

# Finance and Budget Committee Meeting Summary

Wednesday, November 20, 2024

## Members Present

Rich Kondo, Chair	City of Northglenn
Claire Levy	Boulder County
Adam Paul	City and County of Denver
Andy Kerr	Jefferson County
Stephen Barr*	Littleton
Neal Shah	Superior

Others Present: Douglas W. Rex, Executive Director and DRCOG staff.

\*Participated virtually

Chair Rich Kondo called the meeting to order at approximately 5:34 p.m. with a quorum present.

## Move to approve consent agenda

Director Levy **moved** to approve the consent agenda. The motion was **seconded** and **passed** unanimously.

Items on the consent agenda included:

- Summary of the October 16, 2024 special meeting
- Resolution authorizing the Executive Director to execute an amendment from the Colorado Department of Transportation to the Human Services Transportation Set aside funding to extend the term to December 31, 2026 and move \$16,000 from planning to operating projects.
- Resolution authorizing the Executive Director to extend the Human Services Transportation Set-aside contract with Boulder County for a volunteer driver program through June 30, 2025.
- Resolution authorizing the Executive Director to accept federal grant funds through the Innovative Finance and Asset Concession Grant Program in the amount of \$996,715.50 for a period not to exceed three years upon grant agreement execution to advance planning for five Bus Rapid Transit corridors.
- Resolution authorizing the Executive Director to negotiate and execute contracts with the Colorado Department of Transportation to carry out Fiscal Year 2024 and Fiscal Year 2025 Regional Transportation Demand Management Program activities as identified in the adopted 2024-2027 Transportation Improvement Program, in a total amount not to exceed \$5,124,000 in Congestion Mitigation and Air Quality funds.

## Select a representative to the Nominating Committee

Executive Director Rex began the discussion with directors and provided a recap of the item that was brought over from the October meeting. After a brief discussion amongst members, a decision was made collectively.

Director Levy **moved** to select Andy Kerr of the Finance and Budget Committee to the Nominating Committee. The motion was **seconded** and **passed** unanimously.

**Discussion of a resolution authorizing the Director of Administration and Finance to serve as an Authorized Organization Representative (AOR) for the agency and sign on its behalf in that capacity.**

Executive Director Rex provided a brief overview of the designation to the members. In the past, paper documents were used for grant applications and certifications required by grantors, which the Executive Director signed in ink. Now grant applications and certifications are submitted online through various federal and state platforms. These platforms require an Authorized Organization Representative (AOR) to review, approve and sign grants on behalf of DRCOG. Once the AOR signs, they are responsible for monitoring the grant in addition to approving the financial reports, reimbursement requests, and submit certifications within the online platform throughout the term of the grant. DRCOG's would like to officially designate the Director of Administration to operate as an AOR for the organization. It should be noted that the Director of Administration and Finance can only sign on such matters upon consultation with the Executive Director and in compliance with other procedures documented in the DRCOG Fiscal Management Control Policy.

Director Paul **moved** to approve **Resolution Number 44, 2024**, authorizing the Director of Administration and Finance to serve as an Authorized Organization Representative for DRCOG and sign on its behalf in that capacity. The motion was **seconded** and **passed** unanimously.

**Discussion of a resolution authorizing the Executive Director to amend contracts with providers for the AAA Choice Services Programs for up to \$130,000 for in-home respite care services for caregivers through June 30, 2025.**

Erika Dubray provided an overview of the amendments to the members. DRCOG's CSP (Choice Services Program) provides vouchers to older adults in the Area Agency on Aging region to receive in-home care and/or transportation services. DRCOG is requesting approval to amend the in-home care provider's contracts to include up to \$130,000 for in-home respite care for caregivers. One of the caregiver providers DRCOG awarded funding to for 2024-2025 opted not to accept the funding, as such DRCOG intends to utilize these unallocated funds to provide respite care to caregivers in the region. To ensure that the funding is spent by the end of the fiscal year, DRCOG intends to amend contracts for these vendors: Alpine Homecare, FirstLight Home Care Boulder, FirstLight Home Care Denver, Griswold Home Care, Apollo Home Care Services, and Gentle Shepherd to provide in-home services to caregivers.

Director Shah **moved** to approve **Resolution Number 45, 2024**, authorizing the Executive Director to amend contracts with providers for the AAA Choice Services Programs for up to \$130,000 for in-home respite care services for caregivers through June 30, 2025. The motion was **seconded** and **passed** unanimously.

**Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Cambridge Systematics, Inc. in an amount not to exceed \$150,000 for the period beginning on December 15, 2024 and ending February 30, 2026.**

Jacob Riger provided a summary of the contract to the directors. The Denver Regional Council of Governments published a Request for Proposals in August 2024 to solicit proposals from qualified consultants to provide professional services in the development of an updated Regional Multimodal Freight Plan for the Denver region. The 2020 version of the Regional Multimodal Freight Plan looks strategically at local freight issues, including challenges and opportunities for improvement, and offers a high-level framework for the region to engage in planning for the future of freight infrastructure. Two consultants submitted responses to the original Request for Proposal and were evaluated by a selection committee. The selection committee agreed to select Cambridge Systematics based on their extensive experience completing related projects, history of working with DRCOG, and technical expertise in freight planning activities.

It was discovered that the term date for the contract was incorrect, and the resolution needs to be amended to reflect a term date of February 27, 2026.

Director Shah **moved** to approve **Resolution Number 46, 2024**, authorizing the Executive Director to negotiate and execute a contract with Cambridge Systematics, Inc. in an amount not to exceed \$150,000 for the period beginning on December 15, 2024 and ending February 27, 2026. The motion was **seconded** and **passed** unanimously.

**Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with ECONorthwest for the development of a regional housing strategy for the Denver region in an amount not to exceed \$500,000 for a 12-month term.**

Sheila Lynch provided a brief overview of the contract to the members. Almost three years ago, DRCOG began to examine how a regional approach to addressing housing needs might support local governments' efforts and contribute to addressing housing in our region. With the Regional Housing Needs Assessment complete, DRCOG released a Request for Proposal (RFP) on September 11, 2024 to solicit services from consulting firms with experience in developing housing strategies and received four proposals. A review panel of five DRCOG staff and three representatives from external partner organizations reviewed written proposals and participated in interviews with the four respondents. Based on the review panel's evaluation, DRCOG staff recommend that a contract with the preferred consultant, ECONorthwest, for the development of a regional housing strategy for a total contract amount not to exceed \$500,000.

Director Paul **moved** to approve **Resolution Number 47, 2024**, authorizing the Executive Director to negotiate and execute a contract with ECONorthwest for the development of a regional housing strategy for the Denver region in an amount not to exceed \$500,000 for a 12-month term. The motion was **seconded** and **passed** unanimously.

Finance and Budget Committee Meeting Summary  
November 20, 2024  
Page 4 of 4

**Report of the Chair**

There was no report.

**Report of the Executive Director**

There was no report

**Next meeting – December 18, 2024**

**Other matters by members**

There were no other matters by members.

**Adjourn**

The meeting adjourned at approximately 5:59 p.m.