



**AGENDA**  
**DRCOG Board Work Session**  
**Wednesday, February 7, 2018**  
**4 p.m.**  
**1290 Broadway**  
**First Floor Boardroom**



1. Call to Order
2. Roll Call
3. Summary of November 1, 2017 Board Work Session  
(Attachment A)
4. Public Comment  
The chair requests that there be no public comment on issues for which a prior public hearing has been held before the Board of Directors.
5. Discussion of proposed amendments to *Metro Vision* to be included in public review materials  
(Attachment B) Brad Calvert, Director, Regional Planning & Development
6. Discussion of TIP subregional share forum formation  
(Attachment C) Douglas W. Rex, Executive Director
7. 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

BOARD WORK SESSION SUMMARY  
November 1, 2017

**Directors present:**

Herb Atchison, Vice Chair  
Steve O'Dorisio  
Jeff Baker  
Elise Jones  
Robin Kniech  
Roger Partridge  
Bob Fifer  
Bob Roth  
Larry Vittum  
Aaron Brockett  
George Teal  
Doris Truhlar  
Laura Christman  
Rick Teter  
Steve Conklin  
Carolyn Scharf (Alternate)  
Lynette Kelsey  
Ron Rakowsky  
Shakti  
Phil Cernanec  
Wynne Shaw  
Ashley Stolzmann  
John Diak  
Rita Dozal  
Heidi Williams

Westminster  
Adams County  
Arapahoe County  
Boulder County  
Denver City and County  
Douglas County  
Arvada  
Aurora  
Bennett  
Boulder  
Castle Rock  
Centennial  
Cherry Hills Village  
Commerce City  
Edgewater  
Federal Heights  
Georgetown  
Greenwood Village  
Lakewood  
Littleton  
Lone Tree  
Louisville  
Parker  
Superior  
Thornton

Participating via Webex:

Tera Radloff

Castle Pines

Others present: Doug Rex, Director, Transportation Planning & Operations, Jeanne Shreve, Adams County; Mac Callison, Aurora; Janice Finch, David Gaspers, Denver; Jamie Hartig, Douglas County; Kent Moorman, Kevin Forgett, Thornton; Stephanie Holden, Danny Herrmann, CDOT; Ken Lloyd, RAQC; Ted Heyd, Bicycle Colorado; and DRCOG staff.

Board Vice Chair Herb Atchison facilitated the work session. The session began at 4:00 p.m.

Summary of September 6, 2017 Board Work Session

The summary was accepted as presented.

Public Comment

No public comment was received.

Discussion of regional share definition and funding allocation

Doug Rex outlined the two discussion items. Mr. Rex pointed out that all projects will ultimately be presented to the Board for approval; both regional and subregional. He noted the TIP Policy Work Group is currently working on draft criteria.

Discussion occurred regarding where “other commitments” should be reflected; whether to include it with the set-aside items (off the top) or reduce the regional pot by the total amount committed (e.g., \$25 million in this TIP for the Central 70 project). The other commitment amounts are currently proposed to come from the regional share. By reflecting them in the set-asides, the other commitments would be deducted from the total dollars available, before the funding split occurs.

Members discussed whether projects on major regional arterials (MRAs) should be eligible for regional share funding. Member input included:

- A request was made for staff to provide cost information on previously funded projects on MRAs.
- A question was asked about the process for designating roadways as MRAs. Mr. Rex noted that designations are evaluated before each Regional Transportation Plan update. Staff noted the process isn't mandated by the federal government.
- A question was asked if a project on an MRA were not selected for funding from the regional pot, could it be eligible for funding in the subregional process? Staff reported it could.

Members discussed what the regional/subregional funding split should be. The TIP Policy Work Group recommended a maximum 30 percent regional and a minimum 70 percent subregional split.

Member input included:

- The amount in the regional pot should be enough to fund at least one project from each project type.
- Concern was expressed with anything more than a 70 percent in the Subregional Share
- A request was made for staff to put together a list of typical projects and how many could be funded using various splits (90/10, 80/20, 70/30, etc.).
- Concern was expressed about the public meeting process in the sub-regions.
- A suggestion was made to designate 10 percent of the sub-region dollars for projects in small communities.

Discussion of regional growth initiative

Due to a lack of time, this item was not discussed.

Other Matters

No other matters were discussed.

The work session ended at 6:00 p.m.

**ATTACH B**

To: Chair and Members of the Board of Directors  
From: Douglas W. Rex, Executive Director  
303-480-6701 or [drex@drcog.org](mailto:drex@drcog.org)

Meeting Date	Agenda Category	Agenda Item #
February 7, 2018	Informational	5

**SUBJECT**

Discussion of proposed amendments to *Metro Vision* to be included in public review materials.

**PROPOSED ACTION/RECOMMENDATIONS**

No action requested. This item is for information.

**ACTION BY OTHERS**

N/A

**SUMMARY**

Background

DRCOG issued a call for proposed amendments to the *2040 Metro Vision Regional Transportation Plan* and *Metro Vision* in October 2017, with anticipated adoption of the amended plans in early 2018. Prior to acting to amend both plans, DRCOG will make the proposed amendments available for review and comment. A public hearing on the proposed amendments will also be held prior to Board consideration.

Staff-proposed amendments

The following amendments to *Metro Vision* performance measures and targets are proposed by DRCOG staff:

1. Amend description of "Share of the region's housing and employment near high-frequency transit" as follows:

*Share of the region's housing and employment near high-frequency capacity transit*

This change will better describe the measure methodology, which calculates the share of the region's housing and employment within ½ mile of rapid transit stations, or within ¼ mile of bus stops with 96 or more departures per weekday, which is an average of 4 per hour. The proposed amendment does not change the measure, or the methodology used to take the measure, only the description of the measure.

2. Update baseline and 2040 target for the above measure to correct for error in original baseline calculation

As adopted, *Metro Vision* includes a 2014 baseline observation of this measure. The erroneous baseline observation was shared with the Board during the Board's deliberations on establishing performance measures and targets. DRCOG staff discovered the mistake in preliminary efforts to collect updated observations for all *Metro Vision* performance measures.

This measure relies on analysis to determine the total number of scheduled bus departures for each stop for a typical weekday during the period covered by the last transit service change of the year. Erroneously, weekday, Saturday, and Sunday departures were summed together for each stop, resulting in more stops being included in the area used to calculate the number of housing units and jobs located within the high-capacity service area. This gave stops a 72-hour window to reach 96 departures, rather than the intended 24-hour window.

Consequently, staff is recommending a revised 2040 target, as follows:

Measure	Where are we today? (Baseline)	Where do we want to be? (2040 Target)
Share of the region's housing and employment near high-frequency capacity transit	Housing: <del>29.7</del> <u>14.0</u> percent (2014)	<del>35.0</del> 20.0 percent
	Employment: <del>48.4</del> <u>32.3</u> percent (2014)	<del>60.0</del> 45.0 percent

The original and proposed targets are both for the year 2040. For the purpose of comparing the relationship between baseline measurements and targets, average annual change to meet the existing and proposed targets are described below.

- Under the existing target, housing units within the high-capacity area would need to increase an average of 0.20 percentage points each year, this would increase to 0.23 with the proposed amendment.
- Average annual employment percentage point change per year would go up from 0.45 to 0.49.
- Preliminary observations for 2016 suggest the region is already at 17.2 percent and 37.5 percent for housing and employment, respectively – significantly outpacing the required average annual change for both components of the measure.

Today's discussion on staff proposed amendments to Metro Vision

DRCOG staff is seeking discussion and guidance on the proposed changes to the measure description and target change, prior to including the proposed amendments in public review materials.

Other proposed amendments to be included public review materials

As noted above, a call for sponsor-submitted amendments to Metro Vision was opened in October 2017. DRCOG received four proposals to amend urban centers recognized in *Metro Vision*.

Plan Component	Description	Proposed by
Urban Centers	Boundary adjustment to <i>East Colfax Main Street</i>	Denver
Urban Centers	Boundary adjustment to <i>Highlands Ranch Town Center</i>	Douglas County
Urban Centers	Boundary adjustment to <i>CityCenter (Englewood City Center)</i>	Englewood
Urban Centers	Recognize <i>National Western Center</i> as an urban center	Denver

All four proposed urban center amendments will be included in the materials for public review and comment, alongside recommendations from 1) an evaluation panel composed of stakeholders familiar with *Metro Vision* and the role of urban centers in the region's growth framework, and 2) DRCOG staff.

The Board will consider the findings of the review panel, staff recommendations and public comment when the proposed urban center amendments are considered in April.

For the 2040 Metro Vision Regional Transportation Plan (2040 MVRTP), the proposed amendments primarily involve additions or changes to a few regionally significant roadway capacity projects, and air quality staging period changes to all projects. All proposed project and air quality staging period changes were approved by the Board in December 2017 to model for air quality conformity.

Other proposed changes to the 2040 MVRTP are staff-initiated changes to keep the plan updated and relevant, such as including updated traffic model outputs, Census data, congestion and air quality data, and other data and narrative updates since the 2040 MVRTP was adopted in April 2017. The updated plan will also include DRCOG's 2018 safety targets adopted by the Board in January as required by the Fixing America's Surface Transportation (FAST) Act.

Staff will provide a track changes version of the 2040 MVRTP as part of the adoption process with the Board and committees in March and April.

PREVIOUS DISCUSSIONS/ACTIONS
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N/A

PROPOSED MOTION
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N/A

ATTACHMENTS
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1. Staff presentation
2. [Metro Vision](#)

ADDITIONAL INFORMATION
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If you need additional information, please contact Douglas W. Rex, Executive Director, at 303-480-6701 or [drex@drcoog.org](mailto:drex@drcoog.org); or Brad Calvert, Regional Planning and Development Director at 303-480-6839 or [bcalvert@drcoog.org](mailto:bcalvert@drcoog.org).

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# Metro Vision Amendments

Presented by:  
**Brad Calvert**

February 7, 2018

## Metro Vision

- Unanimously adopted by DRCOG Board of Directors January 18, 2017
- Previous versions date back to 1997
- Longstanding Metro Vision principle: DRCOG Board makes minor revisions to the plan annually and major updates as needed

2



## Proposed *Metro Vision* amendments

*Fall in two categories this amendment cycle*

Performance measures

### **Staff proposed:**

- Amend one measure description
- Update baseline and 2040 target for that measure

Urban centers

### **Member submitted:**

- 3 proposed boundary adjustments
- 1 new proposal

3



## “High-frequency” to “high-capacity”

Accounts for investments in high-capacity rapid transit that may not meet regular bus frequency standard



4



## Why the baseline changed

Calculating frequency at a bus stop:



5



## High-frequency capacity transit

Current	Measure	Where are we today? (Baseline)	Where do we want to be? (2040 Target)
	Share of the region's housing and employment near high-frequency transit	Housing: 29.7 percent (2014)	35.0 percent
Employment: 48.4 percent (2014)		60.0 percent	

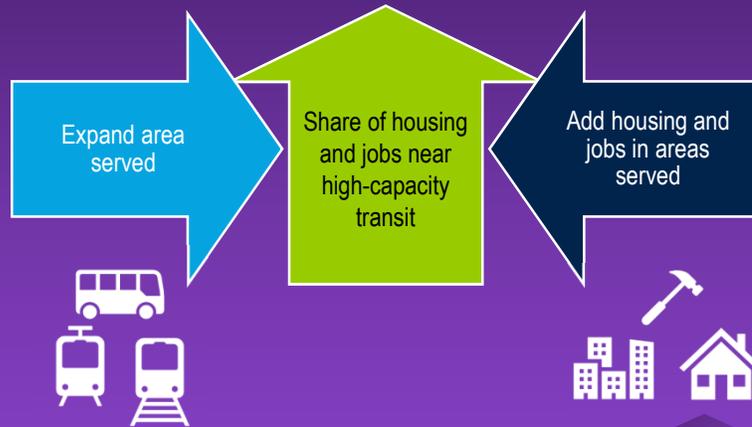
Proposed	Measure	Where are we today? (Baseline)	Where do we want to be? (2040 Target)
	Share of the region's housing and employment near high-capacity transit	Housing: 14.0 percent (2014)	20.0 percent
Employment: 32.3 percent (2014)		45.0 percent	

6





## Two ways to grow the share



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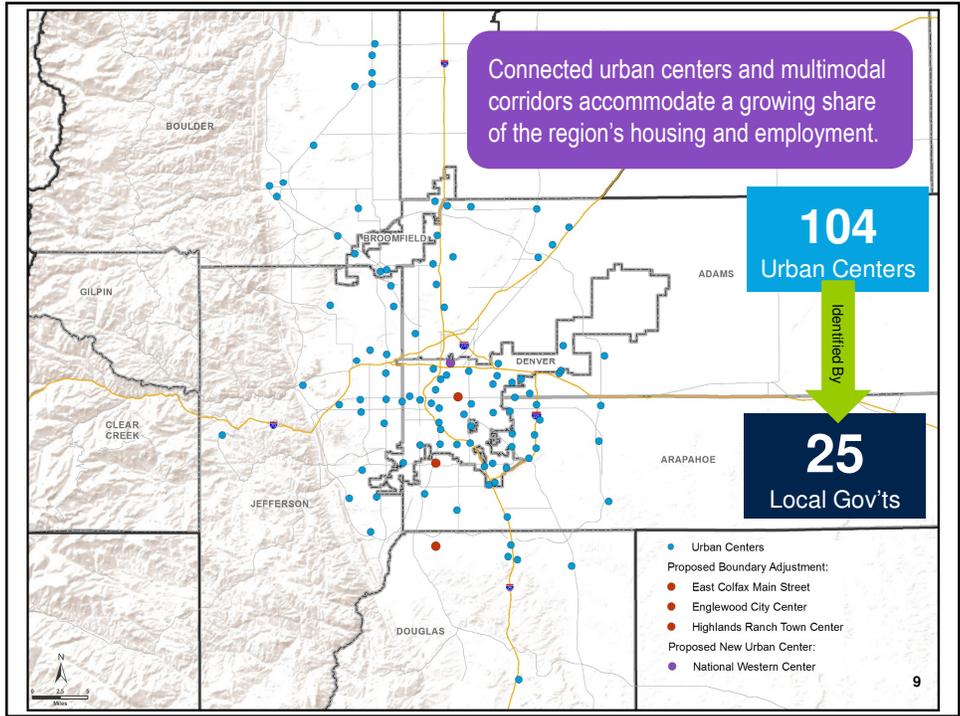


## Today's discussion

What changes to the existing performance measure description and target should be included in the public review materials?



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**Metro Vision  
Amendments**

Presented by:  
**Brad Calvert**

February 7, 2018

**ATTACH C**

To: Chair and Members of the Board of Directors

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

Meeting Date	Agenda Category	Agenda Item #
February 7, 2018	Informational	6

#### SUBJECT

Discussion on TIP Subregional Share Forum formation.

#### PROPOSED ACTION/RECOMMENDATIONS

N/A

#### ACTION BY OTHERS

N/A

#### SUMMARY

On January 22, the TIP Policy Work Group (TPWG) began its discussions on potential requirements and guidelines associated with the formation and conduct of subregional forums. Topic areas were derived from the February 2017 TIP Review Work Group report, [Recommended Funding and Project Selection Framework](#) and from previous discussions.

As a reminder, the subregional forums will be responsible for coordinating the project/program prioritization process at the county-based subregional level and will make project/program recommendations to the DRCOG Board for its consideration.

DRCOG staff and the TPWG would like the Board's reaction to the following subregional forum foundational governance concepts:

#### **Subregional Forum Membership/Decision-Making Process**

- Since Subregional Forums are an extension of DRCOG governance, all DRCOG member municipal and county government entities within each subregion shall be invited to participate in the project/program prioritization process, though individual entity participation is optional.
- Each entity who elects to participate shall designate an elected official or designee as their representative.
- Each forum member entity will have a vote. The voting/decision-making structure will be determined by each subregion.
- RTD and CDOT shall be invited as non-voting members.
- Other regional stakeholders may be invited to participate as a member of the subregional forum at the discretion of each subregion (e.g., non-DRCOG members, transportation management associations, chambers of commerce, universities, etc.).

#### **Subregional Forum Formation**

- DRCOG staff will initiate the formal establishment of the eight subregional forums by invitation to all DRCOG member governments. DRCOG staff expects to send out invitations in February for possible meetings in March.

- A formal governance structure document or agreement (IGA, MOU/MOA, etc.) is optional. It is up to each individual subregional forum to adopt such governance agreements or less formal “partnerships charters” or “project recommendation coalitions”, if they desire. All actions taken by subregional forums are ultimately a recommendation back to the DRCOG Board for its consideration.
- It is anticipated that DRCOG staff will attend all subregional forum meetings. Apart from the initial meeting that will be staffed by DRCOG, all further participation by DRCOG staff will be at the level requested by each subregional forum.

### **Entities eligible to submit Subregional Share TIP projects/programs**

- DRCOG member local governments within the subregion (regardless of whether it decided to participate as a formal member of the subregional forum).
- Local governments within the subarea that are not DRCOG members.
- Other state and regional agencies eligible for the direct receipt of federal TIP funding and permitted to administer and implement such projects/programs (examples include state universities and Transportation Demand Management agencies).

### **Agenda Posting and Notification**

- Subregional forum meetings shall:
  - follow the compliance requirements for posting meetings for the forum host agency and of DRCOG.
    - DRCOG’s requirements include posting the agenda in the official DRCOG public meeting binder in the DRCOG reception area no less than twenty-four hours prior to the meeting. Meetings will also be posted on the DRCOG website.
  - be open to the public
  - contain a period for public comment.
- Any subcommittees formally established by the subregional forum (regardless of the make-up) must follow the subregional forum meetings requirements.
- All local governments within the subregion regardless of whether they are subregional forum members or not, must be notified of all subregional forum meetings.

### **Initial Duties/Documented Process**

- Per FHWA’s letter to DRCOG in February 2017 (attached), “*Subgeographical units will provide DRCOG with their documented process prior to commencement, ensuring that the local entities are engaging in an equal process and a competitive environment for all stakeholders and project sponsors.*”

Documentation may include:

- subregional forum member entities and designated representatives,
- other entities invited to attend subregional forum meetings,

- if applicable, any subregional forum formation governance agreements or documents,
- if applicable, membership of any formal subcommittees, and
- officially established procedures.

Each Subregional Forum shall maintain summaries of all actions and attendance.

**PREVIOUS DISCUSSIONS/ACTIONS**

N/A

**PROPOSED MOTION**

N/A

**ATTACHMENTS**

- Letter from Federal Highway Administration regarding TIP dual model
- Staff presentation

**ADDITIONAL INFORMATION**

If you need additional information please contact Douglas W. Rex, Executive Director, at 303-480-6701 or [drex@drcoq.org](mailto:drex@drcoq.org).



U.S. Department  
of Transportation

Federal Highway Administration  
Colorado Division  
12300 W Dakota Ave, Ste 180  
Lakewood, CO 80228  
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Federal Transit Administration  
Region 8  
1961 Stout St, Ste 13-301  
Denver, CO 80294-3007  
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303.362.2424 – Fax

February 14, 2017

Jennifer Schaufele  
Executive Director  
Denver Regional Council of Governments  
1290 Broadway, Suite 100  
Denver, CO 80202

**Subject: DRCOG Transportation Improvement Program Dual Project Selection Model**

Dear Ms. Shaufele,

The Federal Highway Administration (FHWA) Colorado Division and the Federal Transit Administration (FTA) Region 8 reviewed the Denver Regional Council of Governments (DRCOG) January 23, 2017 white paper entitled, “*Recommended Methodologies for the 2020-2023 TIP*”, at the request of DRCOG, to ensure consistency with federal metropolitan planning requirements (23 CFR 450). A DRCOG working group has drafted a dual project selection model, directed by the DRCOG Board of Directors, which could be utilized for the DRCOG 2020-2023 Transportation Improvement Program (TIP). The dual project model would establish two TIP project selection mechanisms – regional and subregional. The federal planning regulation provides for a flexible planning process, but prohibits procedures or agreements that distribute suballocated federal funds to individual jurisdictions or modes based on pre-determined percentages or formulas (23 CFR 450.326 (m)).

In addition to outlining the general concept of the dual project selection model, The DRCOG White paper also identifies important elements that address the federal planning regulations.

- The funding is divided into shares (Regional and Subregional) as determined by the DRCOG Board of Directors. The subregional share is governed by a local agency process only for the purpose of project prioritization. This element of TIP development will be consistent with the DRCOG regional vision and planning process.
- The subgeographic units are specifically tasked with leading the project prioritization process at a local level.
- The DRCOG Board of Directors will establish project selection criteria reflective of federal, state, and DRCOG planning and programming requirements for the subgeographic units. Local priorities added to the process will be considered secondary elements that allow for the refinement of project prioritization based on identified local needs and public participation.
- Counties will be utilized as the predefined subregional geographic units, acknowledging Denver and Broomfield are unique with each being one governmental unit.

If this concept is accepted by the DRCOG Board of Directors for inclusion in the DRCOG 2020-2023 TIP Policy Guide, the FHWA and FTA have identified activities that will need to be monitored for compliance.

- Incorporation of the requirements of final planning regulations (23 CFR 450), including performance measure reporting, and the final national performance management measures regulations (23 CFR 490) will be addressed by the regional, subgeographic, and DRCOG Board of Directors.

- At the end of the project prioritization process, the DRCOG Board of Directors has final approval on all federally funded projects. There is no guarantee that the share amounts identified at the start of the process are what the subgeographic units receive at the end of the process. The DRCOG Board of Directors has sole responsibility to develop a prioritized and fiscally constrained TIP that best meets the transportation needs of the region.
- DRCOG does not suballocate or otherwise transfer any funds or final decision making power to any agency.
- Public involvement is a vital element of the planning process and should be documented within the subgeographic process. There cannot be any disregard for the public involvement regulations including reasonable access, consideration for underserved communities, and timely notice of procedures.
- The subgeographic units will provide DRCOG with their documented process prior to commencement, ensuring that the local entities are engaging in an equal process and a competitive environment for all stakeholders and project sponsors.
- DRCOG will continue to demonstrate environmental justice considerations, civil rights compliance and fiscal constraint throughout the planning process. This dual project selection model is not a substitute for any federally required metropolitan planning activities.
- After the first TIP cycle using this dual project selection model is complete, DRCOG will evaluate the concept and make any appropriate revisions for the next cycle, or if so determined, discontinue its use.
- Smaller subgeographic units should be provided the opportunity to work with other units to submit a higher cost project application.
- Subgeographic units should be able to submit project applications to the Regional Share for consideration.
- The DRCOG TIP project selection process will be conducted in an open, transparent and fair manner.

The FHWA and FTA recognize that this dual project selection model, as currently proposed, is consistent with the federal planning regulations (23 CFR 450). The FHWA and FTA intend to continue our involvement in the development process and monitor activities to ensure compliance with federal regulations.

Sincerely yours,

**WILLIAM  
J HAAS**  
Digitally signed by WILLIAM J  
HAAS  
DN: c=US, o=U.S. Government,  
ou=DOT FHWA Lakewood CO,  
ou=FHWA Lakewood CO,  
cn=WILLIAM J HAAS  
Date: 2017.02.14 08:51:02 -0700

John M. Cater, P.E.  
 Division Administrator  
 FHWA Colorado Division

**DAVID L  
BECKHOUSE**  
Digitally signed by DAVID L  
BECKHOUSE  
DN: c=US, o=U.S. Government,  
ou=FTA Lakewood CO,  
ou=DOT FHWA Lakewood CO,  
cn=DAVID L BECKHOUSE  
Date: 2017.02.14 09:45:51 -0700

Cindy E. Terwilliger  
 Regional Administrator  
 FTA Region 8

By: William Haas  
 Program Development Team Leader



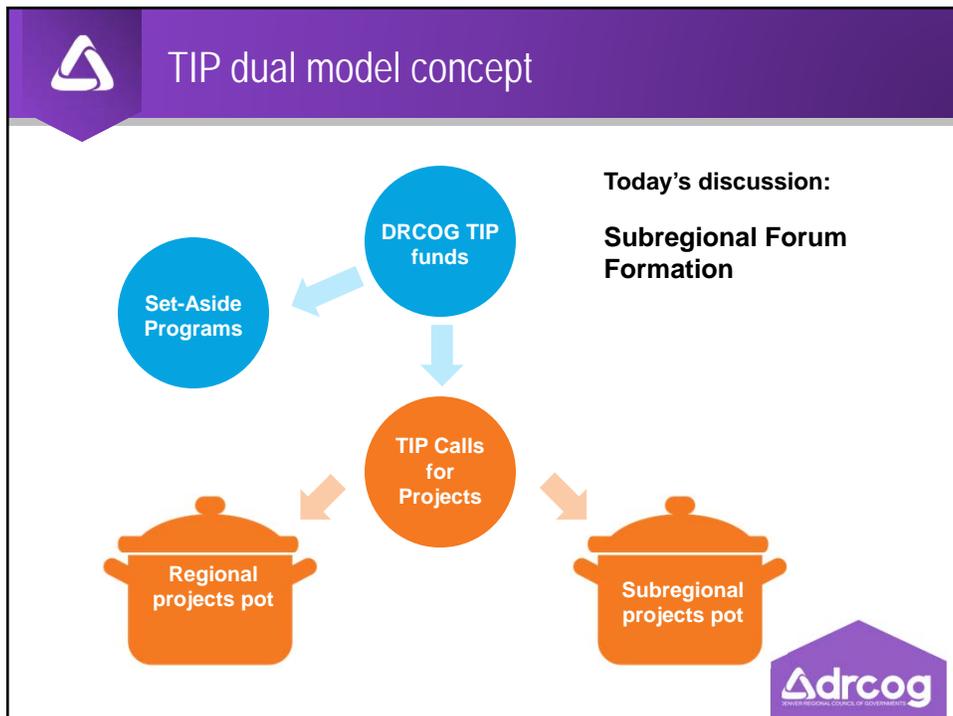
ARCOG  
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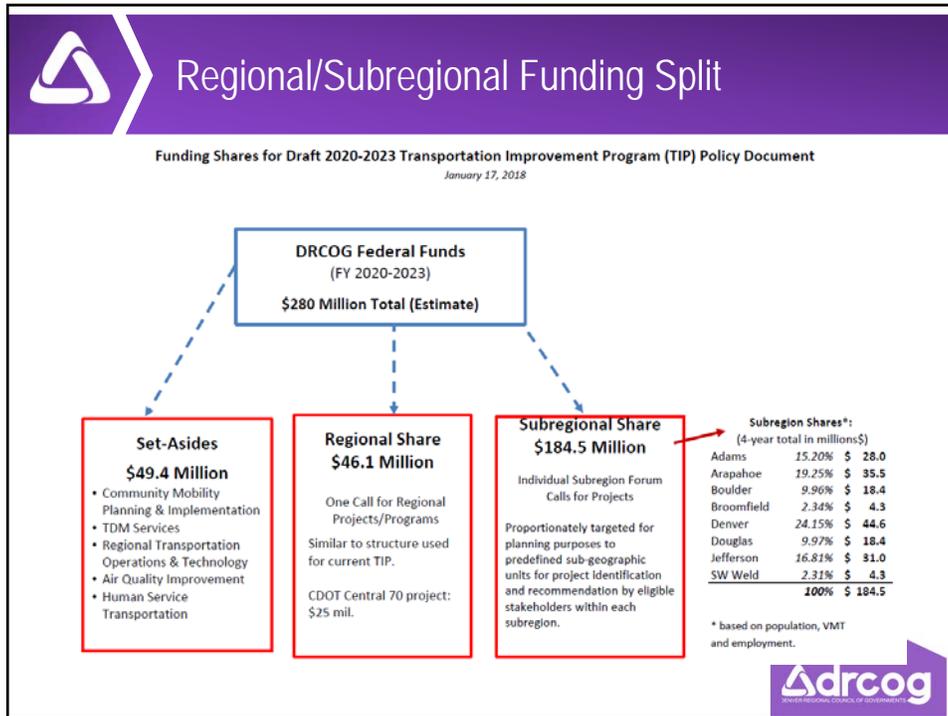


# 2020-2023 TIP Subregional Share Forum Guidelines

Presented by:  
Douglas W. Rex

**Board Work Session  
February 7, 2018**





**Subregional Forum Membership**

**Subregional forums are an extension of DRCOG governance**

- All DRCOG member municipal and county government entities within each subregion shall be invited to participate, though individual participation is optional
- Each entity who participates shall designate an elected official or designee as their representative
- Each forum member entity will have a vote; voting and decision-making structure are determined by each subregion
- RTD and CDOT shall be invited as non-voting members
- Other stakeholders may be invited at the discretion of each subregion

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## Subregional Forum Formation

### Forum structure

- Formal forum establishment will be through a DRCOG invitation later this month
- Formal governance structure document or agreement (IGA, MOU/MOA, etc.) is optional; all actions are ultimately a recommendation back to the DRCOG Board

### Staff participation in initial forum formation

- DRCOG staff will attend/participate/assist in initial formation meetings; future forum participation at the level requested by each subregional forum



## Eligible Entities to Submit Project/Programs

### Who's eligible

- DRCOG member local governments within the subregion
- Local governments within the subarea that are not DRCOG members
- Other state and regional agencies who are eligible to directly receive federal funds (e.g., state universities and Transportation Demand Management agencies)





## Agenda Postings and Notification

**Subregional Forum meetings must:**

- follow the compliance requirements for posting meetings for the Forum host agency and of DRCOG
- be open to public and contain a period for public comment

- Formally established subcommittees must follow the meeting requirements above
- All local governments within the subarea (members or not) must receive forum notification




## Subregional Forum Process Documentation

**Subregions must document:**

- subregional forum member entities and designated representatives
- other entities invited to attend
- if applicable, any subregional forum formation governance agreements or documents
- if applicable, membership of any formal subcommittees, and
- officially established procedures

Each Subregional Forum shall maintain summaries of all actions and attendance



