPO may be very beneficial to this pursuit.

TAC:

A written report was provided.

Mobility:

A written report was provided.

Q2 TIP Modification Update:

A written report was provided.

ACTION ITEMS:

Adjustment to Current ICMA 401 Plan

Crystal Hedberg, Finance Director, explained that the current pension plan for employees, excluding the Executive Director, needs to be modified. This resolution removes the Executive Director from the employee pension plan.

*GILLILAND **MOVED** TO APPROVE RESOLUTION NO. 2018-14 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. The motion was **seconded** and **passed** unanimously.*

PRESENTATION:

CDOT RoadX Update

Peter Kozinski, CDOT RoadX Director, presented the RoadX Update presentation to the Council. Horak asked what the annual budget was for the program. Kozinski responded the RoadX program had an approximate \$10M budget each year, which included all the projects discussed and building the infrastructure, citing Technology was migrating into transportation in unexpected ways. Gilliland said over its three years the RoadX program had done very well in keeping up with and sharing new technology in the industry. Kozinski said technology is ranked as one of the highest priorities in transportation planning worldwide and he felt CDOT was wise to be a leader. Horak questioned whether RoadX technology was good for everyone. Kozinski pointed out it was better to be proactive by acting and investing now as it is a positive investment and lives are being saved. Horak commented technology had been promised before, but never come to pass, he does not believe this will be great for everyone. Gilliland expressed the importance of safety and how the RoadX program allows more vehicles to move safely, which saves lives.

DISCUSSION ITEMS:

US 34 Planning and Environmental Linkages (PEL) Study Update

Chad Hall, CDOT Project Manager, and Zeke Lynch, Consultant Project Manager presented the US 34 Planning and Environmental Linkages (PEL) Study Update to the Council as the project is close to completion. Lynch stated they would like the opportunity to speak to all the communities in the region, noting so far, they held six meetings. Donnelly commended the team's collaborative effort and swiftness, indicating the PEL is an integral part of the planning process prior to any work beginning.

Revised MPO Personnel Policies

Julie Cozad, HR Subcommittee Vice Chair, explained an HR Consultant as well as an HR Subcommittee had been brought on to work through the process of updating what was formerly known as the NFRMPO Employee Handbook, which was renamed the NFRMPO Personnel Policies. She briefly reviewed the revisions from the AIS with the Council. Mallette thanked the HR Subcommittee for their commitment to the project and noted the changes were primarily for compliance, no additional benefits had been added. Horak questioned the lack of a policy for overtime for exempt staff and whether employees were expected to drive without distractions while driving their own vehicle or a rental vehicle for MPO business. Mallette agreed to look into the two items and stated the policies would be on the September agenda for approval by the Council.

Revised Articles of Association

Mallette briefly reviewed information from the Revised Articles of Association AIS with the Council, highlighting the addition of a standing HR Committee. She pointed out the revised draft allowed for there to be a standing HR Committee. Donnelly requested the Council members review the draft and send any questions, comments or revisions to Mallette before the September 6th meeting when they will be on the agenda for approval by the Council.

Pavement and Bridge Condition Measures (PM2) and Performance of NHS, Freight and CMAQ Measures (PM3)

Alex Gordon, Transportation Planner II/Mobility Coordinator briefly reviewed information from the Pavement and Bridge Condition Measures (PM2) and Performance of NHS, Freight and CMAQ Measures (PM3) then he gave the NFRMPO Targets for PM2 and PM3 presentation to the Council, highlighting the MPO is given 180 days to adopt the State targets as their own or set their own, and although many roads in the MPO region are not National Highway System (NHS), accepting the State's targets requires much less staff time. Mellon questioned if 100% System Reliability was truly recognized as reliable if it was actually just consistently poor. Gordon confirmed that was correct because it was not really measuring congestion, but the reliability of the congestion during a specific timeframe. Mellon asked the length of the benchmark timeframe. Gordon replied targets are set for

four years with the opportunity to reevaluate and change targets to what is currently consistent in two years. The MPO will need to set new targets in 2022. Bennett asked what the purpose was and what was trying to be communicated, indicating it made no sense and should not go out to the public because it did not send a clear message. Gordon replied all of the information was in MAP-21 and the FAST Act and was federally required but agreed there may be a better way to present the information, possibly when it is presented in the 2045 Regional Transportation Plan (RTP).

Mallette suggested it may be helpful to understand where the NFRMPO benchmark came from. Gordon responded it came from the National Performance Management Research Data Set which takes all of the Bluetooth data the NHS collects from across the country and compares all 15-minute intervals over the time period the information is collected and work with the University of Maryland's CATT lab which takes all the information and evaluates it and converts it into the provided data. Mallette stated it was essentially real travel time captured through Bluetooth devices. Donnelly indicated it was a federal requirement to adopt performance measures and this item would be on the agenda for approval in September. He asked if anyone had a request for more information before that meeting. Horak commented he felt it was important to relay to the public that managed lanes would make traffic more reliable, and that it came from accurate and precise measurements. Gordon added progress is expected with the analysis process once FHWA separates the data to show managed lanes versus general purpose lanes and not just center lanes, a process which is currently being evaluated. Horak said he wants CDOT to present the data showing a differential that is occurring and continues to occur with the use of managed lanes, so it can be presented accurately to the public.

COUNCIL REPORTS:

Transportation Commission Report /CDOT Region 4

Gilliland reported the Commission worked on project lists with help from STAC. She also noted there would be a ribbon cutting for I-70 at 8:30 a.m. on Friday, August 4th.

I-25 Update

Horak reported the next meeting was August 3rd.

STAC Report

A written report was provided.

Host Council Member Report- Clark welcomed everyone and thanked them for coming to Loveland. He then reported on the following transportation related projects in Loveland:

- The \$75M two block improvement known as the Foundry Project is continuing to progress. Recently the first condo received its Temporary Certificates of Occupancy (TCO) and tenant move-in is beginning. (The parking garage will get its TCO in the next couple weeks.) There is also a hotel and a movie theater in the process of being built. All will be very nice addition for Loveland's downtown area.
- A double lane roundabout will be going in near Mountain View High School road south of US 34 near Boyd Lake.
- Flood work is being done on Railroad Avenue and on Wilson Avenue where the road is being raised above the floodplain using grant funding.

Chair Donnelly announced there would be a reception for Larimer County Commissioner, Lew Gaitor, from 11- 1 on August 16 at the Larimer County Offices Building in Fort Collins.

MEETING WRAP-UP:

Next Month's Agenda Topic Suggestions:

1. *Presentation on ballot initiatives pros and cons*
2. *Discussion on Initiative 153- Local Funds*

The meeting was adjourned at 8:19 p.m.

Meeting minutes submitted by: Renae Steffen, MPO Staff

Finance Committee Report

- Finance Committee met on August 23, 2018
- The Committee reviewed the 2018 2nd Qtr. Unaudited Financial Statements.
- The Finance Committee recommends Council accept the 2nd Qtr. Unaudited Financial Statements.
- Staff let the committee know that the server has been down three times in the last six weeks.
- A temporary solution has been determined and will be implemented.
- Staff will continue to explore options for a long-term solution
- A Wireless Communication policy is being developed to cover costs of phone usage on personal phones.
- A draft policy will be brought to the committee for review and recommendation to Council
- An UPWP amendment will be prepared and presented to the committee at the next meeting for their review and recommendation to Council

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

August 23, 2018
7:30 a.m.
Egg & I
1205 Main Street
Windsor, CO

Members Present

Kristie Melendez
Dave Clark
Paula Cochran
Gerry Horak

Staff Present

Suzette Mallette
Merideth Kimsey
Crystal Hedberg

The meeting was called to order by Chair Melendez at 7:32 a.m.

Approval of Minutes:

The minutes of the July 19, 2018 meeting were accepted

2nd Quarter Unaudited Financial Statements and Investment Report

The 2nd Quarter Unaudited Financial Statements were reviewed. A discussion regarding actual to budget variances followed. Hedberg highlighted several budget variances on the MPO Statement of Revenues, Expenditures & Changes in Fund Balances.

- The 100% local match is 551% over budget due to unallowable legal fees and administrative leave.
- The MPO has incurred no fleet expense due to no longer owning a vehicle. MPO staff use VanGo vehicles and reimburses that program the standard mileage rate. This expense is booked to in-state travel
- Most of the year to date loss is because the current indirect cost rate does not cover all the indirect costs. All amounts paid to Larimer County for interim executive director costs were allocated to the administrative pool due to no detail of work completed. The severance for former executive director was required to be added to the administrative pool. The indirect cost rate will be adjusted in FY 2020 for these amounts.

It was noted the professional services and consultant costs are broken out on a separate schedule included with the financial statements.

The one item that was highlighted on the VanGo Statement of Revenues, Expenditures & Changes in Fund Balance was the bad debt with a budget variance of 490%. Accounts receivables are written off when a vanpooler account is sent collections. When a vanpooler is 45 days late in paying a fare, they are removed for the van and not allowed to ride until their account balance has been paid. After six months, if the amounts are still outstanding, the account is sent to collections. There was a delay in processing these accounts due to staff changes at year end. Some of the 2017 accounts were not sent to collection until early 2018

The committee agreed to recommend Council accept the 2nd quarter Unaudited Financial Statements.

Updates

Server. Staff let the committee know that the server has gone down three times in the last six weeks. In discussions with the IT consultants a temporary solution has been agreed upon and will be implemented. Horak suggested staff ask some of the member governments IT personnel for input in a long-range solution. Staff will continue to explore options.

Wireless Communication Policy. Mallette stated a policy is being developed to reimburse staff for MPO phone usage of personal phones. Another option would be to provide cell phones for staff. The committee request a draft policy be brought to them at the next meeting for review and recommendation to the Council.

UPWP Budget Amendment. Hedberg reported that a budget amendment would be prepared for the amended UPWP going before the Council for discussion at the September meeting. The budget would increase due to additional funding being obtained for projects through grants. All local match for these projects would be paid by Larimer County. A small community project for Severance will also be added. All other funding will remain the same. This budget will be brought before the committee at their next meeting.

Meeting Dates. Some of the members have a conflict with the regularly scheduled meeting on the third Thursday of each month. It was agreed to change the meeting dates to the third Tuesday of each month at the same time.

The meeting was adjourned at 8:34 a.m.

**EXECUTIVE SUMMARY of the
TECHNICAL ADVISORY COMMITTEE (TAC)
North Front Range Transportation and Air Quality Planning Council
August 15, 2018**

APPROVAL OF THE JULY 18, 2018 TAC MINUTES

Brimmer submitted a change to the July RAQC report. Anderson moved to approve the June 20, 2018 TAC minutes as amended. The motion was seconded by Jones and approved unanimously.

CONSENT AGENDA

Target Setting for PM2 (Pavement and Bridge Condition Measures) and PM3 (Performance of NHS, Freight, and CMAQ Measures) Targets - McDaniel moved to recommend Planning Council support the adoption of the Statewide targets for PM2 and PM3. The motion was seconded by Wagner and approved unanimously.

DISCUSSION ITEMS

2018 Call for Projects Process – Kealy explained the contents of the Draft 2018 Call for Projects guidebook, which identified eligible entities, eligible projects, project requirements, and scoring criteria for each funding program. Kealy highlighted major changes from the 2016 Call. TAC discussed changes to the STBG scoring criteria weighting for small communities, potentially setting aside funds for RAQC air quality modeling and other regional projects, ITS project requirements, and how to score TA projects related to environmental mitigation or historic/scenic transportation activities.

FY2018-FY2019 UPWP Amendment #3 – Karasko explained Task 2.11 was updated and Task 4.5 was added for FY2019 in the FY2018-FY2019 UPWP. The Finance Committee will review the FY2019 Budget Amendment on September 20, 2018 and it will go to Planning Council for approval at their October 4, 2018 meeting.

North Front Range Regional Rail Concept – Karasko summarized the discussion from a June meeting of communities along the Great Western Rail Corridor between Greeley and Fort Collins. Jones recommended TAC members and NFRMPO staff work together on a presentation for the October 4, 2018 Planning Council meeting. The presentation will highlight potential roles, funding mechanisms, and next steps for a rail study.

2045 Goals, Objectives, Performance Measures, and Targets (GOPMT) – Gordon presented a revised GOPMT framework with TAC recommendations incorporated. TAC provided feedback on the regional performance measures and targets recommended by NFRMPO staff. The GOPMT will go to Planning Council for discussion at their September 6, 2018 meeting.

2045 Regionally Significant Corridors (RSCs) – Kealy requested communities notify NFRMPO staff of the roadways for which they will request reclassifications by CDOT by September 5, 2018. The 2045 RSCs will return to TAC as an Action Item prior to March 2019 to allow the completion of the *2019 Congestion Management Process (CMP)* in spring 2019 and, if possible, after the reclassification process is complete.

2045 Regional Transportation Plan (RTP) Process and Schedule – Karasko highlighted the anticipated completion dates for components of the *2045 RTP*, stating TAC involvement will vary by component, but all final drafts will be brought to TAC for review.

OUTSIDE PARTNERS REPORTS

Regional Transit Agencies – Zeisel thanked CDOT and NFRMPO for providing letters of support for Transfort's application for the FTA's FY2018 Bus and Bus Facilities Discretionary Program, funding "Accessible Infrastructure Enhancement Project." Schneiders reported Bustang to Broncos games has begun.

Senior Transportation – Gordon stated a Bustang travel training is scheduled for October 4, 2018.

Regional Air Quality Council – Grubbs stated new RAQC Director, Mike Silverstein, will begin at the end of August. Funding is still available for the Commercial Lawn and Garden Equipment Program. The Alt Fuels Colorado Grant Request for Applications will remain open until September 27, 2018. The Denver-North Front Range 8-hour Ozone Nonattainment Area will not reach attainment this year.



Larimer County Mobility Committee

Meeting Notes – August 16, 2018

1:30 – 3:00 p.m., NFRMPO Offices

419 Canyon Ave, Suite 300 - Fort Collins, CO

LCMC Members in Attendance:

Darby Remley, Division of Vocation Rehab
Jim Becker, Partnership for Age-Friendly Communities
Ruth Fletcher-Carter, RAFT
Jason Brabson, Heart&SOUL Paratransit
Connie Nelson-Cleverley, SAINT
Angela Woodall, Foothills Gateway

NFRMPO Staff: Alex Gordon

Call meeting at 1:30pm

1. Review of Agenda

2. Public Comment (Non- Agenda Items)

3. Approval of Meeting Notes (June) Jason, Darby second.

4. Discussion Items

- 5304/NADTC Grant Update – Jim Becker corrected the agenda item which should have read “5304”, not “5310. Alex provided background to the grants, including the work done as part of the *Larimer County Senior Transportation Needs Assessment*. The 5304 grant will be used to draft a business, financial, and implementation plan for a one-call/one-click center in Larimer County by December 2019. The NADTC grant will be used for pilot technology projects as well as putting together an expert panel. Jim added the NADTC grant must be completed by the end of 2018, but Easterseals and the NADTC will work with the group to connect them to existing, successful programs.
- Bustang Travel Training – Alex provided an overview that the Senior Transportation Coalition has been working on a Bustang Travel Training. The Partnership for Age-Friendly Communities applied for a grant through AARP to do a big one-day travel training, which will be used for marketing and training purposes. There will be an application process but space will be distributed between Fort Collins, Loveland, and Berthoud. Ruth added the program should be for people who will potentially ride Bustang in the future to avoid individuals who may just want a free lunch in Denver. Jason suggested making a map or providing materials so people are aware of what is available at Union Station to give riders reasons to continue to take Bustang.
- 2045 RTE – Alex provided an update on the 2045 RTE. The Plan will be released for public comment starting this week. LCMC members were interested in receiving a copy to provide comments. The draft recommendation is to provide service on SH1, US287, US34, and US85, as well as support the Poudre Express.



Larimer County Mobility Committee

Meeting Notes – August 16, 2018

1:30 – 3:00 p.m., NFRMPO Offices

419 Canyon Ave, Suite 300 - Fort Collins, CO

Recommended policies are to ensure transit services are provided for individuals with all ability levels, so making sure new routes have a paratransit component.

- *NEMT Updates* – Jason reviewed the history of NEMT in Colorado and the current, existing issues. The Veyo Contract will be up within the next year (2019). A Request for Information (RFI) was recently released. A new expanded rule for NEMT is available for comment on the Colorado NEMT website. The group discussed groups to approach to help update the RFP for NEMT and to address the issues of individuals who are being left at appointments or not being picked up at all.

5. MC Program Updates

- No additional updates.

6. Council Member Reports

- Connie – SAINT made 26 contacts at New West Fest.
- Jason – Heart&SOUL is expanded by 4 vehicles, possibly three cars and a van. Greeley is the next area of focus for Heart&SOUL.

7. Adjournment – Meeting adjourned at 2:30 PM.

8. Next Meeting: October 18 at NFRMPO Offices, 419 Canyon Ave, Suite 300, Fort Collins



419 Canyon Avenue, Suite 300
Fort Collins, Colorado 80521
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MPO Planning Council

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Transportation Commission*

MPO Staff

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

Memorandum

TO: NFRMPO Council

FROM: Crystal Hedberg

Date: September 6, 2018

RE: CY 2018 2nd Quarter Unaudited Financial Statements

The North Front Range Transportation and Air Quality Planning Council (NFRT&AQPC) Unaudited Financial Statements for the 2nd Quarter of Calendar Year 2018 are attached for your review and acceptance. This includes financial statements for the Metropolitan Planning Organization (MPO) and the VanGo™ program (VanGo). (See notes below for basis of accounting and explanation of indirect costs.)

MPO Highlights-2nd Quarter

The contract for the consultant performing modeling work for the Transportation Model update was executed in January. Preliminary work was conducted during the first quarter. This project is budgeted to be completed by year end. The Transportation Model update is funded by Surface Transportation Block Grant Program funds and State Planning funds.

The funds to be received from Fort Collins in exchange for \$5310 funds will be determined during the fourth quarter of 2018 and recorded at that time.

Annual Budgeted local match is billed to the council community members in January of each year and recorded as deferred revenue on the Statement of Net Position. Each month the amount required to match grant billing is moved to local match. Also any expenditure that the council has agreed to fund 100% from local match is moved to a revenue account. A majority of the expenditures funded by 100% local match during the second quarter were legal fees to defend the MPO which are federal non allowable expenses and can not be reimbursed with federal funds.

The second quarter expenditures exceeded revenues resulting in a deficiency of \$17,830 for the quarter with an annual deficiency of \$134,532. A large part of the deficiency relates to the severance payment for the former executive director and consulting costs for the interim executive director which are indirect costs. The indirect cost rate will be adjusted in FY 2020 for these amounts. See Note 2 for a discussion of indirect cost rate reimbursements.

Detail notes regarding budget variances are provided on the North Front Range MPO statements.

VanGo™ Highlights – 2nd Quarter

The MPO works with the City of Fort Collins to exchange \$5307 and \$5339 for local dollars. This agreement provides the MPO with 62% of the allocated federal amount in local funds which do not require a Buy America waiver. The 2018 amount of \$5307 and \$5339 funds will be determined in the fall of 2018.

Consulting services were budgeted to add a module to the VanGo portal for National Database Reporting. It was determined in January 2018 not to pursue this portion of the portal.

The second quarter revenues exceeded expenses resulting in a net increase of \$9,440 for the quarter with an annual increase of \$16,450. This is due to interest income from VanGo investments.

Detail notes regarding budget variances are provided on the VanGo™ statements.

Action

The Finance Committee recommends that the North Front Range Transportation & Air Quality Planning Council review and accept the 2018 2nd Quarter Unaudited Financial Statements dated June 30, 2018.

Notes:

Note 1:

The NFRMPO operates on an accrual basis for the CY 2018 for reporting NFRMPO financial records. Accrual basis means that revenues are recognized when earned and expenses when incurred.

Note 2

The NFRMPO is reimbursed for indirect costs using a CDOT approved indirect cost rate. Indirect costs are those costs not readily identified with a specific project or organizational activity but incurred for the joint benefit to both projects and activities. Indirect costs include costs which are frequently referred to as overhead expenses (for example rent) and general administrative expenses (for example accounting department costs and office supplies). In approving annual indirect cost rates, CDOT uses expenditures based on the last audited financial statements, usually two years in arrears (for example, the 2017 indirect cost rate was calculated using the 2015 audited financial statement information). If the approved rate results in an overage or a shortfall compared to actual expenses, these amounts are added or subtracted from indirect costs the following year. The rate is calculated by dividing the indirect costs by direct payroll which includes salaries and benefits.

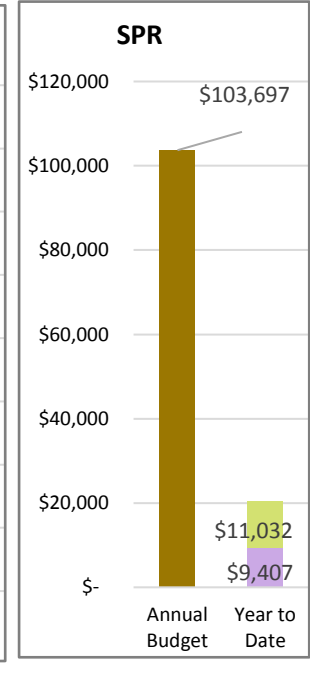
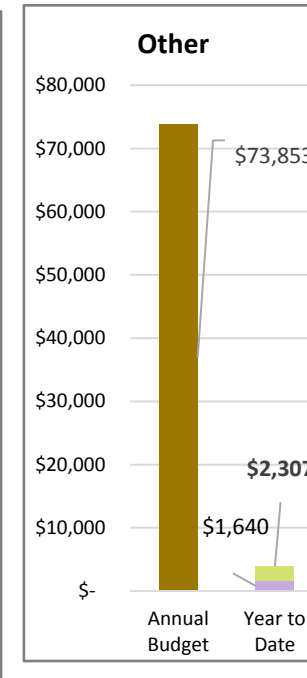
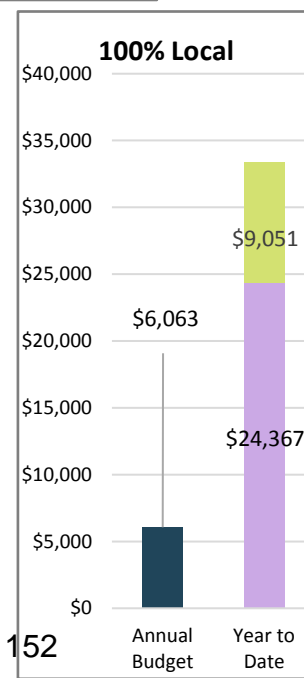
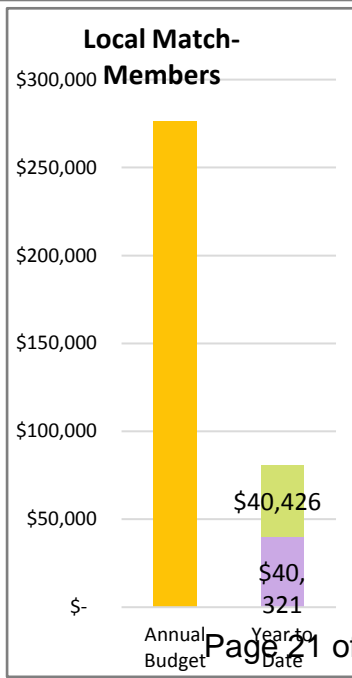
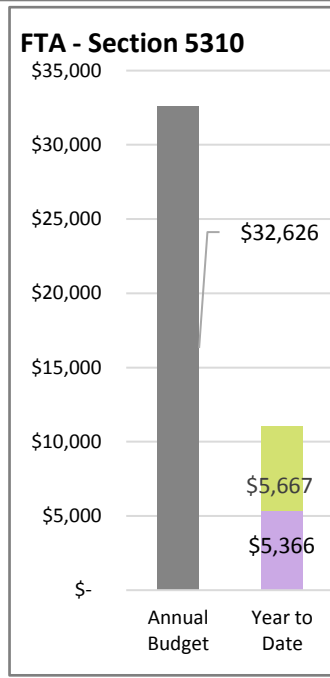
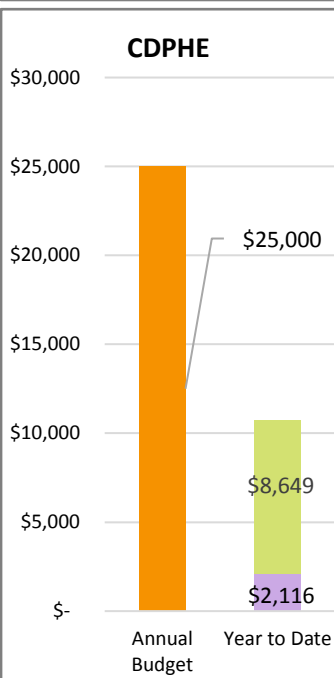
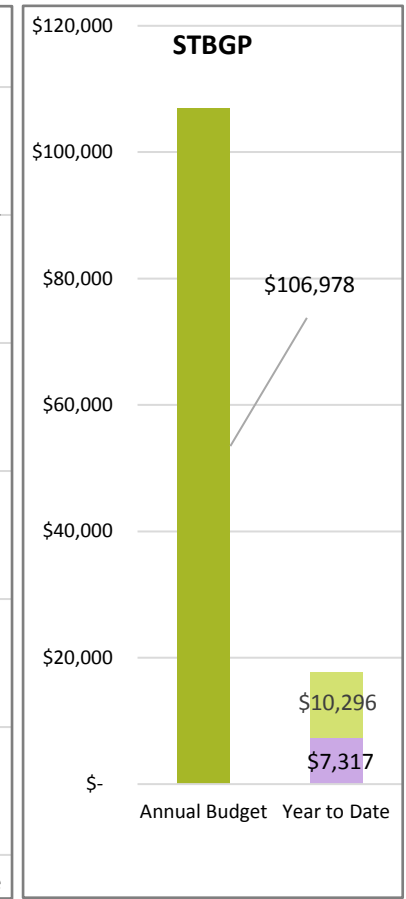
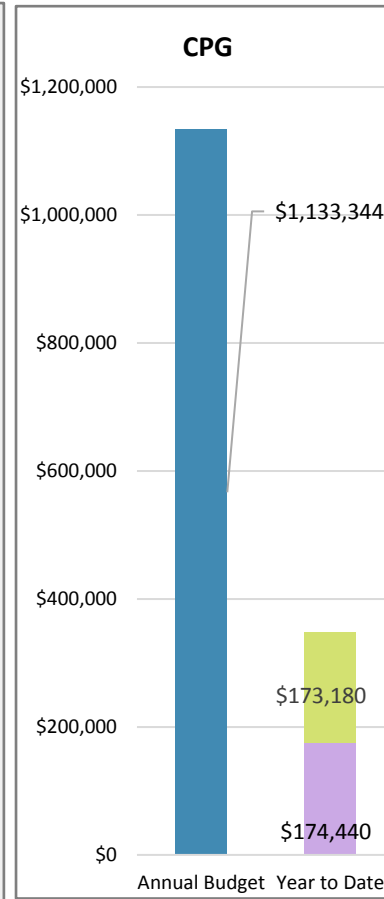
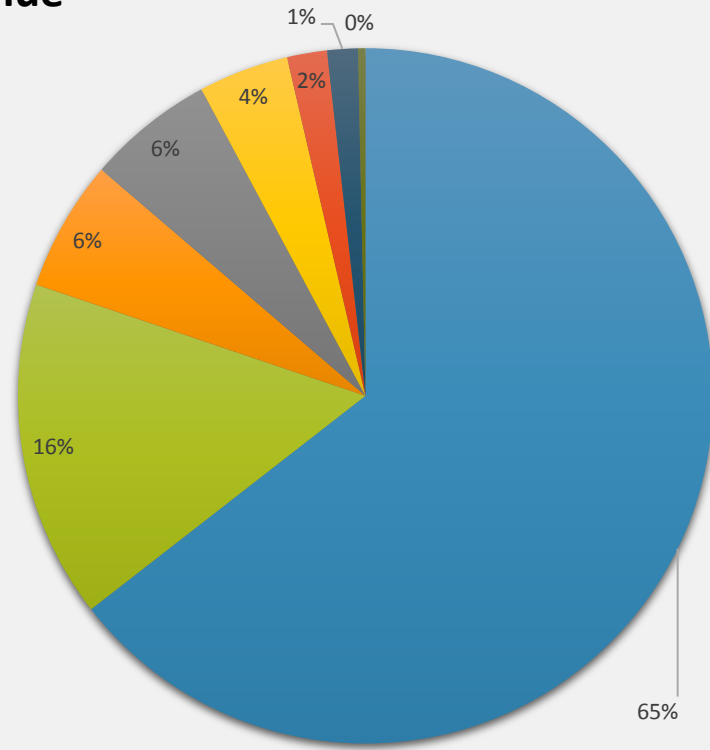
Metropolitan Planning Organization - REVENUE

Annual Budgeted Revenue vs. Revenue - 2018

Q1 Q2 Q3 Q4

Annual Budgeted Revenue

- CPG
- Local Match - Members
- STBGP
- State Planning Funds (SPR)
- Other
- FTA - Section 5310
- CDPHE
- 100% Local



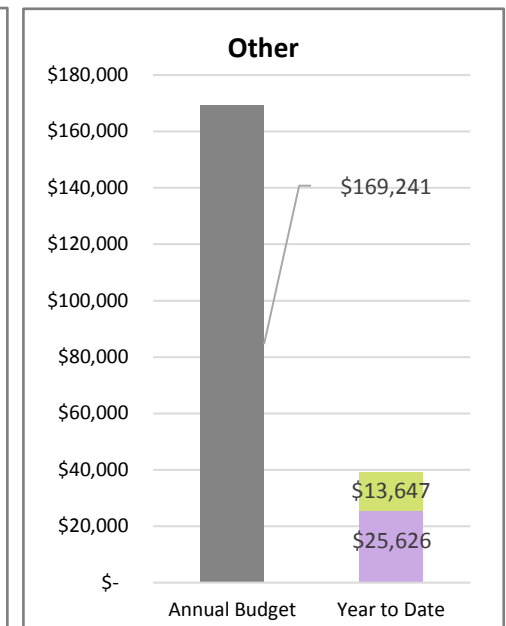
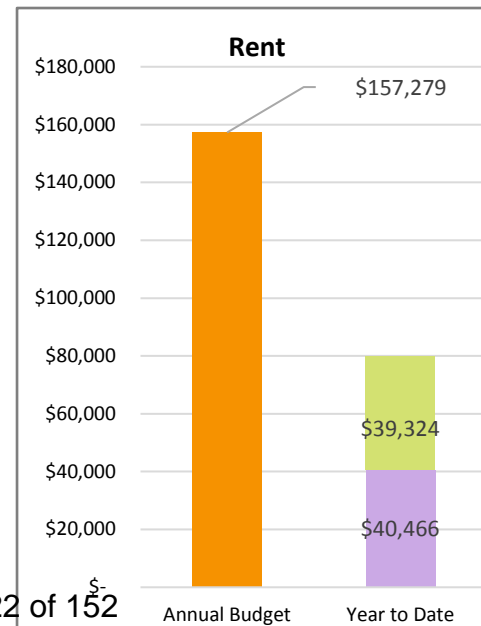
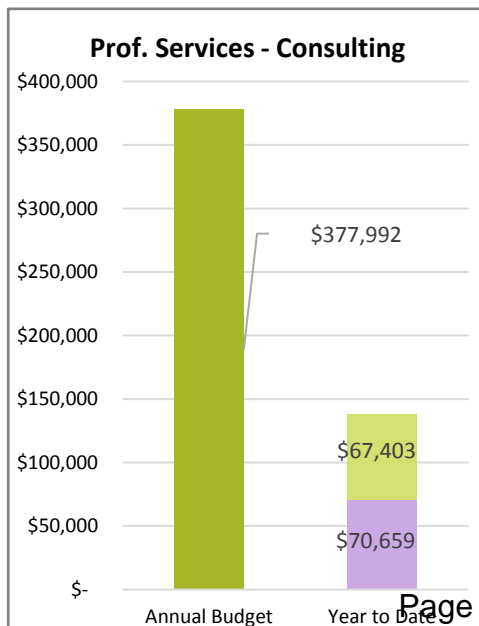
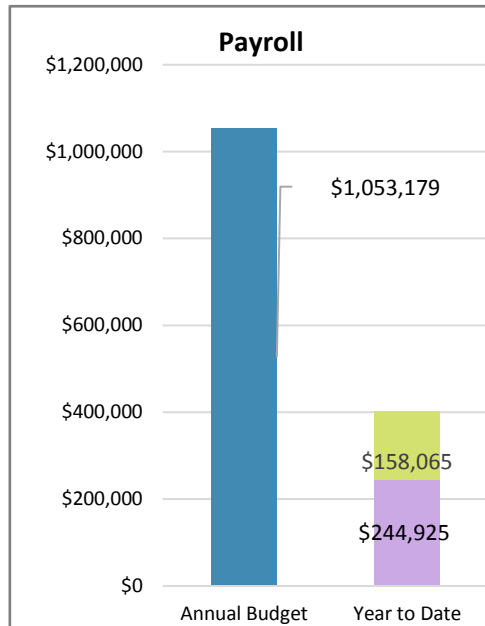
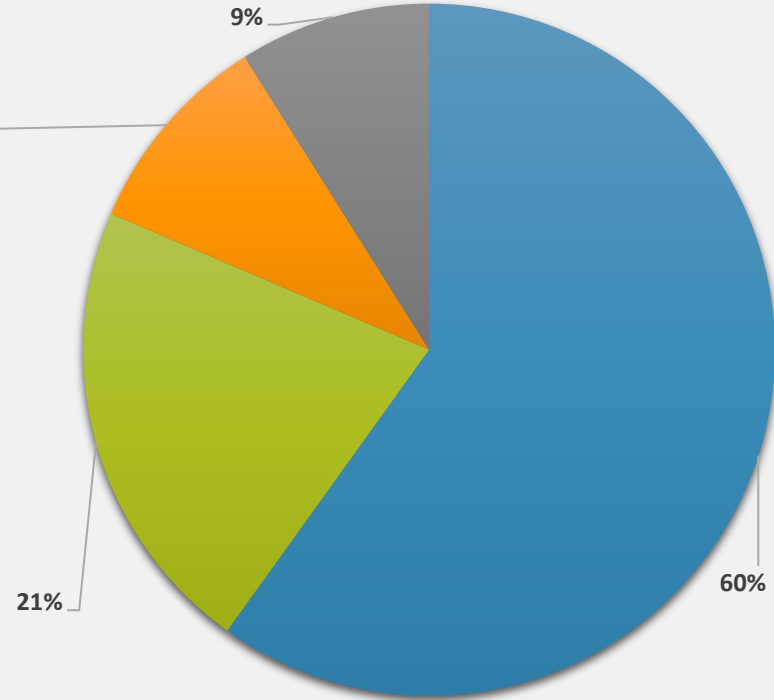
Metropolitan Planning Organization - EXPENSES

Annually Budgeted Expenses vs. Expenses - 2018

Q1 Q2 Q3 Q4

Annual Budgeted Expenses

- Payroll
- Prof. Services - Consulting
- Other
- Rent



Metropoliation Planning Organization
Statement of Net Position
For the Six Months Ending June 30, 2018

ASSETS	
Cash and Cash Equivalents	\$190,962
Investments	443,857
Receivables	139,850
Capital Assets, net	58,468
Total Assets	<u>833,137</u>
LIABILITIES AND NET ASSETS	
LIABILITIES	
Accounts Payable and Acrued Liabilities	69,982
Deferred Revenue	178,274
Long-Term Liabilities	
Accumulated Leave	50,379
Total Liabilities	<u>298,635</u>
FUND BALANCE	
Unreserved	669,034
Current Year Revenue over (under) Expenditures	<u>(134,532)</u>
Total Fund Balance	<u>534,502</u>
Total Liabilities and Fund Balance	<u>833,137</u>

Metropolitan Planning Organization
Revenues, Expenditures & Changes in Fund Balance
For the Six Months Ended June 30, 2018

	2nd Qtr Actual	Year to Date Actual	Annual Budget	Year to Date Variance	% Complete	
REVENUE						
FHWA - Federal Income - CPG	\$173,180	\$347,619	\$1,133,344	\$785,724	30.67%	
FHWA - Federal Income - STP-Metro	10,296	17,613	106,978	89,365	16.46%	
FTA-Federal Income-405C	1	1	3,323	3,321	0.04%	①
FTA Federal Income-Section 5310	5,667	11,033	32,626	21,593	33.82%	
State Planning Funds	11,032	20,439	103,697	83,258	19.71%	②
State-CDPHE	8,649	10,765	25,000	14,235	43.06%	
Subtotal Grant Revenue	208,825	407,471	1,404,967	997,496	29.00%	
Local match - Member Entites	40,426	80,747	276,132	195,385	29.24%	
100% Local	9,051	33,418	6,063	(27,356)	551.23%	③
Subtotal Local - All Sources	49,477	114,165	282,194	168,029	40.46%	
City of Fort Collins Funds			32,666	32,666	0.00%	④
Subtotal Revenue from Other Sources			32,666	32,666	0.00%	
Miscellaneous Revenue	47	123		(123)	0.00%	⑤
Interest Earned	2,260	3,824		(3,824)	0.00%	⑤
Use of Reserves			37,864	37,864	0.00%	
Subtotal Other Revenue Sources	2,307	3,947	37,864	33,917	10.42%	
Total Revenue- Combined Sources	260,610	525,584	1,757,691	1,232,107	29.90%	
EXPENDITURES/EXPENSES						
Administration	33,982	154,223	219,827	65,603	70.16%	⑥
Transportation Planning	118,161	236,136	785,725	549,589	30.05%	⑥
Mobility Management	5,923	12,631	47,628	34,997	26.52%	
Subtotal Payroll Expense	158,065	402,990	1,053,179	650,189	38.26%	
Subtotal professional Services & Consulting	67,403	138,062	377,992	239,930	36.53%	⑦
Professional Services & Consulting	67,403	138,062	377,992	239,930	36.53%	
Fleet Expense			3,375	3,375	0.00%	⑧
Insurance Expense	464	1,927	6,200	4,273	31.08%	⑨
Office Furniture/Equipment (non-cap)	10,759	16,698	17,413	714	95.90%	⑩
Office Supplies	871	1,402	4,768	3,365	29.41%	
Communications (phone/data/fax)	2,402	4,084	10,003	5,919	40.83%	
Postage	300	693	2,307	1,614	30.03%	
Rent	39,324	79,790	157,279	77,490	50.73%	
Other Office Operating (Facility, Repairs, Furniture move	3,122	4,632	8,170	3,538	56.70%	
Recycling,Office Equipent Lease)						
Dues, licensing and Subscriptions	507	20,645	39,932	19,287	51.70%	
Maintenance Contracts - Copier maintenance/usage	2,611	4,474	36,151	31,677	12.38%	⑪
Event/Meeting Expense	2,804	5,496	11,936	6,440	46.05%	
Indirect Costs	(16,740)	(32,568)	(57,320)	(24,752)	56.82%	
Travel/Conference/Training Expense	6,547	11,790	27,806	16,016	42.40%	
Capitalized Equipment /Vehicles			49,500	49,500	0.00%	
Loan Payments			9,000	9,000	0.00%	
Subtotal Other Expenses	52,971	119,063	326,520	207,456	36.46%	
Total Expenditures/Expenses	278,440	660,116	1,757,691	1,097,575	37.56%	
Excess(Deficiency of Revenue over Expenditures)	(17,830)	(134,532)	0	134,532		⑫

Metropolitan Planning Organization
Revenues, Expenditures & Changes in Fund Balance
For the Six Months Ended June 30, 2018

Explanation of Variances

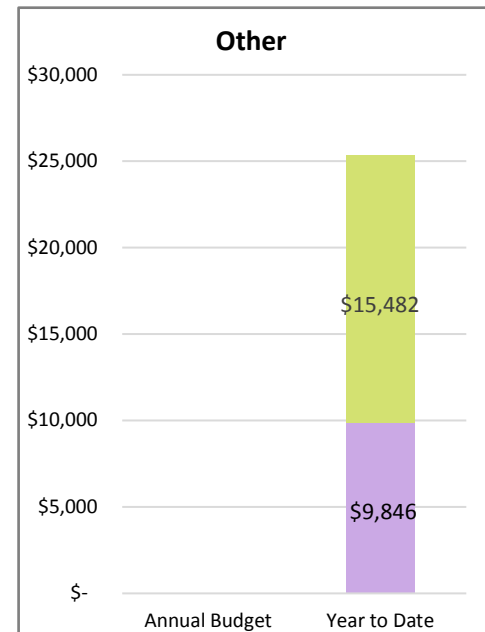
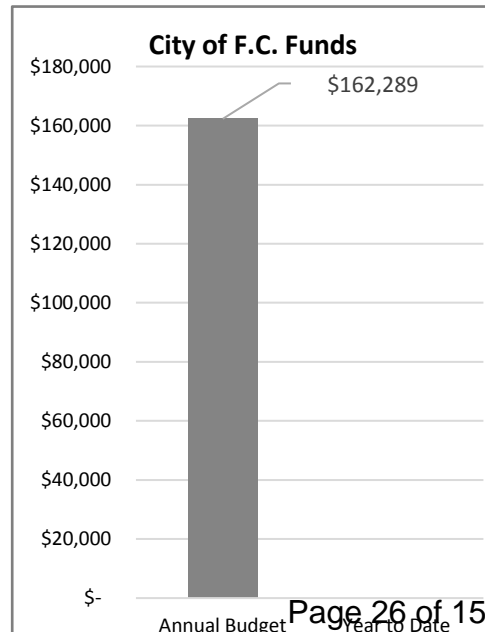
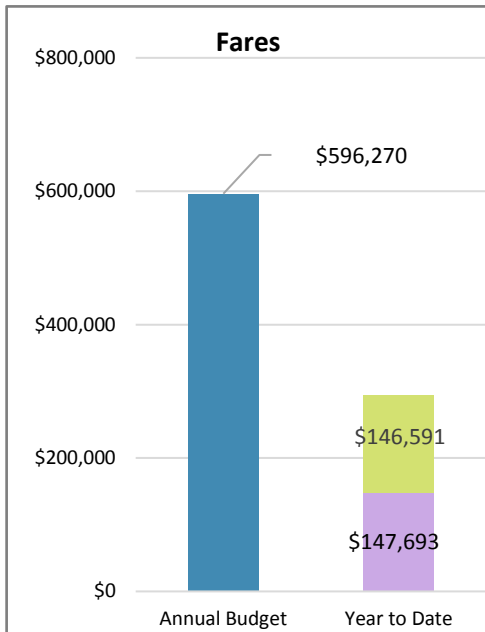
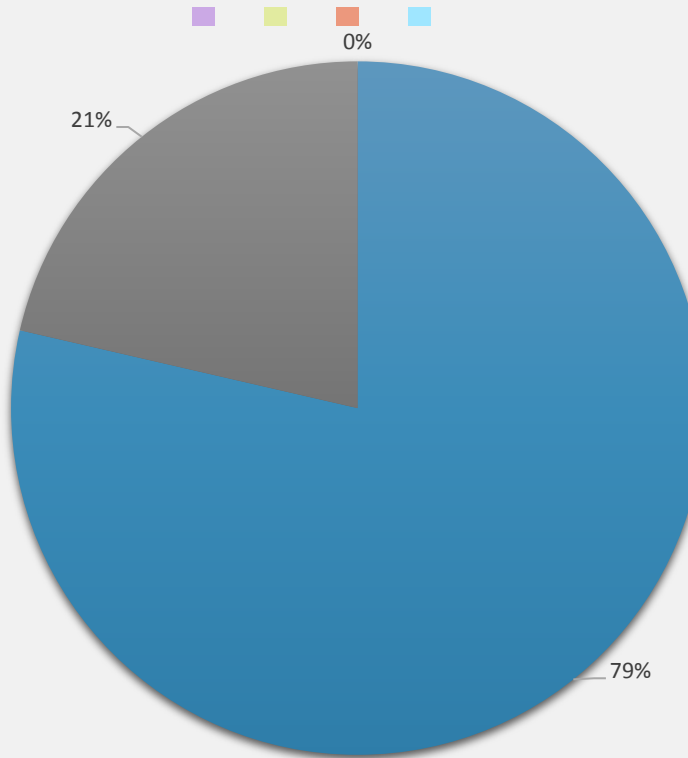
- ① FTA 405C grant not approved until March. This is an accrual amount. Unable to bill until the project is complete.
- ② Consultant contract was finalized in January. This project has been delayed. Originally scheduled to be completed by September 30, 2018. Is currently scheduled to be completed by December 2018
- ③ Payments for administrative leave for the previous executive director and legal fees to defend the MPO are a non allowable expenses for grant reimbursement. Therefore these fees were funded 100% by local match.
- ④ Fort Collins funds are calculated during the 4th quarter of the year
- ⑤ Interest and miscellaneous revenue are not budgeted for the UPWP
- ⑥ Severance payments for the previous executive director had to be booked as administrative payroll. A portion of the executive director's time was budgeted as transportation planning payroll.
- ⑦ Travel model consultant contract was finalized in January. This project has been delayed. Originally scheduled to be completed by September 30, 2018. Is currently scheduled to be completed by December 2018
- ⑧ The MPO no longer owns a vehicle. Staff use VanGo vehicles and reimburses that program the standard mileage rate. This expense is booked to in-state travel.
- ⑨ The insurance budget included insurance for a MPO vehicle. The MPO no longer has a vehicle.
- ⑩ Replacement computers that were budgeted to be purchased in 2017 weren't purchased until 2018
- ⑪ Maintenance contracts are due for renewal during the third and fourth quarters.
- ⑫ The current indirect cost rate does not cover all of the indirect costs. All amounts paid to Larimer County for interim executive director costs were allocated to the administrative pool due to no detail of work completed. The severance for the former executive director was required to be added to the administrative pool. The indirect cost rate will be adjusted in FY 2020 for these amounts.

VanGo™ - REVENUE

Annual Budgeted Revenue vs. Revenue - 2018

Annual Budgeted Revenue

- Fares
- City of FC Funds
- Other



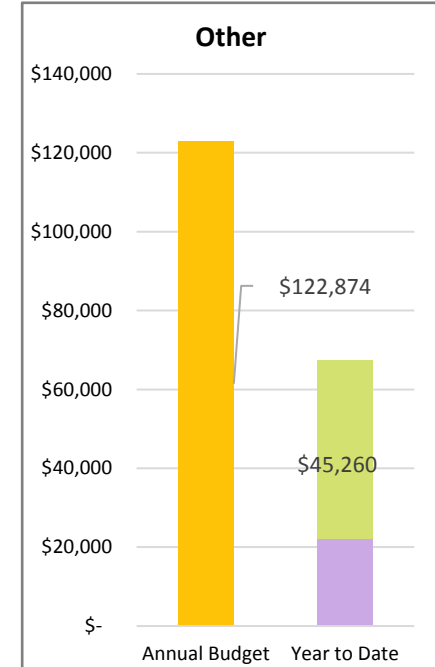
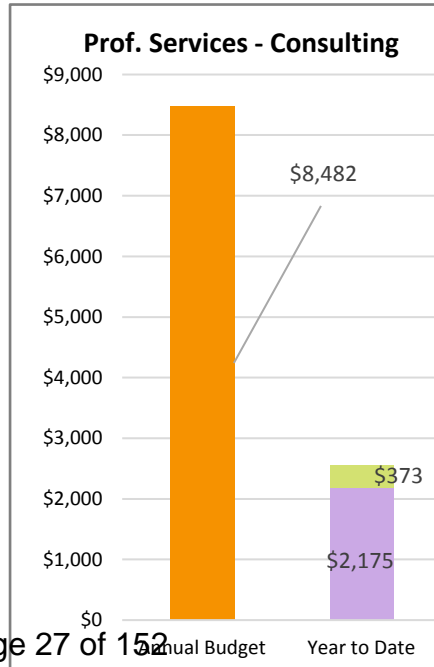
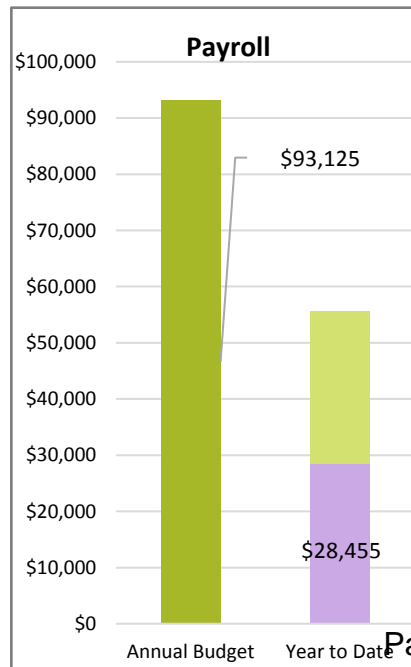
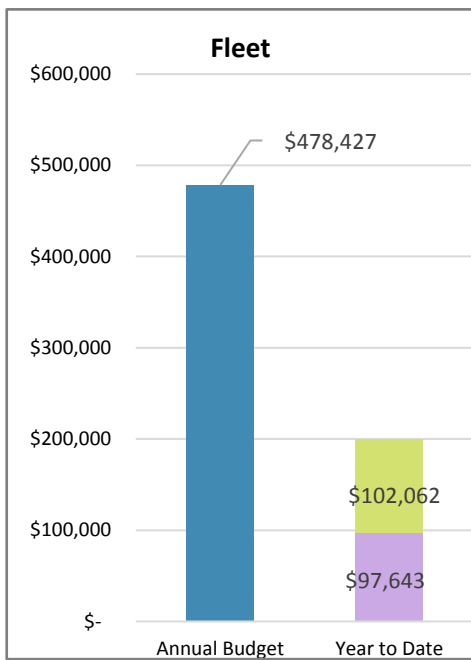
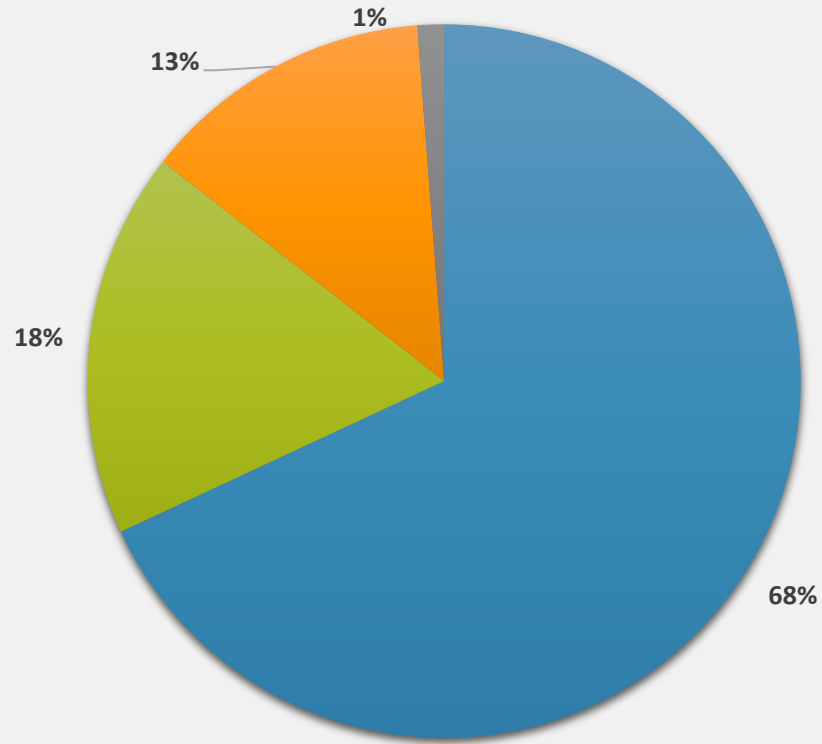
VanGo™ - EXPENSES

Annual Budgeted Expenses vs. Expenses - 2018

Q1 Q2 Q3 Q4

Annual Budgeted Expenses

- Fleet
- Other
- Payroll
- Prof. Services - Consulting



VanGo
Statement of Net Position
For the Six Months Ending June 30, 2018

ASSETS	
Cash and Cash Equivalents	\$145,528
Investments	3,098,272
Receivables	(11,118)
Advances to Other Funds	938
Loan Receivable	33,569
Capital Assets, net	643,968
Total Assets	<u>\$3,911,157</u>
LIABILITIES AND NET ASSETS	
LIABILITIES	
Accounts Payable and Accrued Liabilities	\$ 26,555
Due to Other Funds	8,523
Accumulated Leave - Due in less than one year	4,406
Long-Term Liabilities	
Accumulated Leave - Due in more than one year	827
Total Liabilities	<u>\$ 40,311</u>
FUND BALANCE	
Unreserved	\$3,854,396
Current Year Revenue over (under) Expenditures	16,450
Total Fund Balance	<u>\$3,870,846</u>
Total Liabilities and Fund Balance	<u>\$3,911,157</u>

VanGo
Revenue, Expenditures and Changes in Fund Balance
For the Six months Ending June 30, 2018

	2nd Qtr. Year to				
	2nd Qtr. Actual	Date Actual	Annual Budget	Annual Variance	% Complete
REVENUE					
Program Revenue - Fares	\$146,591	\$294,284	\$596,270	\$301,986	49.35%
City of Fort Collins Funds			162,289	162,289	0.00%
Subtotal VanGo Revenue-All Sources	146,591	294,284	758,559	464,275	38.80%
Interest Earned	15,482	25,328		(25,328)	0.00%
Subtotal Other Revenue Sources	15,482	25,328		(25,328)	0.00%
Total Revenue- Combined Sources	162,073	319,612	758,559	438,947	42.13%
EXPENDITURES/EXPENSES					
Fleet Expense					
Fleet Insurance	27,818	55,635	117,719	62,084	47.26%
Fleet Motor Fuel & Oil	38,023	67,645	131,293	63,648	51.52%
Fleet Repairs & Maintenance	32,875	71,360	199,095	127,735	35.84%
Fleet Repairs & Maintenance- Insurance Deductible	1,500	1,500	2,625	1,125	57.14%
Guaranteed Ride Home	271	638	20,639	20,001	3.09%
Fleet Other	1,575	2,925	7,056	4,131	41.45%
Subtotal Fleet Expense	102,062	199,703	478,427	278,724	41.74%
VanGo Payroll	27,197	55,651	148,776	93,125	37.41%
Professional Services and Consulting	373	2,548	8,482	5,934	30.04%
Office Supplies			300	300	0.00%
Postage	74	84	301	217	27.91%
Credit Card Fees	3,704	7,288	10,878	3,590	67.00%
Other Office operating (Facility, Repairs, Furniture move, Recycling, Office Equipment lease)			21	21	0.00%
Dues, Licensing and Subscriptions			1,170	1,170	0.00%
Maintenance Contracts - Copier maintenance/usage	110	168	24,810	24,642	0.68%
Bad Debt	677	2,760	563	(2,197)	490.23%
Rideshare Promotion	500	500	20,000	19,500	2.50%
Event/Meeting Expense	425	425	3,218	2,793	13.21%
Indirect Costs	16,740	32,568	57,321	24,753	56.82%
Travel/Conference/ Training	771	1,467	4,292	2,825	34.18%
Subtotal Other Expenses	23,001	45,260	122,874	77,614	36.83%
Total Expenditures/Expenses	152,633	303,162	758,559	455,397	39.97%
Excess(Deficiency) of Revenue over Expenditures)	9,440	16,450	0	(16,450)	

Explanation of Variances

- (a) Fort Collins exchange fund amounts determined during the 4th quarter
- (b) Interest not budgeted for the UPWP
- (c) Budget based on 2017 amounts. Renegotiated contract with Loveland which reduced costs. Loveland maintains approximately 50% of the fleet.
- (d) Hail Damage to multiple vehicles
- (e) Guaranteed Ride Home budgeted on prior year. Through 2nd quarter 2018, requests were minimal.
- (f) Payroll budget included a portion of ED salary. No charges for that position thru 2nd quarter.
- (g) Consulting services were budgeted for adding the national transit database module to the VanGo portal. Determined during January 2018 not to pursue this portion of the portal.
- (h) Postage may increase with safety meeting in September.
- (i) Credit Card fees were budgeted in 2019 UPWP budget incorrectly. Will amend budget to correct.
- (j) Dues renewals occur in 3rd and 4th qtr.
- (k) Maintenance contracts for the bill pay site and the portal renew in 3rd and 4th qtr.
- (l) Policy to write off accounts when vanpooler is sent to collections. Some accounts due to be sent to collections at the end of 2017 carried over into 2018.
- (m) No major promotion activities have been contracted for as of June 30, 2018
- (n) Safety meeting occurs in September.
- (o) National Transit Database Training occurs in November. A portion of the ACT conference expenses occurred in July.

<u>2ndt Quarter Professional Services & Consulting</u>	Year-to-Date			
	2018	2018		%
	Budget	Actual	Variance Under (over)	
<u>Professional Services & Consulting Administration</u>				
<u>Information Technology Services</u>				
Greystone	\$ 33,000.00	\$ 14,250.00	\$ 18,750.00	43.18%
Njevity	\$ 500.00	\$ 2,061.50	\$ (1,561.50)	412.30%
<u>Audit Services</u>				
Eidi Bailly	\$ 20,750.00	\$ 16,500.00	\$ 4,250.00	79.52%
<u>Legal Services</u>				
Bell, Gould & Scott PC	\$ 7,607.00	\$ 18,958.50	\$ (11,351.50)	249.22%
<u>Human Services</u>				
Turning the Corner-HR Services	\$ 12,000.00	\$ 7,681.50	\$ 4,318.50	64.01%
Larimer County-Interim Executive Director	\$ -	\$ 30,685.00	\$ (30,685.00)	
	\$ 73,857.00	\$ 90,136.50	\$ (16,279.50)	122.04%
<u>VanGo™ Program</u>				
Portal- NTD Module	\$ 6,225.00	\$ 2,000.00	\$ 4,225.00	32.13%
<u>Planning</u>				
Transportation Model Update	\$ 247,000.00	\$ 45,980.21	\$ 201,019.79	18.62%
Land Use Model	\$ 44,792.00		\$ 44,792.00	0.00%
Local Transportation Plans	\$ 9,000.00	\$ -	\$ 9,000.00	0.00%
	\$ 300,792.00	\$ 45,980.21	\$ 254,811.79	15.29%
Translation Services	\$ 600.00		\$ 600.00	0.00%
Volunteer Drivers Program	\$ 5,000.00	\$ 2,493.90	\$ 2,506.10	49.88%
	\$ 5,600.00	\$ 2,493.90	\$ 3,106.10	49.88%
Year-to-Date Professional Services & Consulting Total	\$ 386,474.00	\$ 140,610.61	\$ 245,863.39	36.38%

Explanation of Variances

- (a) Greystone consulted Njevity to set up replacement computers
- (b) Audit is paid during the first and second quarter of the year. Audited was budget as a indirect cost and a 100% local match due to uncertainty if a Single Audit would be required. Includes a portion of the 2019 budget for NTD audit.
- (c) Additional legal fees for human resources items involving the previous executive director
- (d) Hr Consultant had extra hours due to Executive Director replacement
- (e) Interium executive director's contract not budgeted
- (f) Decided in January not to pursue this piece of the portal.
- (g) Transportation and land use model delayed. Scheduled to be completed in December.
- (g) Local entity has not started the local transportation plan

North Front Range Transportation and Air Quality Planning Council
Cash and Investment Institution Listing
As of June 30, 2018

Institution	Account Number	Balance as of March 31, 2018		
		MPO	VanGo	Total
Cash				
1st National Bank	8629	\$ 190,887.29		\$ 190,887.29
1st National Bank	7343		\$ 145,528.01	\$ 145,528.01
Petty Cash		\$ 75.00		\$ 75.00
Total Cash		\$ 190,962.29	\$ 145,528.01	\$ 336,490.30
Investments				
COLOTRUST	8001	\$ 443,857.08	\$ 3,098,271.94	\$ 3,542,129.02
Total Investments		\$ 443,857.08	\$ 3,098,271.94	\$ 3,542,129.02
Total Savings and Investments		\$ 634,819.37	\$ 3,243,799.95	\$ 3,878,619.32

Operating Reserves		Capital Reserve	Other	Other	Total
MPO	VanGo	VanGo	MPO***	VanGo **	
			\$ 190,887.29		\$ 190,887.29
				\$ 145,528.01	\$ 145,528.01
			\$ 75.00		\$ 75.00
\$ -	\$ -	\$ -	\$ 190,962.29	\$ 145,528.01	\$ 336,490.30
\$ 366,360.03	\$ 387,294.50	\$ 434,083.73	\$ 77,497.05	\$ 2,276,893.71	\$ 3,542,129.02
\$ 366,360.03	\$ 387,294.50	\$ 434,083.73	\$ 77,497.05	\$ 2,276,893.71	\$ 3,542,129.02
\$ 366,360.03	\$ 387,294.50	\$ 434,083.73	\$ 268,459.34	\$ 2,422,421.72	\$ 3,878,619.32

** Funds in excess of required reserves, the majority of which are capital funds exchanged for local sales tax.

*** Funds in excess of required reserves the majority of which are prepaid local match.



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Kathy Gilliland
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MEMORANDUM

To: NFRMPO Planning Council
From: Alex Gordon
Date: September 6, 2018
Re: Target Setting for PM2 (Bridge and Pavement Condition)
and PM3 (NHS, Freight, and CMAQ Measures) ****CONSENT****

Background

In February, the North Front Range Transportation & Air Quality Planning Council (NFRT&AQPC) took action to support the PM1 (Safety) Targets adopted by the State and set those as the targets for the region. By November 2018, the NFRT&AQPC must either set regional targets or set targets by supporting the State's targets for PM2 (Infrastructure Condition) and PM3 (System Performance, Freight, and CMAQ). The Colorado Transportation Commission (TC) adopted Infrastructure Condition (PM2) and System Performance Targets (PM3) on April 18, 2018 and submitted the TC Resolution to FHWA in May 2018. The Statewide targets are included as **Table 1** in this Memo.

TAC discussed the item at the July 18, 2018 TAC meeting and supported adopting State targets for PMs 2 and 3. Planning Council discussed the proposed targets for PM2 and PM3 at their August 2, 2018 meeting and stated there should be a performance measure and target to focus on congestion, not just reliability. At the August 15, 2018 TAC meeting, TAC recommended Planning Council set targets by supporting the Statewide targets for PM2 and PM3.

Action

TAC recommends Planning Council set targets by supporting the Statewide targets for PM2 and PM3 and agree to plan and program projects to contribute toward the accomplishment of the Statewide targets.

Table 1: 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%

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%

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%

Freight Movement	Performance Measure	State Target
	<i>Truck Travel Time Reliability Index</i>	1.5

Environmental Sustainability	Performance Measure	State Target
	<i>VOC Reduction</i>	105
	<i>Particulate Matter Reduction</i>	152
	<i>Carbon Monoxide Reduction</i>	1,426
<i>Nitrogen Oxides Reduction</i>	105	



RESOLUTION NO. 2018-15
OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY
PLANNING COUNCIL TO SET TARGETS BY SUPPORTING THE TARGETS
ESTABLISHED BY CDOT FOR THE PAVEMENT AND BRIDGE CONDITION
MEASURES (PM2) AND PERFORMANCE OF NHS, FREIGHT, AND CMAQ
MEASURES (PM3) TARGETS

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

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

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

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

WHEREAS, the Colorado Department of Transportation (CDOT) set the following targets for PM2 and PM3:

- (1) Pavement Condition
 - i. Percentage of pavement on the Interstate System in Good Condition – 47%
 - ii. Percentage of pavement on the Interstate System in Poor Condition – 1%
 - iii. Percentage of pavement on the Non-Interstate System in Good Condition – 51%
 - iv. Percentage of pavement on the Non-Interstate System in Poor Condition – 2%
- (2) Bridge Condition
 - i. Percentage of NHS bridges classified as in Good Condition – 44%
 - ii. Percentage of NHS bridges classified as in Poor Condition – 4%
- (3) System Reliability
 - i. Percent of person-miles travelled on the Interstate System that are reliable – 81%
 - ii. Percent of person-miles travelled on the Non-Interstate System that are reliable – 64%
- (4) Freight Movement
 - i. Truck Travel Time Reliability Index – 1.5
- (5) Environmental Sustainability
 - i. VOC Reduction – 105
 - ii. Carbon Monoxide Reduction – 1,426
 - iii. Nitrogen Oxides Reduction – 105; and

WHEREAS, the CDOT set its PM2 and PM3 targets with a data-driven approach and in collaboration with planning partners; and

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

NOW THEREFORE, BE IT RESOLVED, the North Front Range Transportation & Air Quality Planning Council hereby agrees to set targets by supporting the CDOT statewide PM2 and PM3 targets and agrees to plan and program projects to contribute toward the accomplishment of the statewide targets.

Passed and adopted at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 6th day of September, 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
September 6, 2018 LaSalle	Revised NFRMPO Articles of Association	Suzette Mallette
Objective/Request Action		
Council review and feedback on the proposed changes to the NFRMPO Articles of Association.		<ul style="list-style-type: none"> . Report . Work Session <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action
Key Points		
<p>Main revisions included:</p> <ul style="list-style-type: none"> • Vice Chair of the Council will serve as Chair of the Finance Committee, starting January 1, 2019 • Current Past Chair will serve as Chair of the HR Committee, starting January 1, 2019 • Appendix D is removed and replaced with an online reference to Robert's Rules of Order 		
Committee Discussion		
<p>The Executive Committee of the Council met on August 23, 2018 to review the final proposed changes to the Articles of Association. Committee felt that the previous items had been addressed and were comfortable with the Committee Chair assignments.</p>		
Supporting Information		
<p>The Executive Committee requested that the Articles of Association be reviewed as there were known items that needed modification.</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 <p>These items have been addressed in the revision. 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		
<p>Clarifies items that have been problematic or inconsistent in the past and adds the HR Committee.</p>		
Disadvantages		
<p>None noted.</p>		
Analysis/Recommendation		
<p>Executive Committee and staff recommend that Council members review the proposed changes and be prepared to take Action on this item.</p>		
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

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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 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 meetings will be announced at least seven (7) days in advance by email to the full Council membership including notification on the NFRMPO website.
4. In the event of a Special or Emergency meeting, the meeting notices will be made public as soon as practical and follow the Colorado Open Meetings law, as defined for a State Body.
5. 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.
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.

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.
9. Meetings are conducted in accordance with Robert's Rules of Order, <http://www.rulesonline.com>

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

COMMITTEES OF THE COUNCIL

The MPO Council may agree to establish a Committee of the Council to work on specific items in more detail than time allows at regular Council meetings. The Chair will appoint the members of the Committee and identify the specific charge or the Committee. A Charging Statement will be written up based on the discussion and direction of the Council that specifies the charge of the Committee. The Council will approve the Charging Statement prior to Committee work beginning. If during the course of the Committee 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 D* 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 Committee. The Committee Chair will be responsible for conducting meetings, directing MPO staff on work items, and reporting back to the MPO Council with recommendations.

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

ARTICLE 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 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 Chair for the Finance Committee will be the Vice Chair of the Council.

MEMBERSHIP VACANCIES

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

MEETINGS

OPEN MEETINGS WITH ADVANCE NOTICE

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

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

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/consultant(s) and make a recommendation to the Planning Council with the following tasks:

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

STRUCTURE AND MEMBERSHIP

MEMBERSHIP

Annually the Planning Council Chair shall review and appoint members to the HR Committee to ensure representation from both counties and from large and small community members, 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.

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

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

PROJECTS/PROGRAMS THAT BENEFIT ALL OF THE MPO MEMBERS

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

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

PROJECTS/PROGRAMS THAT BENEFIT LIMITED NUMBER OF MEMBERS

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

OTHER FINANCIAL ITEMS

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

ARTICLE VIII – STAFFING AND SUPPORT

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

ARTILE IX – ARTICLES OF ASSOCIATION AMENDMENTS

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

ARTICLE X – RE-DESIGNATION

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

ARTICLE XI – ADOPTION AND EFFECTIVE DATE

These Articles, first signed on January 27, 1988, have been amended by the affirmative vote of the representatives, in accordance with *Article IX*, at a regular meeting of the Council held on the 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:		

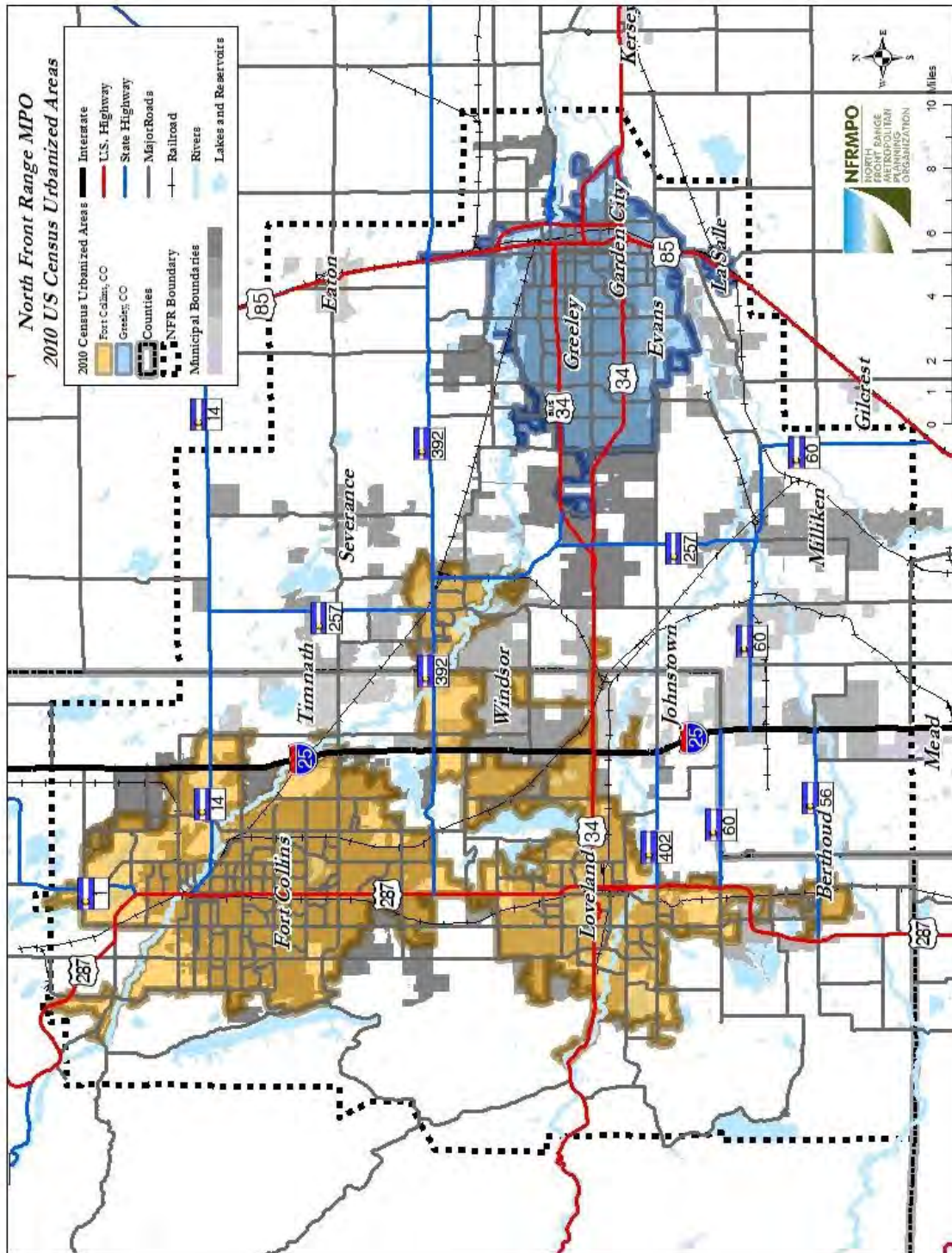
As of September 6, 2018



APPENDIX A- RESOLUTIONS

<u>Resolution Number</u>	<u>Date Signed</u>	<u>Change</u>
2018-XX	9/6/18	Clarify the formation of (sub) committees and responsibility of the Chair; Created a standing HR committee, Open Meetings requirements with Special or Emergency meetings; Removed Annual review of Executive Director.
2015-09	07/9/15	Changes to Article XI – Staffing and Support, added section 3 outlining the procedure for the annual review of the Executive Director
2014-08	05/1/14	Clarify Council elections, update TAC officers, elections and responsibilities, delete Air Quality Technical Committee, add Finance Committee and Mobility Councils, updated Budget and Finance Section, update supporting documents to reflect Census, updated meeting conduct and renumber articles.
2012-09	5/3/12	Add Meeting Conduct, Subcommittees of Council, Appendices, and remove State Member voting on Call for Projects
2012-01	1/5/12	TAG dissolution
2011-10	6/2/11	Weighted Vote & AQTC
2007-08	6/7/07	Add members (Severance & Eaton)
2007-07	6/7/07	Add Severance
2007-06	6/7/07	Add Eaton
2004-27	10/7/04	Weighted Vote
2004-20	7/1/04	Weighted Vote

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.



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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RESOLUTION NO. 2018-16
OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY
PLANNING TO AMEND THE ARTICLES OF ASSOCIATION

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

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

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

- Open Meetings Law requirement for Special or Emergency meetings
- Council Chair appointment of members to Committees and/or Subcommittees
- Addition of a standing Human Resources Committee
- Removal of Executive Director annual review procedure; and

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

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

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

Passed and adopted at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 6th day of September, 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
September 6, 2018 LaSalle	Revised NFRMPO Personnel Policies	Renae Steffen
Objective/Request Action		
Council review and approval of revisions to the NFRMPO Personnel Policies.		<input type="checkbox"/> Report <input type="checkbox"/> Work Session <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action
Key Points		
<p>The NFRMPO Personnel Policies were reviewed to update and maintain compliance with Colorado Intergovernmental Risk-Sharing Agency (CIRSA), clarify items in Employment Compensation, Benefits, Standards of Conduct, and Workplace safety.</p>		
Committee Discussion		
<p>Feedback at the August 2, 2018 Council meeting identified two items of concern that needed further exploration; 1) Inclusion of a Flex Time Policy for exempt staff; 2) Including any vehicle driven for MPO business be covered under these policies. These items were vetted with the HR Consultant and the CIRSA attorney before going to the Human Resources (HR) Subcommittee.</p> <p>Members of the HR Subcommittee held a conference call with the HR Consultant and MPO staff on August 17, 2018 to review the above items and any final revisions to the Personnel Policies.</p> <p>The CIRSA legal team's recommendation is to not include a Flex Time Policy for exempt staff. The CIRSA attorney felt strongly about not having this type of policy. Exempt staff is considered already compensated for extra hours. If there is an issue with a Supervisor in overseeing hours worked, the issue is not the policy but the Supervisor performance.</p> <p>The Policy was modified to include any vehicle operated on behalf of MPO business. This includes personal vehicles and rental cars.</p> <p>All members of the HR Subcommittee reviewed the attached draft and approved it going before the Council for approval.</p>		
Supporting Information		
<p>The Executive Committee requested that the Personnel Policies be reviewed as there were known items that needed modification and compliance updates were necessary. These items have been addressed in the revision. All references, formatting, and spelling have been checked for accuracy, Appendices have been updated with the most current information.</p>		
Advantages		
<p>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.</p>		
Disadvantages		
<p>None noted.</p>		
Analysis/Recommendation		
<p>HR Subcommittee and the Executive Committee recommend that Council members review the proposed changes and be prepared to take Action on this item.</p>		
Attachments		
<ul style="list-style-type: none"> Updated NFRMPO Personnel Policies, September 6, 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, it is important that all employees understand the Organization's policies and procedures. These Personnel Policies 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. It is a useful reference document for 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 DOCUMENT 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 DOCUMENT ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS DOCUMENT 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 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 promptly 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 these Personnel Policies. (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. If the anniversary date falls within a pay period you will receive a pro-rated accrual rate for that pay period. The full accrual rate will take effect the next pay period. 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>
Upon Hire	3.69 hours	12 days
1-Year Anniversary	4.62 hours	15 days
2-Year Anniversary	5.23 hours	17 days
5-Year Anniversary	5.54 hours	18 days
7-Year Anniversary	6.15 hours	20 days
9-Year Anniversary	6.78 hours	22 days
12-Year Anniversary	7.69 hours	25 days
15-Year Anniversary	8.31 hours	27 days

The above schedule will take effect January 1, 2019.

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 disciplinary action may be taken. 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 Medical Leave

Full-time employees who have been employed with the NFRMPO for one year or more may receive up to 12 work weeks of unpaid leave for certain family and medical reasons during any calendar year:

1. Because of the birth of a child of the employee and to care for such child;
2. Because of the placement of a child with the employee for adoption or foster care;
3. To care for a spouse, civil union partner, child or parent of the employee, if such spouse, civil union partner, child or parent has a serious health condition; or

4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

Accrued sick leave and vacation leave shall be used first; if accrued sick leave and vacation leave do not total 12 weeks within any calendar year, the remaining medical leave shall be unpaid.

No employee benefits (sick leave and vacation leave) shall continue during the period of any unpaid medical leave except health, dental, and life insurance coverage to the extent that the employee continues to pay premiums.

A request for medical leave shall be made in writing to the direct supervisor at least 30 days in advance except where the need for the leave is unforeseeable. Leave requests will be considered on a case-by-case basis.

The direct supervisor will require medical certification in connection with the leave request.

Part-time employees are not eligible for medical leave.

4.4 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.

4.5 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.

4.6 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.

4.7 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.

4.8 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.

4.9 Military Leave

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

4.10 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.

4.11 Phone Reimbursement

Employees of the NFRMPO that are using their personal cell phone for work related calls may be eligible for reimbursement of some cell phone expenses. Please see the separate wireless communication policy for eligibility. The wireless communication policy and reimbursement will be implemented and start with the 2019 calendar year. (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 these policies 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 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 Driving to/from Work-related Events

Employees shall avoid distractions (phones/electronic devices, food, conversation, reading, etc.) while driving any vehicle for NFRMPO business.

Personnel Policies Acknowledgement Form

I HAVE RECEIVED A COPY OF THE NFRMPO PERSONNEL POLICIES. I UNDERSTAND THESE POLICIES PROVIDE 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 POLICIES DOCUMENT 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 IN THESE PERSONNEL POLICIES 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 DOCUMENT SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE DOCUMENT 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



**RESOLUTION NO. 2018-17
OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL
TO APPROVE AMENDMENTS TO THE NFRMPO PERSONNEL POLICIES**

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

WHEREAS, the North Front Range Metropolitan Planning Organization (NFRMPO), established through Articles of Association in 1998, has staff that works to fulfill the mission and requirement of the MPO; and

WHEREAS, the North Front Range Transportation & Air Quality Planning Council assigned a Human Resources (HR) Subcommittee to assist and oversee the process of revising the NFRMPO Employee Handbook, renaming it Personnel Policies to better reflect the official nature of the policies; and

WHEREAS, the North Front Range Transportation & Air Quality Planning Council has amended the NFRMPO Personnel Policies to reflect updated compliance and accuracy of policy language and schedules, as well as the changing needs of the MPO and its staff: and

NOW, THEREFORE, BE IT RESOLVED, the North Front Range Transportation & Air Quality Planning Council hereby amends NFRMPO Personnel Policies and makes the necessary revisions to maintain compliance and meet the changing needs of the organization.

Passed and approved at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 6th day of September 2018.

Tom Donnelly, Chair

ATTEST:

Suzette Mallette, Executive Director



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- Chris Colclasure CDPHE- Air Pollution Control Division*
- Kathy Gilliland Transportation Commission*

MPO Staff

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

MEMORANDUM

Date: September 6, 2018
To: NFRMPO Planning Council
From: Suzette Mallette, Executive Director
Re: Initiative 167 Projects

At the August 24th STAC meeting, a presentation on Initiative 167 was given by CDOT staff. Initiative 167 is on the ballot for this fall and contains a specific project list that is in the 'Initial Fiscal Impact Statement' on the Secretary of State website (<https://www.sos.state.co.us/pubs/elections/Initiatives/titleBoard/filings/2017-2018/167FiscallImpact.pdf>). CDOT Headquarters is asking that the project list be reviewed and refined within the next couple of weeks. The refined project list will then go to Region 4.

Items to consider in refining the list:

- No later than July 1, 2019, CDOT shall issue a maximum of \$3.5 billion in bonds, with a max repayment of \$5.2 billion.
- With one issuance, and with the goal of maximizing proceeds, **80% of proceeds must be spent within three years.**
- This likely causes some projects that are not ready to go in three years to be removed or reduced from the Initiative 167 list.
- Some projects are only showing partial or phases of funding and could be much larger.

Below are the two projects listed for the NFRMPO in Initiative 167. The first project, US 34/US 85 Interchange Reconfiguration is just starting the planning process. The second, I-25 North, SH7 to SH14, could be a much larger dollar amount project than is shown.

Table 1 Descriptions and Costs of Projects Included in Initiative #167			
Map Label	CDOT Project ID	Project Description from Measure	Funding Need*
(a) In the North Front Range Transportation Planning Region:			
1	58	(I) US 34/US 85 Interchange Reconfiguration, improvements to the safety and capacity of the interchange and corridor improvements based off Hwy 85 planning and environmental linkages.	\$113,000,000
2	52	(II) I-25 North, State Highway 7 to State Highway 14, add a lane in each direction, interchange reconstruction, mainline reconstruction, safety and Intelligent Transportation Safety improvements.	\$653,000,000
Subtotal			\$766,000,000

There has been no other discussion on this item since the STAC meeting.

Staff recommendation: Staff recommends prioritizing I-25 since the project is ready to go and could meet the 80% expenditure requirement.



**RESOLUTION NO. 2018-18
OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL
APPROVING THE DRAFT INITIATIVE 167 BALLOT LIST**

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

WHEREAS, the North Front Range Metropolitan Planning Organization (NFRMPO) has been designated by the US Department of Transportation (USDOT) and the Colorado Department of Transportation (CDOT) to direct, coordinate, and administer programs mandated by the Congress in Titles 23 and 49 U.S.C.; and

WHEREAS, Colorado Initiative 167 has created a list of projects included in the statewide ballot initiative; and

WHEREAS, CDOT has requested the MPOs and Transportation Planning Regions refine the list and recommend priorities to shorten the project list and to ensure the projects meet the requirements of the Initiative;

NOW, THEREFORE, BE IT RESOLVED, the North Front Range Transportation & Air Quality Planning Council hereby endorses the following priority order of Ballot Initiative 167 project list in the NFRMPO area:

- I-25 North: SH 7 to SH 14
- US 34/US 85 Interchange Reconfiguration

Passed and approved at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 6th day of September 2018.

Tom Donnelly, Chair

ATTEST:

Suzette Mallette, Executive Director



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 Kathy Gilliland
 Transportation Commission

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

MEMORANDUM

To: NFRMPO Planning Council
 From: Becky Karasko
 Date: September 6, 2018
 Re: RPP Formula Distributions

Background

At the August 24, 2018 STAC Statewide Plan Subcommittee on Formula Programs meeting, the Regional Priority Projects (RPP) funding distribution was discussed. Two options were presented by CDOT Staff, both of which were based on formulas taking vehicle miles travelled (VMT), population, lane miles, and truck VMT into account. The formulas for the two options are shown in the table below.

RPP Formulas	VMT	Population	Lane Miles	Truck VMT
Option A	25%	25%	35%	15%
Option B	25%	20%	40%	15%

Option A favors urban areas and MPOs, while Option B favors rural areas and Transportation Planning Regional (TPRs). The table on the following page shows the distribution to the Regions, MPOs, and TPRs for both Option A and Option B. The rows showing the totals for Region 4 and the NFRMPO are highlighted in green. The Options will be presented to the STAC at the September 28, 2018 meeting as part of the Formula Programs Presentation.

Action

Staff requests Planning Council members review the two Options for RPP funding distribution and provide direction at the Septmebr 6, 2018 Planning Council meeting to the NFRMPO STAC Representative on which Option to support at the September 28, 2018 STAC meeting.

Recipient	Option A		Option B	
	Percentage	Funding	Percentage	Funding
Region 1	35%	\$ 16,913,125	33.2%	\$ 16,055,855
DRCOG	32.90%	\$ 15,910,313	31.00%	\$ 15,005,676
Region	2.10%	\$ 1,002,811	2.20%	\$ 1,050,179
Region 2	18.80%	\$ 9,102,028	19.00%	\$ 9,185,025
PPACG	6.90%	\$ 3,317,396	6.40%	\$ 3,084,890
PACOG	2.00%	\$ 975,806	2.00%	\$ 945,631
Region	9.90%	\$ 4,808,827	10.70%	\$ 5,154,505
Region 3	14.90%	\$ 7,193,815	15.50%	\$ 7,508,565
GVMPO	1.40%	\$ 685,790	1.40%	\$ 653,672
Region	13.50%	\$ 6,508,024	14.20%	\$ 6,854,893
Region 4	23.70%	\$ 11,463,919	24.10%	\$ 11,678,077
DRCOG	4.70%	\$ 2,251,819	4.50%	\$ 2,168,902
NFRMPO	5.50%	\$ 2,661,963	5.20%	\$ 2,518,378
UFR	0.00%	\$ -	0.00%	\$ -
Region	13.50%	\$ 6,550,137	14.50%	\$ 6,990,798
Region 5	7.70%	\$ 3,702,114	8.20%	\$ 3,947,477
Statewide	0.00%	\$ -	0.00%	\$ -
TOTAL	100%	\$ 48,375,000	100.00%	\$ 48,375,000

Initiative 153- Local Funds

Let's Go
Colorado

- Raises ~ \$20B by increasing sales tax by 0.62% for 20 years
- 45% CDOT Projects (\$9B)
- 15% Multi-Modal (\$3B)
- 40% Local Governments (\$8B)
 - 20% *Cities*
 - 20% *Counties*
 - *Allocated per current State Gas Tax formula*

Forecast Revenue to Larimer & Weld Counties/Communities

Updated: 03/20/18		Additional from 0.62% Sales Tax Increase				
City	Current HUTF Distributions for FY 2017 (inc. FASTER revenue)	First Year	20-year Total	Distribution	% Increase	Counties
BERTHOUD	\$231,779	\$234,938	\$6,643,966	0.153%	101.36%	Larimer
EATON	\$155,936	\$187,107	\$5,291,323	0.122%	119.99%	Weld
EVANS	\$527,154	\$627,565	\$17,747,336	0.409%	119.05%	Weld
FORT COLLINS	\$4,681,820	\$5,226,518	\$147,804,256	3.408%	111.63%	Larimer
GARDEN CITY	\$7,321	\$7,384	\$208,818	0.005%	100.86%	Weld
GREELEY	\$2,702,842	\$3,202,579	\$90,567,905	2.089%	118.49%	Weld
JOHNSTOWN	\$418,053	\$411,612	\$11,640,256	0.268%	98.46%	Weld
LA SALLE	\$56,964	\$71,369	\$2,018,282	0.047%	125.29%	Weld
LOVELAND	\$2,559,400	\$2,942,609	\$83,216,040	1.919%	114.97%	Larimer
MILLIKEN	\$204,684	\$241,283	\$6,823,415	0.157%	117.88%	Weld
TIMNATH	\$122,520	\$77,852	\$2,201,633	0.051%	63.54%	Larimer
SEVERANCE	\$128,110	\$136,788	\$3,868,311	0.089%	106.77%	Weld
WINDSOR	\$821,110	\$842,153	\$23,815,822	0.549%	102.56%	Larimer
LARIMER	\$8,328,423	\$6,502,841	\$183,898,284	78.080%	4.24%	
WELD	\$10,475,009	\$7,851,468	\$222,037,017	74.954%	5.12%	
TOTALS		\$28,564,065	\$807,782,665			
Source: CDOT						



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NoCo Bike & Ped Collaborative*

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Becky Karasko, Regional Transportation
Planning Director
Ryan Dusil, Transportation Planner
Alex Gordon, Transportation Planner II/
Mobility Coordinator
Medora Kealy, Transportation Planner
Sarah Martin, Transportation Planner*

MEMORANDUM

To: NFRMPO Technical Advisory Committee
From: Becky Karasko
Date: August 15, 2018
Re: FY2018-2019 Unified Planning Work Program (UPWP)
Amendment #3

Background

The NFRMPO staff has updated the Tasks and Products for FY2019 in the FY2018 and FY2019 Unified Planning Work Program (UPWP). The Finance Committee will review the FY2019 Budget Amendment on September 20, 2018. The updated FY2019 Tasks and FY2019 Budget will go to Planning Council for their approval at their October 4, 2018 meeting.

The two updated FY2019 Tasks (*Task 2.11 Local Transportation Plan* and *Task 4.5 Larimer County Senior Transportation Implementation Plan*) are provided as an attachment to this memo.

The full FY2018-2019 UPWP, approved by Planning Council on May 3, 2018, may be accessed here: <http://bit.ly/2FAMGQh>.

Action

NFRMPO staff requests TAC members review the updated FY2019 Tasks and Deliverables and provide comments at the August 15, 2018 TAC meeting.

FY 2019 UPWP Amendment 3

2.11 LOCAL TRANSPORTATION PLAN

OBJECTIVE

This work task makes funds available to small local governments for development of transportation plans. Many small local governments within the NFRMPO have lacked resources to prepare transportation plans and this allows funding and NFRMPO staff support in the development of those plans.

METHOD

The NFRMPO acts as a pass through organization providing local government(s) funds to hire consultants to prepare local transportation plans. The local government desiring to use these funds is responsible for directing the content and issues to be addressed within the plan. NFRMPO staff provides assistance to the local government and acts as a resource during the expenditure of federal funds on the plan.

OVERALL IMPACT/INTENT

These plans are intended to assist small local governments in transportation planning at the local level making the members more engaged at the regional level.

2019 PRODUCTS

1. Attendance at Steering Committee meetings
2. Reviews of draft documents
3. Review of final document
4. Incorporation of plan in future NFRMPO planning process

FY 2019

PERSON/WEEKS: 5

2019 BUDGET:

Personnel	\$12,500
Other Direct	25,000
Indirect	<u>3,173</u>
Total	\$40,673

2019 DISTRIBUTION

Federal	
CPG (82.79%)	\$33,673
Local match (17.21%)	<u>7,000</u>
Total	\$40,673

OTHER DIRECT:

Out of State Travel	0
Consultant	25,000
Other	<u>0</u>
Total	\$25,000

4.5 LARIMER COUNTY SENIOR TRANSPORTATION IMPLEMENTATION PLAN

OBJECTIVE:

This task builds on work done by the Larimer County Office on Aging (LCOA) and Larimer County Engineering Department on the *Larimer County Senior Transportation Needs Assessment*. The Implementation Plan will craft an outreach program, draft a business and financial plan, and make recommendations about potential pilot projects based on the recommendations in the *Needs Assessment*.

METHOD:

NFRMPO staff will work with staff from the Partnership for Age-Friendly Communities (PAFC), the Larimer County Department of Health and Environment, Rural Alternatives for Transportation (RAFT), Larimer County Office on Aging, and Larimer County Community Development. The group currently meets as the Larimer County Senior Transportation Work Group.

The NFRMPO will follow agency procurement policies to issue a Request for Proposals to hire a consultant who will carry out the software evaluation and the Business/Implementation Plan. The consultant will report to the assigned project manager and the Larimer County Senior Transportation Work Group. The RFP will be written to ensure a timeline and deliverables that match the Scope of Work developed with CDOT and NADTC.

OVERALL IMPACT/INTENT:

The intent of the Larimer County Senior Transportation Implementation Plan is to develop a business and financial plan improving transportation throughout Larimer County to medical, employment, and other destinations particularly for seniors, people with disabilities, veterans, and low-income individuals.

FY2019 PRODUCTS:

1. Report recommending software/program for Inclusion in Business/Financial Plan
2. Develop inclusive outreach program
3. Business and Financial Plan
4. Final Implementation Plan

FY 2019

PERSON/WEEKS: 4

2019 BUDGET:

Personnel	\$590
Other Direct	\$80,000
Indirect	\$410
Total	\$81,000

2019 DISTRIBUTION:

Federal	
5304	\$40,000
5304 match	\$16,000
NADTC	\$20,000
NADTC match	\$5,000
Total	\$81,000

2019 OTHER DIRECT:

Out of State Travel	\$3,000
Consultant	\$76,500
Other	\$500
Total	\$80,000

AGENDA ITEM SUMMARY (AIS)

North Front Range Transportation & Air Quality Planning Council



Meeting Date	Agenda Item	Submitted By
September 6, 2018 LaSalle	2018 Call for Projects Process	Medora Kealy
Objective/Request Action		
Planning Council review and feedback on the 2018 Call for Projects process.		<input type="checkbox"/> Report <input type="checkbox"/> Work Session <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action
Key Points		
<p>The 2018 Call for Projects will award FY2022 and FY2023 funding from the Congestion Mitigation and Air Quality (CMAQ), Surface Transportation Block Grant (STBG), and Transportation Alternatives (TA) programs. Most of the process for the 2018 Call is carried forward from the 2016 Call for Projects. To meet new federal requirements, link the selection process to the region's goals, and to accommodate planning partners' requests, several changes are being proposed for the 2018 Call:</p> <ul style="list-style-type: none"> • Creating a \$25,000 per year STBG set-aside for four years for the Regional Air Quality Council (RAQC) to complete ozone modeling for the region. The amount of the set aside reflects the relative population and emissions from the region compared with the Denver Regional Council of Governments (DRCOG), which is providing a \$600,000 STBG set aside to the RAQC from their four-year FY2020-2023 Transportation Improvement Program (TIP). • Requiring all CMAQ and STBG projects to contribute toward achievement of a federally required performance measure target and adding a scoring criterion for "Contribution to Achievement of Targets". • Adding a scoring criterion in the STBG program for "Economic Development" in recognition of the regional economic development goal and similar to the economic criterion for the TA program. • Varying the weights among the STBG scoring criteria. • Prohibiting projects which require issuance of a vehicle Buy America (BA) waiver due to the suspension of the vehicle BA waiver process. • Adding a review of ITS projects and clarifying the federal requirement for ITS projects to conform to the Region 4 ITS Architecture. <p>The Colorado Department of Transportation (CDOT) is currently convening a review of the CMAQ emissions formulas by entities responsible for awarding CMAQ funds in Colorado. Recommended formulas will be identified at the September TAC meeting.</p>		
Committee Discussion		
At their August meeting, TAC discussed the 2018 Call for Projects process. Feedback from TAC on adjusting STBG scoring weights, using CDOT's TA scoring criteria for environmental and historical projects, and clarifying the BA waiver prohibition was incorporated into the Draft 2018 Call for Projects Guidebook.		
Supporting Information		
The Draft 2018 Call for Projects Guidebook, available at https://www.nfrmpo.org/wp-content/uploads/2018-call-for-projects-guidebook-draft2.pdf , identifies eligible entities, eligible project types, project requirements, and scoring criteria for each funding program. The Guidebook includes the Call schedule and maps of eligible roadways. The draft Guidebook does not yet identify the 2045 Goals and Performance Measures or the CMAQ emissions formulas, which are still under discussion.		

Advantages

The proposed changes related to targets allow the Call for Projects process to meet federal regulations requiring the TIP to be designed to make progress toward achieving the federally required performance measure targets. Remaining changes more clearly link the selection **process to the region’s goals or accommodate the requests of planning partners.**

Disadvantages

None noted.

Analysis/Recommendation

Staff recommend Planning Council members review and discuss the 2018 Call for Projects process and proposed changes.

Attachments

- 2018 Call for Projects Process Presentation

2018 Call for Projects Process

Planning Council Discussion



September 6, 2018

2018 Call for Projects Process

Call for Projects Overview



Program	FY2022	FY2023	Total Federal Funding
Congestion Mitigation and Air Quality (CMAQ)	\$4,917,303	\$4,921,755	\$9,839,058
Surface Transportation Block Grant (STBG)	\$4,183,184	\$4,186,972	\$8,370,156
Transportation Alternatives (TA)	\$330,470	\$330,816	\$661,286

2

2018 Call for Projects Process

Activity	Date
Call for Projects Opens	October 9, 2018
CMAQ Project Descriptions Due	October 19, 2018
Mini-Applications Due to CDOT	October 31, 2018
CMAQ Air Quality Data Due	November 2, 2018
CDOT provides review to applicants	November 9, 2018
CMAQ, STBG, and TA Applications Due	November 16, 2018
CMAQ, STBG, and Environmental/Historic TA Project Scoring Meeting	TBD December 3-10, 2018
Non-Motorized TA Project Scoring Meeting at NoCo Bike and Ped	December 12, 2018
TAC Discussion of Recommended Projects – Applicant Presentations	December 19, 2018
Council Discussion of Recommended Projects – Applicant Presentations	January 3, 2019
TAC Action on Recommended Projects	January 16, 2019
Council Action on Recommended Projects	February 7, 2019

Proposed Changes



- CMAQ emissions formulas under review
- Adding a review for ITS projects
- \$25,000/year STBG set-aside to RAQC for ozone modeling
- Prohibiting projects requiring a vehicle Buy America waiver
- CMAQ and STBG scoring criteria

STBG Community Targets								
Community	2016 Population (DOLA)	Percent of Total Population	Percent of Large Communities Population	Population-based Target	Allowable Additional 30%	Maximum Federal Request		
Small Communities	Berthoud	6,242	1.3%	-	\$104,789	-	\$104,789	
	Eaton	5,104	1.0%	-	\$85,685	-	\$85,685	
	Evans	20,223	4.1%	-	\$339,499	-	\$339,499	
	Garden City	247	0.0%	-	\$4,147	-	\$4,147	
	Johnstown	15,459	3.1%	-	\$259,522	-	\$259,522	
	LaSalle	2,150	0.4%	-	\$36,094	-	\$36,094	
	Milliken	6,672	1.3%	-	\$112,008	-	\$112,008	
	Severance	4,075	0.8%	-	\$68,410	-	\$68,410	
	Timnath	2,907	0.6%	-	\$48,802	-	\$48,802	
	Weld County	13,427	2.7%	-	\$225,409	-	\$225,409	
	Windsor	24,572	5.0%	-	\$412,509	-	\$412,509	
	<i>Small Community Set-Aside Fund</i>							\$848,437
	Small Community Total		101,078	20.4%	-	\$1,696,874	-	\$2,545,311
Large Communities	Fort Collins	162,919	32.9%	41.3%	\$2,384,690	\$715,407	\$3,100,097	
	Greeley	104,557	21.1%	26.5%	\$1,530,429	\$459,129	\$1,989,558	
	Loveland	75,988	15.3%	19.3%	\$1,112,257	\$333,677	\$1,445,934	
	Larimer County	51,066	10.3%	12.9%	\$747,468	\$224,240	\$971,709	
	Large Community Total		394,530	79.6%	100.0%	\$5,774,845	\$1,732,453	\$7,507,298
	Total		495,608	100.0%	-	\$7,471,719	-	\$10,052,609

Small communities (those with a population of 50,000 or less) may apply for the small community set-aside fund in addition to their population-based target. The fund is equal to 50 percent of the cumulative population-based small community targets. Small communities may also apply to partner with large communities. The overall target for small communities is the sum of their population-based targets and the set-aside fund.

Large communities (those with a population over 50,000) may apply for up to thirty percent additional funding beyond their population-based target. The overall target for large communities is the sum of their population-based targets.

Small Communities Overall Target	\$2,545,311
STBG Funding Percent	30.6%
Population Percent	20.4%
Large Communities Overall Target	\$5,774,845
STBG Funding Percent	69.4%
Population Percent	79.6%
RAQC Ozone Modeling Set-Aside	\$50,000
TOTAL FY22 & FY23 STBG FUNDING	\$8,370,156

CMAQ Eligible Projects



- Diesel engine retrofits
 - Diesel vehicle repower
 - Idle reduction strategies
 - Park and ride lot construction
 - Incident management
 - Alternative fuel vehicle/bus
 - Alternative fuel stations
 - Transit service expansion
 - Transit amenity improvements
 - Extreme-temperature cold start technologies
 - Bicycle and pedestrian facilities and programs
 - Employee transit benefits
 - Intermodal freight
 - Intersection improvements
 - Traffic signal synchronization
 - Roundabouts
 - Intelligent Transportation Systems (ITS), including Vehicle-to-Infrastructure (V2I)
 - Congestion pricing
 - Carpooling / vanpooling
 - Carsharing
 - Ridesharing
 - Bikesharing
 - Subsidized transit fares
 - Travel Demand Management (TDM) strategies and outreach
- *Cannot require the issuance of a vehicle Buy America waiver**

CMAQ Criteria

CMAQ Evaluation Criterion	Possible Points
Short Term Emissions Benefit (Year 1)	20
Long Term Emissions Benefit (Years 2-5)	30
Cost Effectiveness (Cost ÷ Total Emissions Benefit)	30
Contribution to Achievement of Targets	20
TOTAL	100

7

STBG Criteria

STBG Evaluation Criterion	Possible Points	
	Small Communities	Large Communities
Safety	30	30
Mobility (multi-modal, congestion, reliability, continuity, etc.)	15	25
System Preservation (maintaining the current system based on current pavement condition)	20	10
Partnerships (Each partner must contribute at least 10% of the local match requirement)	10	10
Economic Development	5	5
Contribution to Achievement of Targets	20	20
TOTAL	100	100

8

Performance Area	Coverage
Highway Safety	All Public Roads
Pavement Condition	National Highway System (NHS)
Bridge Condition	NHS
System Reliability	NHS
Freight Movement	Interstate
CMAQ Emissions	Non-attainment areas
Transit Asset Management	System-wide
Transit Safety	System-wide

Contact Us



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AGENDA ITEM SUMMARY (AIS)

North Front Range Transportation & Air Quality Planning Council



Meeting Date	Agenda Item	Submitted By
September 6, 2018 LaSalle	2045 Goals, Objectives, Performance Measures, and Targets (GOPMT)	Alex Gordon Sarah Martin
Objective/Request Action		
Drafting and reviewing the Goals, Objectives, Performance Measures, and Targets (GOPMT) guiding the <i>2045 Regional Transportation Plan (2045 RTP)</i>		<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"> • Planning Council adopted the GOPMT as part of the <i>2040 Regional Transportation Plan (2040 RTP)</i>. The GOPMT will be updated as part of the <i>2045 RTP</i> process. • NFRMPO staff brought the GOPMT to TAC in November 2017. TAC decided to have further discussions about how to proceed once CDOT provided additional data on the federally-required performance measures. • Planning Council has discussed the National Performance Measures and will take action at the September 6, 2018 Planning Council meeting. • NFRMPO staff has worked with TAC to design regional performance measures to measure additional aspects of the transportation system not considered under the national Transportation Performance Management framework. 		
Committee Discussion		
This is the first time Planning Council will be discussing this item. TAC has discussed this item four times since November 2017.		
Supporting Information		
<p>Transportation Performance Management (TPM) is a strategic approach using system information to make investment and policy decisions to achieve national performance goals. TPM is the guiding principle for the NFRMPO as the agency updates the GOPMT framework. The GOPMT guides regional transportation planning policy, specifically the programming of projects, planning efforts, and overall coordination. The GOPMT was adopted as part of the <i>2040 RTP</i>, prior to Federal guidance for national performance measures and targets being released. The 2040 GOPMT can be downloaded at this link: https://nfrmpo.org/wp-content/uploads/2040-rtp-goals-and-objectives.pdf</p> <p>MAP-21 and the FAST Act provided further guidance on performance management, which was considered prior to NFRMPO staff bringing the GOPMT to TAC in November 2017. TAC members asked NFRMPO staff to develop a table to highlight gaps between the existing GOPMT and the new requirements. Further guidance and CDOT's adoption of performance measures made the GOPMT possible, and it is included as an attachment to this AIS.</p> <p>As an MPO, the NFRMPO must set targets for the National Performance Measures set out in MAP-21 and carried through in the FAST Act. The NFRMPO can set targets either at a regional level or decide to support the State targets. In either case, the NFRMPO must agree to plan and program projects that contribute toward the accomplishment of the adopted targets. The NFRMPO will also partner with transit agencies to set regional transit performance measures, but those will be adopted separately.</p> <p>In addition to the National Performance Measures, the NFRMPO has the ability to set its own performance measures and targets. For example, Councilmembers at the August 2, 2018 Planning Council meeting suggested measuring congestion instead of reliability. To track this, the NFRMPO is suggesting measuring Travel Time Index, which measures congested speeds to free-flow speeds.</p>		

Advantages

- Adopting an updated GOPMT will allow the NFRMPO to set policies to improve the **transportation system in line with FHWA's Transportation Performance Management** guidelines.
- Setting regional performance measures and targets prioritizes projects based on regional criteria, expanding on what is required by the USDOT.
- Setting regional performance measures in addition to the nationally-required ones is a sign of regional cooperation.

Disadvantages

- There are no requirements to set regional performance measures and targets, meaning there are no consequences to not achieving them.

Analysis/Recommendation

- TAC requests Planning Council review the proposed GOPMT and provide comments at the September 6th Planning Council meeting.

Attachments

- Proposed 2045 GOPMT

Rev. 7/23/2018

Value Statement

We seek to provide a multi-modal transportation system that is safe, as well as socially and environmentally sensitive for all users that protects and **enhances the region's quality of life and economic vitality.**

	Goal Area 1 Economic Development Quality of Life			Goal Area 2 Mobility			Goal Area 3 Multi-Modal			Goal Area 4 Operations				
MPO GOAL	Foster a transportation system that supports economic development and improves residents' quality of life			Provide a transportation system that moves people and goods safely, efficiently, and reliably			Provide a multi-modal system that improves accessibility and transportation system continuity			Optimize operations of transportation facilities				
NATIONAL GOALS	Infrastructure Condition			Safety			Infrastructure Condition			Congestion Reduction				
	Freight movement and economic vitality			Congestion Reduction			System Reliability			Freight Movement and Economic Vitality				
	Environmental Sustainability			System Reliability						Reduced Project Delivery Delays				
OBJECTIVES	Conform to air quality requirement	Maintain transportation infrastructure and facilities	Increase investment in infrastructure	Reduce number of severe traffic crashes	Reduce congestion	Improve travel time reliability	Support transportation services for all including the most vulnerable and transit-dependent populations	Increase mode share of non-single occupancy vehicles (SOV) modes	Develop infrastructure that supports alternate modes and connectivity	Optimize the transportation system	Enhance Transit Service in the NFR region	Reduce project delivery time frame		
PERFORMANCE MEASURES & TARGETS	5	2	3	T-1	6	1	4	4	6	6	6	4	6	6

	PERFORMANCE MEASURE	STATEWIDE TARGET	NFRMPO BENCHMARK (year)	NFRMPO REGION TARGET
	1 SAFETY			
	Number of Fatalities	610	32.8	
	Fatality rate per 100 million vehicle miles traveled	1.2	0.833	
	Number of serious injuries	3,350	202	Adopted State Targets
	Serious injury rate per 100 million vehicle miles traveled	6.79	5.169	
	Number of non-motorized fatalities and serious injuries	586	34.2	
	2 PAVEMENT CONDITION			
	Percent of pavement on interstate System in good condition	47%	TBD	
	Percent of pavement on interstate System in poor condition	1%	TBD	Adopting State Targets
	Percent of pavement on non-interstate NHS in good condition	51%	TBD	
	Percent of pavement on non-Interstate NHS in poor condition	2%	TBD	
	3 BRIDGE CONDITION		(2017)	
	Percentage of NHS bridges classified as in good condition	44%	50%	Adopting State Targets
	Percentage of NHS bridges classified as in poor condition	4%	7%	
	4 RELIABILITY (System Reliability and Freight Movement)		(2016)	
	Percent of person-miles traveled on Interstate system that are reliable	81%	100%	
	Percent of person-miles traveled on non-Interstate NHS that are reliable	64%	79%	Adopting State Targets
	Truck travel time reliability index	1.5	1.47	
	5 AIR QUALITY (CMAQ)/ENVIRONMENTAL SUSTAINABILITY		(2013-2016)	
	VOC Reduction	105 kg/day	3.58	
	Carbon Monoxide (CO) Reduction	1,426 kg/day	56.9	Adopting State Targets
	Nitrogen Oxides (NOx) Reduction	105 kg/day	0.13	
	6 NFRMPO-SPECIFIC			
	Population within publicly-operated paratransit and demand response service area within the NFRMPO boundary		63%	At least 75%
	Non-motorized facility miles		3352	Increase by 50%
	Percent of non-single occupant vehicle commute trips		23%	At least 25%
	Fixed-route revenue hours per capita within service areas		0.65	Increase by 10%
	Daily VMT per capita		24	Daily VMT per capita ≤ 24
	MPO-funded Projects delivered by Federal Completion Date		TBD	TBD
	Travel Time Index on RSCs		90%	90% of RSCs have a TTI ≤ 1.5
Percent NHS miles covered by ITS		TBD	TBD	

	TRANSIT PERFORMANCE MEASURE AND TYPE	Transfort ULB	Transfort Target	Statewide Tier II Plan ULB	Statewide Tier II Plan Target
	T-1 PERCENT REVENUE VEHICLES MEETING OR EXCEEDING USEFUL LIFE BENCHMARK				
	Bus	15		14	20%
	Articulated Bus	17		14	-
	Cutaway	12	25%	10	7% - 20%
	Automobile	10		8	50%
	Minivan	10		8	38%
	Truck/SUV	10		8	-
	T-2 PERCENT SERVICE VEHICLES MEETING OR EXCEEDING USEFUL LIFE BENCHMARK				
	Automobile	10	25%	8 to 14	28%
	T-3 PERCENT PASSENGER AND MAINTENANCE FACILITIES RATED BELOW CONDITION 3				
	Passenger Facility				
	Passenger Parking				
	Maintenance		25%		19%
	Administrative				

2045 Goals, Objectives, Performance Measures, and Targets (GOPMT)

September 2018 Council Meeting, LaSalle, CO



- Optimizing investments of public funds
- Improving consistency across the country
- Increasing coordination of decision-makers
- Increasing our understanding of what works
- Communicating federal investment returns

2040 Regional Transportation Plan Goals, Objectives, Performance Measures, and Targets

Value Statement

We seek to provide a multi-modal transportation system that is safe, as well as socially and environmentally sensitive for all users that protects and enhances the region's quality of life and economic vitality.

Adopted on:
September 4, 2014

	Goal 1 ECONOMIC DEVELOPMENT/QUALITY OF LIFE			Goal 2 MOBILITY			Goal 3 MULTI-MODAL			Goal 4 OPERATIONS			
MPO GOAL	Foster a transportation system that supports economic development and improves residents' quality of life			Provide a transportation system that moves people and goods safely, efficiently, and reliably			Provide a multi-modal system that improves accessibility and transportation system continuity			Optimize operations of transportation facilities			
NATIONAL GOAL	Infrastructure condition, freight movement and economic vitality, environmental sustainability			Safety, congestion reduction, system reliability			Infrastructure condition, system reliability			Congestion reduction, freight movement and economic vitality, project delivery			
OBJECTIVE	Conforms to air quality requirement <small>1</small>	Maintain transportation infrastructure and facilities to minimize the need for replacement or rehabilitation <small>2</small>	Investment in infrastructure <small>3</small>	Reduce number of severe traffic crashes <small>4</small>	Use the Congestion Management Process (CMP) to reduce congestion <small>5</small>	Reliable travel times <small>6</small>	Support Transportation services for all including the most vulnerable and transit dependent populations <small>7</small>	Implement RTE, Regional Bicycle Plan, and North I-25 EIS <small>8</small>	Develop infrastructure that supports alternate modes and connectivity <small>9</small>	Use Transportation Demand Management techniques to reduce congestion and optimize the system <small>10</small>	Implement Intelligent Transportation Systems (ITS) <small>11</small>	Enhance transit service in the NFR <small>12</small>	Reduce project delivery time frame <small>13</small>







Each measure (and target) or policy is associated with one or more objectives indicated by the corresponding numbers







	1	2, 3	3	4	5,6,10, 11	7	8, 9	8,12	9	10	12
PERFORMANCE MEASURE	Air quality conformity tests on plans and programs	Number of facility samples with poor surface condition	Bridges with a sufficiency rating below 50.0	Five-year rolling average of injury and fatal crashes	Regionally significant congested corridors with a travel time index of 2.5 times or less than free flow	Population and essential destinations within para-transit and demand response service area within the MPO boundary	Non-motorized facilities per capita	Fixed-route revenue hours per capita within service areas	Transit service vehicles within useful life parameters established by FTA	VMT growth per capita	Fixed-route ridership per capita within service areas
TARGET (over 4 years)	Passes Conformity	Reduce by 1%	Less than 5% of bridges	No increase in crashes	Maintain at least 80%	At least 85%	Increase by at least 2%	Increase by 30%	Maintain 75%	Change in VMT should not exceed change in population	Increase by 10%
2040 RTP PLAN POLICY	<small>3</small> Support freight performance in partnership with CDOT	<small>13</small> Process TIP amendments on a quarterly schedule									

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PERFORMANCE MEASURES & TARGETS	5	2	3	T-1 T-2 T-3	6	1	4	4	6	6	6	4	6	6

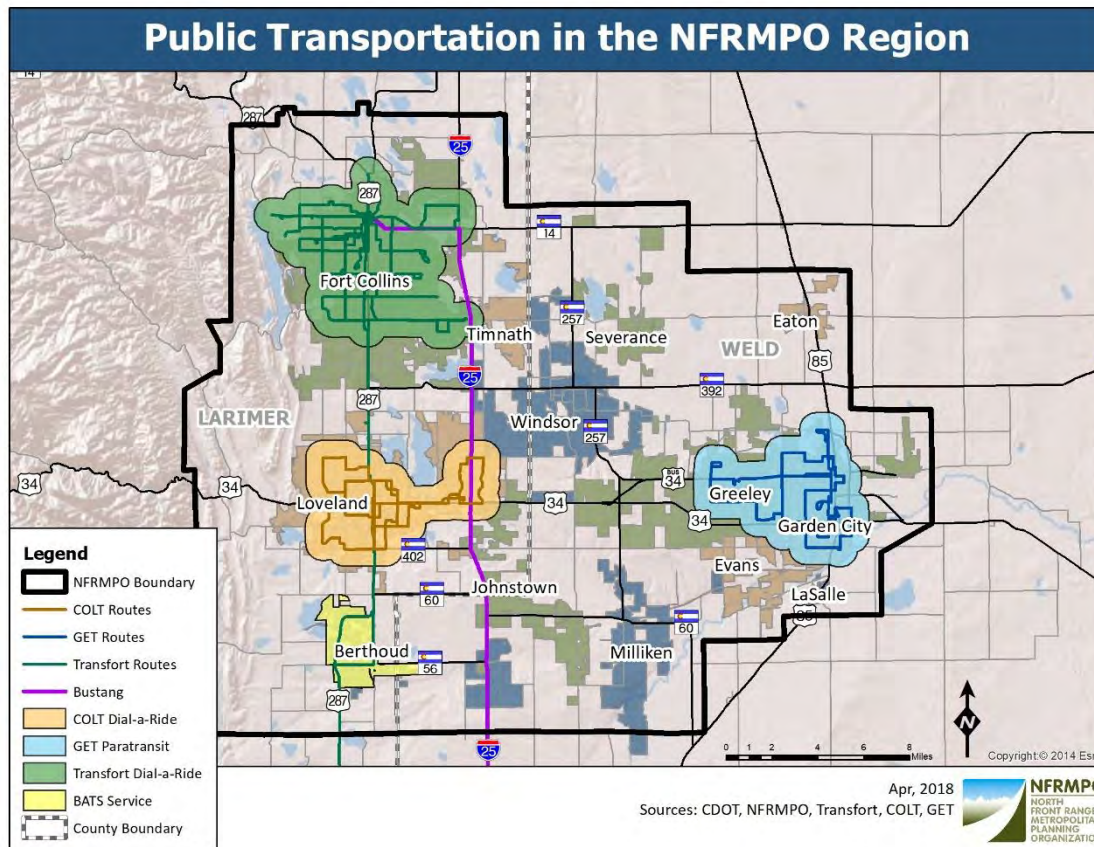
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NFRMPO-Specific Performance Measures and Targets



- Population within paratransit and demand response service area within the NFRMPO boundary



Benchmark (2016)	Target (2045)
63%	75%

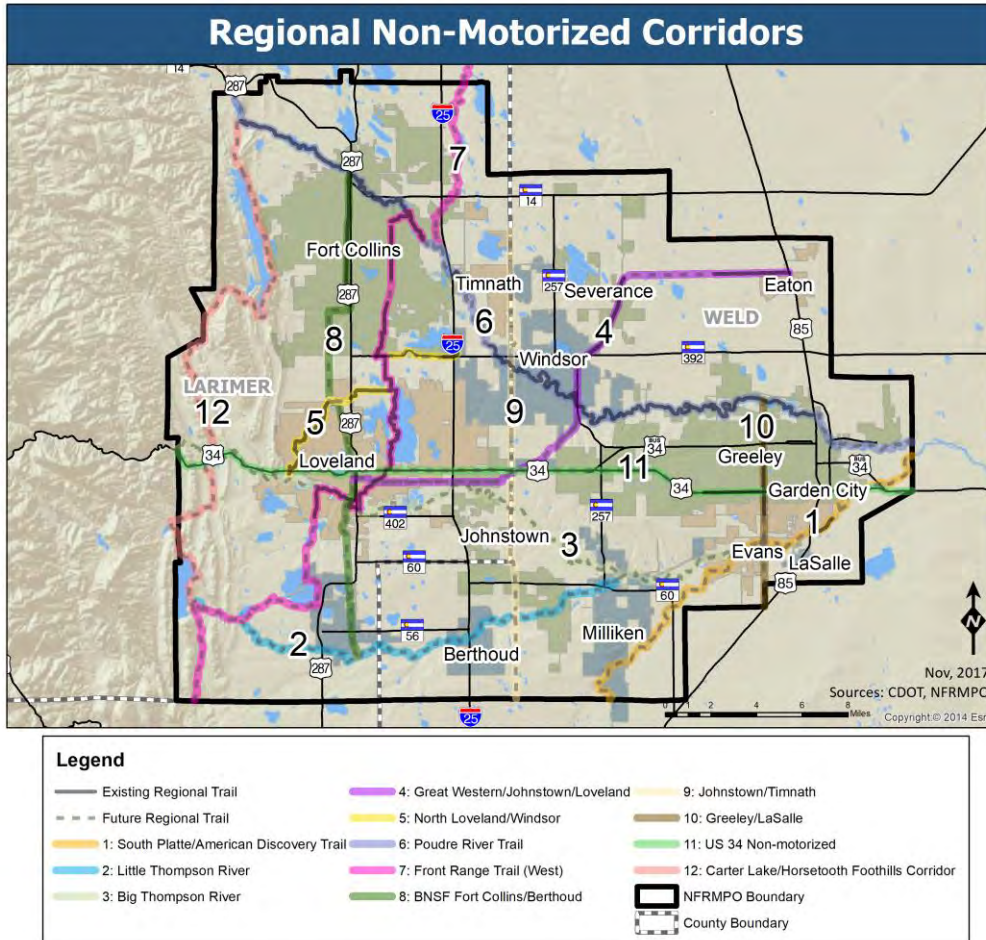
Apr, 2018
Sources: CDOT, NFRMPO, Transform, COLT, GET



NFRMPO-Specific Performance Measures and Targets



- Non-motorized facility miles - Trails/shared-use paths, bike lanes, sidewalks



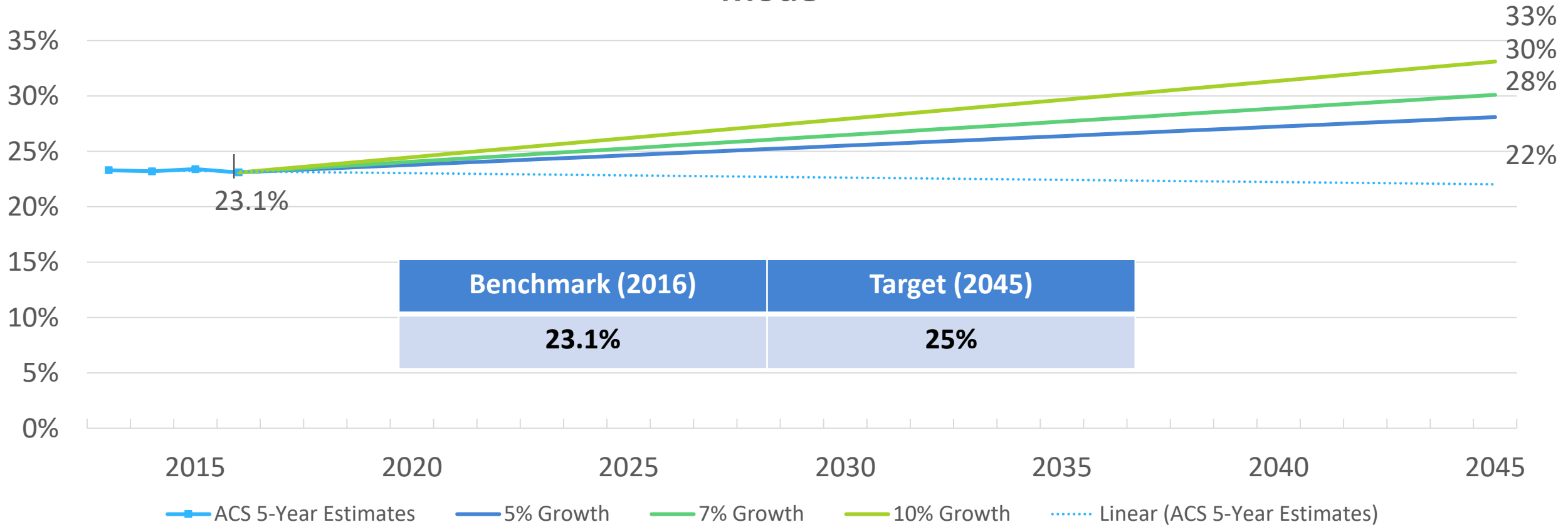
Benchmark (2016)	Target
3,352 miles	5,016 miles

Type of Facility	Where are we now? (2016)	Where do we want to be? (2045 Target)	Percent Increase (2016 to 2045)
Sidewalks	2,474 miles	3,318 miles	34%
Bikes Lanes	685 miles	1,090 miles	59%
Trails / Shared-Use Paths	193 miles	607 miles	215%
All Non-Motorized Facilities	3,352 miles	5,016 miles	50%

NFRMPO-Specific Performance Measures and Targets



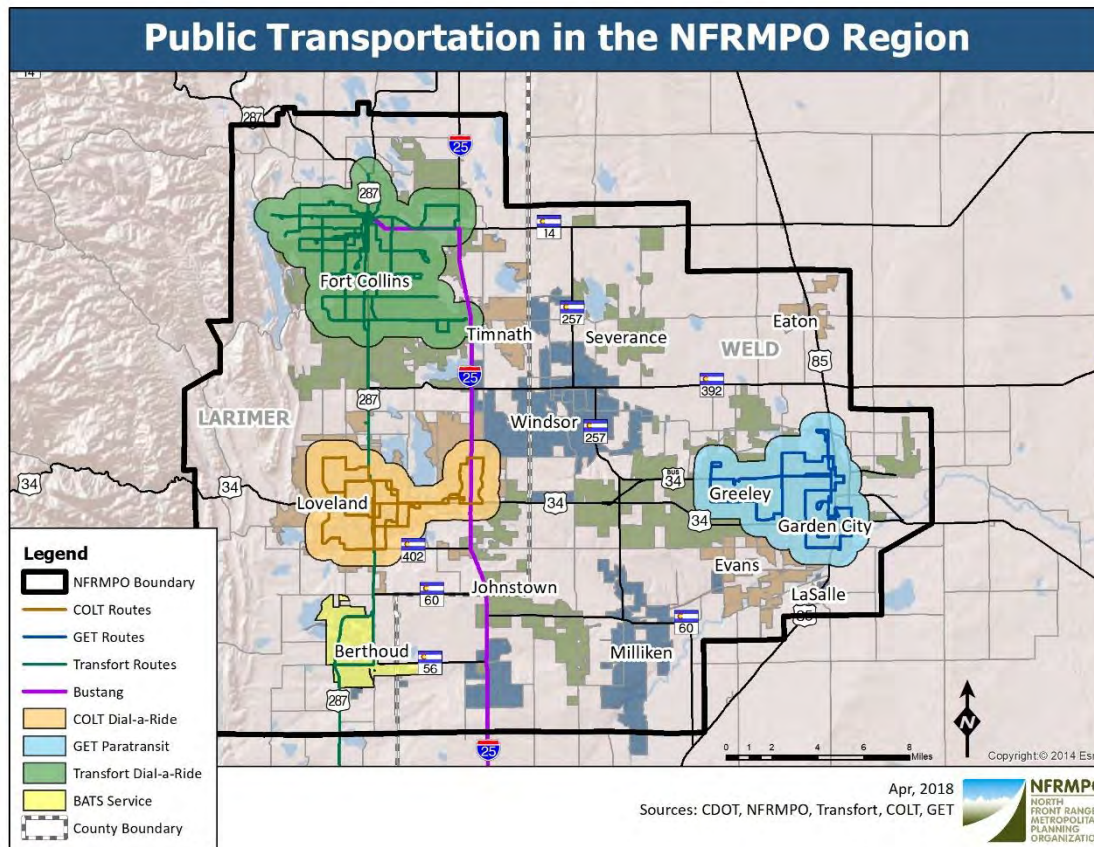
Projected Growth in Percent of Commute Trips Made via a Non-SOV Mode



NFRMPO-Specific Performance Measures and Targets



- Fixed-route revenue hours per capita within service areas

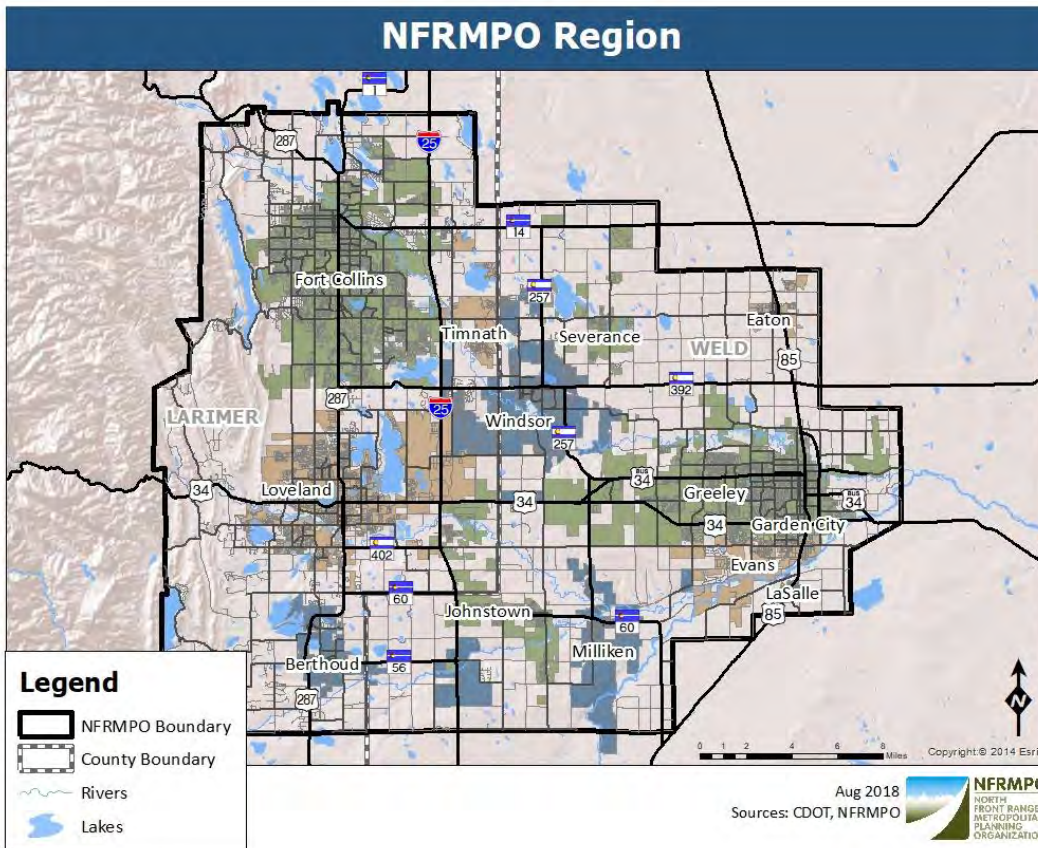


Benchmark (2016)	Target (2045)
0.65	Increase by 10%

NFRMPO-Specific Performance Measures and Targets



- Daily VMT per capita = $\frac{\text{Daily VMT}}{\text{2016 Population}}$

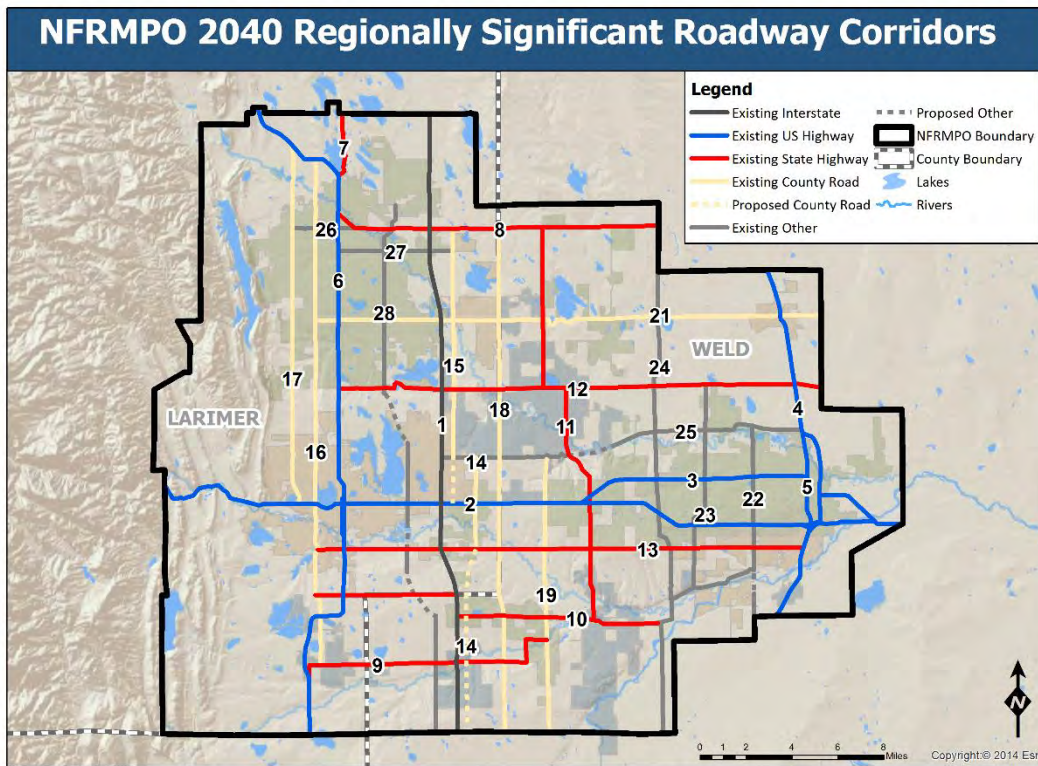


Benchmark (2016)	Target (2045)
24	Daily VMT per capita ≤ 24

NFRMPO-Specific Performance Measures and Targets



- Travel Time Index on RSCs



Jun, 2015
Sources: CDOT, NFRMPO

Benchmark (2017)	Target (2045)
90%	90% of RSCs have a TTI ≤ 1.5

NFRMPO-Specific Performance Measures and Targets



- Miles of connected roads added to the transportation system
- Number of Adaptive Signals added to the transportation system

Type of IT	Where are we now? (2016)	Where do we want to be? (2045 Target)	Percent Increase (2016 to 2045)
Connected Roads	TBD	TBD	TBD
Adaptive Signals	TBD	TBD	TBD

NFRMPO-Specific Performance Measures and Targets



- Federally funded projects within the NFRMPO boundary reported as financially inactive for more than three quarters.

Benchmark (2017)	Target (2045)
0	0

NFR MPO Federal Inactive Report July 2018

Status	Level	TPR	Local	Project	PNum	Project Name	Phase	Budget	Expend	Balance	FHWA Date	FHWA-Day	Last Bill Date	Spend-Day
WARNING!!	Under \$50k	NFR	CDOT	12372	STA 2873-100	US 287:SH1 to LaPorte Bypass	ROW	\$5,906,777	(\$5,893,185)	\$13,592	12-Jul-05	4741	27-Jun-08	3660
WARNING!!	Under \$50k	NFR	Loveland	20540	ER M830-084	PRLA Roosevelt Rd @ BNSF	Misc.	\$91,324	(\$91,323)	\$1	10-Mar-14	1578	12-Jun-15	1119
WARNING!!	Under \$50k	NFR	X	20529	ER M070-905	PRLA CR 44 Permanent Repair	Misc.	\$17,930	(\$17,929)	\$1	24-Mar-14	1564	12-Jun-15	1119
WARNING!!	Over \$200k	NFR	CDOT	20068	ER 0342-057	PR US 34A MP 114 to MP 116	Const.	\$14,496,023	(\$13,532,298)	\$963,725	04-Sep-14	1400	31-Aug-17	308
WARNING!!	Over \$200k	NFR	Weld Co	20481	ER C030-068	PRLA WCR54 CR 13A Bridge over Big Thomps	Const.	\$422,432	\$0	\$422,432	21-Sep-17	287		0
WARNING!!	Over \$200k	NFR	CDOT	20845	STA 0853-101	US 85 Resurfacing Eaton to Ault	Utility	\$218,113	\$0	\$218,113		0	10-Mar-17	482
							Sub-Total	\$21,152,599	(\$19,534,735)	\$1,617,864				

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North Front Range MPO Area - Project Status Updates (21 Aug 2018)

<u>Roadway / Segment</u>	<u>Status</u>
SH14	
US287 to I-25 Surface Treatment	<i>Paving substantially complete.</i>
I-25	
Crossroads Blvd Interchange / Bridges	<i>Construction is substantially complete</i>
Design /Build	<i>Design is underway. Construction Sept 2018</i>
Fort Collins North Cable Rail	<i>Adding length to maximize project. Delaying ad</i>
Vine Drive Bridge	<i>Advertise Nov 2018. Construct Spring 2019</i>
US34	
Big Thompson Canyon Flood Repair	<i>Roadway is open. Under construction</i>
PEL Study	<i>Progressing</i>
34 Business Rt Overlay & Bridge Work (Flood)	<i>In Construction</i>
SH60	
WCR 40 Intersection Improvements	<i>In Design</i>
SH257 (Flood) – Little Thompson Structures	<i>Construction is underway</i>
Over the South Platte River	<i>Construction begins Sept 2018</i>
US85	
Eaton to Ault- Resurfacing	<i>Complete</i>
SH263	
US85 to Greeley Airport- Devolution	<i>IGA in process</i>
US287	
SH1 to LaPorte Bypass	<i>Construction continues</i>
ADA Curb Ramp Program	
Greeley ADA Curb Ramps Phase 1	<i>In Design.</i>
Loveland ADA Curb Ramps Phase 1	<i>In Design.</i>

STAC Summary – July 27th, 2018

- 1) **Introductions & June Minutes** – *Vince Rogalski (STAC Chair)*
 - a) June 2018 STAC Minutes approved without revisions.
- 2) **Transportation Commission Report** – *Vince Rogalski (STAC Chair)*
 - a) Transportation Commission (TC)
 - i) Discussed the 2018 State Freight and Passenger Rail Plan prior to request TC approval in August.
 - ii) Received a quarterly report on Bustang and discussed the ideal level of fare box recovery.
 - iii) Reviewed current PD 14 measures and how examined how CDOT is doing in anticipation of the annual budget setting process.
 - b) High Performance Transportation Enterprise (HPTE)
 - i) HPTE Board approved the yearly interagency agreement that outlines roles and responsibilities with CDOT.
 - ii) HPTE has also launched a master planning process for their projects throughout the state.
- 3) **TPR Reports** – *STAC Representatives*
- 4) **Federal & State Legislative Update** – *Herman Stockinger (CDOT Office of Policy & Government Relations)*
 - a) House Transportation Committee Chair Shuster released a new vision for an infrastructure package that includes increased gas taxes, a national RUC pilot, and a return of earmarks, but is not planning to run a bill or hold hearings.
 - b) The Colorado Secretary of State is assessing signatures for the two transportation ballot initiatives and will determine their eligibility by mid-August.
 - c) SB 1 distributions are expected from the Treasurer’s Office in August.
- 5) **National Highway Freight Program Project Selection** – *Tim Kirby (CDOT Multimodal Planning Branch)*
 - a) The Freight Advisory Council (FAC) reviewed potential projects with 3 key principles in mind:
 - i) Clear freight focus in terms of making an impact on the movement of goods statewide.
 - ii) Timeliness and availability in terms of making an immediate, high-visibility impact.
 - iii) Connectivity across regions, the state, and neighboring states.
 - b) Staff and FAC members considered projects submitted by every region, the CDOT Division of Maintenance, and the CDOT Division of TSMO.
 - c) A total of 16 projects were identified and ranked by the above criteria. They now go to the Transportation Commission for anticipated approval in August.
 - d) STAC Discussion: Representatives discussed the prioritization process and clarified that those projects that didn’t score well on this go-around are not excluded from future NHFP eligibility.
 - e) STAC Action: The STAC members voted unanimously to recommend TC approval of the proposed NHFP project list.
- 6) **Transit Development Program** – *David Krutsinger (CDOT Division of Transit & Rail)*
 - a) CDOT is working with local partners to identify transit project needs statewide since a majority of transit projects are not CDOT owned and operated.
 - b) DTR staff asked for feedback on how they can be most helpful to local partners.
 - c) STAC Discussion: Representatives discussed the importance of operational funds over capital in many parts of the state, requested additional information about the distribution of the SB 1 Multimodal Options Fund, and the anticipated approach to building a Bike/Pedestrian Development Program.
- 7) **PD 14 Scorecard** – *William Johnson (CDOT Division of Transportation Development)*
 - a) CDOT works with the Transportation Commission to review and assess PD 14 performance measures as a part of its regular budget cycle.

- i) Ideally, funds should be targeted to achieve state goals and targets, and PD 14 tracking helps us to maintain that focus year-to-year.
 - ii) The goal areas covered by PD 14 encompass roughly 60% of CDOT's overall budget.
 - b) Currently we are missing a number of targets in the Safety Goal Area due to increasing fatalities and serious injuries among drivers, cyclists, and pedestrians - potentially due to behavioral drivers like distracted driving.
 - c) System Performance Goal Area targets like congestion mitigation and transit ridership are currently being met, though there was some feedback about these being insufficiently ambitious.
 - d) Targets in the Maintenance Goal Area are not currently being met, and staff will return in August to delve into those details with the group.
 - e) STAC Discussion: Representatives discussed the potential causes and solutions to increasing safety issues, especially those related to cyclists and pedestrians. They also requested additional data on the specific locations of safety concern and more a more detailed breakdown of transit ridership numbers, costs, and potential updated targets.
- 8) **Customer Service Survey Results & In-the-Moment Focus Group** – Amy Ford (CDOT Office of Communications)
- a) CDOT is generally interested in the overall customer experience of the public and uses a variety of methods to solicit this input.
 - b) The Statewide Customer Survey was completed in late 2017 and some results include:
 - i) 80% of the public approves of CDOT (consistent with previous surveys).
 - ii) 48% of those surveyed trust CDOT to do what is best for the public (a decrease from previous years, potentially due to several controversial projects like US 36, Central 70, tolling, etc.)
 - iii) 65% say CDOT should spend more money to do projects at night.
 - iv) 57% say CDOT should fix potholes to maintain a smooth surface.
 - v) Only 28% of people know that the gas tax funds transportation, while some 30% have “no idea”.
 - c) In-the-Moment polling allows CDOT to get more seasonal, location-specific feedback from the public.
 - d) CDOT polled 118 participants across the state for its winter driving survey and found out about traveler frustrations, confusion on laws and terminology, and what they value about accessing different natural amenities across Colorado.
 - e) In-the-Moment polling will be an ongoing resource throughout the upcoming 2045 SWP process and other longer-term efforts.
- 9) **CDOT Smart Mobility Plan** – Wes Maurer (CDOT Division of Transportation Systems Management & Operations)
- a) Smart Mobility Planning is a new role for CDOT and we are developing a process to accomplish this.
 - b) The Smart Mobility Plan is a first-of-its-kind effort to identify statewide, regional, and local investment needs and develop a 5-to-10 year vision for maximizing technological benefits in the transportation sector.
 - c) The approach is to start at the regional level, engaging with MPOs, TPRs, and COGs to build a foundation for a state-level plan.
 - d) Bob Wilson from the CDOT Division of TSMO will be visiting the TPRs and CDOT Regions to interface with local experts and ensure that you have a role in this process from the start.
 - e) This effort will integrate with the SWP, RTPs, and a number of other ongoing planning efforts at CDOT to ensure overall cohesion.
- 10) **Central 70 Project Update** – Rebecca White (CDOT Region 1)
- a) The Central 70 project is 10.2 miles long, from the I-25/I-70 “MouseTrap” to Chambers Road, in central Denver.

- b) It will be the largest public-private partnership (PPP) in Colorado, and CDOT is partnering with Kiewit-Meridiam Partners (KMP) for the next 30 years of design, construction, and operations.
 - c) Project consists of 3 distinct sections:
 - i) East Area is simplest, a standard widening, and will be completed by 2019.
 - ii) Central Area is more complicated, requiring full reconstruction, and will be completed by 2021.
 - iii) West Area is the most complex, involving the removal of the existing viaduct and the construction of a lowered and capped trench, and will be completed in 2022.
 - d) KMP is required to keep 3 lanes open in each direction during daylight hours and is coordinating with CDOT and the Union Pacific Railroad to minimize impacts.
 - e) TDM programs and incentives are in-place to encourage alternate modes along the corridor, while local hiring and other community benefits are being managed in partnership with neighborhood groups and non-profit partners.
 - f) STAC Discussion: Representatives discussed the challenges involved in maintaining operational speeds under a capped section of highway, recognized the efforts of CDOT staff and partners in bringing this project to fruition, and discussed anticipated ongoing areas of focus, including railroad coordination and community engagement.
- 11) **Nondiscrimination Policy Directive** – Eboni Younger-Riehl (Civil Rights & Business Resource Center)
- a) CDOT has an existing Nondiscrimination Policy Directive, which serves as an internal document to explain how to comply with policies like NEPA, DBE, etc.
 - b) CDOT is required to collect demographic data at public meetings, but local partners are not required to do so.
- 12) **Other Business** – *Vince Rogalski (STAC Chair)*
- a) The next STAC Meeting will be held on August 24th at CDOT Headquarters (2829 W. Howard Place, Denver).
- 13) **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>