

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, AUGUST 19, 2015
MONARCH PASS CONFERENCE ROOM
1290 Broadway
➔ 5:30 PM ➔

1. Call to Order

CONSENT AGENDA

2. *Move to Adopt the Consent Agenda
- Minutes of July 15, 2015 meeting
(Attachment A)

ACTION ITEM

3. *Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation for funding in support of the FY2016-2017 Unified Planning Work Program
(Attachment B) Doug Rex, Director, Transportation Planning & Operations

INFORMATIONAL ITEMS

4. Executed Contracts Report - July 2015 – No Contracts to Report for July

ADMINISTRATIVE ITEMS

5. Report of the Chair
6. Report of the Executive Director
7. Other Matters by Members
8. EXECUTIVE SESSION – Performance Evaluation of the Executive Director
9. Next Meeting – September 16, 2015
10. Adjournment

***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.

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MINUTES
ADMINISTRATIVE COMMITTEE
Wednesday, July 15, 2015

Present:

Elise Jones, Chair	Lone Tree
Bill Holen	Arapahoe County
Roger Partridge	Douglas County
Don Rosier	Jefferson County
Bob Fifer	Arvada
Bob Roth	Aurora
Sue Horn	Bennett
George Teal	Castle Rock
Ron Rakowsky	Greenwood Village
Shakti	Lakewood
Phil Cernanec	Littleton
Jackie Millet	Lone Tree
Gabe Santos	Longmont
Ashley Stolzmann	Louisville
Val Vigil	Thornton
Herb Atchison	Westminster

Others Present: Jennifer Schaufele, Executive Director; Connie Garcia, Executive Assistant/Board Coordinator; Robin Kniech, Anthony Graves, Denver; and DRCOG staff.

Chair Elise Jones called the meeting to order at 5:30 p.m. with a quorum present.

Move to Adopt the Consent Agenda

Jackie Millet **moved** to adopt the consent agenda. The motion was **seconded** and **passed** unanimously.

Items on the consent agenda included:

- Minutes of May 20, 2015

A resolution authorizing the Executive Director to execute contracts for consulting and other professional services for amounts not exceeding \$75,000

Jenny Dock, DRCOG staff, briefly outlined the request.

Members expressed some objection to increasing the contracting threshold. Some felt staff failed to answer questions asked at the previous meeting. Other members noted they agreed as long as staff provides reports on contracts executed between \$50,000 and \$75,000.

Phil Cernanec **moved** to adopt a resolution authorizing the Executive Director to execute contracts for consulting and other professional services for amounts not exceeding \$75,000, with staff to provide a monthly report on contracts executed

between \$50,000 and \$75,000, and to add budget line item information to the monthly report. The motion was **seconded** and **passed** with 13 in favor and 2 opposed.

Report of the Chair

No report was provided.

Report of the Executive Director

No report was provided.

Executive Session

Prior to convening the executive session, the Chair asked if members had questions for Jerry Stigall regarding the survey tool. No questions were asked. The Chair noted the process for the evaluation is the scores and narrative would be distributed to members today, a brief overview of the results would be provided, and members would have until the August meeting to review the materials. An Executive Session to discuss the results will be held at the August meeting. The Chair convened the Executive Session at 6 p.m., and returned to open meeting at 6:32 p.m.

Other Matters by Members

No other matters were discussed.

Next Meeting

The next meeting is scheduled for August 19, 2015

The meeting adjourned at 6:32 p.m.

Elise Jones, 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 #
August 19, 2015	Action	3

SUBJECT

This action concerns DRCOG contracting with the Colorado Department of Transportation (CDOT) to fund the objectives, activities, and tasks outlined in the *FY 2016-2017 Unified Planning Work Program (UPWP)*.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends authorizing the Executive Director to negotiate and execute a contract with CDOT for planning funds.

ACTION BY OTHERS

July 15, 2015 – Board of Directors approved the FY 2016-2017 UPWP.

SUMMARY

The FY 2016-2017 UPWP, adopted by the Board of Directors on July 15, 2015, outlines activities to be conducted by the metropolitan planning organization from October 1, 2015 through September 30, 2017.

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

Funding Source	Estimated Federal Fiscal Year 2016 Amount	Estimated Federal Fiscal Year 2017 Amount
Federal Transportation Planning Funds	\$4,392,700	\$4,422,178
Regional Transportation District (In-Kind)	\$456,567	\$459,631
Denver Regional Council of Governments	\$456,567	\$459,631
Total	\$5,305,834	\$5,341,440

The Administrative Committee action authorizes DRCOG to contract for these planning funds. The current FY 2014-2015 contract will expire at the end of December.

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 for planning funds.

ATTACHMENT

Draft resolution

Link:

[*FY 2016-2017 Unified Planning Work Program*](#)

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschaufele@drcog.org; or Douglas W. Rex, Director, Transportation Planning and Operations at 303-480-6747 or drex@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 COLORADO DEPARTMENT OF TRANSPORTATION FOR FUNDING IN SUPPORT OF THE *FY2016-2017 UNIFIED PLANNING WORK PROGRAM*.

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, the Colorado Department of Transportation has indicated that new estimated federal fiscal 2016 year funds in the amount of \$4,392,700 and fiscal 2017 funds in the amount of \$4,422,178 are available at this time to support funding of the *FY2016-2017 Unified Planning Work Program*; and

WHEREAS, the Denver Regional Council of Governments will provide cash for 50 percent of the matching needs and use RTD expenses for the other 50 percent of the match for each fiscal year; and

WHEREAS, the Denver Regional Council of Governments cash match is estimated at \$456,567 for fiscal 2015 and \$459,631 for fiscal year 2017.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to negotiate and execute a contract with the Colorado Department of Transportation for a consolidated planning grant to support the *FY2016-2017 Unified Planning Work Program*.

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