



**NOTICE AND AGENDA OF
REGULAR MEETING OF THE BOARD OF DIRECTORS**

Date: Monday, April 22, 2024

Time: 3:45 p.m.

Place: **REMOTE VIDEO CONFERENCE**

Please click the link below to join the webinar.

<https://us06web.zoom.us/j/87940924033?pwd=CWw2BX9B38LjLJLskUd0tdV7kgJ1Gu.1>

Meeting ID: 879 4092 4033

Passcode: 989190

Phone: 17207072699

1. Call to Order
2. Public Comments (Limited to 3 Minutes Per Person)
3. Consent Agenda Items
 - 3(a) Approval of Minutes for March 19, 2024 Board Meeting (enclosure)
 - 3(b) Financial Report for the Northwest Parkway Public Highway Authority (enclosure)
 - 3(c) Ratify Engagement Letter for the 2023 Audit by Haynie & Company for the Northwest Parkway Public Highway Authority (enclosure)
4. Quarterly Report from Pedro Costa, Chief Executive Officer, Northwest Parkway LLC (enclosure)
5. Maintenance Management Plan (MMP) Report for the Northwest Parkway Public Highway Authority (enclosure)
6. Discuss Memorandum re HB 21-1110 and Rules Establishing Technology Accessibility Standards (enclosure)
 - i. Consider Approval of Resolution Adopting Technology Accessibility Statement
7. Consider Ratification of Approval of Task Order No. 3 to On-call Engineering Services Task Order Contract with Stantec Consulting Services, Inc. (enclosure)
8. Other Business
9. Request to Reschedule Next Regular Meeting Date from Monday, July 22nd, 2024 at 3:45 p.m.

Adjourn Meeting



NORTHWEST PARKWAY PUBLIC HIGHWAY AUTHORITY

BOARD OF DIRECTORS – AGENDA MEMORANDUM

FOR: Board Meeting – April 22, 2024

TO: Board of Directors

FROM: Joel Meggers, Managing Administrator for the Northwest Parkway Public Highway Authority

SUBJECT: **Agenda Item 3(a): Approval of Minutes for March 19, 2024, Board Meeting**

The minutes from the March 19, 2024, Board meeting are attached for the Board’s review.

Recommended Motion:

If the Board wishes to approve the minutes, as presented, the following motion is recommended:

That the minutes for the March 19, 2024, meeting be approved.

RECORD OF PROCEEDINGS

**MINUTES OF THE SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF
NORTHWEST PARKWAY PUBLIC HIGHWAY AUTHORITY
HELD AT 3:45 PM on MARCH 19, 2024 via online meeting at:**

Join Zoom Meeting

<https://us06web.zoom.us/j/82836971231?pwd=j3aBMZIRubUBBSB5BN1YlBk5OIClEp.1>

and via telephone conference at Dial In: + 1 720 707 2699, Meeting ID: 828 3697 1231;

Passcode: 772493

ATTENDANCE

The special meeting of the Board of Directors (the “Board”) of the Northwest Parkway Public Highway Authority (the “Authority”) was called and held via ZOOM virtual meeting as shown, in accordance with Colorado law. The following Directors were present:

Austin Ward, Chair and Secretary of the Board
(*Councilmember, City and County of Broomfield*)
JD Mangat, Vice Chair and Treasurer of the Board
(*Mayor, City of Lafayette*)

Also present was:

Joel Meggers, President, Community Resources Services of Colorado

Kayla Blair, District Manager, Community Resources Services of Colorado

Carlos Arreola-Karr, District Manager, Community Resources Services of Colorado

Pedro Costa, Executive Director, Northwest Parkway, LLC

Brenda Shuler, Engineering and Maintenance Manager, Northwest Parkway, LLC

Nancy Rodgers, Counsel for the City and County of Broomfield

Alicia Corley, Icenogle Seaver Pogue, P.C.

Erik Davidson

Nicole Garrett

Young Lee

Michael Cline, Kirkland & Ellis LLP

Paul Hanley, Spencer Fane LLP

Jeremy Peyre

Travis

Megan Davis

Alfonso Barone

Kush Gupta

Pratha Bodas

Steven Moroff, Evercore

RECORD OF PROCEEDINGS

CALL TO ORDER Noting the presence of a quorum, Mr. Meggers called the meeting to order at 3:46 p.m.

APPROVAL OF MINUTES After discussion, upon motion by Vice Chair Mangat, seconded by Chair Ward, a vote was taken, and the motion carried unanimously approving the January 22, 2024, Board meeting minutes.

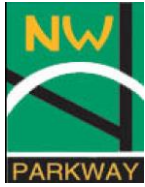
CONSIDERATION OF TRANSFER OF INTEREST IN CONCESSION AND LEASE AGREEMENT Ms. Corley presented to and review with the Board a Resolution Concerning the Concession and Lease Agreement and Approving a Change of Control of the Concessionaire. After discussion, upon motion by Chair Ward, seconded by Vice Chair Mangat, a vote was taken, and the motion carried unanimously approving Resolution No. 24-04, A Resolution Concerning the Concession and Lease Agreement and Approving a Change of Control of the Concessionaire.

NEXT MEETING DATE The next meeting date will be April 22, 2024, at 3:45p.m.

ADJOURNMENT There being no further business to come before the Board, upon a motion made, seconded, and upon vote, unanimously carried, the meeting was adjourned at approximately 3:54 p.m.

Respectfully submitted,

Secretary for the Meeting



NORTHWEST PARKWAY PUBLIC HIGHWAY AUTHORITY

BOARD OF DIRECTORS – AGENDA MEMORANDUM

FOR: Board Meeting – April 22, 2024
TO: Board of Directors
FROM: Joel Meggers, Managing Administrator for the Northwest Parkway Public Highway Authority
SUBJECT: **Agenda Item 3(b): Financial Report**

BACKGROUND

The financial report for the Northwest Parkway Public Highway Authority, prepared by Phyllis Brown of Community Resource Services, which includes financial statements for the first quarter of 2024 are attached for the Board’s review.

A summary of significant items follows:

Revenues: The ending fund balance for 2023 was \$2,945,352 which has grown to \$3,070,733 for the end of this quarter.

Expenditures: First quarter expenditures are tracking to be within budget for 2024. In addition, the Authority plans to start funding the Renewable Energy Projects next quarter.

Recommended Action

No Board action is required at this time.

**NORTHWEST PARKWAY PUBLIC HIGHWAY AUTHORITY
FINANCIAL REPORT - MODIFIED ACCRUAL (BUDGETARY) BASIS
AS OF AND FOR THE THREE MONTHS ENDED MARCH 31, 2024
UNAUDITED**

Description	Actual 2023	2024 Adopted Budget	ACTUAL - Three Months Ended 3/31/24
Beginning fund balance	\$ 2,406,112	\$ 3,128,776	\$ 2,945,352
Revenues			
Concessionaire payments	362,916	392,040	94,464
Interest	119,591	100,000	32,509
Cost reimbursements	-	30,000	-
Oil and gas	273,772	50,000	40,536
Easement	18,713	20,000	-
Total revenues	<u>774,992</u>	<u>592,040</u>	<u>167,509</u>
Expenditures			
Administrative	36	1,200	9
Insurance	1,790	2,000	1,598
Legal	93,291	100,000	17,065
Management and accounting	82,800	100,000	20,700
Mineral rights	7,056	15,000	281
Development projects - Redtail Ridge	-	30,000	-
Engineering - General	-	50,000	-
Capital outlay - Varra Park Project	50,779	450,000	2,475
Capital outlay - Renewable Energy Projects	-	250,000	-
Total expenditures	<u>235,752</u>	<u>998,200</u>	<u>42,128</u>
Net change in fund balance	539,240	(406,160)	125,381
Ending fund balance	<u>\$ 2,945,352</u>	<u>\$ 2,722,616</u>	<u>\$ 3,070,733</u>

CASH BALANCE AS OF MARCH 31, 2024		
VECTRA BANK		\$ 684,523
COLOTRUST		2,389,415
		<u>\$ 3,073,938</u>



NORTHWEST PARKWAY PUBLIC HIGHWAY AUTHORITY

BOARD OF DIRECTORS – AGENDA MEMORANDUM

FOR: Board Meeting – April 22, 2024

TO: Board of Directors

FROM: Joel Meggers, Managing Administrator for the Northwest Parkway Public Highway Authority

SUBJECT: **Agenda Item 3(c): Ratify Engagement Letter for the 2023 Audit by Haynie & Company for the Northwest Parkway Public Highway Authority**

Attached, please find the engagement letter for the 2023 Audit by Haynie & Company for the Northwest Parkway Public Highway Authority. An audit is required as revenues for 2023 were over the \$750,000 threshold that allows for an audit exemption.


Recommended Motion:

If the Board wishes to ratify the engagement letter, as presented, the following motion is recommended:

That the engagement letter of Haynie & Company for audit fieldwork be ratified.



1221 W. Mineral Avenue, Suite 202
Littleton, CO 80120

 303-734-4800

 303-795-3356

 www.HaynieCPAs.com

February 16, 2024

Northwest Parkway Public Highway Authority
Community Resource Services of Colorado
7995 E. Prentice Ave., Ste. 103E
Greenwood Village, CO 80111

We are pleased to confirm our understanding of the services we are to provide Northwest Parkway Public Highway Authority (the “Authority”) for the year ended December 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activity, and the major funds, and the disclosures to the financial statements, which collectively comprise the basic financial statements of Northwest Parkway Public Highway Authority as of and for the year ended December 31, 2023.

Management has elected to omit the Management’s Discussion and Analysis (MD&A) that accounting principles generally accepted in the United States of America (GAAP) require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have also been engaged to report on supplementary information other than RSI that accompanies Northwest Parkway Public Highway Authority’s financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS) and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Revenues, Expenditures and Change in Funds Available – Budget and Actual (Budgetary Basis)
2. Reconciliation of Budgetary Basis (Actual) to Statement of Revenues, Expenses and Change in Fund Net Position

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and

obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Improper revenue recognition due to fraud
- Management override of controls

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Authority's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the

supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Haynie & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Colorado or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Haynie & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State of Colorado or its designee. The State of Colorado or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Our fee for these services will be \$8,000. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

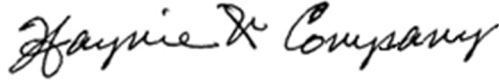
Christine McLeod is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on a mutually agreed upon date and issue our report no later than September 30, 2024.

Reporting

We will issue a written report upon completion of our audit of Northwest Parkway Public Highway Authority's financial statements. Our report will be addressed to the Board of Directors of Northwest Parkway Public Highway Authority. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

Northwest Parkway Public Highway Authority
February 16, 2024

We appreciate the opportunity to be of service to the Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.



Haynie & Company

RESPONSE:

This letter correctly sets forth the understanding of Northwest Parkway Public Highway Authority.

Management Signature: _____

Title: _____

Date: _____

Northwest Parkway LLC Quarterly Report

NWPPHA Board Meeting



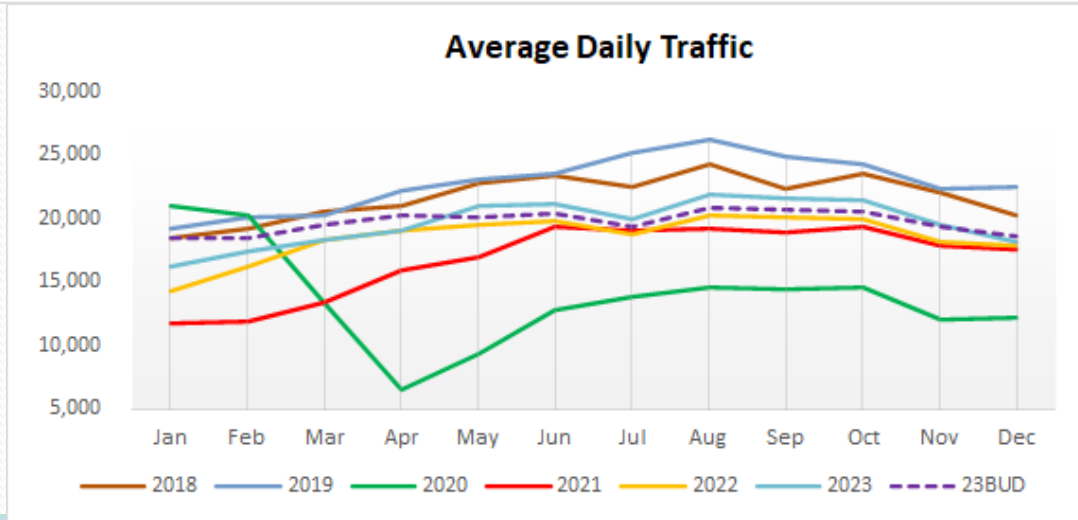
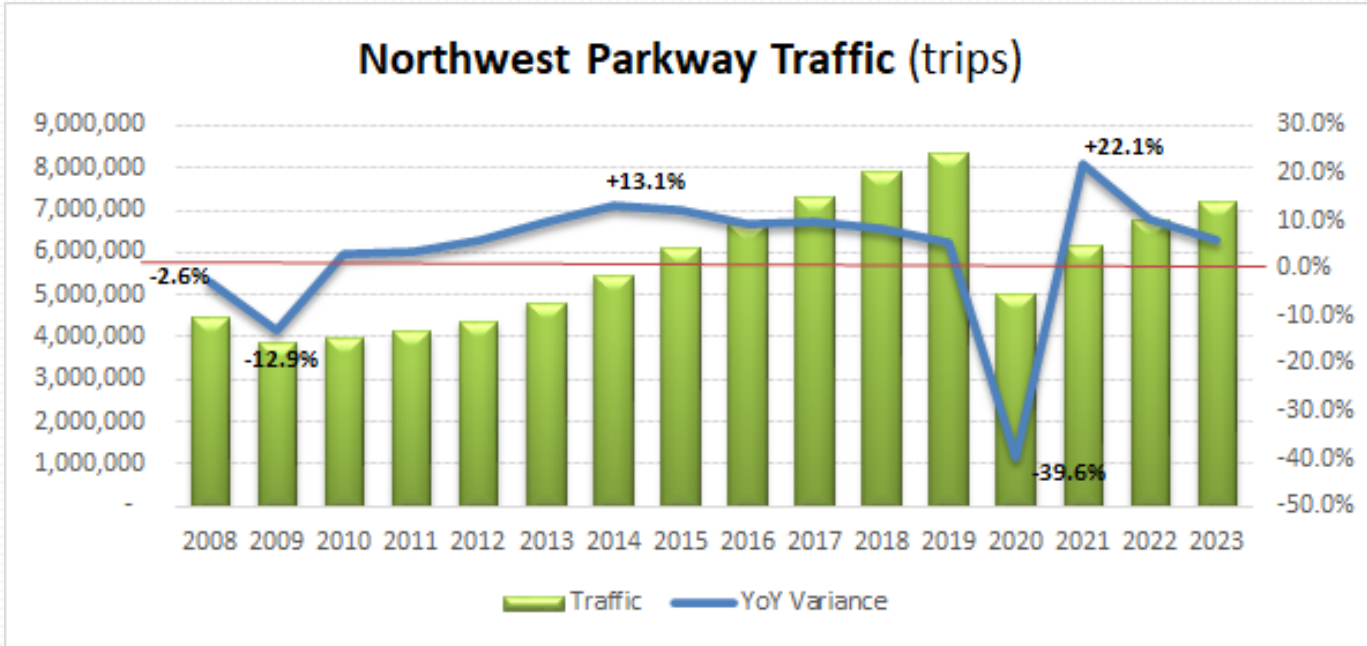
TOLL SCHEDULE	
1000 & 2 AXLE VEHICLES	\$6.00
3 AXLE VEHICLES	\$8.00
4 AXLE VEHICLES	\$10.00
5 AXLE VEHICLES	\$12.00
6 AXLE VEHICLES	\$14.00
7+ AXLE VEHICLES	\$16.00
TRUCKS (ADDITIONAL AXLE)	\$2.00



AGENDA

2023 Q4 Report

Traffic History



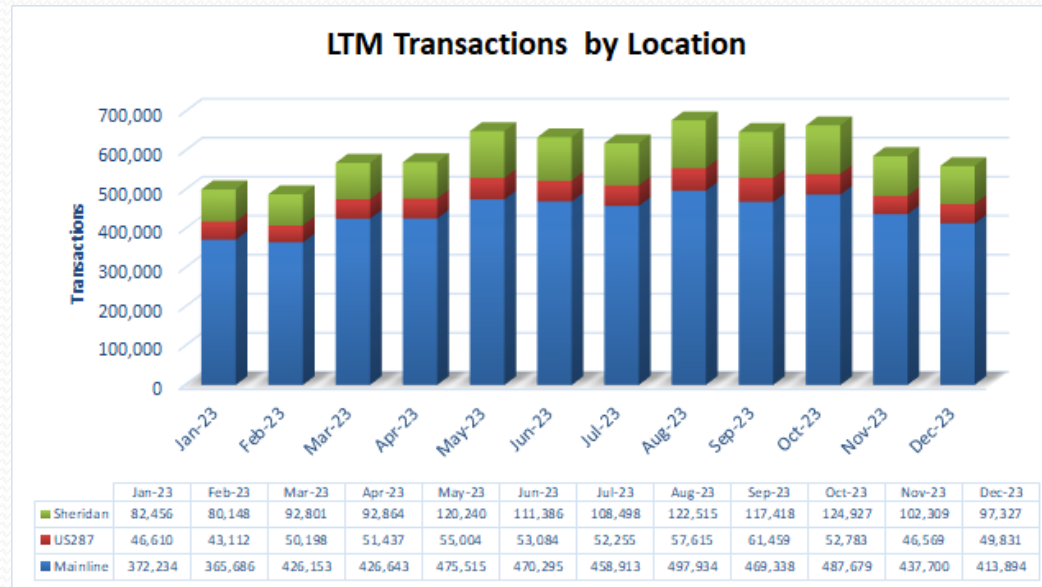
Traffic did not fully recover from the Pandemic



Traffic Breakdown

NWP	2023 Transactions				Traffic Distribution		YoY (%)			
	Mainline	Ramps		Total	Mainline	Ramps	Mainline	Ramps		Total
		US 287	Sheridan					US 287	Sheridan	
Jan-23	372,234	46,610	82,456	501,300	74.3%	25.7%	15.2%	4.9%	13.0%	13.8%
Feb-23	365,686	43,112	80,148	488,946	74.8%	25.2%	8.9%	4.2%	5.5%	7.9%
Mar-23	426,153	50,198	92,801	569,152	74.9%	25.1%	4.0%	-17.0%	-5.8%	0.1%
Apr-23	426,643	51,437	92,864	570,944	74.7%	25.3%	1.4%	-2.6%	-6.4%	-0.3%
May-23	475,515	55,004	120,240	650,759	73.1%	26.9%	6.6%	1.5%	14.9%	7.5%
Jun-23	470,295	53,084	111,386	634,765	74.1%	25.9%	7.5%	-3.2%	7.4%	6.5%
Jul-23	458,913	52,255	108,498	619,666	74.1%	25.9%	8.5%	-17.4%	12.3%	6.3%
Aug-23	497,934	57,615	122,515	678,064	73.4%	26.6%	7.4%	2.2%	15.7%	8.3%
Sep-23	469,338	61,459	117,418	648,215	72.4%	27.6%	5.0%	14.0%	16.5%	7.8%
Oct-23	487,679	52,783	124,927	665,389	73.3%	26.7%	5.8%	-1.5%	19.0%	7.4%
Nov-23	437,700	46,569	102,309	586,578	74.6%	25.4%	7.5%	-0.7%	13.9%	7.9%
Dec-23	413,894	49,831	97,327	561,052	73.8%	26.2%	1.0%	-3.1%	6.4%	1.5%
Total	5,301,984	619,957	1,252,889	7,174,830	73.9%	26.1%	6.4%	-2.1%	9.5%	6.1%

Transactions by Payment Type				
2023	GO-PASS	YoY	ExpressToll	YoY
Total	1,823,522	0.5%	5,351,308	8.1%



Traffic increased 6.1%, trailing between 2016-17 levels

Toll Revenue

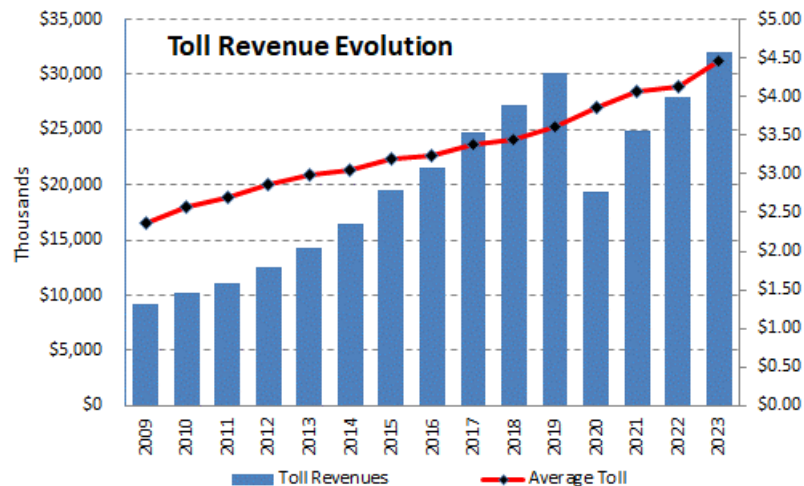
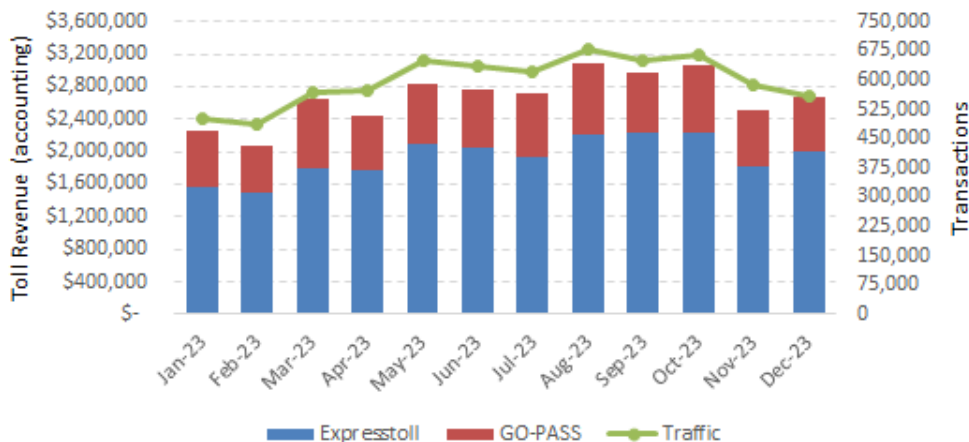


2023	Toll Revenues *			2022	Var. 23/22
	ExpressToll	GO-PASS	Total		
Jan	\$ 1,572,052	\$ 681,719	\$ 2,253,771	\$ 1,725,595	30.6%
Feb	\$ 1,490,025	\$ 576,731	\$ 2,066,755	\$ 1,654,667	24.9%
Mar	\$ 1,799,964	\$ 854,143	\$ 2,654,106	\$ 2,231,923	18.9%
Apr	\$ 1,779,101	\$ 660,249	\$ 2,439,350	\$ 2,294,711	6.3%
May	\$ 2,086,687	\$ 748,647	\$ 2,835,334	\$ 2,413,341	17.5%
Jun	\$ 2,044,014	\$ 721,524	\$ 2,765,538	\$ 2,760,147	0.2%
Jul	\$ 1,932,426	\$ 779,522	\$ 2,711,949	\$ 2,341,322	15.8%
Aug	\$ 2,206,329	\$ 869,784	\$ 3,076,113	\$ 2,756,657	11.6%
Sep	\$ 2,241,286	\$ 733,704	\$ 2,974,990	\$ 2,460,987	20.9%
Oct	\$ 2,227,333	\$ 845,166	\$ 3,072,499	\$ 2,705,148	13.6%
Nov	\$ 1,808,367	\$ 693,273	\$ 2,501,640	\$ 2,273,238	10.0%
Dec	\$ 2,006,625	\$ 660,565	\$ 2,667,190	\$ 2,337,195	14.1%
Total	\$ 23,194,209	\$ 8,825,027	\$ 32,019,236	\$ 27,954,932	14.5%

* - Includes receivables.
Not audited and not final

LTM – Last Twelve Months

LTM Toll Revenue By Payment Type



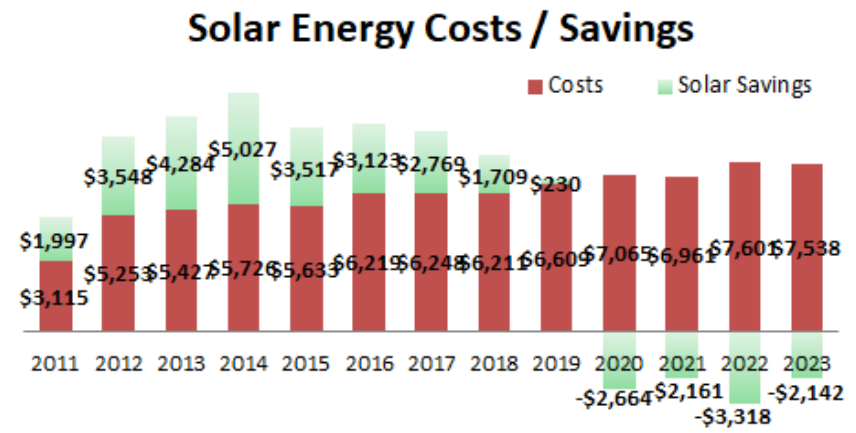
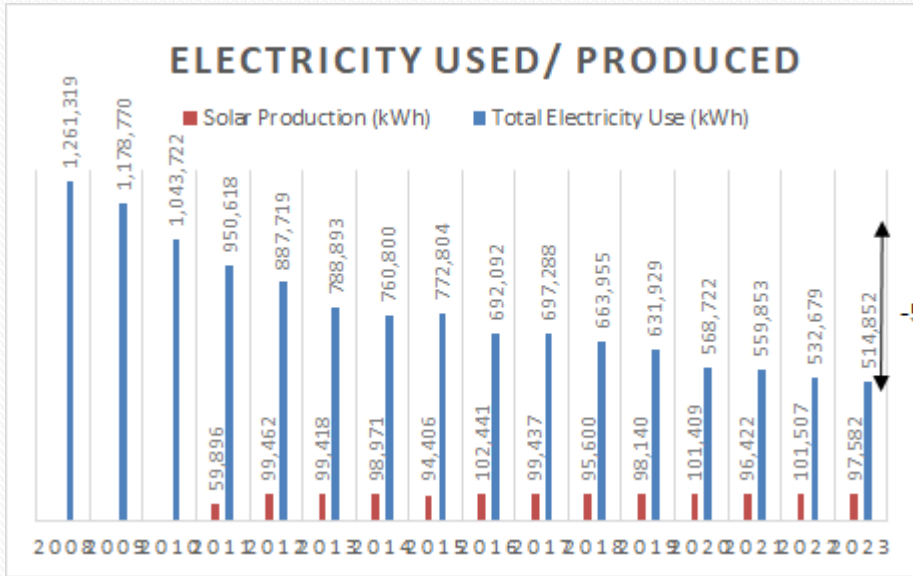
Toll revenue increased 14.2% YoY

Sustainability



NWP has been reducing its energy usage and carbon footprint by 59% between 2008-2023.

NWP solar project, so far, resulted in an estimated cost savings of almost \$16k.



<https://www.nwpky.com/about-us#sustainability>

- ✓ NWP was pioneer adopting renewable energy to offset its carbon footprint (since 2011)
- ✓ 7 solar sites produced 1,244,691 kWh, equivalent to about 882 tons of CO2 emissions reduction
- ✓ Initiatives include roadway lights conversion LED, etc.

The project is invested on “Environmental Social Governance”. A list of initiatives in 2023:

- ✓ Installed two level-2 EV charging stations at the office building as part of the company’s effort towards net-zero goals. Benefiting from a state grant to fund 50% of the cost.
- ✓ Partnered with non-profit “The Ray” to do a GIS mapping of all the Parkway’s right-of-way for solar potential.
- ✓ On bio-diversity, NWP did a small test-site using native pollinating species.
- ✓ Sponsored a few street clean up initiatives done by the Stargate School National Honor Society students.
- ✓ Started an internship program for neuro-divergent adults (autism spectrum) doing image review.
- ✓ Donated \$23k unused funds allocated to the Marshall Fire relief program, to local non-profits.
- ✓ Pedro as co-chair of the IBTTA Sustainability and Resilience task force helped draft a Sustainability & Resilience Framework for the Association.



Future – Proposed Initiatives



The Authority demonstrated interest to fund ESG initiatives by putting to good use the funds received from the mineral rights along the Parkway ROW. The Authority asked for suggestions:

- ✓ NWP wants to advance its net zero goal by expanding its solar program and install solar on its building: Maintenance Yard and Office Building. Below are two cost estimates (from 2022) for two installations.

Recommended System Option

117 % Consumption Offset	\$142,608 Lifetime Electricity Bill Savings	\$44,689 Net Cost of this solar system	\$97,918 Estimated net savings over system lifetime
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Recommended System Option

30 % Consumption Offset	\$127,320 Lifetime Electricity Bill Savings	\$46,384 Net Cost of this solar system	\$80,936 Estimated net savings over system lifetime
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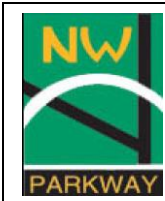


Map data and image © Google

\$110k estimate cost – Towards Net Zero Goal

THANK YOU





NORTHWEST PARKWAY PUBLIC HIGHWAY AUTHORITY

BOARD OF DIRECTORS – AGENDA MEMORANDUM

FOR: Board Meeting – April 22, 2024

TO: Board of Directors

FROM: Joel Meggers, Managing Administrator for the Northwest Parkway Public Highway Authority

SUBJECT: Agenda Item 5 Maintenance Management Plan (MMP) Report for the Northwest Parkway Public Highway Authority Board

BACKGROUND

The Northwest Parkway Concession and Lease Agreement dated as of August 29, 2007, between the Northwest Parkway Public Highway Authority and the Northwest Parkway LLC, as amended by the First Amendment to Northwest Parkway Concession and Lease Agreement dated November 21, 2007 (the “CLA”), contains Operating Standards setting forth the maintenance obligations of the Northwest Parkway LLC (the “Concessionaire”) with respect to the Northwest Parkway. These Operating Standards required the Concessionaire to develop a Maintenance Management Plan (the “MMP”) to address all the requirements in the Operating Standards and define the processes and procedures that the Concessionaire would utilize to maintain the Northwest Parkway. The MMP is to be updated annually to meet current industry standards, reviewed by the Independent Engineer, and submitted to the Authority for Approval. Below is the relevant provision of Section 2.1, Schedule 2 – Operating Standards of the CLA regarding the MMP:

2. Roadway/Roadside/Facility Maintenance

2.1 Maintenance Management Plan ("MMP")

At least thirty (30) days prior to the beginning of the Term, the Concessionaire shall submit a MMP for Approval by the Authority. The MMP shall address all the requirements in these Operating Standards and shall define the processes and procedures that the Concessionaire will utilize to maintain the Parkway. The MMP shall also address the toll collection system maintenance as further described in Section 6. This plan shall be updated at least annually to meet current industry standards, reviewed by the Independent Engineer and submitted to the Authority for Approval.

The failure to materially comply with any obligations set forth in the MMP shall

be deemed a violation of the Concessionaire's obligations under Section 6.1 of the Agreement.

MMP

The MMP was last revised in 2022, a copy of which is attached to this memorandum. The Concessionaire proposes no changes to the MMP this year. Ryan Nataluk, P.E., of Stantec Consulting Inc., the Independent Engineer for the Concessionaire, has indicated that they are in concurrence with this approach as the industry standards related to the operations and maintenance of toll roads have not materially changed. Also attached to this memorandum is the January 19, 2024 letter from Stantec Consulting Services Inc. regarding the MMP.

Recommended Action

No action is required to approve the MMP. Although the Board could formally approve the MMP, absent a withholding of approval of the MMP within 45 days, the MMP will be deemed approved.

**RESOLUTION NO. 24-06 OF THE BOARD OF DIRECTORS OF NORTHWEST PARKWAY
PUBLIC HIGHWAY AUTHORITY**

**A RESOLUTION ADOPTING THE NORTHWEST PARKWAY PUBLIC HIGHWAY
AUTHORITY TECHNOLOGY ACCESSIBILITY STATEMENT AND TECHNICAL
STANDARDS**

At a regular meeting of the Board of Directors of the Northwest Parkway Public Highway Authority, held at 3:45 P.M., on Monday, April 22, 2024, via video conference at <https://us06web.zoom.us/j/87940924033?pwd=CWw2BX9B38LjJLskUd0tdV7kgJlGu.1>; and via telephone conference at Dial-In: 1 720 707 2699; Meeting ID: 879 4092 4033; Passcode: 989190, at which a quorum was present, the following resolution was adopted:

WHEREAS, Northwest Parkway Public Highway Authority (the “Authority”) was created pursuant to the Public Highway Authority Law, Sections 43-4-501, *et seq.*, C.R.S., to construct, finance, operate, and maintain the Northwest Parkway; and

WHEREAS, the Board of Directors of the Authority (collectively referred to as the “Board”) has a duty to perform certain obligations in order to assure the efficient operation of the Authority; and

WHEREAS, pursuant to Section 43-4-505(3)(c), C.R.S., the Board is authorized to make orders and pass resolutions necessary for the government and management of the affairs of the Authority and the execution of the powers vested in the Authority; and

WHEREAS, the Colorado Anti-Discrimination Act (“CADA”), as set forth in Title 34, Article 34, Parts 3 through 8 of the Colorado Revised Statutes provides that it is unlawful to discriminate against an individual with a disability as that term is defined in Section 24-34-301(7), C.R.S.; and

WHEREAS, the Colorado General Assembly, through House Bill 21-1110 and subsequently amended by Senate Bill 23-244 (collectively, the “Technology Accessibility Bills”), amended CADA to include certain provisions regarding website accessibility for individuals with disabilities; and

WHEREAS, the Technology Accessibility Bills, require the Colorado Office of Information Technology (the “OIT”) to establish rules regarding information technology system accessibility standards for individuals with disabilities; and

WHEREAS, on February 23, 2024, the OIT adopted the Rules Establishing Technology Accessibility Standards as contained in 8 CCR § 1501-11, *et seq.*, (the “Accessibility Rules”) requiring all public entities, as such term is defined in Section 24-34-301(18), C.R.S., to comply with the Accessibility Rules; and

WHEREAS, the Authority is a public entity as defined in Section 24-34-301(18), C.R.S; and

WHEREAS, compliance with the Accessibility Rules requires the Authority to adopt and publicly post in a conspicuous place a Technology Accessibility Statement, as such term is defined in the Accessibility Rules, by July 1, 2024; and

WHEREAS, Technical Standards are defined in the Accessibility Rules at Section 11.5(a) as Web Content Accessibility Guidelines (“WCAG”) 2.1 Level AA; and

WHEREAS, the Accessibility Rules require the Authority to ensure applicable information and communication technology (the “ICT”), as such term is defined in the Accessibility Rules, is compliant with the Technical Standards by July 1, 2024; and

WHEREAS, the Authority desires to adopt and implement, the Technical Standards, and required Technology Accessibility Statement; and

NOW THEREFORE, THE BOARD OF NORTHWEST PARKWAY PUBLIC HIGHWAY AUTHORITY HEREBY ADOPTS THE NORTHWEST PARKWAY PUBLIC HIGHWAY AUTHORITY TECHNOLOGY ACCESSIBILITY STATEMENT AND TECHNICAL STANDARDS:

1. Accessibility Rules. The Authority recognizes the adoption of the Accessibility Rules, as contained within 8 CCR § 1501-11, *et seq.*, and shall endeavor to comply with the applicable requirements contained therein.
2. Technology Accessibility Statement. The Authority adopts the Technology Accessibility Statement attached hereto in Exhibit A (the “Statement”) in accordance with Section 11.6 of the Accessibility Rules. The Statement shall be posted publicly in a conspicuous location on the Authority’s website. The Authority directs the website manager to take the actions necessary to facilitate the conspicuous public posting of the Statement on the Authority’s website as soon as possible but not later than July 1, 2024.
3. Actions to Effectuate Resolution. The Authority website manager and legal counsel are authorized and directed to take all actions necessary and appropriate to effectuate this Resolution and the imposition of the Technology Accessibility Statement and Technical Standards contemplated hereunder. All actions not inconsistent with the provisions of this Resolution heretofore taken by the members of the Board and/or the Authority website manager and legal counsel and directed toward effectuating the purposes stated herein are hereby ratified, approved and confirmed.
4. Effective Date. This Resolution Adopting the Northwest Parkway Public Highway Authority Technology Accessibility Statement and Technical Standards shall take effect on the date and at the time of its adoption.

[Remainder of page intentionally left blank.]

APPROVED AND ADOPTED THIS 22ND DAY OF APRIL 2024.

NORTHWEST PARKWAY PUBLIC
HIGHWAY AUTHORITY

Austin Ward, Chair

EXHIBIT A

NORTHWEST PARKWAY PUBLIC HIGHWAY AUTHORITY TECHNOLOGY ACCESSIBILITY STATEMENT

Northwest Parkway Public Highway Authority (the “Authority”) is committed to providing equitable access to our services, programs, and activities to all members of the public. The Authority’s ongoing accessibility efforts work toward being compliant with the Web Content Accessibility Guidelines (WCAG) version 2.1, level AA criteria. The Authority welcomes comments on how to improve its technology’s accessibility for users with disabilities as well as requests for reasonable modifications and/or accommodation to any Authority services, programs, and/or activities.

Please let us know if you encounter inaccessible information and communication technology. The Authority is committed to responding to requests for reasonable modifications and/or accommodation as well as reports of accessibility issues in a timely manner.

For reports of inaccessible information and communication technology or to request reasonable modifications or accommodations to Authority information and communication technology, please contact the Authority at ¹:

Phone: 303-381-4974

E-mail: kblair@crsofcolorado.com

FOOTNOTES TO BE REMOVED PRIOR TO POSTING. At least two forms of contact must be provided.

¹ The point of contact must be "personnel knowledgeable about the accessibility of the ICT."

TASK ORDER

NORTHWEST PARKWAY PUBLIC HIGHWAY AUTHORITY

ON CALL ENGINEERING SERVICES

TASK ORDER CONTRACT

This Task Order authorizes Stantec Consulting Services, Inc. (the “Consultant”) to initiate the Task(s) described herein pursuant to the above-named Contract.

The Consultant is hereby authorized to undertake the following Task(s) and produce the following deliverables, within the milestones set forth below, if any, pursuant to the Contract:

Perform phase 1 evaluation of impacts to Northwest Parkway by the Redtail Ridge proposed development per attached Scope Letter dated March 22, 2024.

Task Order Start Date: April 1, 2024
Task Order Completion Date: April 19, 2024
Method of Compensation: Time and Materials
Task Order Price: NTE \$14,785.95

By the signature of their authorized representatives below, the Authority and the Consultant agree to the terms and conditions of this Task Order.

NORTHWEST PARKWAY PUBLIC HIGHWAY
AUTHORITY



By: Joel Meggers
Its: Managing Administrator

STANTEC CONSULTING SERVICES INC.



By: Ryan Nataluk, PE
Its: Vice President, Bridge Inspector Discipline Lead



March 22, 2024
Project/File: Northwest Parkway - Redtail Ridge Impact Evaluation

Attention: **Joel Meggers**
Managing Administrator
Northwest Parkway Public Highway Authority
Community Resource Services of Colorado, LLC
7995 East prentice Avenue, Suite 103E
Greenwood Village, CO 80111

Reference: Redtail Ridge Impact Evaluation

Dear Mr. Meggers:

Per our conversation on March 21, 2024, with Brenda Shuler, Northwest Parkway LLC Engineering and Maintenance Manager, we are pleased to provide a Scope and Estimated Fee for the first phase of the subject evaluation of impacts to Northwest Parkway by the Redtail Ridge proposed development.

Project Understanding

Redtail Ridge is a proposed development containing 389.10 acres, more or less, in the City of Louisville, County of Boulder, State of Colorado situated north of US 36 and west of Northwest Parkway. The Northwest Parkway LLC desires to have Stantec perform a professional engineering review of various documents associated with the proposed development to assess potential impacts to Northwest Parkway. At present, the Redtail Ridge Filing No. 1 Final Subdivision Plat documents have been submitted to the City of Louisville for review and approval. The City of Louisville has submitted the documents to referral agencies (including Northwest Parkway LLC) soliciting their comments. The City of Louisville, Public Works issued an email dated March 19, 2024 that indicated the following schedule for submitting comments regarding the proposed development:

Rockcress, Sorrel, and Campus Civil CD and Landscape CD plan sets resubmittals:

1. Stormwater Management Plan and Report (SWMP) – Due 3/29
2. Sanitary Sewer Plan – Due 4/12
3. Sanitary Sewer Force Main Plan – Due 4/26
4. Storm Sewer and Drainage Reports – Due 5/10
5. Goodhue Ditch Plan – Due 5/10
6. Water Plan – Due 5/24
7. Roadway Plan – Due 5/24
8. Traffic Signal Plan – Due 6/7
9. Trail and Sleeving Plan – Due 6/7
10. Landscape Plan – Due 6/21
11. Irrigation Plan – Due 7/1

Rockcross Extension and Internal Roadways Civil and Landscape CD plan sets first submittals:

1. Rockcross Extension Civil CD set and Drainage Report – Due 7/19
2. Rockcross Extension Landscape Plan – Due 7/26
3. Rockcross Extension Irrigation Plan – Due 7/26
4. Internal Roadway Civil CD set and Drainage Report – Due 8/2
5. Internal Roadway Landscape Plan – Due 8/16

The intended approach to performing the requested review and assessment is to divide the development submittals into at least 2 review packages (Task Orders), with the first Task Order including services to perform a review and assessment of impacts associated with Stormwater and Drainage related matters.

Scope of 1st Task Order – Stormwater and Drainage

Stantec will review the following documents included in the Redtail Ridge Filing No. 1 Final Subdivision Plat application package:

- 2024-03-06 Redtail Ridge – Final Master Drainage Report.pdf
- 2024-03-06 Redtail Ridge Filing No. 1 – Final Drainage Report.pdf
- 2024-03-06 Redtail Ridge Filing No. 1 - Stormwater Management Plan.pdf

Stantec will review the following documents included in the Rockcross, Sorrel, and Campus Civil CD and Landscape CD plan sets resubmittals package:

- 2024-03-06 Redtail Ridge - Final Master Drainage Report.pdf
- 2024-03-06 Redtail Ridge Filing No. 1 - Final Drainage Report.pdf
- 2024-03-06 Redtail Ridge Filing No. 1 - Goodhue Ditch Plan.pdf

Stantec will review the following documents included in the Rockcross Extension and Internal Roadways Civil and Landscape CD plan sets first submittals package:

- 2024-03-06 Redtail Ridge Filing No. 1 - Rockcross Extension Final Drainage Report.pdf
- 2024-03-06 Redtail Ridge Filing No. 1 - Rockcross Extension Plan.pdf
- 2024-03-06 Redtail Ridge Filing No. 1 - Internal Roads Final Drainage Report.pdf
- 2024-03-06 Redtail Ridge Filing No. 1 - Internal Roadway Plan.pdf

It is noted that some of the above documents are duplicates.

Stantec will provide a written report of their findings regarding potential impacts the stormwater and drainage related attributes of the Redtail Ridge development could have on Northwest Parkway.

Assumptions & Exclusions

- Northwest Parkway LLC will submit a request to the City of Louisville for additional time to perform a professional engineering review of the stormwater and drainage related attributes of the Redtail Ridge development.

- Detailed engineering hydrologic and/or hydraulic computations to verify information provided in the development submittal documents is **not** included. Should these computations be requested, additional time and cost will be negotiated for this work.
- One meeting with Northwest Parkway Public Highway Authority and Northwest Parkway LLC staff, including 2 Stantec staff, for 2.5 hours to present and discuss Stantec findings is anticipated.
- Attributes of the development beyond stormwater and drainage will be reviewed by Stantec to assess potential impacts to Northwest Parkway as directed by Northwest Parkway Public Highway Authority and Northwest Parkway LLC, and Time and Cost for these additional Task Order(s) will be negotiated once scope is determined.

Project Deliverables

A digital PDF report of Stantec findings regarding potential impacts the stormwater and drainage related attributes of the Redtail Ridge development could have on Northwest Parkway.

Cost

The above work will be performed Time and Materials based upon the attached Rate Schedule with an estimated cost of \$14,785.98. Stantec will not exceed the estimated cost without prior written authorization from Northwest Parkway Public Highway Authority.

Schedule

- Execute Task Order/NTP – 4/01/2024
- Complete Review of Development Final Plat Application Documents – 4/10/2024
- Meeting with Northwest Parkway LLC to Present and Discuss Stantec Findings – 4/12/2024
- Submittal of Digital PDF Report of Stantec Findings Regarding Potential Impacts – 4/19/2024

Regards,

Stantec Consulting Services Inc.



Digitally signed by
Cioffredi, Nicholas
Date: 2024.03.22 22:15:04
-06'00'

Nicholas Cioffredi PE
Sr. Principal, Transportation Project Lead
Phone: 303.285.4577
nicholas.cioffredi@stantec.com

Lawless, Tracy

Digitally signed by Lawless, Tracy
DN: CN="Lawless, Tracy",
OU=Internal, OU=users,
OU=stantec, DC=corp, DC=ads
Date: 2024.03.22 18:54:38 -06'00'

Tracy M. Lawless PE, SE
Sr. Project Manager
Phone: 720.305.5833
tracy.lawless@stantec.com

Attachments: Fee Estimate
Rate Schedule

Northwest Parkway LLC - Redtail Ridge Impact Evaluation

Phase 1 - Stormwater and Drainage Related Matters

Workhour and Fee Estimate

Friday, March 22, 2024

Item	Task	Sr. Principal	Sr. Project Manager	Engineer II					Total Hours	Total Cost
1	Review and Report									
1.1	Review Submittals (Stormwater and Drainage Related)	1	8	12						
1.2	Prepare Draft Report of Findings (Stormwater and Drainage Impacts)	1	6	16						
1.3	Meet With Northwest Parkway LLC to Present/Discuss Findings		2.5	2.5						
1.4	Prepare Final Report of Findings (Stormwater and Drainage Impacts)	1	4	12						
1.5	QC/QA and Submittal of Report	1	1	2						
2	Direct Expenses									
	Mileage (45 mi @ \$.655/mi)	\$29.48								\$29.48

Summary Phase 1										
	Sub-total Hours	4	21.5	44.5					70	\$ 14,756.50
	Hourly Rate	\$265.00	\$250.00	\$187.00						
	Sub-total \$	\$1,060.00	\$5,375.00	\$8,321.50						\$14,756.50

Total Labor Cost (Stantec)	\$14,756.50
Direct Expenses	\$29.48
TOTAL	\$14,785.98

RATE SCHEDULE

Engineering/Inspection		
Administrative Jr. CADD Technician	Administrative CADD, Preparation of Drawings, Maps and Photographs.	\$104.00
CADD Technician	CADD, Preparation of Drawings, Maps and Photographs.	\$127.00
Jr. Project Manager Assistant Jr. Designer	Administrative, internal process setup. Design, Preparation of Engineering, and Inspection Reports.	\$131.00
CADD Technician I	CADD, Preparation of Drawings, Maps and Photographs.	\$139.00
Designer Bridge Technician Jr. Construction Inspector	Design, Preparation of Engineering, and Inspection Reports. Inspection mobilization, assistant inspector, preparation of Reports. On-site construction inspection, preparation of Reports.	\$145.00
Jr. Engineer I – EIT Team Assistant I	Design, Preparation of Engineering, and Inspection Reports. Inspection mobilization, assistant inspector, preparation of Reports	\$155.00
Jr. Engineer II – EIT Team Assistant II Jr. Construction Inspector I	Design, Preparation of Engineering, and Inspection Reports. Inspection mobilization, assistant inspector, preparation of Reports. On-site construction inspection, preparation of Reports.	\$161.00
Sr. Designer Team Leader I	Design, preparation of engineering and inspection Reports. Inspection team leader, preparation of Reports.	\$172.00
Engineer	Design, Preparation of Engineering, and Inspection Reports.	\$172.00
Engineer I Sr. Bridge Technician Construction Inspector I	Design, Preparation of Engineering, and Inspection Reports. Inspection team leader, preparation of Reports. On-site construction inspection, preparation of Reports.	\$178.00
Engineer II Team Leader II	Design, Preparation of Engineering, and Inspection Reports. Inspection team leader, preparation of in-depth reports, QA/QC, scope development.	\$187.00
Sr. Engineer Sr. Team Leader	Design, Preparation of Engineering, and Inspection Reports. Inspection team leader, preparation of in-depth reports, QA/QC, scope development.	\$195.00
Sr. Engineer II Sr. Team Leader II Sr. Construction Inspector	Design, Preparation of Engineering, and Inspection Reports. Inspection team leader, preparation of in-depth reports, QA/QC, scope development. On-site construction inspection and management, preparation of reports, QA/QC.	\$220.00
Project Manager	Project management, scope and invoice preparation, budget management.	\$220.00
Sr. Project Manager	Project management, scope and invoice preparation, budget management, QA/QC.	\$250.00
Principal	Resource allocation, contract management.	\$259.00
Senior Toll Road Consultant	General assistance as requested by the NWP PHA.	\$259.00
Sr. Principal	Resource allocation, contract and resolution management. Oversite of staffing, resource allocation, QA/QC, contract review/mediation.	\$265.00