



Boulder County CDBG-DR Collaborative Standing Meeting Minutes – March 10, 2017

Facilitator: Kathy Fedler, City of Longmont

BCC Partners:

Leslie Irwin, Boulder County	Sandi Seader, City of Longmont
Deb Gardner, Boulder County (phone)	Kristyn Unrein, Boulder County
Victoria Simonsen, Lyons	Kristin Hyser, City of Boulder (phone)
Joel Wagner, City of Boulder (phone)	Heather Balsler, Louisville (phone)
Chris Krolick, Jamestown (phone)	Dale Rademacher, City of Longmont
Kyndra Daniels, City of Longmont	Peter Gibbons, City of Longmont
Philip Strom, City of Longmont	Molly O'Donnell, City of Longmont (phone)
Molly McElroy, City of Longmont	Nathan Tye, Nederland (phone)

Location: City of Longmont, City Manager's Conference Room

Agenda and Discussion Items:

- Changes to or Approve Minutes from January meeting (February meeting was cancelled)
- Boulder County Resiliency Plan – BoCo Strong
- Redistribution of Lafayette and Nederland Round 2 funding (Lafayette opted out and Nederland did not need all their allocated funding)
 - Review of options and approval of an option
- Down Payment Assistance update – push to get all potential clients to apply
- Updates
 - General Round 2 Infrastructure Project updates
 - Community Project Report Out
 - Resiliency Performance Standards Reports
 - Procurement Training/Resources
 - Update on Housing Projects (Ponderosa and Lyons)
 - Unmet Needs Assessment
- Advocacy and agitation about:
 - SB 40 Permitting – Update from the State
 - Other concerns/issues?

Handouts:

- Updated BCC Master Tracker & Dashboard
- Option Summary for Redistribution of Lafayette and Nederland Round 2 Funding

2:35 pm – Introductions

January 13, 2017 Standing Meeting Minutes Review

No comments, discussion, or requests to make revisions to the Minutes for the January 13, 2017 Standing Meeting that occurred. Approved by Consensus.

BoCo Strong

- BoCo Strong – No Boulder County Resiliency Plan Report was released this month
- Resiliency For All (Resilience Para Todos) will be releasing a report next month

Redistribution of Lafayette and Nederland Round 2 Funding

Overview

Kathy Fedler presented options for the redistribution for Lafayette and Nederland Round 2 infrastructure funding. Lafayette has chosen to opt-out of the BCC and Nederland is releasing surplus funds. These funds have an expenditure deadline of early September 2017. The four options presented included:

- **Option 1** - Applies all funds towards an LMI and a ready to spend project (Wonderland Creek in Boulder) since these funds were the program's former "LMI cushion" (under unassigned on dashboard).
 - Pros: Furthers progress on LMI goals, ensures timely expenditure (by Sept. 2017), and provides funding for Wonderland Creek since all Round 3 funds were transferred to Ponderosa.
 - Cons: Doesn't provide funding opportunity to all Partners.
 - Notes: Victoria Simonsen requested an update on the BCC LMI projects. Kathy Fedler responded that currently unassigned funds are planned to contribute to LMI projects and that along with these funds, 54% of funding is currently planned for use on LMI projects. The use of the funding proposed in Option 1 will provide a greater cushion to help ensure the BCC meets the LMI goal of 50% of projects.
- **Option 2** - Apply 13.78% Project Delivery towards BCC staff time (Longmont staff not Hagerty), apply remaining 86.22% project costs to LMI & ready-to-spend project - Boulder's Wonderland Creek.
 - Pros: Allows BCC staff to charge project delivery without touching communities' own project delivery budgets, project delivery carve out would benefit smallest communities the most, furthers progress on LMI goals, ensures timely expenditure (majority of funds spent by Sept 2017 rest spent by Dec 2017).
 - Cons: BCC would ensure a fair split of project delivery charges across communities as much as possible, but cannot guarantee an even split due to project readiness and staff time required per project, does not provide project funding to all Partners. Does not provide Boulder with additional project delivery.
 - Notes: Molly O'Donnell is currently funded by grant that ends in March, if Option 2 is utilized, a portion of these funds would provide the replacement funding for Molly's continued work with the BCC. Additionally, this would reduce charges from Longmont staff directly to the projects, which frees-up additional funding to be used on local project delivery.
 - Victoria Simonsen asked if the Wonderland Creek project required additional funding to complete. Joel Wagner responded that the project currently has a shortfall in funding that is being filled by bonds, utility funds, and urban drainage funds. The total project budget is approximately \$20 million mostly

funded by FEMA/FHWA. Joel Wagner also added that he believes project delivery costs can add up quickly and his preference is for Option 2.

- Heather Balser indicated that Option 2 is preferred as Boulder has a project that is ready to expend funding immediately and agrees that project delivery costs are needed.
 - Lyons prefers Option 2.
 - Chris Krolick noted that Jamestown may have difficulty expending the funding should Option 3 be selected. He indicated that Jamestown's preference is Option 2.
 - Boulder County believes both LMI and Project Delivery are important and prefers Option 2.
 - Longmont stated that having the funding go towards LMI projects to further cushion the expenditure beyond the goal is preferred and chooses Option 2.
 - Nederland agrees that Option 2 is preferred.
- **Option 3** - Divide funding between Jamestown and Lyons.
 - Pros: Provides additional support to small communities.
 - Cons: Does not utilize former "LMI cushion" for all LMI, doesn't ensure timely expenditure, need to determine project need and/or readiness, doesn't provide funding to all Partners.
 - **Option 4** - Divide funding among remaining BCC Partners using proportional distribution calculation.
 - Pros: Maintains fair distribution using same methodology used for the rest of Round 2.
 - Cons: Doesn't utilize former "LMI cushion" for all LMI, doesn't ensure timely expenditure (by Sept. 2017).

Resolution

Kathy Fedler indicated there is a clear consensus for Option 2 and the Collaborative will move forward with Lafayette and Nederland Round 2 infrastructure funding using this method.

Updates

Down Payment Assistance update– Molly McElroy

- Molly noted that the recent Unmet Needs Assessment showed funds remain available for the Down Payment Assistance program (DPA)
- The program can provide up to \$50,000 forgivable loan for a new mobile home and recently the State has granted permission to increase the amount to \$100,000 for any market rate home.
- The program requirements for the applicants is having an income at or below 80% AMI and being directly impacted by the flood.
- This program can be combined with other programs such as relocation assistance provided under the Uniform Relocation Act or towards the purchase of a Habitat for Humanity Home.
- There is an urgency to expend this funding and the BCC has set a deadline of May 19 for applicants. Currently seven households have applied to date.
- Currently \$297,000 is available.
- Molly will send out applicable program and contact information and urged that the communities distribute the information about this program and contact her with any questions.

Review of BCC Master Tracker with Dashboard Reports – Kyndra Daniels

- Kyndra presented recent updates to the project delivery and admin spent to date with the *BCC Master Tracker with Dashboard Reports* handout.

- A slightly revised dashboard spreadsheet was reviewed (1st Page). Kyndra indicated the only update is the removal of Lafayette.
- On the 2nd Page, *Boulder County Collaborative Funding/Spending/Balance Summary*, Kyndra indicated that Hagerty Consulting and Longmont staff costs for Project Delivery had been added. She noted the period of Hagerty costs were only through January and Longmont costs were through February.
 - Project Delivery overall is currently at only 3.25% of project costs.
 - The State has set a maximum of 15% allowed for Project Delivery overall, although there is not a maximum allowable percentage by HUD.
- Kyndra has set-up a database that will provide monthly Cost Statements to BCC communities on Project Delivery Costs:
 - The reports will be issued each month.
 - The first statement expected to be complete on 3/15
 - For Hagerty costs, if more detail is required, the actual invoices which provide time sheets with detailed work descriptions are available on Salesforce.
- Kyndra provided an update on how HUD is tracking expenditures. The Disaster Recovery Grant Reporting (DRGR) system is used for the CDBG-DR program to report performance accomplishments for grant-funded activities.
 - Previously, this was tracked by category and Round/Obligation, this has been changed to track by a cumulative system.
 - This allows for projects that are ready to proceed to move forward and count towards the cumulative reporting amount, regardless of Round/Obligation.
 - Now all Rounds/Obligations and all funds are captured together, addressing HUD's main concern of how much is being spent.
- On the 3rd Page, *Boulder County Collaborative – CDBG-DR Infrastructure & Housing Programs*, the current reporting by Obligation Round may be modified in future documents.
- Moving onto the 4th Page, National Objectives, Kyndra explained the BCC Projected Beneficiary Percentages currently show that 54% of funds are projected for Low/Moderate Income (LMI) currently, when 50% is the target. The actual draws to date show 58% expenditure on LMI persons.

Community Project Report Out

- *Longmont Resilient St. Vrain*: Sandstone and City Reach 1 are in construction. City Reach 2, including the CDBG-DR segment, is in final design. The recent construction bids received have been below budget allowing the project to expand further upstream.
- *City of Boulder Wonderland Creek Greenways Improvement Project*: Construction is 50% complete. Ponderosa Mobile Home Park project toured by DOLA. The tour covered impacts to the area and HUD funding eligibility. The City of Boulder anticipates moving forward with the project and is working with DOLA to amend the current grant agreement.
- *Nederland* – no project update – but everyone is invited to Frozen Dead Guy Days!
- *Lyons – all projects*: Lyons coordinating with State to hire Flood Recovery Manager. Lyons continues to coordinate with the State on cash flow. *Buyouts*: Last two CDBG-DR buyouts are getting close to completion. Once complete, determination and payment to tenants of the one of the properties, a mobile home park, can begin under the Uniform Relocation Act (URA) program. The last two HMGP buyouts are being held up by oil & gas issues by FEMA. Lyons plans to follow up with the State for additional clarification. *Economic Development Administration (EDA) Utilities* – Designer has completed 50% design and construction is anticipated to begin in July. *McConnell Bridge* – Design is currently at 30% and completion is expected summer 2017 with construction beginning in Fall 2017. *Waste Water Treatment Plant* – Awaiting cost eligibility documentation from designer to submit to HUD for review.

Debris Removal – Project is complete and entering into monitoring. *Elevations* – Proposals for a designer/architect were due today (3/10) and construction (elevation) is anticipated in Fall 2017.

- *Boulder County: All projects* – A large draw is expected soon for CDBG-DR funds. Currently Round 3 projects are being identified and Molly O’Donnell met with Boulder County transportation this past Monday (3/6) to prioritize LMI projects.
- *Jamestown: HMGP Buyouts* - Buyouts are complete and are going through final review for reimbursement. *HMGP Elevations* - Comments were received from the State review and are being incorporated into the design. 100% design is anticipated next month. *Rain Gauge* - The RFP for Design Development is currently being drafted and expected to be released this month. *Lower Main St. Bridge* - Design is complete and preparing to put in an HMGP grant funding request to FEMA. *James Canyon Road Replacement* - A scope change for FEMA-funded segments of CR-94 has been submitted, and the CDBG-DR segment will be released for bid for construction in April 2017.

Resiliency Design Performance Standards – Molly O’Donnell

Molly is currently funded by a Grant for Resiliency Design Performance Standards which ends on March 31, 2017. She has two remaining projects to complete a Business Case Report on prior to the Grant ending.

Procurement Training/Resources – Molly O’Donnell

Molly reported that procurement workshops for both Boulder County and Jamestown have been completed. These workshops are for Partners to walk through the procurement resources and procurement modules in Salesforce. A workshop session is currently being schedule with Lyons for April.

Additionally, the procurement resource documents have been finalized on the Collaborative website (www.bccollaborative.org). The latest revisions are that the MBE/WBE checklist and debarment check guidance has been approved the State. Other resources are also being added to the Collaborative website to provide information to help residents and community partners.

Molly also wanted to notify partner communities that an issue has been found with posting procurement ads on Rocky Mountain E-Purchasing System. It has been confirmed from Rocky Mountain E-Purchasing that by posting an ad and checking one or all of the MBE, SBE, WBE, or DBE boxes for the posting, actually sets procurement requirements of MBE, SBE, WBE, DBE, not additional outreach to those enterprises.

Update of Unmet Needs Assessment Update – Kathy Fedler

The Round 3 Unmet Needs Assessment (UNA) has been finalized after the Collaborative input and approval at the January 13, 2017 Collaborative meeting. The UNA formatting is being finalized now and will be sent to the State soon. The final UNA will also be posted on the Collaborative website.

Advocacy and Agitation about:

SB 40 Permitting – Applicability to Our Projects – Kathy Fedler

In the prior Collaborative meeting, the applicability of SB 40 – the State fish and wildlife certification – to CDBG-DR projects was discussed. The major concern with this is the Colorado Parks and Wildlife taking over jurisdiction of projects that pass through the State, which leads to a larger regulatory scope than the statute seems to cover and increase in workload. Kathy has touched base with Dave Bowman at

DOLA, who is did not believe this would be an issue and is coordinating with CPW internally and on an administrative level for a resolution.

Other Concerns/Issues?

None noted

Next Meeting: Currently the next meeting is planned for April 14, 2017. Kathy Fedler will be out of the office and cannot attend, but will coordinate with the Collaborative towards the end of the month as to whether the meeting should be rescheduled or cancelled for April.

4:10 pm - Meeting adjourned.

Next Meeting:

Friday, April 14th, 2017 - Cancelled

Friday, May 12, 2017

2:30 – 4:30 pm

Boulder Service Center

[5050 Pearl Street](#)