

**AGENDA**  
**FINANCE AND BUDGET**  
**COMMITTEE**  
**WEDNESDAY, October 19, 2022**  
**→ 5:45 p.m. ←**  
**VIDEO/WEB CONFERENCE**  
**Denver, CO**

1. Call to Order

**CONSENT AGENDA**

2. Move to Adopt the Consent Agenda
  - i. Approve September 29, 2022 minutes  
(Attachment A)

**ACTION ITEMS**

3. Select a representative to the Nominating Committee  
(Attachment B) Douglas W. Rex, Executive Director
4. Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract amendment with the Colorado Department of Transportation for Consolidated Planning Grant funding in support of the FY 2022 and FY 2023 Unified Planning Work Program in an amount not to exceed \$21,100,000 with a term ending December 31, 2024.  
(Attachment C) Ron Papsdorf, Director, Transportation Planning and Operations

**ADMINISTRATIVE ITEMS**

5. Report of the Chair
6. Report of the Executive Director
7. Other Matters by Members
8. **Next Meeting – November 16, 2022**
9. Adjourn

Persons in need of auxiliary aids or services, such as interpretation services or assisted listening devices, are asked to contact DRCOG at least 48 hours in advance of the meeting by calling (303) 480-6701.



**ATTACH A**

SUMMARY  
SPECIAL FINANCE AND BUDGET COMMITTEE MEETING  
Wednesday, September 28, 2022  
**Note: Meeting held virtually via Microsoft Teams**

Present:

Jeff Baker, Chair  
Claire Levy  
Nicholas Williams  
Tracy Kraft-Tharp  
Deborah Mulvey  
Paul Haseman  
Jessica Sandgren

Arapahoe County  
Boulder County  
Denver City & County  
Jefferson County  
Castle Pines  
Golden  
Thornton

Others Present: Doug Rex, Executive Director; and DRCOG staff.

Chair Baker called the meeting to order at 8:30 a.m. with a quorum present.

Move to Adopt the Consent Agenda

Director Haseman **moved** to adopt the consent agenda. The motion was **seconded** and **passed** unanimously.

Items on the consent agenda included:

- Minutes of the August 17, 2022 Meeting

Discussion of a resolution authorizing the Executive Director to distribute approximately \$580,000 in 2023 NSIP funds to contracted nutrition providers.

Jayla Sanchez-Warren provided an overview of the funds to the members. NSIP is a federal nutrition program for older adults authorized by the Older Americans Act (OAA). Funds are awarded to DRCOG and other Area Agencies on Aging in proportion to the number of OAA meals served throughout the state in the previous year. DRCOG anticipates receiving approximately \$580,000 based on past years' NSIP funding. Funds shall be distributed to OAA-funded nutrition providers. By adopting this resolution, the Finance and Budget Committee is authorizing 2023 NSIP funds to be distributed to VOA and Project Angel Heart.

Director Levy **moved** to adopt Resolution No. 28, 2022, authorizing the Executive Director to distribute approximately \$580,000 in 2023 Nutrition Service Incentive Program (NSIP) funds to contracted nutrition providers. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Bowditch & Cassell Public Affairs in an amount of approximately \$65,000 with the term ending September 30, 2023 including the option for renewal for four additional one-year terms upon satisfactory performance.

## Special Finance and Budget Committee Meeting Summary

September 28, 2022

Page 2

Rich Mauro provided a brief overview of the contract to the members. DRCOG last issued a request for proposals in 2016 and the committee decided the contract could be renewed annually for another four years, but then should be put out to bid again. A Request for Qualifications (RFQ) was developed in July to seek proposals from contract lobbyists and posted. There was one response to the RFQ from Bowditch & Cassell Public Affairs. Bowditch & Cassell Public Affairs is our current lobbyist and staff has been pleased with their work. Staff met with Ed Bowditch and Jennifer Cassell to discuss contract renewal and revisions to the scope of work included in the RFQ. Funding for these contracted services are included in the 2022/2023 budget.

Director Kraft-Tharp **moved** to adopt Resolution No. 29, 2022, authorizing the Executive Director to negotiate and execute a contract with Bowditch & Cassell Public Affairs in an amount of approximately \$65,000 with the term ending September 30, 2023 including the option for renewal for four additional one-year terms upon satisfactory performance. The motion was **seconded** and **passed** unanimously.

### Joint Purchasing agreement with Houston-Galveston Area Council (H-GAC)

Flo Raitano provided a brief update of the agreement to the members. At the June 1st Board work session, staff from the Houston-Galveston Area Council (H-GAC) presented on their HGAC-Buy joint purchasing program. DRCOG staff also presented the possibility of having DRCOG enter into an agreement with HGAC-Buy that would make all member governments and other organizations in the region eligible to participate, at no cost in this voluntary nationwide joint purchasing program. Dr. Raitano informed the committee that DRCOG is currently preparing a contract with HGAC-Buy for signatures. DRCOG has decided to proceed with the contract so that this resource will be available to our supported jurisdictions.

### Report of Chair

There was no report

### Report of Executive Director

Executive Director Rex wanted to remind members to participate in the Executive Director Annual Evaluation survey and to inform them that the October Board work session will be canceled. ED Rex also wanted to thank everyone for their attendance at this meeting.

### Other Matters by Members

Director Levy reminded members to inform staff know if they are unable to attend future meetings to ensure the committee can achieve a quorum.

### Next Meeting

The next meeting is scheduled for October 19, 2022.

The meeting adjourned at 8:47 a.m.

**ATTACH B**

To: Chair and Members of the Finance & Budget Committee

From: Douglas W. Rex, Executive Director  
303-480-6701 or [drex@drcog.org](mailto:drex@drcog.org)

Meeting Date	Agenda Category	Agenda Item #
October 19, 2022	Action	3

#### SUBJECT

This action is related to selection of one member of the Finance and Budget Committee to serve on the Nominating Committee

#### PROPOSED ACTION/RECOMMENDATIONS

Staff recommends the Finance and Budget Committee select one (1) member to serve on the Nominating Committee in accordance with the Articles of Association.

#### ACTION BY OTHERS

N/A

#### SUMMARY

The *Articles of Association* state that "The Nominating Committee shall be appointed in November of each year and consist of member representatives herein designated: The Immediate Past Chair of the Board (or the Vice Chair if there is no Immediate Past Chair); one Board member representing the City and County of Denver; one member selected by the Performance & Engagement Committee ...; one member selected by the Finance & Budget Committee ...; one member selected by the Board; and one member selected by the Board Chair." If more than one member expresses interest in serving, a ballot vote will be taken to select the Nominating Committee member.

At the January meeting each year, the Nominating Committee shall present to the Board nominations for Executive Committee members to be elected at the February meeting.

The Board has established the following guidelines to assist in selection of members of the Nominating Committee:

- Members of the Nominating Committee are not eligible to be nominated for a position on the Executive Committee (Board Officer) by the committee or from the floor.
- Members of the Nominating Committee shall have served not less than one year on the Board before being eligible to serve on the Nominating Committee.
- A designated alternate may not serve on the Nominating Committee.
- In the appointment of the Nominating Committee, consideration shall be given to providing representation of a broad cross-section of the Board, taking into account community size, geographic location, the rate of growth, county and municipality, rural and suburban and other factors.

#### PREVIOUS DISCUSSIONS/ACTIONS

N/A

Select Member to the Nominating Committee

October 19, 2022

Page 2

**PROPOSED MOTION**

Move to select one member of the Finance and Budget Committee to the Nominating Committee

**ATTACHMENTS**

List of Eligible F&B Members (Will have served on the Board at least one year as of November 2022)

**ADDITIONAL INFORMATION**

If you need additional information, please contact Douglas W. Rex, Executive Director, at 303-480-6701 or [drex@drcog.org](mailto:drex@drcog.org); or Melinda Stevens, Board Coordinator, at 303-480-6744 or [mstevens@drcog.org](mailto:mstevens@drcog.org).

### **Eligible F&B Members**

**(Members who will have served on the Board at least one year as of November 2022)**

Jeff Baker\*  
County Commissioner  
Arapahoe County

Paul Haseman  
Council Member  
City of Golden

Deborah Mulvey  
Council Member  
City of Castle Pines

Alison Coombs  
Council Member  
City of Aurora

Claire Levy  
County Commissioner  
Boulder County

Tracy Kraft-Tharp  
County Commissioner  
Jefferson County

Nicholas Williams  
Deputy Chief of Staff, Transportation,  
and Infrastructure  
City and County of Denver

Neal Shah  
Trustee  
Town of Superior

Jessica Sandgren  
Council Member  
City of Thornton

\*Committee chair 2022-2023



**ATTACH C**

To: Chair and Members of the Finance and Budget Committee

From: Douglas W. Rex, Executive Director  
303-480-6747 or drex@drcog.org

Meeting Date	Agenda Category	Agenda Item #
October 19, 2022	Action	4

#### SUBJECT

Amending the DRCOG Consolidated Planning Grant contract with the Colorado Department of Transportation (CDOT) to fund the objectives, activities, and tasks outlined in the *FY 2022 and FY 2023 Unified Planning Work Program (UPWP)*.

#### PROPOSED ACTION/RECOMMENDATIONS

Staff recommends authorizing the Executive Director to negotiate and execute a Consolidated Planning Grant contract amendment with CDOT for additional federal transportation planning funds.

#### ACTION BY OTHERS

N/A

#### SUMMARY

The FY 2022 and FY 2023 UPWP was adopted by the Board of Directors on July 21, 2021, and outlines activities to be conducted by the metropolitan planning organization from October 1, 2021 through September 30, 2023. The document has since been amended twice; the current amended version is located [here](#).

The UPWP includes estimated federal transportation planning funds available through the Colorado Department of Transportation (CDOT), in-kind expenditures from the Regional Transportation District (RTD), and the cash match required from DRCOG as shown below:

Funding Source	Existing Contract	Contract Amendment	
	Federal FY 2022 Amount	Estimated Federal FY 2023 Amount	Carryover from Federal FY 2020 and 2021 Contract
Federal Transportation Planning Funds	\$3,963,066*	\$6,949,842**	\$6,525,041
Regional Transportation District (In-Kind)	\$617,868	\$1,083,525	\$1,016,390
Denver Regional Council of Governments	\$205,956	\$361,175	\$338,797
<b>Total</b>	<b>\$4,786,890</b>	<b>\$8,394,542</b>	<b>\$7,880,228</b>

\*\$1,500,000 in federal funds are being held back at CDOT for DRCOG's FY2022 contribution towards the Statewide Travel Survey. Total contribution is \$2 million; \$500,000 in FY2021 and \$1,500,000 in FY2022.

\*\*Includes additional FY2022 funds from the IJJA.

The Consolidated Planning Grant contract is the agreement through which DRCOG receives federal reimbursement for its metropolitan transportation planning activities. The current contract needs to be amended to account for additional FY 2023 federal transportation planning funds available to DRCOG due to the Infrastructure Investment and Jobs Act (IIJA) and carryover funds from the FY 2020 and FY 2021 contract. Neither of those amounts was available when the current contract was authorized in August 2021.

The Finance and Budget Committee action authorizes DRCOG to amend the existing contract to add the FY2023 and carryover funds into the existing contract.

#### PREVIOUS DISCUSSIONS/ACTIONS

[August 18, 2021](#) – Finance and Budget Committee approved a resolution authorizing the Executive Director to execute a contract with the Colorado Department of Transportation for Consolidated Planning Grant funding in support of the FY 2022 and FY 2023 Unified Planning Work Program in an amount up to \$18,900,000 for the term of October 1, 2021 through September 30, 2023.

#### PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute a contract amendment with the Colorado Department of Transportation for Consolidated Planning Grant funding in support of the *FY 2022 and FY 2023 Unified Planning Work Program* in an amount not to exceed \$21,100,000 with a term ending December 31, 2024.

#### ATTACHMENT

Draft resolution

#### ADDITIONAL INFORMATION

If you need additional information please contact Ron Papsdorf, Transportation Planning and Operations Director, at 303-480-6747 or [rpapsdorf@drcog.org](mailto:rpapsdorf@drcog.org); or Todd Cottrell, Project and Programming Delivery Manager at 303-480-6737 or [tcottrell@drcog.org](mailto:tcottrell@drcog.org).

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. \_\_\_\_\_, 2022

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT AMENDMENT WITH THE COLORADO DEPARTMENT OF TRANSPORTATION FOR CONSOLIDATED PLANNING GRANT FUNDING IN SUPPORT OF THE FY 2022 and FY 2023 UNIFIED PLANNING WORK PROGRAM IN AN AMOUNT NOT TO EXCEED \$21,100,000, WITH A TERM ENDING DECEMBER 31, 2024.

WHEREAS, the Denver Regional Council of Governments, as the Metropolitan Planning Organization, is responsible for carrying out and maintaining the continuing comprehensive transportation planning process in the Denver Transportation Management Area; and

WHEREAS, on July 21, 2021 the Board of Directors adopted the *FY 2022 and FY 2023 Unified Planning Work Program* that describes the regional transportation planning activities to be carried out by the Denver Regional Council of Governments for the next two fiscal years; and

WHEREAS, on February 16, 2022 the Board of Directors amended the *FY 2022 and FY 2023 Unified Planning Work Program*; and

WHEREAS, the Colorado Department of Transportation has indicated that estimated federal fiscal year 2022 funds in the amount of \$3,963,066 federal, fiscal 2023 funds in the amount of \$6,949,842 federal, and FY 2020/2021 contract carryover funds in the amount of \$6,525,041 federal are available to support funding of the *FY 2022 and FY 2023 Unified Planning Work Program* as amended; and

WHEREAS, the Denver Regional Council of Governments will provide cash for 25 percent of the required matching funds and use RTD in-kind expenses for the other 75 percent of the match for each fiscal year; and

WHEREAS, the Denver Regional Council of Governments cash match is estimated at \$205,956 for fiscal 2022, \$361,175 for fiscal year 2023, and \$338,797 for the 2020/2021 contract carryover.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to negotiate and execute a contract amendment with the Colorado Department of Transportation for Consolidated Planning Grant funding in support of the *FY 2022 and FY 2023 Unified Planning Work Program* in an amount not to exceed \$21,100,000, with a term ending December 31, 2024.

RESOLVED, PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022 at Denver, Colorado.

\_\_\_\_\_  
Jeff Baker, Chair  
Finance and Budget Committee  
Denver Regional Council of Governments

ATTEST:

\_\_\_\_\_  
Douglas W. Rex, Executive Director