

Board Officers

Jackie Millet, Chair
Elise Jones, Vice Chair
Bob Roth, Secretary
Herb Atchison, Treasurer
Sue Horn, Immediate Past Chair
Jennifer Schaufele, Executive Director

AGENDA
ADMINISTRATIVE COMMITTEE
WEDNESDAY, APRIL 15, 2015
MONARCH PASS CONFERENCE ROOM
1290 Broadway
➔ 6:00 PM ➔

1. Call to Order

CONSENT AGENDA

2. *Move to Adopt the Consent Agenda

- Minutes of March 18, 2015 meeting
(Attachment A)
- A resolution authorizing the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation and local operating agencies to purchase traffic signal system equipment with Fiscal Year 2015 *Traffic Signal System Improvement Program (TSSIP)* contingency/ miscellaneous funds
(Attachment B) Greg MacKinnon, Traffic Operations Program Manager, Transportation Planning & Operations
- A resolution authorizing the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation to support the Traffic Operations Program
(Attachment C) Greg MacKinnon, Traffic Operations Program Manager, Transportation Planning & Operations
- A resolution authorizing the Executive Director to receive implementation assistance funding through the Strategic Highway Research Program, SHRP2
(Attachment D) Brad Calvert, Metro Vision Manager, Regional Planning & Operations

ADMINISTRATIVE ITEMS

3. Presentation of Audit

(Attachment E and Enclosure for Members)

4. Report of the Chair

5. Report of the Executive Director

***Motion Requested**

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.

We make life better!



ADMINISTRATIVE ITEMS (cont.)

6. Other Matters by Members
7. **Next Meeting – May 20, 2015**
8. Adjournment

MINUTES
ADMINISTRATIVE COMMITTEE
Wednesday, March 18, 2015

Present:

Bob Roth, Secretary	Aurora
Bill Holen	Arapahoe County
Roger Partridge	Douglas County
Don Rosier	Jefferson County
Bob Fifer	Arvada
Ron Rakowsky	Greenwood Village
Phil Cernanec	Littleton
Ashley Stolzmann	Louisville
Val Vigil	Thornton

Others Present: Jennifer Schaufele, Executive Director; Connie Garcia, Executive Assistant/Board Coordinator; and DRCOG staff.

Board Secretary Bob Roth called the meeting to order at 6:03 p.m. with a quorum present.

Motion to Adopt the Consent Agenda

Bill Holen **moved** to adopt the consent agenda. The motion was **seconded** and **passed** unanimously. Items on the consent agenda included:

- Minutes of February 18, 2015
- Resolution No.8, 2015, authorizing the Executive Director to negotiate and execute a contract with Trilogy Integrated Resources to provide the DRCOG Area Agency on Aging with a web-based database system and two years of annual maintenance fees, plus three one year options to renew.

Move elect Chair and Vice Chair

Members discussed the current trend of electing the Board Vice Chair and Secretary to be Chair and Vice Chair of the Administrative Committee. There was some sentiment expressed for encouraging growth of Board leadership, perhaps by electing others to serve as Chair and Vice Chair of the Committee.

Bill Holen **moved** to elect Elise Jones, Board Vice Chair, and Bob Roth, Board Secretary, to serve as Chair and Vice Chair of the Administrative Committee, respectively.. The motion was **seconded**. There was discussion.

Members asked if the Administrative Committee Chair and Vice Chair were not current Board Officers, would they become part of the Board Officer group. Staff clarified they would not. It was suggested that the current group examining Governance discuss this topic.

After discussion, the motion **passed unanimously**.

Move to amend the FIRE Policies

Ron Rakowsky praised Teri Whitmore, Regional Planning & Operations Director, for her leadership of the FIRE program.

Ron Rakowsky **moved** to amend the FIRE Policies as recommended. The motion was **seconded** and **passed unanimously**.

Report of the Chair

No report was provided

Report of the Executive Director

No report was provided

Other Matters by Members

No other matters were discussed.

Next Meeting

The next meeting is scheduled for April 15, 2015

The meeting adjourned at 6:15 p.m.

Bob Roth, Vice Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH B

To: Chair and Members of the Administrative Committee

From: Jennifer Schaufele, Executive Director
303 480-6701 or jschaufele@drcog.org

Meeting Date	Agenda Category	Agenda Item #
April 15, 2015	Consent	2

SUBJECT

This action concerns the *Traffic Signal System Improvement Program (TSSIP)* contingency/miscellaneous funds.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends authorizing the Executive Director to negotiate and execute a contract with both CDOT and select local operating agencies to purchase traffic signal system equipment with Fiscal Year 2015 TSSIP contingency/miscellaneous funds.

ACTION BY OTHERS

[February 23, 2015](#) TAC recommended approval
[March 17, 2015](#) RTC recommended approval
[March 18, 2015](#) Board approval

SUMMARY

The current *Traffic Signal System Improvement Program (TSSIP)*, updated and adopted by DRCOG in September 2013, guides implementation of cost-effective improvements to traffic signal systems. The TSSIP is programmed in the adopted *2012-2017 Transportation Improvement Program (TIP)*.

Each year the TSSIP includes funding for contingencies and miscellaneous equipment purchase. The purpose of this funding is to first ensure that the program's capital improvements are fully funded. After any contingencies are satisfied, the remaining funding is available to purchase needed "miscellaneous" traffic signal equipment. Final cost estimates for the capital improvement projects are complete and about \$781,000 remains for miscellaneous equipment purchases in fiscal year 2015.

On November 6, 2014, the DRCOG Transportation Operations Program solicited requests for traffic signal system equipment applications. Nine operating agencies forwarded projects for consideration by the deadline, totaling about \$850,000. Staff reviewed the project applications according to the eligibility criteria (Attachment 1).

On January 28, 2015, staff presented the recommendations to the Regional Transportation Operations (RTO) Working Group for consensus. The RTO Working Group consists of transportation operations staff from the region's agencies and jurisdictions.

Staff recommends the following awards. A detailed description is attached (Attachment 2).

Castle Rock	\$ 188,350
Centennial	\$ 221,800
Denver	\$ 110,112
Douglas County	\$ 56,723
Lakewood	\$ 28,581
Superior	\$ 2,700

The recommendations total \$608,266 of the available funds, the remaining funds will be held for use as contingency funds in fiscal year 2016 RTO Pool.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation and local operating agencies to purchase traffic signal system equipment with Fiscal Year 2015 *Traffic Signal System Improvement Program* (TSSIP) contingency/ miscellaneous funds.

ATTACHMENTS

1. Draft resolution
2. Selection Criteria and Factors
3. Table A-2015 Miscellaneous Equipment Recommended Projects

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director 303 480-6701 or jschaufele@drcog.org; or Greg MacKinnon, Traffic Operations Program Manager, at 303-480-5633 or gmackinnon@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2015

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE CONTRACTS WITH THE STATE OF COLORADO DEPARTMENT OF TRANSPORTATION AND WITH OPERATING AGENCIES TO PURCHASE TRAFFIC SIGNAL SYSTEM EQUIPMENT.

WHEREAS, the Denver Regional Council of Governments conducts a traffic operations program to assist operating agencies in improving the efficiency of traffic signals; and

WHEREAS, the provision of such services and technical assistance leads to the efficient operation of traffic signals which assists in relieving congestion, conserving energy, and reducing air pollution; and

WHEREAS, after pursuing programmed Traffic Signal System Improvement Program projects, approximately \$781,000 in committed Congestion Mitigation/Air Quality funds remains available for miscellaneous equipment purchases; and

WHEREAS, the aforementioned federal funds have been identified and programmed in the adopted *2012-2017 Transportation Improvement Program*; and

WHEREAS, the immediate acquisition of new equipment, equipment upgrades and system upgrades has been identified as desirable for several traffic signal operating agencies in the DRCOG area; and

WHEREAS, the Denver Regional Council of Government staff issued a call for projects, evaluated the applications against a common set of criteria, and recommended six operating agencies be allocated at total of \$608,266; and

WHEREAS, Denver Regional Council of Government staff confirmed recommendations with the Regional Transportation Operations Working Group; and

WHEREAS, Denver Regional Council of Government Board of Directors approved the list of projects on the recommendation of the Transportation Advisory Committee and Regional Transportation Committee.

NOW, THEREFORE, BE IT RESOLVED that, the Administrative Committee authorizes the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation for purchase of traffic signal system equipment for

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE CONTRACTS WITH THE STATE OF COLORADO DEPARTMENT OF TRANSPORTATION AND WITH OPERATING AGENCIES TO PURCHASE TRAFFIC SIGNAL SYSTEM EQUIPMENT.

Resolution No. _____, 2015

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operating agencies, recognizing that no match is required, but that such funds may be subject to non-participating costs for indirect costs incurred by the State for approximately 3 percent to be reimbursed by recipients to DRCOG as necessary on a pro-rata basis.

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute contracts with the following operating agencies for the equipment described:

Jurisdiction	Equipment Purchase
Castle Rock	Upgraded communications equipment and an upgraded traffic signal system
Centennial	Upgraded signal cabinets and controllers with uninterruptible power supplies
Denver	Upgraded signal cabinets and controllers with upgraded communications equipment and uninterruptible power supplies
Douglas County	Fiber optic cable, conduit, and splicing/termination supplies
Lakewood	Upgraded signal controllers
Superior	Upgraded signal controller

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2015 at Denver, Colorado.

Elise Jones, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACHMENT 1

Selection Criteria and Factors

- Whether intersection is eligible:
 - on RTP roadway per the 2035 RTP or in the downtown core as per current TSSIP Update (September 2013)
 - on federal-aid roadways that exceed volume thresholds (25,000 vpd for 4-lane roadways and 15,000 vpd for 2-lane roadways)

- Ability to document benefits in the short-term through corridor retiming:
 - benefits unlikely if retimed since 2011
 - benefits unlikely if average signal spacing \geq 1/2 mile

- Priority of need criteria:

First priority	Equipment purchases to assure proper operation of existing systems.
Second priority	Equipment purchases to extend the reach of system control to new locations on Principal Arterials and above.
Third priority	Equipment purchases to acquire uninterruptible power supplies.
Fourth priority	Equipment purchases to extend the reach of system control to other federal-aid roadways exceeding volume thresholds.
Fifth priority	Equipment purchases to upgrade operations beyond base level signal control and provide improved communications.
Sixth priority	Equipment purchases to enhance/upgrade efficiency of existing systems.
Seventh priority	Funding for operating assistance for new traffic signal system deployments.

ATTACHMENT 2

Table A 2015 Miscellaneous Equipment Recommended Projects

Jurisdiction	Location	Qty	Cost	Upgrade/Purchase
Castle Rock	Radio tower location, Castle Rock Service Center	2		Backbone Ethernet radio equipment and supplies
	Wolfensberger master location, 5th Street master location, Meadows Parkway master location, Plum Creek master location	4		Upgraded Ethernet radio equipment and supplies
	Citywide	1		Upgraded traffic signal control system
	Total:		\$188,350	
Centennial	Dry Creek Road, Clarkson Street to Inverness Drive East	16		Upgraded signal controllers with upgraded cabinets and uninterruptible power supplies at select locations
	Total:		\$221,800	
Denver	Tower Road, 43rd Avenue to Pena Boulevard ramps	4		Upgraded signal cabinets and controllers with upgraded communications equipment and uninterruptible power supplies
	Green Valley Ranch Boulevard, Chambers Road to Himalaya Street	4		Upgraded signal cabinets and controllers with upgraded communications equipment and uninterruptible power supplies
	Total:		\$110,112	
Douglas County	Peoria Street, Lincoln Avenue to Teletech	1		About 7000 feet of fiber optic cable, conduit and tracer wire plus fiber optic splicing and termination supplies
	Total:		\$56,723	
Lakewood	Wadsworth Boulevard at: 26th Avenue, 20th Avenue, 2nd Avenue, 1st Avenue, Ohio Avenue, Florida Avenue, and Utah Place	7		Upgraded signal controllers and malfunction management units
	Total:		\$28,581	
Superior	McCaslin Boulevard and Marshall Road	1		Upgraded signal controller
	Total:		\$2,700	
	FY14 Total:		\$608,266	

ATTACH C

To: Chair and Members of the Administrative Committee

From: Jennifer Schaufele, Executive Director
303 480-6701 or jschaufele@drcog.org

Meeting Date	Agenda Category	Agenda Item #
April 15, 2015	Consent	2

SUBJECT

This action concerns DRCOG contracting with the Colorado Department of Transportation (CDOT) for the Traffic Operations Program funding.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends authorizing the Executive Director to negotiate and execute a contract with CDOT to support the Traffic Operations Program.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG's Traffic Operations Program has been successfully assisting local governments and state agencies in implementing inter-jurisdictional traffic signal timing/coordination in the region since 1989.

The *2012-2017 Transportation Improvement Program (TIP)*, as amended, has programmed \$1.2 million of Congestion Mitigation/Air Quality (CMAQ) funds in FY 2015 for the Regional Traffic Signal System Improvement Program (Project #97-045). All such funds would be used by DRCOG. There are no match requirements.

PREVIOUS DISCUSSIONS/ACTIONS

[September 18, 2013](#) – Board approval of the *Traffic Signal System Improvement Program (TSSIP) Update* that guides activities under the TSSIP program, including capital investments in the region and the traffic signal timing/coordination responsibilities of DRCOG staff.

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation to support the Traffic Operations Program.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschaufele@drcog.org; or Greg MacKinnon, Traffic Operations Program Manager, at 303-480-5633 or gmackinnon@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2015

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE STATE OF COLORADO, DEPARTMENT OF TRANSPORTATION TO SUPPORT THE TRAFFIC OPERATIONS PROGRAM.

WHEREAS, the Denver Regional Council of Governments conducts a traffic operations program to assist local governments in improving the efficiency in traffic signals; and

WHEREAS, the provision of such services and technical assistance leads to the efficient operation of traffic signals which assists in relieving congestion, conserving energy, and reducing air pollution; and

WHEREAS, approximately \$1,200,000 federal Congestion Mitigation/Air Quality funds are available from the Federal Highway Administration through the Colorado Department of Transportation to support these services; and

WHEREAS, the aforementioned federal funds have been identified and programmed for fiscal year 2015 in the adopted *2012-2017 Transportation Improvement Program*.

NOW, THEREFORE, BE IT RESOLVED that the Administrative Committee hereby authorizes the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation to provide necessary funding for the Denver Regional Council of Governments to provide regional traffic signal timing/coordination technical services in the Denver metropolitan area for a contract amount of approximately \$1,200,000, recognizing that no match is required.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2015 at Denver, Colorado.

Elise Jones, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH D

To: Chair and Members of the DRCOG Administrative Committee

From: Jennifer Schaufele, Executive Director
303-480-6701 or jschaufele@drcog.org

Meeting Date	Agenda Category	Agenda Item #
April 15, 2015	Consent	2

SUBJECT

This action will allow DRCOG to accept up to \$300,000 from the Federal Highway Administration (FHWA) as a part of the Strategic Highway Research Program (SHRP2).

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Administrative Committee authorize the Executive Director to receive implementation assistance funding through SHRP2 to develop and pilot visualization and analysis tools to support local visioning, informed infrastructure priorities, and performance measures in the region's existing and future urban centers and station areas.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG has been selected to receive federal funding that will require no matching funds, and will help advance work already underway to both improve an understanding of urban center performance, and create tools to help local governments conduct small area scenario analyses at existing or future urban centers and station areas.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to receive implementation assistance funding through the Strategic Highway Research Program, SHRP2.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschaufele@drcog.org; or Brad Calvert, Metro Vision Manager, Regional Planning and Operations at 303-480-6839 or bcalvert@drcog.org

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2015

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RECEIVE
IMPLEMENTATION ASSISTANCE FUNDING THROUGH THE STRATEGIC HIGHWAY
RESEARCH PROGRAM

WHEREAS, the Federal Highway Administration (FHWA) has reserved funding to allow regional agencies similar to the Denver Regional Council of Governments (DRCOG) to participate in the implementation of research and products developed under the second Strategic Highway Research Program (SHRP2); and

WHEREAS, in February 2015, DRCOG submitted an application for SHRP2 implementation assistance to FHWA to develop and pilot visualization and analysis tools to support local visioning, informed infrastructure priorities, and performance measures in the region's existing and future urban centers and station areas; and

WHEREAS, the application was successful and FHWA selected DRCOG to receive \$300,000 of SHRP2 implementation assistance funding; and

WHEREAS, the proposed project fits within the scope of DRCOG's role as both the Regional Planning Commission and Metropolitan Planning Organization for the Denver metro area.

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to negotiate a scope of work and budget with FHWA in order to receive up to \$300,000 in SHRP2 implementation assistance funds.

RESOLVED, PASSED AND ADOPTED this ____ day of _____ 2015 at Denver, Colorado.

Elise Jones, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACHE

To: Chair and Members of the Administrative Committee

From: Jennifer Schaufele, Executive Director
303-480-6701 or jschaufele@drcog.org

Meeting Date	Agenda Category	Agenda Item #
April 15, 2015	Administrative	3

SUBJECT

Presentation of the DRCOG 2014 Audit.

PROPOSED ACTION/RECOMMENDATIONS

No action is required. This item is for informational purposes.

ACTION BY OTHERS

N/A

SUMMARY

A presentation of the 2014 audit will be made by Dazzio & Plutt, LLC, certified public accountants.

Each year, in accordance with the DRCOG Articles of Association, DRCOG shall obtain an annual audit of its financial transactions and expenditures.

No findings were reported in this audit.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

ATTACHMENT

Link: [Financial Statements as of December 31, 2014](#)

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 at jschaufele@drcog.org or Melissa Leith, Accounting Services Manager at mleith@drcog.org.