

Finance and Budget Committee Meeting Summary

Wednesday, January 15, 2025

Members Present

Rich Kondo, Chair	City of Northglenn
Jeff Baker	Arapahoe County
Claire Levy	Boulder County
Andy Kerr	Jefferson County
Sharon Davis, Alternate	Arvada
Stephen Barr	Littleton

Others Present: Douglas W. Rex, Executive Director; Colleen Whitlow, Mead; and DRCOG staff.

Chair Rich Kondo called the meeting to order at approximately 5:35 p.m. with a quorum present.

Move to approve consent agenda

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

Items on the consent agenda included:

- Summary of the December 18, 2024 meeting

Discussion of a resolution authorizing the Executive Director to negotiate and execute an extension to the agreement with Charitable Adult Rides and Services, Inc. for an amount not to exceed \$180,000 for the period beginning March 1, 2025, and ending February 28, 2026, with options to extend for two additional one-year terms.

Travis Noon provided a brief overview of the contract extension to the members. In 2023, DRCOG issued a request for proposals for a call center to support the Choice Services Transportation program. The call center went live at the start of the fiscal year in July 2024. Since then, all calls to schedule rides have been forwarded on to On the Go. Having a call center has been beneficial for staff, as it has allowed them to focus their time on managing other aspects of this program. DRCOG intends to continue to use On the Go to schedule trips for the choice services program given the benefits that DRCOG has seen with the program.

Director Levy **moved** to approve **Resolution Number 1, 2025**, authorizing the Executive Director to negotiate and execute an extension to the agreement with Charitable Adult Rides and Services, Inc. for an amount not to exceed \$180,000 for the period beginning March 1, 2025, and ending February 28, 2026, with options to extend for two additional one-year terms. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to extend the term of the Federal Fiscal Year 2023 Federal Transit Administration Section 5310 agreement to June 30, 2025.

Travis Noon provided an overview of the term extension to the Directors. DRCOG entered into an agreement with the Federal Transit Administration for federal fiscal year 2023

section 5310 funding for the Denver-Aurora urbanized area in July 2023. This award provided approximately \$3.3 million for specialized transit projects that benefit older adults and individuals with disabilities. The original term date of this award was October 31, 2024. DRCOG intends to extend the term of this agreement to June 30, 2025, to continue to spend down the portion of the award that was awarded to DRCOG AAA's Choice Services Transportation program.

Director Barr **moved** to approve **Resolution Number 2, 2025**, authorizing the Executive Director to extend the term of the Federal Fiscal Year 2023 Federal Transit Administration Section 5310 agreement to June 30, 2025. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to accept approximately \$750,000 in Older Americans Act/State Funding for Senior Services carryover funding from the Colorado Department of Human Services for the period ending June 30, 2025.

Travis Noon provided a brief overview of the contract extension to the members. DRCOG is allowed to carryover unspent federal funding from the prior fiscal year into this current year. Every year the state issues an option letter to DRCOG for these carryover funds usually in October, but on occasion it comes in later. DRCOG received an option letter for the federal carryover at the end of November. The total amount of carryover funding is approximately \$750,000..

Director Levy **moved** to approve **Resolution Number 3, 2025**, authorizing the Executive Director to accept approximately \$750,000 in Older Americans Act/State Funding for Senior Services carryover funding from the Colorado Department of Human Services for the period ending June 30, 2025. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to amend a contract with Kucera International, Inc. for the procurement of planimetric data created from 2024 DRAPP (Denver Regional Aerial Photography Project) imagery in an amount not to exceed \$369,000.

Josh Pendleton provided an overview of the contract amendment to the members. The Regional Planimetric Data Project adapts high-resolution imagery captured through the Denver Regional Aerial Photography Project (DRAPP). Based on the success of previous projects, regional partners have requested that DRCOG continue to facilitate and manage the process to use DRAPP imagery to create planimetric datasets. In March 2020, DRCOG and its partners awarded the 2020 planimetric data project contract to Kucera International, Inc. This contract allows for up to two, two-year renewals based on satisfactory performance. DRCOG is finalizing specifications for the 2024 planimetric project, including individual partner contributions. The planimetrics project allows local partners to specify the type of built environment features they would like for their jurisdiction. Based on partner specifications, current commitments total over \$294,000. Additionally, part of the project will be funded through DRCOG's Unified Planning Work Program (UPWP). Costs to the UPWP

fund will not exceed \$75,000. The total contract is not expected to exceed \$369,000 for the term of February 2025 through September 2026 to create planimetric data sets.

Director Kerr **moved** to approve **Resolution Number 4, 2025**, authorizing the Executive Director to amend a contract with Kucera International, Inc. for the procurement of planimetric data created from 2024 DRAPP (Denver Regional Aerial Photography Project) imagery in an amount not to exceed \$369,000. The motion was **seconded** and **passed** unanimously.

Presentation of DRCOG's Procurement Process.

Jenny Hunnings presented DRCOG's process to the committee. As federal grant recipients, DRCOG is required to establish a fair and competitive procurement policy that contains proper internal controls. The policies that have been adopted by DRCOG have been approved by DRCOG's outside auditing firm, CliftonLarsonAllen, and are documented in the Fiscal Management Control Policy. The policies and procedures established are strongly adhered to with oversight by the Director of Administration and Finance as well as the Executive Director. Member of the committee expressed appreciation for the presentation .

Report of the Chair

There was no report.

Report of the Executive Director

Executive Director Rex wanted to inform the committee of five employees being promoted within the last month and a few employees celebrated work anniversaries of over 19+ years of service.

Next meeting – February 19, 2025

Other matters by members

There were no other matters by members.

Adjourn

The meeting adjourned at approximately 6:15 p.m.