



## Boulder County CDBG-DR Collaborative November 13, 2015 Meeting Minutes

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<b>Facilitator:</b>	Kathy Fedler – City of Longmont/Boulder County Collaborative	
<b>BCC Partners:</b>	Heather Balsler, City of Louisville Rosi Dennett, Town Lyons Harold Dominguez, City of Longmont Michelle Krezek, Boulder County Alisha Reis, Town of Nederland Victoria Simonsen, Town of Lyons Sandi Seader, City of Longmont	Chris Krolick, Town of Jamestown Kyndra Daniels, City of Longmont Leslie Irwin, Boulder County Dale Rademacher, City of Longmont Tara Schoedinger, Town of Jamestown Kathy Weiss, Town of Nederland
<b>Consultants:</b>	Chris David, Hagerty Consulting Angela Norman, Hagerty Consulting	Phuoc Lam, Hagerty Consulting Deb Siefert, Hagerty Consulting
<b>State:</b>	Ian Hyde, CCRO	David Bowman, DOLA (on the phone)
<b>Handouts:</b>	Updated BCC's Infrastructure Projects - Round 1 and Round 2 Proposed project Collaborative's Application and Data System (CADS) CDBG-DR Status Update 11/12/15 BCC's Resilience Performance Standards – Approach to Scope of Work	

**2:40 – Kathy Fedler called the meeting got order and asked that everyone introduce themselves.**

### **Agenda and Discussion Items:**

#### **State's Substantial Amendment #3**

Ian informed the Collaborative that Molly has been working with HUD regional and headquarters on the State's Substantial Amendment #3. State will let BCC know as soon as it is approved by HUD.

The Collaborative is advised of Round 1 funding deadline of 3/10/2016. All State's draw down with HUD for Round 1 should be completed by 3/27/2016. If BCC has Round 1 projects ready to go, keep on spending Round 1 projects as it would be helpful for the State.

Kathy updated the Collaborative members that City of Longmont City Council passed the IGA with the State on November 10th. Dave Bowman suggested that the Collaborative go ahead and sign the IGA and send it to State. State will sign the IGA upon execution of BCC Grant Agreement.

#### **BCC proposed projects for Round 1 and the Suballocation**

Kathy went over the updated projects status and overview. The cover sheet shows the proposed proportional distribution table based on percentages of damages agreed in BCC's IGA for each community for priority infrastructure and minimum threshold projects.

The second worksheet shows all projects that can be moved quickly. The numbers highlighted in red. BCC is working with DHSEM to identify what are the outstanding match requirements to determine the actual match requirements. These numbers are still in flux. These projects may be funded with the

additional \$1.25M that is not part of the suballocation. State may amend the existing contracts with each community to include the above projects.

Round 2 projects were presented on worksheet #2. The numbers highlighted in yellow are projects can be moved forward as part of the Round 1 funding that is included in BCC's suballocation. These numbers are also in a state of flux because Lyons Water Treatment Plants project is still pending environmental assessment. The project costs listed for these projects included project delivery costs. Boulder County stated their HMGP buyout match project is happening between December and February and could absorb up to \$2M if needed.

Harold inquired of the State regarding any additional excess monies that may be coming to BCC from State in excess to the \$1.4M? Ian suggested State get more clarification on this question.

Round 2 Suballocation projects are being worked on. Projects are being shifted around to accommodate the different rounds of funding. There is still missing information regarding reimbursement by dates with emphasis on the first few months of 2016, all missing fields are highlighted. Please submit your missing data to Phuoc.

Sandi asked the partners how many round 1 contracts have they not executed with the State? Ian will look into this. Ian stated he will go back and check on any outstanding Round 1 contracts if needed.

### **BCC's Public Infrastructure Applications**

The applications will go out next week. Use CADS to submit complete applications of your priority projects. The Lead Agency needs to gather the specific information on a project to be considered for funding. Award Agreement template is under review. This Agreement will be ready to execute once BCC receives the Grant Agreement with State.

### **Project Delivery Costs**

Partners were advised to inform the Lead Agency if they plan on charging staffing costs. Lead Agency financial team will work with each partner on staff time sheets. If you are going to be submitting staff hours, please let the Lead Agency know so they can review what your timesheets format look like.

### **\$500k Pulled Out**

This amount has been pulled out from the suballocation for Project Delivery (allowable of up to 15% of the suballocation) for a Hagerty compliance monitor embedded in Jamestown and Lyons to assist with project compliance. This service will be on an as-needed basis. This service is available to all partners on an as-needed basis. Please inform the Lead Agency of your needs.

### **Salesforce Update**

Chris updated partners with status of CADS and recap of the first release. Partner's staff are encouraged to access the system with username and password assigned. Start with Regulatory Compliance Policies. Phuoc will create and assign specific tasks and email notifications to assist you with your workflow. Public Infrastructure application will also be uploaded in CADS. Infrastructure procurement module is being worked on.

The next release will be the Home Access, Housing Rehab/Recon programs, Infrastructure procurement and budget modules as well as financial requests.

The name of the data management system is CADS (Collaborative's Application and Data System), unless someone could think of a snappier name for this system?

### **Resilience Performance Standards**

Longmont applied and received a grant from the State on behalf of the Collaborative to complete the Resiliency Standards Plan. A brief description of the requirements are listed in the HUD Federal Register

dated 6/3/14. All infrastructure projects must adopt these resiliency standards. Lead Agency has put out an RFP and received a few responses. A consultant has been selected to assist the Collaborative and to complete these standards.

The first meeting took place on 11/12. BBC partners, local stakeholder and State staff are encouraged to participate.

The plan and standards will be developed in a tier approach based on importance. Some communities have already had their resiliency and mitigation standards. We need to incorporate local, state, and HUD standards into our plan. Please provide copy of any documents you have that would be helpful to the development of the plan.

Partners are reminded to think about their community's infrastructure projects as well as the upcoming NDRC projects. HUD regional office has been contacted by Kathy in case they have any guidance on a regional or at the national level that could tie in to the plan.

Suggested BCC's Resiliency Plan Oversight Team for each community that are representative of the Collaborative are:

*City of Longmont:* Dale, Cal, and Kathy

*City of Boulder:* Chris and Joel

*Boulder County:* Leslie and TBD

*Hagerty:* Deb or Phuoc;

*DOLA:* Waverly, Tim and/or Dave

*Lyons:* Cody and TBD.

Ian suggested the State's new Resiliency Coordinator to join the Oversight Team, his name is Rob Cresly.

Kathy commented that asking smaller communities to be involved is difficult, but who are we missing?

Partners were advised to let Kathy know of additional thoughts and staff members to be added to the Oversight Team.

Refer to the handout for information on the approach to the Scope of Work and time frame for this plan. Collaborative members and Oversight Team members are encouraged to attend a meeting with the Consultant. The Project Kickoff meeting (see agenda) will be scheduled for Friday November 20 from either 9am-1pm or 10am-2pm. This meeting is designed to help the consultant understand what work has been done with your community.

Several Stakeholder meetings will also be planned for a broader participation by organizations such as the Watershed department, Boulder County Mitigation team, etc.

Where do we start? Start with local existing plans. Align with the State framework, which will be available next week.

3:50 – Meeting adjourned.