

**Board Officers**

Sue Horn, Chair  
Jack Hilbert, Vice Chair  
Rachel Zenzinger, Secretary  
Jackie Millet, Treasurer  
Dennis McCloskey, Immediate Past Chair  
Jennifer Schaufele, Executive Director

**AGENDA**  
**ADMINISTRATIVE COMMITTEE**  
**WEDNESDAY, APRIL 17, 2013**  
**1<sup>st</sup> Floor Monarch Pass Conference Room**  
**1290 Broadway**  
**➔ 5:45 P.M. ➔**

1. Call to Order

**CONSENT AGENDA**

2. \*Motion to Adopt the Consent Agenda

- Minutes of March 20, 2013  
(Attachment A)
- A resolution authorizing the executive director to execute a contract amendment with the Colorado Department of Transportation (CDOT) using carryover funds to expand the scope of work and total contract amount by \$1 million to implement DRCOG's Regional Transportation Demand Management (TDM) activities.  
(Attachment B) Steve Erickson, Director, Communications & Marketing

**INFORMATIONAL BRIEFINGS**

3. Presentation of the DRCOG 2012 Audit  
(Attachment C) Steve Dazzio, Steve Plutt, Dazzio & Plutt LLC
4. Report of the Executive Director

**ADMINISTRATIVE ITEMS**

5. Other Matters by Members
6. **Next Meeting – May 15, 2013**
7. Adjournment

**\*Motion Requested**

**Please note there is a meeting of the Regional Response Board at 5:30 p.m.**  
**Dinner will be served beginning at 5 p.m.**

Disabled attendees are asked to notify DRCOG at least 48 hours in advance of the need for auxiliary aids or services

*We make life better!*



**ATTACH A**

MINUTES  
ADMINISTRATIVE COMMITTEE  
Wednesday, March 20, 2013

Present:

Sue Horn, Chair	Bennett
Eva Henry	Adams County
Bill Holen	Arapahoe County
KC Becker	Boulder
Elise Jones	Boulder County
Dennis McCloskey	Broomfield
Doug Tisdale	Cherry Hills Village
Paul Ryan	Denver
Chris Nevitt	Denver
Jack Hilbert	Douglas County
Ron Rakowsky	Greenwood Village
Don Rosier	Jefferson County
Adam Paul	Lakewood
Jackie Millet	Lone Tree
Katie Witt	Longmont
Val Vigil	Thornton

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

Chair Sue Horn called the meeting to order at 5:35 p.m. with a quorum present.

Election of Chair and Vice Chair

Ron Rakowsky **moved, seconded** by Bill Holen, to elect Jack Hilbert as Chair and Rachel Zenzinger as Vice Chair of the Administrative Committee. The motion **passed unanimously**.

Jack Hilbert chaired the meeting from this point forward.

Motion to Adopt the Consent Agenda

Doug Tisdale **moved, seconded** by Sue Horn, to adopt the consent agenda. The motion **passed** unanimously. Items on the consent agenda included:

- Minutes of February 20, 2013
- Resolution No. 5, 2013, Authorizing the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation to support the Traffic Operations Program
- Resolution No. 6, 2013, Authorizing the Executive Director to negotiate and execute a contract with AECOM Technical Services, Inc. to conduct refinements to the Focus travel demand model to make it more sensitive to priced facilities, including toll roads, managed lanes, and select park-n-Ride lots, in an amount not to exceed \$180,000

- Resolution No. 7, 2013, regarding the deposit and investment of funds of the Denver Regional Council of Governments and use of electronic signatures

Report of the Executive Director

Jennifer Schaufele reported that the National Renewable Energy Lab (NREL) has agreed to bow out of participating in the SCI West Corridor catalytic project, citing continuing contracting issues. In a conversation with NREL earlier in the day, Ms. Schaufele reported that NREL will continue to try to sign contracts for the remainder of the SCI work that it was tasked to accomplish through the grant. She noted that Xcel Energy and others will be approached about participating in the West Corridor catalytic project on a pro bono basis, and that perhaps a Request for Proposals may be issued if discussions with Xcel cannot be wrapped up quickly. Jack Hilbert praised staff for their continued work on the grant.

Other Matters by Members

- Ron Rakowsky passed along kudos to DRCOG Area Agency on Aging staff for participation in a Channel 8 panel on aging issues.
- Bill Holen reported that he used DRCOG's sequestration materials in conversations with legislators in Washington DC.
- New members were apprised that quorum for the committee is 7. Also, the rules for participating in meetings via telephone in certain circumstances were discussed. Members will receive a copy of the policy next month.
- Jennifer Schaufele noted that a report will be provided to the Board in April on outcomes from the Board workshop.

The meeting adjourned at 6:08 p.m.

---

Jack Hilbert, Chair  
Administrative Committee  
Denver Regional Council of Governments

ATTEST:

---

Jennifer Schaufele, Executive Director

**ATTACH B**

To: Chair and Members of the Administrative Committee

From: Steve Erickson, Director, Communications and Marketing  
([serickson@drcog.org](mailto:serickson@drcog.org) or 303-480-6716)

Subject: **Amendment to CMAQ Grant CLIN/CMS #12-HTD-38920**

Meeting Date	Agenda Category	Agenda Item #
April 17, 2013	Consent	2

#### REQUESTED ACTION

Motion to adopt a resolution authorizing the executive director to execute a contract amendment with the Colorado Department of Transportation (CDOT) using carryover funds to expand the scope of work and total contract amount by \$1 million to implement DRCOG's Regional Transportation Demand Management (TDM) activities.

#### SUMMARY

- In the adopted 2008-2013 Transportation Improvement Program (TIP), the Board programmed \$3.6 million of Congestion Mitigation/Air Quality (CMAQ) funds to the DRCOG Regional Transportation Demand Management (TDM) Program for FY2010 and FY2011. CMAQ dollars are federal funds used for projects contributing to air quality improvements and congestion relief. TDM activities reduce the use of single occupancy vehicles.
- Certain program elements (e.g., promotional and advertising campaigns, outreach aimed at employers, and purchase of software) were suspended in 2011 while DRCOG 1) established the Denver Regional TDM Partnership with the six transportation management associations and 2) concurrently reorganized its own TDM program to support the new partnership. As a result, \$1 million was unspent at the end of the contract.
- CDOT and DRCOG wish to amend DRCOG's current CMAQ grant contract, expanding the scope of work to include additional TDM activities and increasing the contract amount by \$1 million using the unspent 2011 contract funds.
- Activities added to the scope of services include:
  - Conducting advertising and promotional campaigns to launch the TDM partnership program's new brand name (Way to Go).
  - Redesigning DRCOG's TDM Program web pages and applications to improve the public and employer interface.
  - Assessing and replacing the current web-based rideshare matching software to provide a better customer experience and more efficient administrative capabilities.
  - Planning and executing additional integrated marketing campaigns targeting specific corridors and geographic sub-areas of the Denver region.
  - Producing up to six videos promoting alternative travel modes.
  - Expanding sales training and professional development for Way to Go program staff and staff with partner transportation management associations.

#### PRIOR BOARD ACTION

- Authorized the Executive Director to negotiate and execute contracts with CDOT to implement TDM activities in FY2010 and FY2011.
- Authorized the Executive Director to negotiate and execute contracts with CDOT to implement TDM activities in FY2012 and FY2013.

#### FINANCIAL CONSIDERATIONS

This transaction moves unspent funds from an expired contract into the current contract.

#### PROPOSED ACTION/RECOMMENDATIONS

- Alternative 1 - Authorize the Executive Director to execute a contract amendment with CDOT, expanding the current scope of work using funds left over in the previous contract.
- Alternative 2 - Turn the funds back for redistribution.

#### PROPOSED ACTION/RECOMMENDATIONS

Staff recommends and CDOT supports Alternative 1. Investing funds in this manner helps assure the Regional TDM Partnership's success. The existing web applications are dated and don't provide a good user experience. The Partnership depends on the Way To Go branding and advertising to meet our collective TDM goals. And, DRCOG promised the partners we would train their staff and employers in the use of TDM; the videos and instruction are key tools for "selling" car and vanpool services as well as telework.

#### BACKUP INFORMATION

Attachment: Draft resolution

DENVER REGIONAL COUNCIL OF GOVERNMENTS  
STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. \_\_\_\_\_, 2013

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A  
CONTRACT AMENDMENT WITH THE COLORADO DEPARTMENT OF  
TRANSPORTATION (CDOT) USING CARRYOVER FUNDS TO EXPAND THE SCOPE OF  
WORK AND TOTAL CONTRACT AMOUNT BY \$1 MILLION TO IMPLEMENT DRCOG'S  
REGIONAL TRANSPORTATION DEMAND MANAGEMENT (TDM) ACTIVITIES.

WHEREAS, the Board-adopted 2008-2013 Transportation Improvement Program (TIP) programmed \$3.6 million of Congestion Mitigation/Air Quality (CMAQ) funds to the DRCOG Regional TDM Program for FY2010 and FY2011, combined; and

WHEREAS, \$1 million in budgeted funds were unspent at the end of the contract period in FY2011; and

WHEREAS, the 2012-2017 TIP, as adopted by the DRCOG Board of Directors, programmed \$3.6 million of CMAQ funds to the DRCOG Regional TDM Program in fiscal year 2012, to cover program activities in FY2012 and FY2013; and

WHEREAS, CDOT and DRCOG wish to amend DRCOG's current CMAQ grant contract expanding the scope of work to include additional TDM activities and increasing the contract amount by \$1 million with the unspent funds from 2011.

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to execute a contract with CDOT expanding the scope of work and increasing the total contract amount by \$1million to implement DRCOG's Regional Transportation Demand Management (TDM) activities.

RESOLVED, PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2013 at Denver, Colorado.

---

Jack Hilbert, Chair  
Administrative Committee  
Denver Regional Council of Governments

ATTEST:

---

Jennifer Schaufele, Executive Director



**ATTACH C**

To: Chair and Members of the Administrative Committee

From: Chris Tiemann, Accounting Services Manager  
([ctiemann@drcog.org](mailto:ctiemann@drcog.org) or 303-480-6723)  
Roxie Ronsen, Administrative Officer  
([rropsen@drcog.org](mailto:rropsen@drcog.org) or 303-480-6709)

Subject: **Presentation of the DRCOG 2012 Audit**

Meeting Date	Agenda Category	Agenda Item #
April 17, 2013	Informational	3

#### REQUESTED ACTION

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

#### SUMMARY

- A presentation of the 2012 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.

#### PRIOR BOARD ACTION

N/A

#### FINANCIAL CONSIDERATIONS

N/A

#### ALTERNATIVES

N/A

#### PROPOSED ACTION/RECOMMENDATIONS

N/A

#### BACKGROUND INFORMATION

Attachment: Letter from Dazzio & Plutt, LLC

Link: [DRCOG 2012 audit](#).