

AGENDA
ADMINISTRATIVE COMMITTEE
WEDNESDAY, AUGUST 20, 2014
1st Floor Monarch Pass Conference Room
1290 Broadway
→ 6:00 P.M. ←

1. Call to Order

CONSENT AGENDA

2. *Move to Adopt the Consent Agenda

- Minutes of July 16, 2014
(Attachment A)
- A resolution authorizing the Executive Director to expand the scope of service and amend the contract with University of Colorado, Denver to conduct additional research for the OAKS study and to provide an Affordable Housing Preservation and Creation Study for the Sustainable Communities Initiative Gold Corridor
(Attachment B) Flo Raitano, Acting Senior Managing Director

ACTION ITEMS

3. *Move to elect Chair and Vice Chair

(Attachment C) Jackie Millet, Chair

In accordance with the *Articles of Association*, "The Chair and Vice Chair of the Administrative Committee shall be elected at the first meeting following election of Board Officers and serve until the next election of officers."

4 *Move to appoint two members to the Nominating Committee

(Attachment D) Flo Raitano, Acting Senior Managing Director

5. *Move to adopt a resolution regarding the deposit and investment of funds of the Denver Regional Council of Governments

(Attachment E) Roxie Ronsen, Administrative Officer

***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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ADMINISTRATIVE ITEMS

- 6 Report of the Chair
7. Report of the Executive Director
8. Other Matters by Members
9. **Next Meeting – September 17, 2014**
- 10.Adjournment

ATTACH A

MINUTES
ADMINISTRATIVE COMMITTEE
Wednesday, July 16, 2014

Present:

| | |
|----------------------|----------------------|
| Jackie Millet, Chair | Lone Tree |
| Eva Henry | Adams County |
| Bill Holen | Arapahoe County |
| Bob Roth | Aurora |
| Suzanne Jones | Boulder |
| Elise Jones | Boulder County |
| Cathy Noon | Centennial |
| Doug Tisdale | Cherry Hills Village |
| Chris Nevitt | Denver |
| Roger Partridge | Douglas County |
| Don Rosier | Jefferson County |
| Tom Quinn | Lakewood |
| Gabe Santos | Longmont |
| Val Vigil | Thornton |

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

Chair Jackie Millet called the meeting to order at 5:37 p.m. with a quorum present.

Motion to Adopt the Consent Agenda

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

- Minutes of June 25, 2014
- Resolution No.13, 2014, authorizing the Executive Director to negotiate and execute a contract with Wit House Productions for video design and production

Report of the Chair

No report was provided.

Report of the Executive Director

Jennifer Schaufele introduced Flo Raitano, Acting Senior Managing Director. Ms. Raitano will serve in the absence of the Executive Director. A competitive process to fill the position permanently will be conducted in late fall.

Review and Refine Executive Policies

Jerry Stigall, DRCOG staff, asked members for any final comments/revisions on the draft policies. Mr. Stigall noted that the policies will now be forwarded to the Policy Governance work for their comments prior to sending them on to the full Board.

Suzanne Jones **moved** to send the Executive Policies to the Policy Governance group. The motion was **seconded** and **passed** unanimously.

EXECUTIVE SESSION – performance evaluation of the Executive Director

At 5:52 p.m. it was moved and seconded to go into Executive Session for discussion of the performance evaluation of the Executive Director. Chair Jackie Millet was present and presided over the Executive Session. The Executive Session concluded at 6:27 p.m. and returned to open session.

Other Matters by Members

No other matters were discussed.

Next Meeting

The next meeting is scheduled for August 20, 2014

The meeting adjourned at 6:28 p.m.

Jackie Millet, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH B

To: Chair and Members of the Administrative Committee

From: Flo Raitano, Acting Senior Managing Director
303-480-6789 or fraitano@drcog.org

| Meeting Date | Agenda Category | Agenda Item # |
|--------------|-----------------|---------------|
| May 21, 2014 | Consent Agenda | 2 |

SUBJECT

This action is related to amend a contract with the University of Colorado at Denver (UCD) for consulting services related to the Outcomes Assessment and Knowledge Sharing (OAKS) study and to add tasks to produce an Affordable Housing Preservation and Creation study for the Gold Corridor, in the amount of \$200,000.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Administrative Committee authorize the Executive Director to expand the scope of service and amend the contract with UCD to provide additional work on the OAKS study and to begin work on an Affordable Housing Preservation and Creation study for the SCI Gold Corridor.

ACTION BY OTHERS

SUMMARY

As part of the Sustainable Communities Initiative funded by a grant received from the U.S. Department of Housing and Urban Development, UCD is conducting research on best practices, metrics and benchmarks related to TOD based on existing FasTracks corridors and similar project in other regions in the United States.

The amended scope of work will direct UCD to compare the results of that research to the outcomes of SCI planning activities and identify potential additional opportunities.

In addition, DRCOG is providing Technical Assistance funding for planning related to strategic corridor-wide issues in each of the three Eagle P3 commuter rail corridors in which work is occurring through the grant (Gold, Gold and Northwest). The Technical Assistance will provide guidance in planning related to housing, economic development and other topics of interest and concern in transit corridors and throughout the region.

The Gold Corridor Working Group, consisting of representatives of the jurisdictions, agencies, and other organizations along the Gold Rail Line decided to use these funds in the development of an Affordable Housing Preservation and Creation study to enhance housing opportunities in this corridor. Timing is critical because all work must be completed by December 31, 2014, to meet the grant deadline.

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to expand the scope of service and amend the contract with UCD to conduct additional research for the OAKS study and to provide an Affordable Housing Preservation and Creation study for the Sustainable Communities Initiative Gold Corridor.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Flo Raitano, Acting Senior Managing Director, at 303-480-6789 or fraitano@drcog.org; or Paul Aldretti, SCI Coordinator, at 303-480-6752 or paldretti@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2014

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXPAND THE SCOPE OF SERVICE AND AMEND THE CONTRACT WITH UCD TO CONDUCT ADDITIONAL RESEARCH FOR THE OAKS STUDY AND TO PROVIDE AN AFFORDABLE HOUSING PRESERVATION AND CREATION STUDY FOR THE SUSTAINABLE COMMUNITIES INITIATIVE GOLD CORRIDOR

WHEREAS, the Sustainable Communities Initiative (SCI), funded by a grant received from the U.S. Department of Housing and Urban Development is providing funding to conduct an Outcomes Assessment and Knowledge Sharing (OAKS) study to identify best practices, benchmarks, and metrics for transit-oriented development (TOD) in existing and planned FasTracks corridors; and

WHEREAS, DRCOG has a contract with the University of Colorado at Denver (UCD) to conduct the OAKS study of existing light rail corridors (Southeast, Southwest, and West Rail Lines) and similar rail lines in other regions in the United States; and

WHEREAS, the results of this study will be compared to the outcomes of activities in each of the three Eagle P3 commuter rail corridors in which work is occurring through the grant (East, Gold and Northwest); and

WHEREAS, SCI also is providing funding for Technical Assistance in each of the these commuter rail corridors; and

WHEREAS, the Gold Corridor Working Group, consisting of representatives of the jurisdictions, agencies, and other organizations along the Gold Rail Line selected the development of an Affordable Housing Preservation and Creation Study for additional consultant expertise and planning; and

WHEREAS, the Affordable Housing Preservation and Creation Study will serve to enhance development along the Gold Rail Line and associated TOD sites, and serve as a model for similar development in other transit corridors and throughout the region; and

WHEREAS, UCD is already engaged in the study of issues related to housing in the FasTracks corridors; and

WHEREAS, DRCOG will amend the contract with UCD to provide consulting services related to OAKS and planning advice related to preserving affordable housing and enhancing housing opportunities in the Gold Rail Corridor; and,

WHEREAS, there is a maximum budget of \$200,000 to conduct the additional work related to OAKS and the Affordable Housing Preservation and Creation Study for the Gold Corridor.

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to negotiate an expanded the scope of service and amend the contract with UCD to conduct additional work related to OAKS and the production of an Affordable Housing Preservation and Creation Study, for an amount not to exceed \$200,000.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2014 at Denver, Colorado.

Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH C

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| Eva Henry (P) Commissioner Adams County | Ron Rakowsky (A) Mayor Greenwood Village |
| Bill Holen (P) Commissioner Arapahoe County | Don Rosier (P) Commissioner Jefferson County |
| Bob Roth (P) Council Member Aurora | Tom Quinn (P) Council Member Lakewood |
| Sue Horn (O) Mayor Bennett | Jackie Millet (O) Mayor Pro Tem Lone Tree |
| Suzanne Jones (A) Council Member Boulder | Gabe Santos (A) Council Member Longmont |
| Elise Jones (O) Commissioner Boulder County | Joyce Downing (A) Mayor Northglenn |
| Cathy Noon (A) Mayor Centennial | Val Vigil (P) Council Member Thornton |
| Doug Tisdale (O) Mayor Cherry Hills Village | |
| Chris Nevitt (P) Council Member City & County of Denver | P = Permanent O = Officer A = Appoint |
| Crissy Fanganello (P) Mayor's Representative City & County of Denver | |
| Roger Partridge (P) Commissioner Douglas County | |

ATTACH D

To: Chair and Members of the Administrative Committee

From: Flo Raitano, Action Senior Managing Director
303-480-6789 or fraitano@drcog.org

| Meeting Date | Agenda Category | Agenda Item # |
|-----------------|-----------------|---------------|
| August 20, 2014 | Action | 3 |

SUBJECT

This action is related to selection of two members of the Administrative Committee to serve on the Nominating Committee.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends the Administrative Committee select two (2) members to serve on the Nominating Committee in accordance with the *Articles of Association*,

ACTION BY OTHERS

N/A

SUMMARY

A vacancy on the Board officer slate was created by the resignation of Jack Hilbert, former Douglas County Commissioner. In accordance with the *Articles of Association*, the remaining Board officers have made appointments to fill the position of Chair, Vice Chair, and Secretary, leaving a vacancy at Treasurer. The Board officers have called for a nominating committee to be created to address this vacancy.

Article VII.D.2 of the *Articles of Association* states "Creation of a nominating committee to present to the Board at least one nominee to fill the vacancy if called for by a majority of the remaining Board officers. The creation of the nominating committee shall be as follows:

- a. A nominating committee of six (6) member representatives shall be appointed as soon as practicable after the vacancy occurs; the Administrative Committee shall appoint two (2), the Chair of the Board shall appoint two (2), and the Board shall appoint two (2).

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 as Board officer by the committee or from the floor.
- Board members have been surveyed regarding their interest in being nominated as a Board officer.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to select two members of the Administrative Committee to serve on the Nominating Committee.

ATTACHMENTS

Board-adopted Nominating Committee description

List of current Administrative Committee members

ADDITIONAL INFORMATION

If you need additional information, please contact Flo Raitano, Acting Senior Managing Director at (303) 480-6789 or fraitano@drcog.org; or Connie Garcia, Board Coordinator, at (303) 480-6701 or cgarcia@drcog.org

Nominating Committee

Type: Standing Committee

Authority: Articles of Association

MEMBERSHIP

The Nominating Committee will consist of six Board members who shall be appointed in November of each year. The Administrative Committee, DRCOG Board and the DRCOG Chair shall each appoint two members. Care will be taken to ensure that appointees represent a broad cross-section of the membership including community size, geographic location and gender.

VOTING

Any candidate for Chair, Treasurer, Secretary, Vice Chair or Administrative Committee who receives a majority or a tie vote shall be presented to the Board for consideration.

RESPONSIBILITIES

- The Nominating Committee will meet at a time(s) convenient for all members in November. In January the Committee will present to the Board nominations for Treasurer, Secretary and Vice Chair and for the three Administrative Committee members. The election will take place at the February Board meeting. The incumbent holding the position of Vice Chair automatically becomes the Chair. In the event the incumbent Vice Chair does not assume the position of Chair or in the event of a vacancy in the position of Chair, the provision hereof shall be followed for any Nominating Committee presentation of nominees to the DRCOG Board.
- With the goal of encouraging broad participation from the DRCOG Board, the Nominating Committee will consider interested Board members for the positions of Treasurer and Secretary to serve one-year terms without regard to an individual's term limit or length of term with their respective jurisdiction board. For the position of Vice Chair, the Nominating Committee will ascertain the ability of the individual nominated for Vice Chair to serve as Chair without interruption due to term limits or elections.
- The Nominating Committee will request a short written statement from all interested Board members stating why he/she wishes to serve as a DRCOG Board officer and why the nominating committee should favorably consider them.
- The Nominating Committee will consider the following criteria when evaluating Board members for the positions of Treasurer, Secretary, Vice Chair, and if applicable Chair:
 - commitment to DRCOG's vision and mission,
 - substantive experience with DRCOG,
 - strong willingness to serve, and
 - capacity to be "ambassadors" for DRCOG and represent the organization as needed and desirable.
- For the position of Vice Chair, the Nominating Committee will consider and present a Board member with substantive past experience as a member of the DRCOG Board that includes serving in the position of Treasurer or Secretary or membership for at least one year on either the Administrative Committee, or the Metro Vision Issues

Committee. Participation as a member of another standing committee or ad hoc committee also may constitute substantive past experience.

- In the event that a Nominating Committee is appointed per Article VII. D. 2 to fill a vacancy of one of the officers, the Nominating Committee will follow the procedures outlined above.

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|--|--|
| Eva Henry (P) Commissioner Adams County | Ron Rakowsky (A) Mayor Greenwood Village |
| Bill Holen (P) Commissioner Arapahoe County | Don Rosier (P) Commissioner Jefferson County |
| Bob Roth (P) Council Member Aurora | Tom Quinn (P) Council Member Lakewood |
| Sue Horn (O) Mayor Bennett | Jackie Millet (O) Mayor Pro Tem Lone Tree |
| Suzanne Jones (A) Council Member Boulder | Gabe Santos (A) Council Member Longmont |
| Elise Jones (O) Commissioner Boulder County | Joyce Downing (A) Mayor Northglenn |
| Cathy Noon (A) Mayor Centennial | Val Vigil (P) Council Member Thornton |
| Doug Tisdale (O) Mayor Cherry Hills Village | |
| Chris Nevitt (P) Council Member City & County of Denver | P = Permanent O = Officer A = Appoint |
| Crissy Fanganello (P) Mayor's Representative City & County of Denver | |
| Roger Partridge (P) Commissioner Douglas County | |

АППАЧИ

To: Chair and Members of the Administrative Committee

From: Flo Raitano, Acting Senior Managing Director
(303) 480-6789 or fraitano@drcog.org

| Meeting Date | Agenda Category | Agenda Item # |
|-----------------|-----------------|---------------|
| August 20, 2014 | Action Agenda | 5 |

SUBJECT

Deposit and Investment of Funds of the Denver Regional Council of Governments and Use of Electronic Signatures.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends adoption of a resolution regarding deposit and investment of funds and use of electronic signatures as proposed.

ACTION BY OTHERS

N/A

SUMMARY

The Administrative Committee is authorized to establish policies regarding the deposit and investment of funds of the Denver Regional Council of Governments.

When the chair of the Administrative Committee or other signatories change, the deposit and investment authority of DRCOG must be amended. The election of new officers now necessitates such an amendment.

The resolution authorizes the Executive Director to establish policies regarding the deposit and investment of funds of the Denver Regional Council of Governments and amends the deposit and investment authority for new electronic signatures.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution regarding the deposit and investment of funds of the Denver Regional Council of Governments and use of electronic signatures.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Flo Raitano, Acting Senior Managing Director, at (303) 480-6789 or fraitano@drcog.org; or Roxie Ronsen, Administrative Officer, at (303) 480-6709 or rronsen@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2014

A RESOLUTION REGARDING THE DEPOSIT AND INVESTMENT OF FUNDS OF
THE DENVER REGIONAL COUNCIL OF GOVERNMENTS

WHEREAS, the Administrative Committee is authorized to establish policies regarding the deposit and investment of funds of the Denver Regional Council of Governments; and

WHEREAS, the deposit and investment authority of DRCOG must be amended when the Chairman of the Administrative Committee or other signatories change;

NOW, THEREFORE, BE IT RESOLVED, by the Administrative Committee of the Denver Regional Council of Governments:

1. Whenever, in the opinion of its Administrative Officer, DRCOG has funds on hand not then needed in the conduct of its affairs, such funds may be invested in any of the securities authorized in Sections 24-75-601 through 24-75-603 and in Part 7 of Article 75 of Title 24, C.R.S., as from time to time amended. The Administrative Officer of DRCOG is hereby authorized to direct the investment of DRCOG funds in such securities and the sale thereof, and to execute on behalf of DRCOG such documents as may be necessary to make such investments and sales. Any such investments may be made only upon receipt of an approval form from DRCOG, signed by its Administrative Officer, Roxie Ronsen, with signature as appears below:



2. The Administrative Officer may use the services of brokers or dealers in making the investments and sales of securities authorized by paragraph 1 of this resolution and may execute on behalf of DRCOG such agreements with the brokers or dealers as may be necessary to do so. Any such agreement shall conform to the requirements of this resolution.
3. Investments purchased by DRCOG shall be held in DRCOG's name and shall be retained in the custody of the authorized agent(s) of DRCOG.
4. Funds of DRCOG shall be deposited in the U.S. Bank except that funds of DRCOG may be deposited, for purposes of investment only, in any state bank or state-chartered savings and loan association, in any national bank having its principal office in this state, and in any federally chartered savings and loan association having its principal office in this state, which bank or savings and loan

association is approved by the Administrative Officer and is an "eligible public depository" pursuant to 11-10.5-101-109, et seq., C.R.S., as from time to time amended. The entire deposit in the U.S. Bank and in any such approved bank or savings and loan association shall be insured by the Federal Deposit Insurance Corporation or Federal Savings and Loan Insurance Corporation, or shall be secured by eligible collateral having a market value, at all times, equal to at least 102 percent of the aggregate of the deposit not so insured. For the purposes of this resolution, with respect to banks, "eligible collateral" and "market value" shall have the meaning set out in Article 10.5 of Title 11, C.R.S., as from time to time amended.

5. The U.S. Bank and all banks and savings and loan associations that are approved pursuant to paragraph 4 of this resolution, are hereby authorized and directed, until otherwise directed in writing, to honor as genuine and authorized instruments of DRCOG any and all checks, drafts or other orders for the payment of money in the name of DRCOG and signed with the facsimile signatures below:

The image shows two handwritten signatures stacked vertically. The top signature is "J. Schaufel" and the bottom signature is "D. A. Jones".

6. From time to time, DRCOG may orally request U.S. Bank to transfer funds to other banks for credit to persons or corporations designated by DRCOG. A written Wire Transfer Agreement will be executed by the Administrative Officer with U.S. Bank, providing for telephone requests for the transmission of funds belonging to DRCOG upon the terms and conditions set forth in said agreement.
7. A copy of this resolution shall be provided to the U.S. Bank and to all banks and savings and loan associations that are approved pursuant to paragraph 4 of this resolution and approved brokers or dealers. By thereafter accepting or retaining funds of DRCOG, the U.S. Bank, and said banks and savings and loan associations agree to the terms of this resolution, acknowledge that the funds of DRCOG are insured or secured as required by paragraph 4 of this resolution, and agree upon request to furnish DRCOG a statement, signed under oath by an officer, certifying to DRCOG that its funds are insured or secured in the manner herein specified.
8. DRCOG employees and officials involved in the investment process shall refrain from personal business activity that could create an appearance of impropriety, that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. DRCOG employees and officials involved in the investment process shall disclose any material interests in financial institutions with which they conduct business.

They shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Such employees and officials shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of DRCOG.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2014
at Denver, Colorado.

Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director