



Boulder County CDBG-DR Collaborative Standing Meeting Minutes – May 13, 2016

Facilitator: Kathy Fedler, City of Longmont

BCC Partners: Leslie Irwin, Boulder County
Sandi Seader, City of Longmont

Joel Wagner, City of Boulder
Victoria Simonsen, Town of Lyons

Consultants: Deb Siefert, Hagerty Consulting
Chris David, Hagerty Consulting

Others Attending: Dave Bowman, DOLA (phone); Tony Cavalier, Town of Lyons (phone), Peter Gibbons, City of Longmont, Kyndra Daniels, City of Longmont, Dale Rademacher, City of Longmont, Molly Luetterodt, City of Longmont

Location: Boulder County Courthouse, Dickie Lee Hullinghorst Meeting Room

Agenda and Discussion Items:

- Boulder County Resiliency Plan report out –BoCo Strong
- Update on changes to Resiliency Performance Standards (RPS) and adoption of RPS by Collaborative
- Status of Partner Agreements
- Infrastructure Projects
 - Updates
 - Infrastructure Policy/Procedure adoption (copy attached)
- Advocacy and agitation about:
 - FEMA reimbursement/version approval taking so long
 - Relief from 2 year expenditure requirement
 - Other concerns/issues?

Handouts:

- Resilient Design Performance Standard Report
- Resilient Design Performance Standard Quick Reference Sheet
- Updated BCC Suballocation Distribution for Infrastructure Projects
- Intergovernmental Agreement Status and Needs Lists
- Hagerty Consulting cost summary
- BCC Policies and Procedures Manual for CDBG-DR Infrastructure Program

2:30pm – Introductions

Boulder County introduced new staff to replace Abby Shannon: Greg Jackson will assume CDBG-DR and HMGP Buyouts and Acquisitions program; Kate Williams will take over demolitions along with a new project manager to be hired; revegetation will be transferred to another department.

Update on Boulder County Resiliency Plan –BoCo Strong

No updates.

Update on Resiliency Performance Standards – Molly Luetzgerodt

Molly reported on three revisions to the plan based on work sessions with Boulder County Transportation:

1. Added emergency/temporary projects to the small project threshold score option.
2. Clarified the requirements for cycling projects back through review under the criteria when they initially do not score high enough to meet the resiliency threshold.
3. Made it clear that no projects will be disqualified from CDBG-DR funding if they cannot meet the threshold score, but the project proponents will be required to demonstrate a good faith effort and document the project's review under the standard.

Formal adoption needed to move into implementation phase. **Motion** made by Leslie Irwin to adopt the Resilient Design Performance Standards for Infrastructure and Dependent Facilities. **Seconded** by Victoria Simonsen. **No Discussion**.

- **Vote:** The Resilient Design Performance Standard for Infrastructure and Dependent Facilities was adopted by Consensus, May 13, 2016.

Status of Partner Agreements – Molly Luetzgerodt

All Partners, with the exception of the City of Lafayette and St. Vrain and Left Hand Water Conservancy District (SVLHWCD), have completed initial Intergovernmental Agreements (IGAs). The City of Lafayette and SVLHWCD's IGAs are pending while final participation in the program is confirmed. City of Longmont's MOU is still pending. All executed IGAs are uploaded to Salesforce. Lyons Amendment No. 1 is targeted for completion in May 2016.

Added Item: Unmet Needs Assessment for Round 3 – Kathy Fedler

Procurement to bring on a consultant is underway. Quotes were due May 10th and are in review now. Targeted completion is July 1st. Partners will be contacted to develop needs list.

Added Item: DUNS/SAMs Requirements – Kyndra Daniels and Kathy Fedler

Kyndra reported on guidance from prior HUD CPD Director stating that anyone receiving federal funds needs a DUNS number and SAMs registration. The DUNS number is the mechanism to match a company's records in SAMs. A pre-award check is acceptable and can allow time for a contractor to update their records, but before contract award, the contractor must have a DUNS number and be registered in SAMs and the Partner needs to reconfirm this with a debarment check through SAMs. Kyndra and Kathy confirmed this with the State; the State will put out further guidance. **Will put on the June 10, 2016 BCC meeting agenda.**

Infrastructure Project Updates – Molly Luetzgerodt

Molly provided the infrastructure project summary spreadsheets, including new spreadsheets showing partner project delivery and admin costs, and a list of ongoing Intergovernmental Agreement Amendment items.

Partner representatives provided updates on their projects:

- Boulder County Buyouts: Historical reviews are pending, once done should be able to close on most properties during Summer 2016.
- Lyons
 - Buyouts: 23 buyouts complete, mobile home park and 3 properties will close once historical reviews are complete.
 - Eastern Corridor Development EDA Grant Water and Sewer Lines: biggest challenge right now is balancing different federal grant requirements
 - McConnell Bridge: Working on hydrology design, challenges include project's dependency on external projects
 - Wastewater Treatment Plant: in operation, working through covering costs via DR grant

- Lyons' construction projects cumulatively will cause high traffic conditions for Summer 2016
- Longmont Resilient St. Vrain: EA in final review, permits almost secured, bidding Sandstone Ranch and City Reach 1, coinciding with new Main Street Bridge, in July 2016; Reach 2 (DR portion) acquisitions almost complete, final design in Fall 2016, bids in Winter 2016-17.
- City of Boulder Wonderland Creek Greenways Improvement Project: Construction underway, ready to begin DR reimbursements once CDOT grant is executed. Main problem: cross-cutting Davis Bacon requirements – HUD and FHWA forms don't work together, results in double reporting.
 - **Action Item:** Dave Bowman will check to see if adoption of FHWA forms would be acceptable to HUD.
- Jamestown (updates provided by Molly): projects in various stages of procurement phase.
 - **Action Item:** Leslie Irwin will get Boulder County's HMGP Elevations contact in touch with Jamestown's to coordinate on opportunities to share knowledge and streamline.

URA Applicability for HMGP

Leslie Irwin reported URA will apply to Boulder County, Jamestown, and Lyons HMGP buyout programs and will require scope changes to add URA costs. Leslie offered to share Boulder County's policy memo and prepare household documentation for Jamestown and Lyons, but Jamestown and Lyons should submit their own scope and budget change letter.

Reimbursements and Expenditure Projections

Molly provided an update on the final Round 1 reimbursement total of \$1,073,274 and reported that the \$336,726 unspent was approved by the State to be moved into Round 2, with the caveat that it must be expended by November 2016.

Molly reported that upcoming 2016 expenditure projections, based on project schedules included in IGA Scopes of Work, will likely not be met. No revisions are required at this time, but projections versus actuals will be reported at future meetings.

Project Delivery Recalculation

Molly reported that in order to not exceed the overall project delivery limit (15%) for the program, and to reflect the Partners' commitment to setting aside \$500,000 off the top for Jamestown and Lyons' Hagerty project delivery, all Partners' individual project delivery budgets will need to be adjusted from 15% to 13.78%. This change will require IGA Amendments.

Kyndra Daniels reported out on spreadsheet showing Hagerty expenditures from 1/1/2015 to 3/31/2016, including project specific and Admin charges. Admin charges do not yet reflect Longmont staff time. The group shared concerns about knowing whether the Collaborative is on target for Admin charges or whether it may run out before the need concludes. Leslie Irwin expressed concern about the charges to get infrastructure policies, procedures, Salesforce, and other activities up and running being split on a fair share basis amongst Partners rather than going directly to Admin. If the Partners were going through the State rather than the Collaborative, they wouldn't have been charged for such activities as processing Requests for Reimbursement.

- **Action Item:** Longmont will do a full assessment on Admin charges to date to gauge progress and report back. Some of the Salesforce and other Hagerty charges have been to Administration, especially the early charges helping to establish the BCC.

Dave Bowman reported that the CDBG-DR program allows 5% Admin costs overall, they allotted 3% to the local jurisdictions, including the Collaborative, and kept 2% for the State's Admin costs.

Infrastructure Policies and Procedures Adoption

Kathy Fedler presented the Boulder County Collaborative CDBG-DR Policies and Procedures Manual for the Public Infrastructure Program for adoption.

Motion made by Leslie Irwin to adopt the Boulder County Collaborative CDBG-DR Policies and Procedures Manual for the Public Infrastructure Program. **Seconded** by Joel Wagner. **No Discussion.**

- **Vote:** The Boulder County Collaborative CDBG-DR Policies and Procedures Manual for the Public Infrastructure Program was adopted by Consensus, May 13, 2016.

“Advocacy and Agitation” – Kathy Fedler

FEMA reimbursement/version approval taking so long and Relief from 2-year expenditure requirement:

Peter Gibbons has led Longmont’s efforts to understand and fix gaps between FEMA and CDBG-DR funds at the State level. His findings from these efforts include:

- Points of contact at the State for prioritization of DR projects: Mia Barbieri and Justine Willman
- State’s challenges are centered around capacity and funding shortages
- Will be up to the Collaborative (with the State’s approval/assistance) to negotiate a HUD extension of the 2-year time clock
- Longmont and the Collaborative should prioritize requests for changes and fixes, one big problem request is not effective.

Peter’s recommendation: Keep the conversation up with Peter regarding the Collaborative’s needs and maintain a list of DR projects/funds at risk. Peter will then keep communicating our needs to the State.

Kathy reported that one big takeaway from Peter’s communications is that the State had a system to prioritize DR projects in the FEMA queue for Round 1. Now the Collaborative must work on how to include Collaborative projects in that system. Kathy requested that if any Partners are having different challenges than Longmont, to communicate them so Longmont can include them in the conversation with the State.

Action Item: Possibly set up a work group across the Partners for FEMA reimbursements to keep communication lines open on issues individual Partners are having and the Collaborative is having as a whole.

Other concerns/issues?

None.

4:45pm - Meeting adjourned.

Next Meeting: Friday, June 10, 2016

2:30 – 4:30 pm

City of Boulder’s Municipal Service Center – 5050 Pearl St. + tour of Wonderland Creek Greenways Improvement Project