



NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL

MEETING AGENDA

December 6, 2018

Timnath Administration Building

4800 Goodman Street

Timnath, 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-November 1, 2018 (Pg.8)

EXECUTIVE SESSION:

To consider personnel matters, pursuant to C.R.S. §24-6-402(4)(f), regarding the annual evaluation of the Executive Director and not involving: any specific employee who has requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees. 30 min

Lead Planning Agency for Air Quality Agenda

Estimated Time

COUNCIL REPORTS:

- | | | |
|--|------------------|--------|
| 3. Air Pollution Control Division (APCD) (Pg.13) | Rick Coffin | 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 | 5 min |
| 7. HR Committee (Pg.14) | Written/D Clark | 5 min |
| 8. Finance Committee (Pg.15) | Written/Melendez | 5 min |

PRESENTATION:

- | | | |
|--------------------|----------------|--------|
| 9. Freedom Parkway | Cozad/Anderson | 15 min |
|--------------------|----------------|--------|

CONSENT ITEM:

- | | | |
|--|-----------------|-------|
| 10. CY 2018 3 rd Quarter Unaudited Financials (Pg.18) | Crystal Hedberg | 5 min |
|--|-----------------|-------|

ACTION ITEM:

- | | | |
|---|-----------------|--------|
| 11. Investment Policy Amendment (Pg.32) | Crystal Hedberg | 5 min |
| 12. 2019 Officer Elections | Tom Donnelly | 10 min |

COUNCIL REPORTS:

5 min

- | | | |
|---|------------------|-------|
| Transportation Commission/CDOT Region 4 | Gilliland/Olson | |
| I-25 Update | Gerry Horak | |
| STAC (Pg.34) | (Written Report) | |
| Host Council Member Report | Aaron Pearson | 5 min |

MEETING WRAP-UP:

Agenda Meeting Suggestions

NEXT COUNCIL MEETING:

January 3, 2019

Town of Berthoud



North Front Range
Metropolitan
Planning
Organization

MPO Planning Council

Larimer County

Tom Donnelly, Commissioner - Chair

Alternate- Steve Johnson- Commissioner

Town of Windsor

Kristie Melendez, Mayor -Vice Chair

Alternate- Ken Bennett, Mayor Pro Tem

Town of Eaton

Kevin Ross, Mayor -Past Chair

Alternate- Glenn Ledall, Trustee

Town of Berthoud

William Karspeck, Mayor

Alternate-Jeff Hindman, Mayor Pro Tem

City of Evans

Mark Clark, Mayor Pro Tem

Alternate- Brian Rudy, Mayor

City of Fort Collins, Transfort

Gerry Horak, Mayor Pro Tem

Alternate-Bob Overbeck, Councilmember

Town of Garden City

City of Greeley

Robb Casseday, Mayor Pro Tem

Alternate-John Gates, Mayor

Town of Johnstown

Troy Mellon, Councilmember

Town of LaSalle

Paula Cochran, Trustee

Alternate-Claudia Reich, Mayor Pro Tem

City of Loveland

Dave Clark, Councilmember

Alternate- Steve Olson, Councilmember

Town of Milliken

Elizabeth Austin, Mayor Pro Tem

Town of Severance

Donald McLeod, Mayor

Alternate- Mathew Gordon, Mayor Pro Tem

Town of Timnath

Aaron Pearson, Mayor Pro Tem

Weld County

Julie Cozad, Commissioner

Alternate- Sean Conway, Commissioner

CDPHE- Air Pollution Control Division

Rick Coffin, Planner

Colorado Transportation Commission

Kathy Gilliland, Commissioner



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)

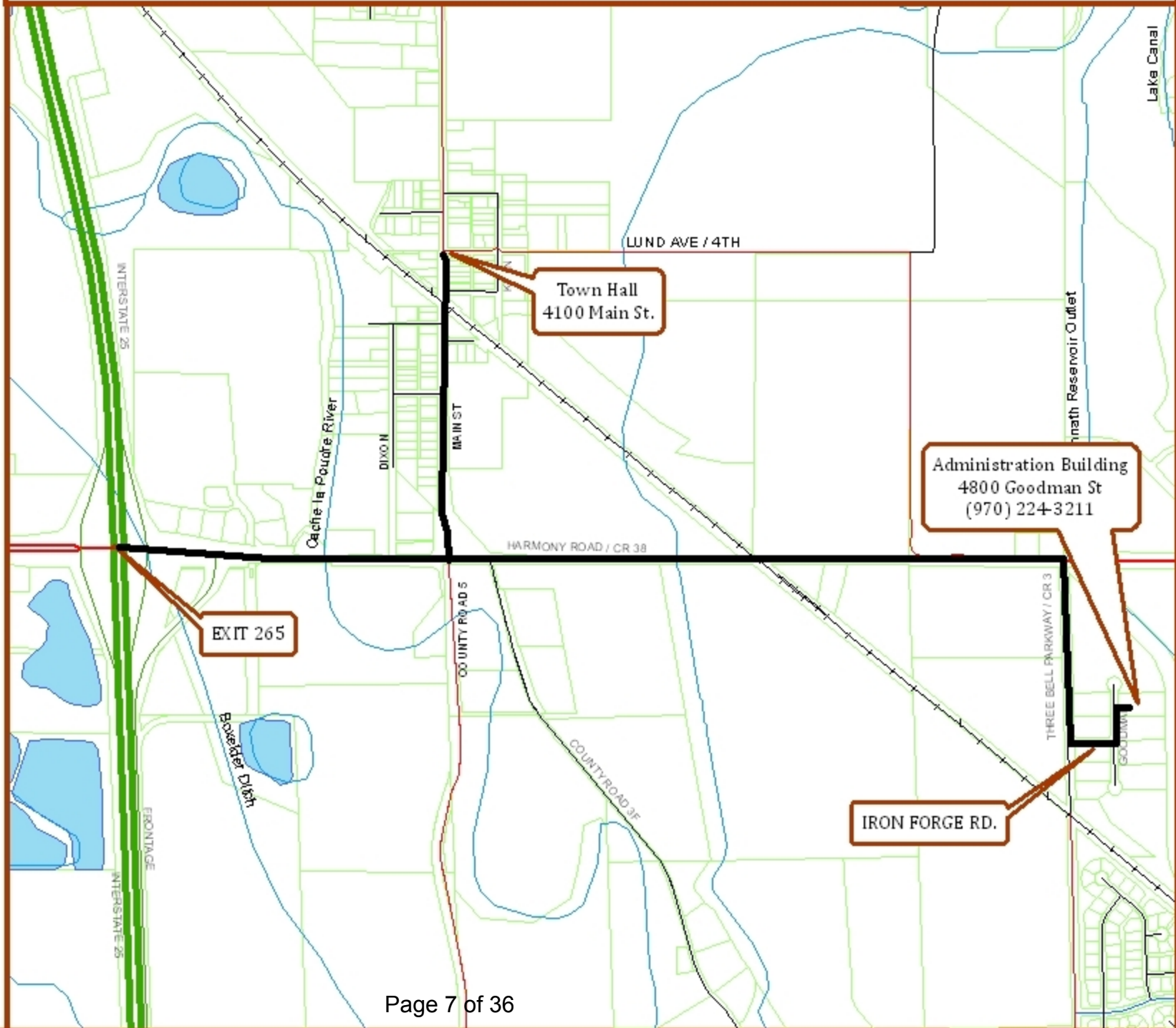
GLOSSARY (cont'd)

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

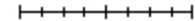
Town of Timnath Facilities



This drawing was produced by the Town of Timnath and is for reference purposes only and locations and dimensions should not be relied on for accuracy.



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Created: April 30, 2009

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

**November 1, 2018
Fort Collins Utilities Building
Colorado Room
222 LaPorte Ave
Fort Collins, CO**

Voting Members Present:

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

Voting Members Absent:

Troy Mellon	-Johnstown
Rick Coffin	-CDPHE
*No Member	-Garden City

MPO Staff:

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

In Attendance:

Dawn Anderson, Ken Bennett, Chad Crager, Kurtis Cunningham, Doug Decker, Butch Hause, Wayne Howard, Mark Jackson, Will Jones, Will Karspeck, Tim Kemp, Ken Martin, Mitch Nelson, Johnny Olson, and Karen Schneiders.

Chair Donnelly called the MPO Council meeting to order at 6:00 p.m.

Public Comment:

There was no public comment.

Move to Approve Agenda:

Casseday **moved** to approve the, *November 1, 2018 Meeting Agenda*. The motion was **seconded** and **passed** unanimously.

Move to Approve Minutes:

Horak **moved** to approve the *October 4, 2018 Council 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.

Air Quality Presentation

Regulation Number 20

Donnelly noted the NFRMPO had applied for and received party status to oppose the proposed Regulation 20, Low Emitting Vehicles, and introduced Doug Decker, Colorado Department of Public Health (CDPHE) Mobile Sources Program Manager for the Air Pollution Control Division (APCD). Decker emphasized the information in his presentation was still preliminary and the final Cost-Benefit Analyses and Regulatory Analyses recently requested by Colorado Automobile Dealers Association (CADA) and others would not be completed until Sunday, November 4th. He was not certain how soon the final report information would be released to the public. Decker also noted he was one of several members of a technical team and was not a policy maker. He then presented the Colorado CLEAR- Colorado Low Emission Automobile Regulations (Proposed Regulation 20) to the Council and additionally relayed the following in each identified section:

Overview-

- LEV- Low Emission Vehicles (passenger vehicles, light/medium duty trucks)
- ZEV- Zero Emission Vehicles – is scheduled for a separate Hearing
- The 2012 proposed 2021-2025 Greenhouse Gas (GHG) standard was modified in April 2018 during a reevaluation at the Mid-Term Review. The Federal standard will be rolled back to the 2020 emissions level rather than continual improvement in emissions reduction.
- Set in motion by Governor's Executive Order asking AQCC to adopt California standard.
- The federal government could revoke the ability to use the California standard, but it may take more than a year.

New Motor Vehicle Certification Process-

- Auto manufacturers can have different hardware and/or software in vehicles with the two standards.
- Continuing to have only one standard is preferred by automobile manufacturers as they would not have to return to creating two sets of emission control components, such as the catalytic converter, for each model made.
- States only have a choice between the California Standard or the Federal Standard, there are no combinations of the two.

Colorado Action-

- AQCC received over sixty public comments supporting the ZEV Rule. Even though it was not part of Governor Hickenlooper's Executive Order the ZEV rule will be considered in 2019.
- Adopting the California standards helps to maintain Colorado's current trajectory for emissions.
- The lower GHG projected for 2025 is 18% for passenger cars and 25% light duty trucks.

Colorado Proposed Regulation Number 20-

- The Regulation would go into effect January 2021, the earliest day 2022 model year vehicles may be introduced.

LEV Costs and Benefits for Colorado-

- “Truck” listings include light-duty trucks and most Sport Utility Vehicles (SUV’s)
- “Estimated Fuel Savings over the life of the vehicle” is being reviewed as the calculation used to determine fuel costs in the SAFE review is currently unclear.
- “Life of the vehicle” for Colorado is considered to be 10 years/150k miles.

Challenges and Issues Remaining-

- Additional work for Title and Registration process in County Clerk offices is expected to be minimal.
- Colorado is currently 5th in the nation of ZEV sales.
- Legislative pushback is expected.

Additional points made by Decker-

- It is very complex to connect emissions to air quality monitors as there is not a direct correlation.
- There is no review to ensure standards are met, as there is no option- they must be met.
- Notices from CDPHE have been going out through the 358 stakeholders, on the website, in briefings, and as hearing and legal notices since January 2016.
- Public Involvement will precede the 2-year implementation.
- There are no exemptions for government or agricultural vehicles.
- There is an exception for new Colorado residents bringing in a vehicle from another state where it was legally registered.
- Party status applications for ZEV will be taken beginning January 20, 2019.
- Decker will provide to the Council the total GHG inventory for comparison with the reduction numbers, the per vehicle/per year GHG emissions from both a car and a truck, and the total fleet size.
- Public comment is still being taken. Anyone may address the commission the day of the hearing.

Council Response-

- It is surprising this type of Rulemaking comes outside the purview of elected officials.
- CDPHE notices have not been effective as Council members’ communities were unaware of the proposed Regulation 20 until September this year.
- The timeline of the process seems very rushed.
- Gilliland said she wanted to reverse her decision made in October to abstain, indicating she felt it was important to continue to support a standard that continually improves air quality.
- Donnelly indicated the NFRMPO would potentially request party status for ZEV.

Donnelly concluded the presentation by stating a Council member would represent the MPO at the hearing, indicating the Prehearing Statement could be revised if requested. He recited the concerns identified in the Prehearing Statement of the NFRMPO.

Air Quality Discussion Items

Proposed Regulation Number 20 Hearing

Donnelly said he would be attending the November 15th hearing as a Larimer County representative and asked that any Council member interested in representing the MPO please contact him or Director Mallette.

RAQC Representation

Donnelly recognized Julie Cozad for her years serving as the NFRMPO and as the representative for the RAQC and announced she would be leaving Weld County and the MPO in December. He stated it was necessary for someone to fill the position, noting the other two RAQC positions were currently held by Gerry Horak, who represented Larimer County and Bruce White, representative for Weld County. Don McCleod indicated his interest in the position and Ross declared his support. Donnelly indicated McCleod would need to complete the proper forms and receive assignment by the Governor. Cozad offered to assist McCleod through the process.

Metropolitan Planning Organization (MPO) Agenda

Chair Donnelly opened the MPO portion of the meeting.

Reports:

Executive Director Report:

Mallette provided information on the following:

- The request from Greeley to extend the Call for Projects (CFP) process out to December 21st was accepted, allowing the process to be completed following the November 6th elections.
- The RFP for MPO legal services will be finalized the week of November 5th.
- Friday, October 12th forty participants rode eleven miles from Fort Collins to Loveland on the Long View Trail, Loveland Rec Trail, and the road network in the 2018 NoCo Leaders' Ride. Participants included elected leaders, citizen advisory board members, and professionals from the planning, public health, engineering, and conservation fields.
- The I-25 Funding Committee is November 9th at the Candlelight Dinner Playhouse at 12:30.

Finance:

A written report was provided.

HR Committee:

D Clark reported Ginger Robitaille, HR Consultant had received Executive Director surveys through October 30th and was compiling the results for a meeting with the HR Committee November 19th and the MPO Council Executive Session December 6th. He indicated the evaluation process would be completed at the January 3rd Council meeting. Horak requested HR Committee meeting minutes from November 19th and a final evaluation results summary report be sent to all Council members prior to the December 6 meeting.

TAC:

A written report was provided.

Mobility:

A written report was provided.

Q3 TIP Modification Update

A written report was provided.

Move to Approve Consent Agenda:

Horak **moved** to approve the consent agenda. The motion was **seconded** and **passed** unanimously.

Items on the consent agenda included:

- *2045 Regional Transit Element (RTE)*

Action Items:

Revised Transit Asset Management (TAM) Targets

Alex Gordon, Transportation Planner II/Mobility Coordinator, explained that as discussed at the November 1 Council meeting, the revised Resolution now incorporates the City of Greeley as they requested more time for approval of their GET TAM targets.

Ross **moved** to approve the *Revised Resolution No. 2018-20 to Set Targets by Supporting the Targets Established by CDOT, GET, and Transfort for Transit Asset Management (TAM)*. The motion was **seconded** and **passed** unanimously.

COUNCIL REPORTS:

Transportation Commission Report /CDOT Region 4

Johnny Olson, CDOT Region 4, reported on the following for I-25:

- Construction has begun on Segment 3 of the I-25 corridor. Concrete will be laid on in the next two weeks.
- Preparation is progressing on SH 402 and may be complete before US 34, both will not be closed for construction at the same time.
- There is a contract with RL Wadsworth for Segments 5 and 6 which are currently in design and plan optimization. This project is considered critical and will have continuous executive oversight.
- The relocation of the frontage road WCR 9 ½ from SH 66 to US 34 is being considered to allow for an alternate route which will keep traffic down in that area of I-25. The route is now included in Weld County's Capital Improvement Plan.
- US 34 will be complete following the completion of river work.
- US 85 at Eaton has had some complications with railroad crossings, but CDOT still hopes to be complete in December.

I-25 Update

A written Project Status Update for October 23, 2018 was provided.

STAC Report

A written report was provided.

Host Council Member Report- Horak welcomed everyone to Fort Collins and thanked them for coming.

MEETING WRAP-UP:

Next Month's Agenda Topic Suggestions:

Freedom Parkway Presentation by Cozad and Dawn Anderson

The meeting was adjourned at 7:54 p.m.

Meeting minutes submitted by: Renae Steffen, MPO Staff



**Monthly Report from CDPHE to the
North Front Range Transportation and Air Quality Planning Council**

December 6, 2018

The November 14-16, 2018 Air Quality Control Commission meeting:

- SIP Development:
 - The Commission approved revisions to Regulation Number 7, establishing reasonably available control technology (RACT) via categorical rules for various brewing related operations in a continued effort to establish RACT for major sources of VOC and/or NO_x in the Denver Metropolitan North Front Range Moderate Ozone Nonattainment Area.
- LEV:
 - The Commission voted to approve establishing a new regulation to adopt specific provisions of the California LEV rule affecting greenhouse gas emissions and fuel economy. The proposed rule will not include a Zero Emissions Vehicle (ZEV) mandate, and has no impact on heavy-duty vehicles or non-road (construction and agricultural) equipment.
- ZEV:
 - The ZEV request for rulemaking hearing will occur on the December 20, 2018 AQCC meeting. The rulemaking hearing to consider specific provisions for the California ZEV rule affecting greenhouse gas emission and fuel economy will occur during the March 21, 2019 AQCC meeting.

HR COMMITTEE | Meeting Minutes

Meeting date|time 11/19/2018 4:00 PM |Conference Call

Meeting facilitated by:

Ginger Robitaille – HR Consultant
Turning the Corner, LLC

Attendees

Dave Clark
Julie Cozad
Mark Clark

AGENDA TOPICS

1. Executive Director Annual Review Discussion – Ginger – 4:00pm

Robitaille confirmed everyone had received the review results she had emailed prior to the meeting. She provided a summary and review of the report. There were no questions or discussion items from the committee on the results.

Robitaille asked to have discussion around how the Review had been presented to the Council in the past to help determine how the HR Committee would like to conduct the discussion this year.

- Cozad provided an outline for how it had been done in the past.
- D Clark asked if salary needed to be discussed during the review process or if it was already set for the new year. Robitaille confirmed salary would not be a part of the review and discussion this year.
- The following outline for presentation was agreed on by the Committee:
 - For the December Council meeting, we will request 15 minutes in Executive Session to present the Review Results towards the beginning of the meeting.
 - Robitaille will bring copies of the results to the meeting for everyone and Robitaille and D Clark will pass them out for the discussion once Executive Session has started.
 - Robitaille will provide a summary of the Review Results and take any questions from the participants.
 - We will be asking all participants to be considering what goals they would like to have for the Executive Director in the new year and the HR Committee will request an hour on the agenda for the January Council meeting to have an open discussion on putting together the work plan and goals for the Executive Director for 2019.

Robitaille will meet with the Executive Director, Mallette, for a one-on-one meeting following the December Council meeting to provide her with the Review Results. Robitaille will also ask Mallette to bring her own ideas on goals for the new year to the January meeting for discussion.

Cozad asked if the goals are supposed to focus around MPO/Organization goals or if this would include personal professional goals as well. Cozad suggested the goals would focus around the MPO. Robitaille recommended having 1-2 personal professional goals as well as 2-3 goals for the organization. The Committee agreed this would be a good approach.

Robitaille provided a summary of the agreed upon items above for presentation at the December Council Meeting and the request for time on the January Council Meeting agenda. Agreement and confirmation from the Committee was requested and received.

Meeting ended at 4:20pm.

Minutes taken by Ginger Robitaille

Finance Committee Report

- Finance Committee met on November 20, 2018
- The Committee reviewed the 2018 3rd Qtr. Unaudited Financial Statements.
- The Finance Committee recommends Council accept the 3rd Qtr. Unaudited Financial Statements.
- Staff let the committee know there are a large amount of indirect costs this year that will not be recouped until 2020
 - The left-over Local Match that would be put into reserves will be needed to cover these costs
 - More details will be presented at the next meeting for recommendation to the council
- Staff presented the updated Investment Policy
- The finance Committee recommends Council accept the updated Investment Policy

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

November 20, 2018

7:30 a.m.

Egg & I

1205 Main Street

Windsor, CO

Members Present

Kristie Melendez

Dave Clark

Staff Present

Crystal Hedberg

Merideth Kimsey

The meeting was called to order by Chair Melendez at 7:38 a.m.

Approval of Minutes:

The minutes of the October 12, 2018 meeting were accepted.

3rd Quarter Unaudited Financial Statements and Investment Report

The 3rd 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 405C grant work was completed at the end of September and only used 53% of the budgeted funds.
- The 100% local match is 493% over budget due to unallowable legal fees and administrative leave.
- Office equipment is over budget due to the purchase of computers intended to be purchased in 2017 that were not purchased until 2018 as well as the additional equipment purchased to try to fix the server issues. Finance Committee strongly urged the MPO to get a second opinion on what the final solution to this problem should look like and to implement it as quickly as possible to prevent these unexpected costs to continue to increase.
- 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 that rideshare promotion was only at 2.5% due to the budget being created with promotional activities that have been proven unsuccessful in mind. The staff decided this year not to pursue these options.

The committee agreed to recommend Council accept the 3rd quarter Unaudited Financial Statements.

Updates

Indirect Costs. Hedberg notified the committee that due to the large amount of indirect costs this year which will not be recouped until 2020 that the remaining local match that would be moved into the reserves at the end of the year will be needed to cover these costs. A resolution from the council will be needed to approve this course of action. A detailed report will be brought to next month's meeting for the committee to recommend approval of the resolution during the January council meeting.

Investment Policy. Hedberg presented the updated Investment Policy. An additional rating system was added to account for placing funds into government trust funds as well as the addition of Local Government Investment Pool Trust Funds as an authorized investment instrument.

The committee agreed to recommend Council accept the updated Investment Policy.

The meeting was adjourned at 8:45 a.m.

Memorandum

TO: NFRMPO Council

FROM: Crystal Hedberg

Date: December 6, 2018

RE: CY 2018^{3rd} Quarter Unaudited Financial Statements

The North Front Range Transportation and Air Quality Planning Council (NFRT&AQPC) Unaudited Financial Statements for the 3rd 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-3rd Quarter

The contract for the consultant performing modeling work for the Transportation Model update was executed in January. 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 from Fort Collins in exchange for \$5310 funds was determined during the third quarter of 2018 and is included in accounts receivable at the end of the third quarter.

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 and wages paid while an employee was on administrative leave, both of which are federal non allowable expenses and can not be reimbursed with federal funds.

The third quarter revenues exceeded expenditures resulting in a surplus of \$30,138 for the quarter with an annual deficiency of \$104,358. 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 – 3rd 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 was determined during the third quarter and the amount to be received is included in accounts receivable at the end of the quarter.

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 third quarter revenues exceeded expenses resulting in a net increase of \$531,910 for the quarter with an annual increase of \$548,362. This is due to interest income (\$42,805 year to date) from VanGo investments and the exchange funds from Fort Collins.

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 3rd Quarter Unaudited Financial Statements dated September 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.

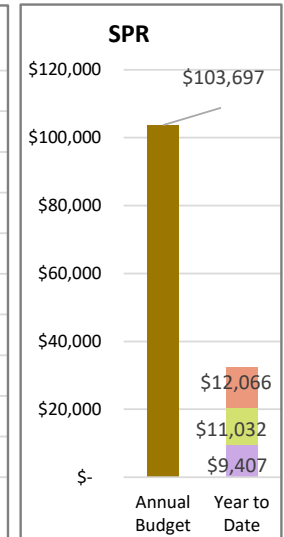
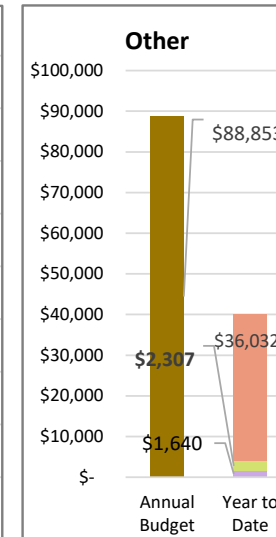
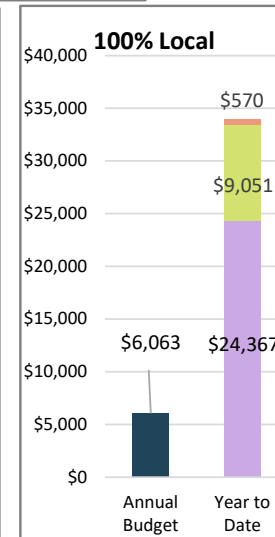
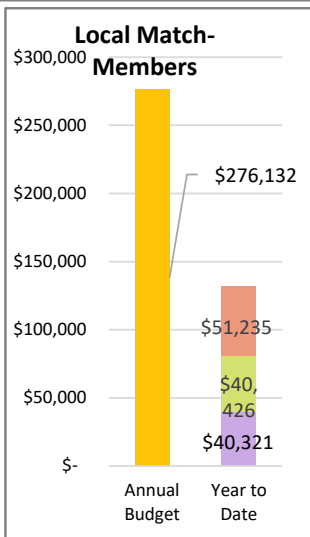
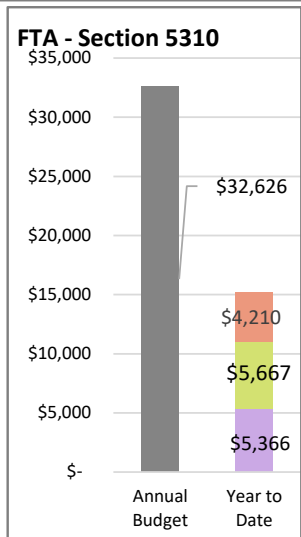
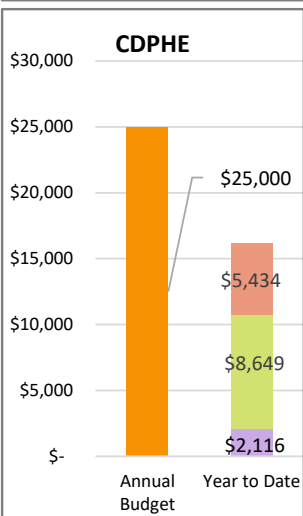
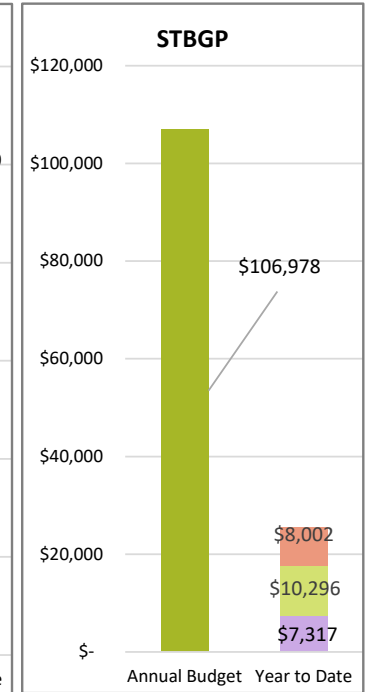
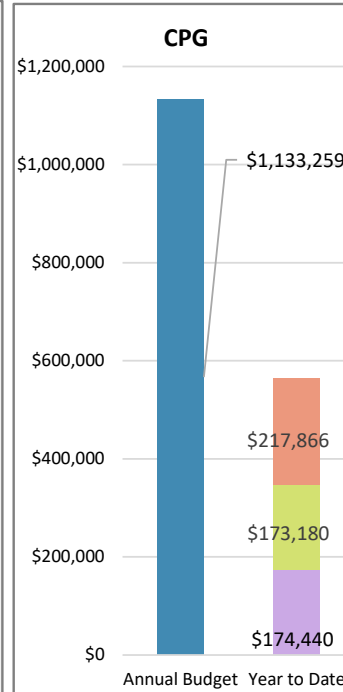
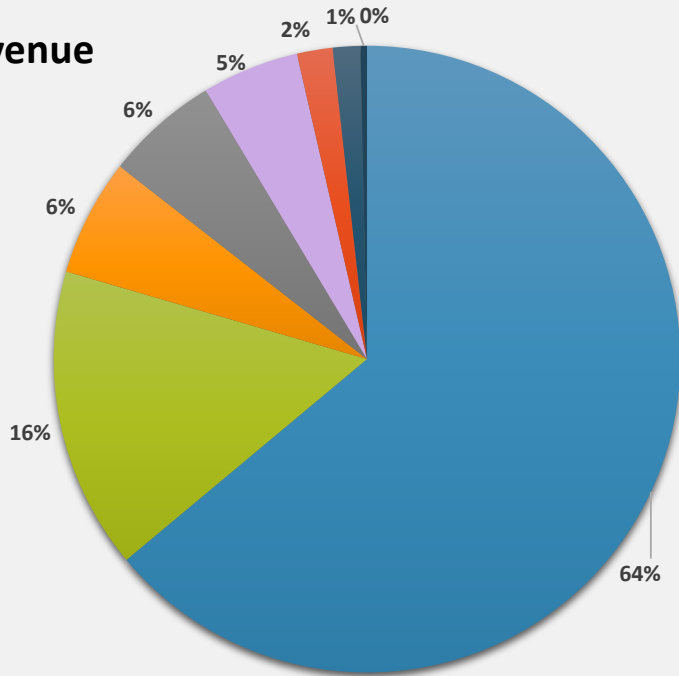
Metropolitan Planning Organization - REVENUE

Annual Budgeted Revenue vs. Revenue - 2018

Q1 Q2 Q3 Q4

Annual Budgeted Revenue

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



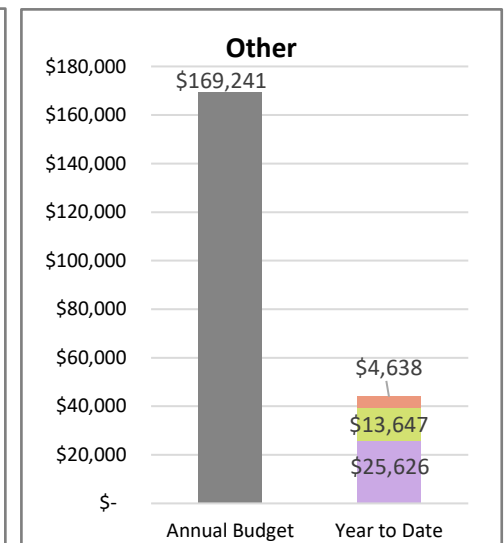
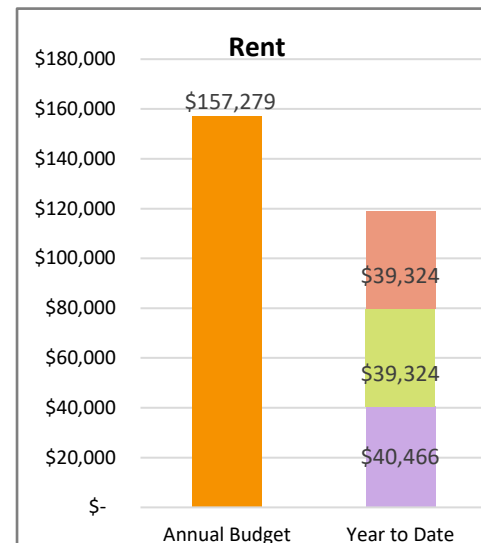
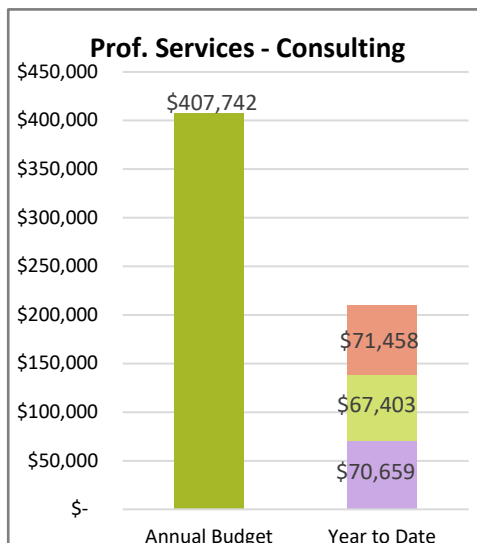
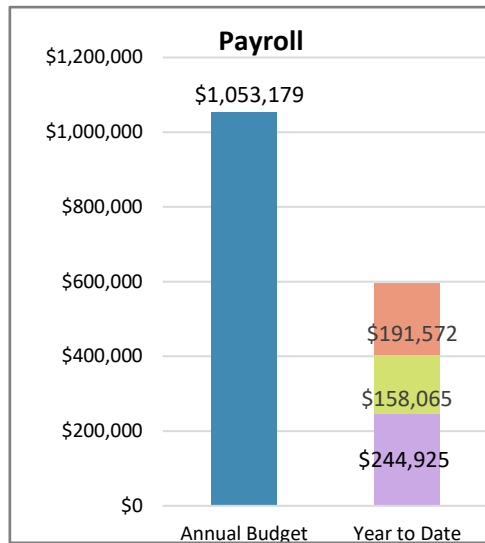
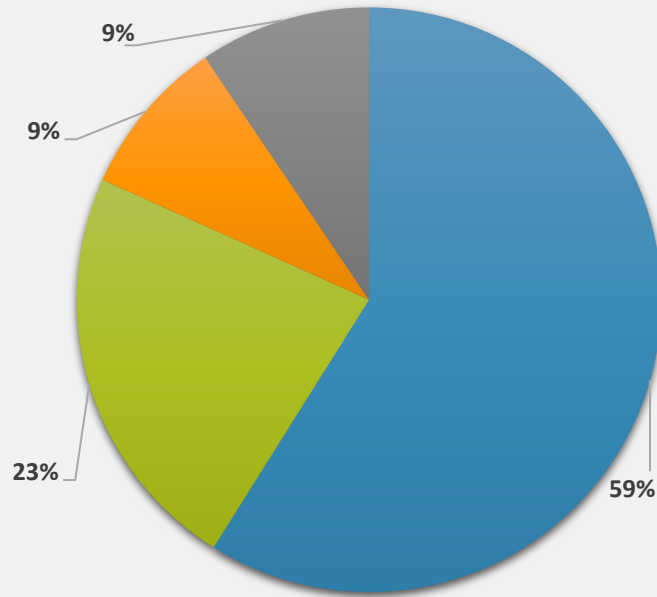
Metropolitan Planning Organization - EXPENSES

Annually Budgeted Expenses vs. Expenses - 2018

Q1 Q2 Q3 Q4

Annual Budgeted Expenses

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



Metropoliation Planning Organization
Statement of Net Position
September 30, 2018

ASSETS		
Cash and Cash Equivalents	(\$4,896)	①
Cash-Savings		
Investments	446,356	
Receivables	318,054	
Prepays		
Capital Assets, net	58,468	
Grant Receivables for Long Term		
Liabilities		
Total Assets	<u>817,981</u>	
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts Payable and Accrued Liabilities	76,457	
Deferred Revenue	126,470	
Long-Term Liabilities		
Accumulated Leave	<u>50,379</u>	
Total Liabilities	<u>253,306</u>	
FUND BALANCE		
Unreserved	669,034	
Current Year Revenue over (under)		
Expenditures	<u>(104,358)</u>	
Total Fund Balance	<u>564,676</u>	
Total Liabilities and Fund Balance	<u>817,981</u>	

① Transfers in the amount of \$17,329 were completed on 10/03/18 from VanGo for September expenses paid by the MPO. The bank account was never overdrawn.

METROPOLITAN PLANNING ORGANIZATION
Revenues, Expenditures & Changes in Fund Balance
For the Nine Months Ending September 30, 2018

	3rd Qtr Acqctual	3rd Qtr Year to Date Actual	Annual Budget	Year to Date Variance	% Complete	
REVENUE						
FHWA - Federal Income - CPG	\$217,866	\$565,485	\$1,133,259	\$567,774	49.90%	
FHWA - Federal Income - STP-Metro - Matched	8,002	25,616	106,978	81,362	23.94%	
FTA-Federal Income-405C	1,751	1,752	3,323	1,571	52.73%	①
FTA Federal Income-Section 5310	4,210	15,244	32,626	17,382	46.72%	
FTA-Federal INcome-5304			10,000	10,000	0.00%	
NADTC Funding	5,182	5,182	15,000	9,818	34.55%	
State Planning Funds	12,066	32,505	103,697	71,192	31.35%	②
State-CDPHE	5,398	16,199	25,000	8,801	64.80%	
Subtotal Grant Revenue	254,475	661,982	1,429,882	767,900	46.30%	
Local match - Member Entities	51,235	131,982	283,055	151,073	46.63%	
100% Local	570	33,988	6,894	(27,094)	493.04%	③
Subtotal Local - All Sources	51,804	165,970	289,948	123,978	57.24%	
City of Fort Collins Funds	28,154	28,154	32,666	4,512	86.19%	④
Subtotal Revenue from Other Sources	28,154	28,154	32,666	4,512	86.19%	
Miscellaneous Revenue	198	321		(321)	0.00%	⑤
Interest Earned	2,498	6,322		(6,322)	0.00%	⑤
Use of Reserves			37,864	37,864	0.00%	⑤
Subtotal Other Revenue Sources	2,696	6,643	37,864	31,220	17.55%	
Total Revenue- Combined Sources	337,130	862,750	1,790,360	927,610	48.19%	
EXPENDITURES/EXPENSES						
Administration	40,771	194,994	219,827	24,832	88.70%	⑥
Transportation Planning	144,224	380,360	786,161	405,359	48.41%	⑥
Mobility Management	6,577	19,208	47,628	28,420	40.33%	
Subtotal Payroll Expense	191,572	594,562	1,053,616	458,611	56.45%	
Professional Services & Consulting	71,458	209,520	407,742	198,222	51.39%	⑦
Subtotal professional Services & Consulting	71,458	209,520	407,742	198,222	51.39%	
Fleet Expense			3,375	3,375	0.00%	⑧
Insurance Expense	464	2,391	6,200	3,810	38.56%	⑨
Office Furniture/Equipment (non-cap)	7,644	24,343	17,413	(6,930)	139.80%	⑩
Office Supplies	846	2,248	4,772	2,523	47.12%	
Communications (phone/data/fax)	2,005	6,090	10,003	3,914	60.88%	
Postage	57	750	2,308	1,558	32.48%	
Rent	39,324	119,113	157,279	38,166	75.73%	
Credit Card Fees (VanGo)						
Other Office Operating (Facility, Repairs, Furniture move)	3,642	8,274	8,170	(104)	101.28%	⑪
Dues, licensing and Subscriptions	1,113	21,759	39,932	18,174	54.49%	
Maintenance Contracts - Copier maintenance/usage	2,184	6,658	36,172	29,514	18.41%	⑫
Event/Meeting Expense	1,335	6,831	11,936	5,104	57.23%	
Indirect Costs	(22,296)	(54,864)	(57,115)	(2,251)	96.06%	
Travel/Conference/Training Expense	7,606	19,396	30,058	10,661	64.53%	
Capitalized Equipment /Vehicles			49,500	49,500	0.00%	
Interest Expense	37	37		(37)	0.00%	
Loan Payments			9,000	9,000	0.00%	
Subtotal Other Expenses	43,962	163,026	329,002	165,977	49.55%	
Total Expenditures/Expenses	306,992	967,108	1,790,360	822,810	54.03%	
Excess(Deficiency of Revenue over Expenditures)	30,138	(104,358)	0	104,800		⑬

METROPOLITAN PLANNING ORGANIZATION
Revenues, Expenditures & Changes in Fund Balance
For the Nine Months Ending September 30, 2018

Explanation of Variances

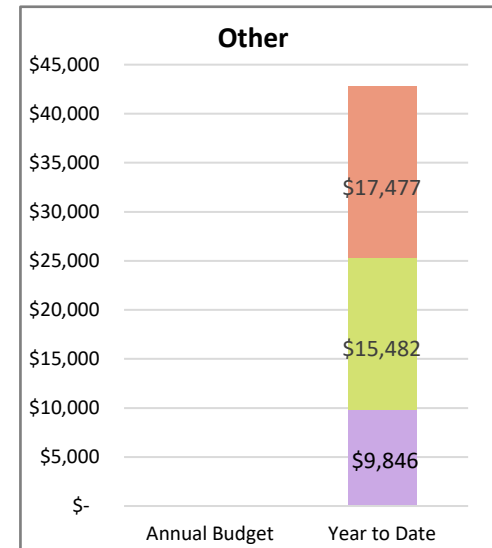
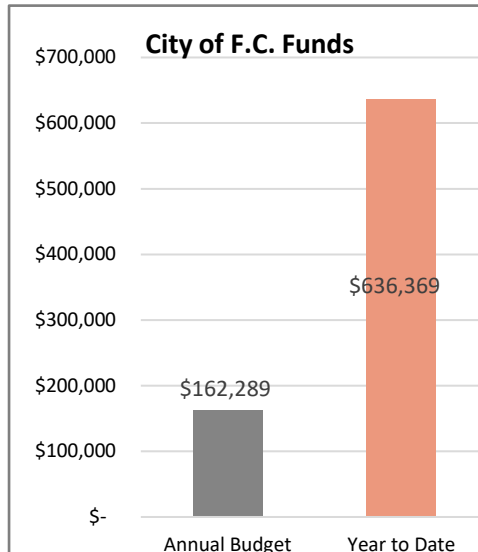
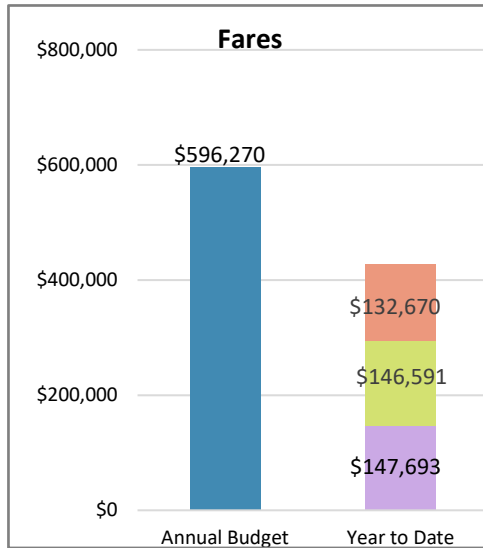
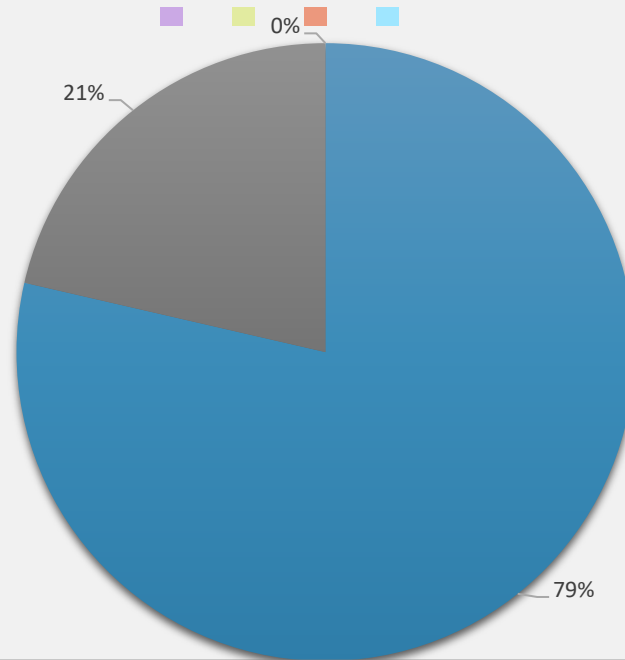
- ① Project completed in September. Due to the grant not being approved until March, less time was spent on the project than anticipated.
 - ② Consultant contract was finalized in January. This project has been delayed. Originally scheduled to be completed by September 30, 2018. Is currently scheduled 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.
Received less Fort Collins funds than anticipated.
 - 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 Replaced Executive Director computer with a laptop and purchased hard drives for the server to help keep it from going down. Neither of these items were budgeted.
 - ⑪ Additional Air Quality outreach supplies that were not budgeted.
 - ⑫ Maintenance contracts are due for renewal during the third and fourth quarters.
- 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



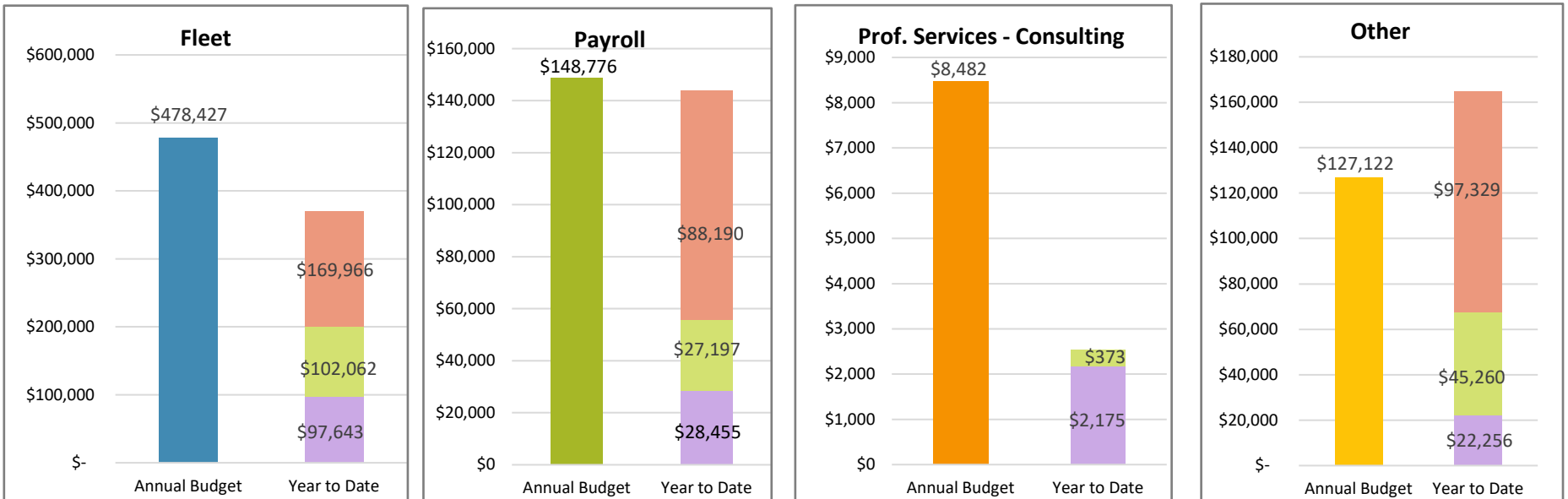
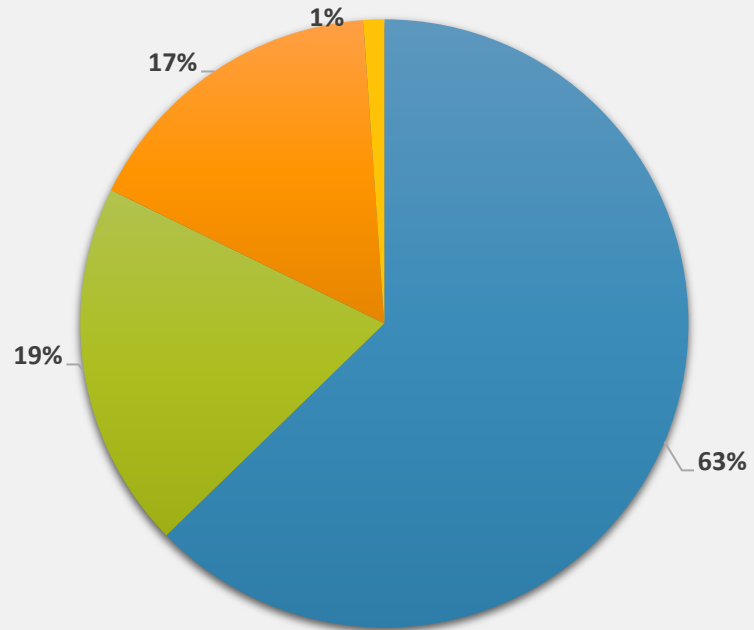
VanGo™ - EXPENSES

Annual Budgeted Expenses vs. Expenses - 2018

Q1 Q2 Q3 Q4

Annual Budgeted Expenses

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



VanGo
Statement of Net Assets
September 30, 2018

ASSETS	
Cash and Cash	
Equivalents	\$55,847
Investments	3,115,712
Receivables	636,369
Advances to Other	
Funds	9,284
Loan Receivable	25,190
Capital Assets, net	643,968
Total Assets	<u>4,486,371</u>
LIABILITIES AND NET ASSETS	
LIABILITIES	
Accounts Payable and	
Accrued Liabilities	42,683
Deferred Revenue	9,817
Due to Other Funds	25,880
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>83,613</u>
FUND BALANCE	
Unreserved	3,854,396
Current Year Revenue	
over (under)	
Expenditures	548,362
Total Fund Balance	<u>4,402,758</u>
Total Liabilities and	
Fund Balance	<u>4,486,371</u>

VanGo
Revenue, Expenditures & Changes in Fund Balance
For the Nine Months Ending September 30, 2018

	3rd Qtr Actual	3rd Qtr Year to Date	Annual Budget	Year to Date Variance	%Complete	
REVENUE						
Program Revenue - Fares	\$132,670	\$426,954	\$596,270	\$169,316	71.60%	
City of Fort Collins Funds	636,369	636,369	166,537	(469,832)	382.12%	(a)
Subtotal VanGo Revenue-All Sources	769,039	1,063,323	762,807	(300,516)	139.40%	
Interest Earned	17,477	42,805		(42,805)	0.00%	(b)
Subtotal Other Revenue Sources	17,477	42,805		(42,805)	0.00%	
Total Revenue- Combined Sources	786,516	1,106,128	762,807	(343,321)	145.01%	
EXPENDITURES/EXPENSES						
Fleet Expense						
Fleet Insurance	27,756	83,391	117,719	34,328	70.84%	
Fleet Motor Fuel & Oil	34,351	101,996	131,293	29,297	77.69%	
Fleet Repairs & Maintenance	106,562	177,922	199,095	21,173	89.37%	(c)
Fleet Repairs & Maintenance-Insurance Deductible	720	2,220	2,625	405	84.57%	(c)
Guaranteed Ride Home	209	847	20,639	19,792	4.10%	(d)
Fleet Other	398	7,386	7,056	(330)	47.09%	
Subtotal Fleet Expense	169,966	369,699	478,427	108,728	77.27%	
VanGo Payroll	32,539	88,190	148,776	60,586	59.28%	(e)
Professional Services and Consulting		2,548	8,482	5,934	30.04%	(f)
Office Supplies			300	300	0.00%	
Postage		84	301	217	27.91%	(g)
Credit Card Fees	3,583	10,870	14,250	3,380	76.28%	
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	18,762	18,930	24,810	5,880	76.30%	
Bad Debt	863	3,623	1,438	(2,185)	251.95%	(h)
Rideshare Promotion		500	20,000	19,500	2.50%	(i)
Event/Meeting Expense	2,640	3,065	3,218	153	95.25%	(j)
Indirect Costs	22,296	54,864	57,321	2,457	95.71%	(k)
Travel/Conference/ Training	3,927	5,393	4,293	(1,100)	125.62%	(l)
Subtotal Other Expenses	52,071	97,329	127,122	29,793	76.56%	
Total Expenditures/Expenses	254,606	557,766	762,807	205,041	73.12%	
Excess(Deficiency of Revenue over Expenditures)	531,910	548,362		(548,362)	0.00%	(m)

Explanation of Variances

- (a) Fort Collins exchange fund amounts determined during September. Amount was more than what was budgeted.
- (b) Interest not budgeted for the UPWP
- (c) Hail Damage to multiple vehicles
- (d) Guaranteed Ride Home budgeted on prior year. During the third quarter we changed from taxi service to Uber/Lyft which reduced the cost on a per trip basis significantly.
- (e) Payroll budget included a portion of ED salary. No charges for that position thru 2nd quarter.
- (f) 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.
- (g) Postage was budgeted to mail invitations for the safety meeting. The invitations were evite only so no postage was necessary
- (h) Accounts that should have been sent to collections at the end of 2017 were delayed until 2018. It is our policy to write off accounts as bad debt when we send them to collections.
- (i) Promotion was budget for radio ads. It was determined, based on 2017 results, the program received no new riders with this advertising. It was decided not to advertise in this manner. Based on responses from new riders, the majority called because they had either saw the vans or a current vanpooler had recruited them.
- (j) Safety meeting occurred in September.
- (k)
- (l) Trainings for 2018 held in areas with higher costs than anticipated
- (m) The majority of the excess revenue over expenses is due to the additional Fort Collins exchange funds received

<u>3rd 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	\$ 21,375.00	\$ 11,625.00	64.77%
Njevity	\$ 500.00	\$ 2,200.25	\$ (1,700.25)	440.05%
<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	\$ 19,938.50	\$ (12,331.50)	262.11%
<u>Human Services</u>				
Turning the Corner-HR Services	\$ 12,000.00	\$ 13,800.75	\$ (1,800.75)	115.01%
Larimer County-Interim Executive Director	\$ -	\$ 30,685.00	\$ (30,685.00)	
<u>Other Admin</u>				
One Tribe-New Logo		\$ 1,650.00		
	\$ 73,857.00	\$ 106,149.50	\$ (30,642.50)	143.72%
<u>VanGo™ Program</u>				
Portal- NTD Module	\$ 6,225.00	\$ 2,000.00	\$ 4,225.00	32.13%
<u>Planning</u>				
Transportation Model Update	\$ 252,518.00	\$ 90,781.15	\$ 161,736.85	35.95%
Land Use Model	\$ 44,792.00		\$ 44,792.00	0.00%
Larimer County Senior Transportation Implementation Plan	\$ 15,750.00	\$ 6,848.90		43.49%
Local Transportation Plans	\$ 9,000.00	\$ -	\$ 9,000.00	0.00%
	\$ 322,060.00	\$ 97,630.05	\$ 215,528.85	30.31%
Translation Services	\$ 600.00		\$ 600.00	0.00%
Volunteer Drivers Program	\$ 5,000.00	\$ 3,740.85	\$ 1,259.15	74.82%
	\$ 5,600.00	\$ 3,740.85	\$ 1,859.15	74.82%
Year-to-Date Professional Services & Consulting Total	\$ 407,742.00	\$ 209,520.40	\$ 190,970.50	51.39%

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)
- (g)
- (g)
- (h)
- (i)

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.

(h) Project started in September

(i) 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 September, 2018

Institution	Account Number	Balance as of September 30, 2018		
		MPO	VanGo	Total
Cash				
1st National Bank	8629	\$ (4,971.00)		\$ (4,971.00)
1st National Bank	7343		\$ 55,847.38	\$ 55,847.38
Petty Cash		\$ 75.00		\$ 75.00
Total Cash		\$ (4,896.00)	\$ 55,847.38	\$ 50,951.38
Investments				
COLOTRUST	8001	\$ 446,355.56	\$ 3,115,712.24	\$ 3,562,067.80
Total Investments		\$ 446,355.56	\$ 3,115,712.24	\$ 3,562,067.80
Total Savings and Investments		\$ 441,459.56	\$ 3,171,559.62	\$ 3,613,019.18

Operating Reserves		Capital Reserve	Other	Other	Total
MPO	VanGo	VanGo	MPO***	VanGo **	
			\$ (4,971.00)		\$ (4,971.00)
				\$ 55,847.38	\$ 55,847.38
			\$ 75.00		\$ 75.00
\$ -	\$ -	\$ -	\$ (4,896.00)	\$ 55,847.38	\$ 50,951.38
\$ 366,360.03	\$ 387,294.50	\$ 434,083.73	\$ 79,995.53	\$ 2,294,334.01	\$ 3,562,067.80
\$ 366,360.03	\$ 387,294.50	\$ 434,083.73	\$ 79,995.53	\$ 2,294,334.01	\$ 3,562,067.80
\$ 366,360.03	\$ 387,294.50	\$ 434,083.73	\$ 75,099.53	\$ 2,350,181.39	\$ 3,613,019.18

** 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.

Memorandum

From: Crystal Hedberg
Date: December 6, 2018
Re: Amended Investment Policy

Background

Money management is an important task for the MPO financial team. Ensuring the public funds are protected is as critical as maximizing the value provided to the communities.

The Council adopted a NFRMPO Investment Policy on February 6, 2014 which did not include Local Government Investment Pool Trust Funds as an authorized investment instrument. The Finance Committee is recommending adding this type of investment option to broaden our options to what is allowed under current law.

The proposed amended policy adds Local Government Investment Pool Trust Funds as an authorized investment instrument and uses the S&P Global Rating System to rate those funds.

All changes to the policy are highlighted in the attached amended policy for Council's review.

Action Requested

The Finance Committee, Executive Director, and Finance Director request Council approval of the amended Investment Policy.

**RESOLUTION NO. 2018-24
OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING
COUNCIL
AMENDING THE INVESTMENT POLICY**

WHEREAS, It is the policy of the North Front Range Transportation & Air Quality Planning Council (NFRMPO) to invest its funds to provide the highest investment return with the maximum security, while meeting the NFRMPO's daily cash flow needs, and complying with all the state statutes governing the investment of public funds

WHEREAS, Authority to manage the investment program is derived from CRS§24-75-601; and

WHEREAS, the current investment policy was approved on February 6, 2014; and

WHEREAS, the current investment policy does not identify Local Government Investment Pool Trust Funds as an authorized investment instrument; and

WHEREAS, the North Front Range Transportation & Air Quality Planning Council's primary objectives of the investment activates shall be

- Safety
- Diversification
- Liquity
- Return on Investment;

NOW, THEREFORE, BE IT RESOLVED, the North Front Range Transportation & Air Quality Planning Council hereby amends North Front Range Transportation & Air Quality planning Council Investment Policy:

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

Tom Donnelly, Chair

ATTEST:

Suzette Mallette, Executive Director

STAC Summary – October 26th, 2018

- 1) **Introductions & September 2018 Minutes – Vince Rogalski (Statewide Transportation Advisory Committee [STAC] Chair)**
 - a) September STAC Minutes approved without changes.
- 2) **Transportation Commission Report – Vince Rogalski (STAC Chair)**
 - a) In your packet from last week are minutes from the Transportation Commission (TC) that are very thorough and goes through everything.
 - b) One of the things I want to point out they approved unanimously the SB 267 year 1 plan, so those projects have been approved to move forward.
 - c) In addition, a number of other things of interest, in terms of where we are going, in terms of technology, as we will have presentations for managed lanes, we will hear more today.
 - d) Amy Ford gave a presentation on technology, in terms of where we are going and how some of that might influence our future, so you might want to look at some of those things.
- 3) **Federal and State Legislative Report - Herman Stockinger – No Report**
- 4) **STAC Statewide Plan Subcommittee on Formula Programs – Debra Perkins-Smith & Tim Kirby**
 - a) Presentation
 - i) At the September STAC meeting, STAC members voted on formula program recommendations for all programs except Regional Priority Program (RPP), where agreement could not be reached.
 - ii) The purpose of this October 2018 is to obtain a STAC recommendation for RPP so that a full packet of STAC recommendations for formula programs may be submitted to the TC for their consideration.
 - b) STAC Recommendations for RPP will be shared at the January Statewide Committee of the Transportation Commission.
- 5) **SB 1 Multimodal Options Fund – Debra Perkins-Smith and David Krutsinger**
 - a) Presentation
 - i) Debra Perkins-Smith reminded STAC that there is not any action for this month and that is discussion is information only.
 - ii) Specific to SB 1 multimodal options funds is \$96.7 million with \$2.5 million that goes to the TC, with \$94.25 million divided between locals and the state with 85% going to locals, or \$80.12 million, and 15% \$14.13 million going to the State. TC has been directed to develop a formula for local portion's distribution.
 - iii) Past discussions occurred regarding forming the committee/task force to assist the TC with developing the local formula.
 - iv) Debra gave an overview of the relevant legislation.
 - v) CDOT staff put together a straw man list of potential entities to serve on the committee/task force for STAC review and reactions. Staff recommended representative organizations and other interest groups.
 - b) STAC Comments
 - i) Three STAC members agreed to serve on the committee/taskforce: Elise Jones, DRCOG – representing STAC urban; Heather Sloop, NWTPR for SRTS and rural STAC; and Amber Blake, SWTPR, representing rural bicycle/transit.
 - ii) NFRMPO recommended that someone from the Fort Collins area represent urban bicycle and pedestrian stakeholders.
 - c) **STAC Action:** STAC approved the three STAC members: Elise Jones, Heather Sloop, and Amber Blake to serve on the SB 1 Multimodal Options Fund Committee/Task Force.
- 6) **FY 19 - 20 Budget Update – Jeff Sudmeier**

- a) Presentation
 - i) Jeff provided an overview of the annual budget approval process and how we determine each program receives funding. There are primarily three buckets for funding.
 - (1) Management -based on performance measures (46%),
 - (2) Programs – based on forecasted revenues or commitment (40%)
 - (3) Non-Asset Management Flexible Programs – based on Work Plan budget process, Joint Budget Commission (JBC) figure setting and TC priorities (14%)
 - ii) Total FY 2019-2020 budget is roughly \$2.08 billion including CDOT, High Performance Transportation Enterprise (HPTE) and Bridge Enterprise (BE), where a more typical year combined budget is \$1.4 billion; Jeff explained the changes to the budget since last discussed with the STAC and TC recently.
 - iii) FHWA goes through a process to see how much each state receives based on unspent funds from other states. Record level received this year \$70 million, Surface Transportation Block Grant received an about an additional \$18 million in flexible funds. Jeff clarified that flexible funds have the potential to be spent on RPP.
 - iv) Redistribution allocation discussion options under TC Program Reserve total \$214 million.
 - v) Jeff also answered questions regarding the UPRR Settlement budget item. CDOT is keep funds on reserve to pay for the coming purchase and sale agreement costs.
 - b) STAC Comments
 - i) STAC discussed the schedule for the FY 19-20 budget and realized this will be revisited again with STAC and TC after the election early next year.
 - c) No STAC action was requested or taken.
- 7) **Mobility Choice Blueprint – Debra Perkins-Smith**
- a) Presentation:
 - i) Debra Perkins-Smith introduced the consultant Project Manager of the Mobility Choice Blueprint project, Rick Pilgrim of HDR.
 - ii) Rick provided an overview of the Mobility Choice Blueprint Project, which is a collaborative effort between CDOT, Denver Regional Council of Governments (DRCOG), Regional Transportation District (RTD) and the Denver Metro Chamber. This project group is scheduled to disband (sunset) as of December 31, 2018.
 - iii) The unified vision for this project is a partnership of public and private organizations focused on changing how we move, and making the Denver metro area a better place to work and live.
 - iv) The purpose is to come together to provide recommendations to encourage the most effective technologies and approaches, maximizing mobility to meet our long-term goals of enhanced quality of life and increased economic vitality across the metropolitan region.
 - v) The hope is that individual entities, working together will implement the plan by leveraging funds, and engaging the private sector.
 - vi) A Draft Mobility Choice Blueprint document is due in November 2018, and Rick will come back to the TC to share and discuss this document in the new year.
 - b) STAC Discussion:
 - i) Doug Rex, DRCOG, Norm Steen, PPACG, and CDOT Executive Director Lewis all expressed appreciation and support for this project.
 - ii) CDOT’s RoadX Program was also recognized as being a catalyst in spurring this project forward.
- 8) **Managed Lanes Policy Guidelines – Lisa Streisfeld**
- a) Presentation:

- i) Managed lanes are more than just toll lanes, they are a number of tools and strategies used to manage transportation demand in real time. It is a method to enhance roadway capacity.
 - ii) Three Strategies exist to increase capacity - by Pricing, Vehicle Eligibility, and Access Control.
 - iii) The purpose of the guidance is to comply with the implementation plan outlined in Policy Directive (PD) 1603.0 that was adopted in 2012 with a section requiring guidance on managed lanes be developed in the PD's implementation plan.
 - iv) Guidance will provide information regarding how and when CDOT should consider using managed lanes.
 - v) Part of the guidance is the creation of a decision toolbox – this check list will help to determine if and when it makes sense for a given project. Also provides a method to document how and why a decision was made to include or not include managed lanes.
 - vi) Guidance will include and refer to data that is obtainable and feed into performance measures.
 - vii) The intent of the guidance is to provide a proper definition for managed lanes, and the various types that also include express toll lanes.
- b) **STAC Discussion:**
- i) Norm Steen, PPACG and Ron Papsdorf, DRCOG both expressed concern regarding the lack of MPO coordination on the project to date learning that the project guidance is anticipated to finish in 70-75 days. The issue is incorporating public input in the guidance and in the process developed for consideration of managed lanes. In addition, MPOs have their own policies on managed lanes and want CDOT policies to align with theirs, and also that any CDOT process include MPOs in managed lane decision making for projects in their areas.
 - ii) CDOT Executive Director Lewis agreed to move the project schedule out to accommodate the MPOs.
- 9) **Other Business – Vince Rogalski**
- a) Outrider Presentation will be moved to the next STAC meeting.
 - b) Next STAC Meeting: December 7th, 2018
- 10) **ADJOURN**