

**HIGHWAY ADVISORY COMMISSION  
MEETING MINUTES  
February 15, 2017**

**MEMBERS PRESENT:** Reb Williams, Ed Dills, Don Martinez, Cheryl Everitt, Tom Vierzba, Joan Lucia-Treese, Joe Ennis, Jean Meinzer, Jim Mesite, Larry Tobias,

**MEMBERS ABSENT:** Brian Galpin

**OTHERS PRESENT:** Stan VanderWerf (EPC County Commissioner), Jim Reid (EPC DPW), Jennifer Irvine (EPC DPW), Troy Wiitala (EPC DPW), Ellen Heaverlo (EPC DPW), Robert Evans (EPC DPW), Mike James (New HAC Member), Ed Houle (New HAC Member)

**1. CALL MEETING TO ORDER**

- Chair Williams called the meeting to order at 9:05 AM.

**2. MOTION (Ms. Lucia-Treese/Mr. Mesite) to excuse the absence of Mr. Galpin. MOTION CARRIED UNANIMOUSLY.**

**3. MEETING MINUTES**

- **MOTION (Ms. Lucia-Treese/Mr. Dills)** to approve minutes of the January 18, 2017 meeting. Mr. Vierzba had a correction to the minutes as follows: 6. Staff Reports, A. Administration, paragraph 5 should read 'There are plans to mount snow blades on some the  $\frac{3}{4}$  ton trucks to enable *supervisory* personnel to plow.....' **MOTION CARRIED UNANIMOUSLY WITH CORRECTION APPROVED.**

**4. COMMISSIONER/CITIZEN COMMENTS**

- Mr. Williams welcomed new HAC members Mr. Mike James, Member-At-Large and Mr. Ed Houle, Associate Member. Ms. Dillon has resigned from the HAC effective immediately. The other new members are Mr. Brian Wess, Member-At-Large, and Mr. Joseph Rosario, Member District 4. They are not present today.
- Mr. Williams briefed members and staff that this is his and Ms. Lucia-Treese's last HAC meeting as they are term-limited. He thanked members and staff for all their hard work throughout the years.
- Ms. Lucia-Treese thanked Highway personnel for the pothole repairs that were done last week in her neighborhood. She also thanked Ms. Victoria Chavez for applying for a grant to help offset the costs for much needed road repairs in Colorado Centre, to include curb and gutter work as well as ADA accessibility.

- Mr. Dills informed the commission that there will be a town hall meeting at the Ellicott Community Center on March 18<sup>th</sup> from 6:00 pm – 7:30 pm. Representative Paul Lundeen, Commissioner Gonzalez and Director Reid will be speakers.

## 5. REVIEW/OUTLINE OF PROPOSED BYLAW CHANGES

Mr. Williams presented his recommendations for changes/revisions to the Highway Advisory Commission Bylaws dated May 20, 2009 to the commission.

- The term '*Public Services Department*' should be changed to '*Department of Public Works*' throughout the document.
- **Article V, Sections C & D** should be combined. Recommendations by Highway Advisory Commission members should be made to the Chair or Vice Chair, who will then approach the Director of the Department of Public Works.
- The term '*direction*' in **Section D** should be removed.
- **Article VI, Section A. 3a & 3b** should be eliminated as the minutes are not maintained by the Secretary. Due to Sunshine Law requirements, the duty of keeping minutes has fallen to the Department of Public Works. The Secretary role should be eliminated.
- **Article VI, Section A. 3c** the first sentence should be changed to '*The ex-officio Secretary shall be the Department of Public Works Director or his or her designee*'.
- **Article VI, Section B. 5** the first sentence should be changed to '*Meetings shall be conducted in accordance with the latest revision of Robert's Rules of Order, unless waived by the Chairperson.*'
- The Bylaws state that the Highway Advisory Commission Chairperson may appoint HAC members to various committees. A reference to the Intergovernmental Agreement directing that three (3) members of the HAC and three (3) members of the Citizens Transportation Advisory Board (CTAB) serve on the Citizen Advisory Commission (CAC) to the PPRTA should be included in the Bylaws.
- Mr. Reid asked the commission to review **Article VII, Section D** for a possible change to the wording '*The Public Services Director shall submit a written report to the Board of County Commissioner of the work and activity performed the previous year and the proposed work to be performed in the upcoming year. Said report shall be reviewed and approved by the Highway Advisory Commission*', specifically to determine if such an end-of-year report is necessary.

## 6. STAFF REPORTS

### A. ADMINISTRATION

Jim Reid (Executive Director, Department of Public Works)

- Mr. Reid briefed the commission on the public's expectation of dust abatement work as it relates to the amount of water that would be needed to effectively battle the dust.
- An issue with the construction of a roundabout on Gleneagle and Struthers Roads was discussed. There have been several public meetings that have become contentious and seem to be driven by a specific group of people. The County Engineer has vetted the decision to build the roundabout as being the best solution for this intersection, and the plan has addressed the ingress and egress to the specific commercial properties

- that are for sale. Mr. Reid asked the commission that should they come across these types of issues, to bring them to his attention so that the department can address these concerns. Commissioner VanderWerf recommended to the commission to ask for periodic updates from the County Engineer on any projects that are being designed, and an explanation as to the decision for the specific design so that they keep informed, as well as being able to defend those designs in a public forum. Mr. Vierzba concurred with Commissioner VanderWerf's suggestion. Ms. Lucia-Treese and Mr. Williams both expressed their confidence in the County Engineering Division and thanked them for all their hard work.
- The six vacant positions created by retirements and resignations in the Fleet Division are being filled at this time. Management is looking into creating two shifts at Fleet, so that Fleet personnel will be able to work on equipment during times when it sits idle. The preliminary schedule for those two shifts would be Monday – Thursday and Thursday – Sunday.

## B. ENGINEERING DIVISION

Jennifer Irvine (County Engineer, Department of Public Works)

- Ms. Irvine gave an update on the US Hwy 24 Planning and Environmental Linkage (PEL) study. This project is ongoing since August 2016. Several meetings were held in the Calhan and Falcon areas to include different entities such as schools and military installation (Schriever and Peterson AFBs). National Environmental Policy Act (NEPA) studies are being conducted. The goal is to improve mobility, intersection operations and safety along the entire US Hwy 24 corridor from Ramah to Powers Blvd. This study had been initiated to CDOT by County Engineering staff due to the continuing growth along that corridor. The next meeting will be held on March 2<sup>nd</sup>, 2017 from 5:00 pm – 7:00 pm at the Falcon Legacy Campus.
- Mr. Williams asked Ms. Irvine about any upcoming improvements to US Hwy 94 in the Schriever AFB area. Ms. Irvine stated that CDOT is looking into doing some intersection improvements and are continuing to monitor the roadway. The County is working with CDOT on the intersection of US Hwy 94 and Marksheffel Rd.
- An update on the I-25 PEL was provided to the commission. This project is being accelerated. The goal is to start construction by the summer of 2019. Some innovations are being discussed, such as wild life fencing. Funding sources are also being discussed. Mr. Vierzba expressed his disappointment with a stakeholders meeting he attended. It was not very well advertised. Ms. Irvine assured him that a lot of interagency coordination between local and federal entities is being done. Commissioner VanderWerf suggested that the HAC develop a proclamation in support of this project including a statement encouraging the State to provide the construction funding as a funding source for that has not been identified yet. Mr. Vierzba supported this suggestion and intends to draft a proclamation for the commission's review during the next meeting.

## C. HIGHWAY DIVISION

Troy Wiitala (Highway Division Manager, Department of Public Works)

- Mr. Wiitala provided the board with an update on the following: graveling, the snow removal program, customer service requests, and sign upgrades. Nine snow plows were deployed during the snow event last weekend, mainly in the northern part of the county. The 2017 graveling program has been started. The goal is to gravel 18.37 miles of road. The schedule has been posted to the DPW website. Crack sealing went very well; all the mastic material has been used (63,000 lbs). Looking into establishing a contract to purchase more material. Best practices on how to seal large cracks were discussed. Highway personnel also worked the 'ReTreeCycling' program and recycled approximately 900 trees. Currently focusing on customer service requests. CDOT provided DPW with millings (5000 tons so far) that are used for various projects. The other big project is to upgrade all signs in the county to bring them up to the current reflectivity standards. All signs are made in house.
- An overview on Zonar and its capabilities and workflow, to include screenshots, was provided. One of the goals is to optimize routes but more data has to be collected before this can be done effectively. Mr. Vierzba asked if Zonar has the capability of recording specific data, for instance high snowfall areas. Mr. Wiitala said that it should be possible once enough data has been gathered.

## 7. ELECTION OF NEW CHAIR, VICE CHAIR AND SECRETARY

**MOTION (Ms. Lucia-Treese/Mr. Tobias)** to approve by acclamation Tom Vierzba as Chair, Ed Dills as Vice Chair and Cheryl Everitt as Secretary. **MOTION CARRIED UNANIMOUSLY.**

## 8. REGOGNTION OF OUTGOING MEMBERS

- Mr. Reid thanked Mr. Williams and Ms. Lucia-Treese for all their hard work during the last 6 years and presented both with a plaque.

## 9. ADJOURNMENT

This meeting was adjourned at 11:00 AM.

*Copies of the presentations are attached to the minutes*

Respectfully submitted,

Ellen Heaverlo  
Office Manager/Board Liaison – Department of Public Works



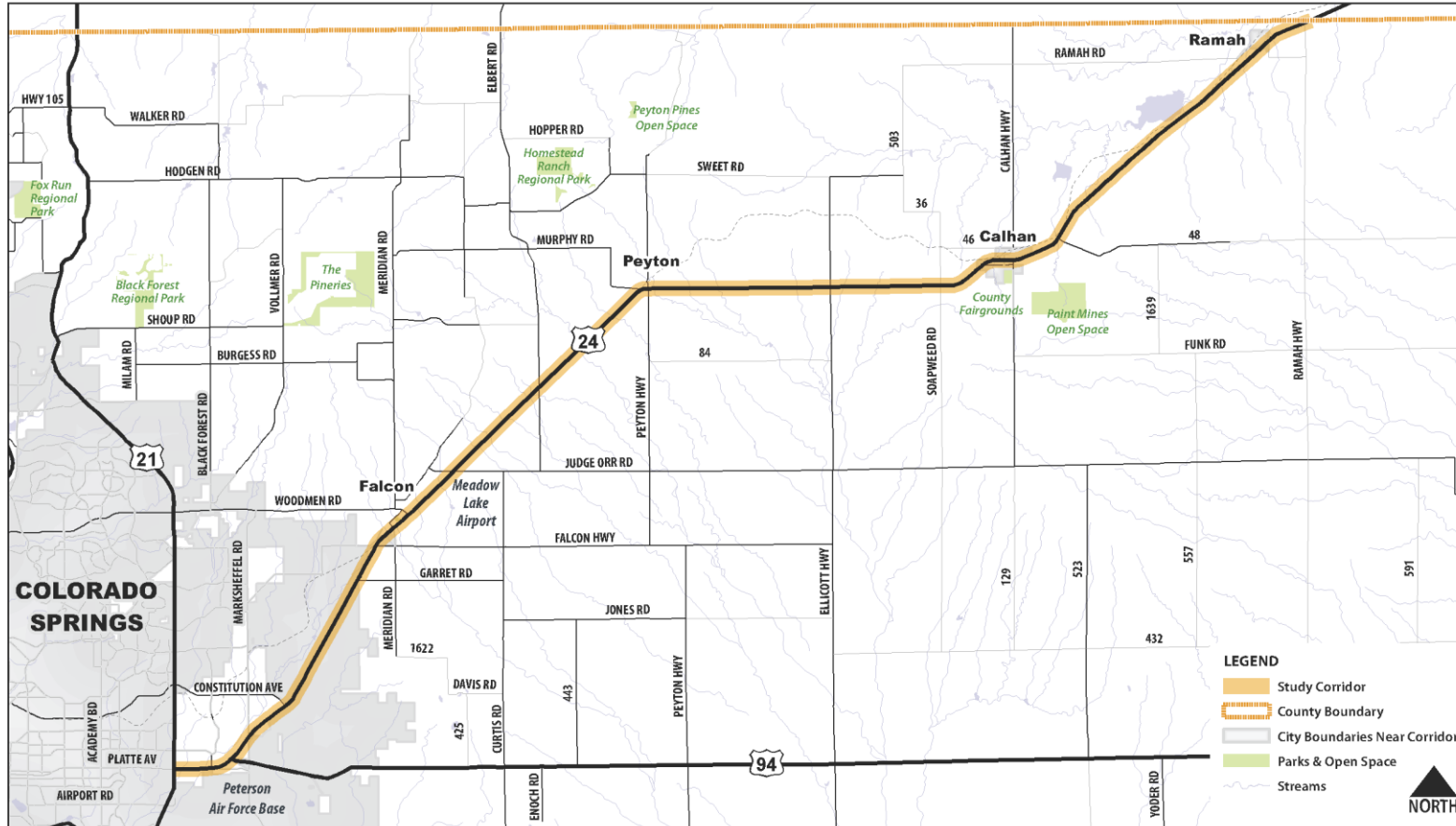
# *El Paso County Highway Advisory Commission*

*Jennifer E. Irvine P.E., MPA  
County Engineer*



15 February 2017

US 24 Study Corridor

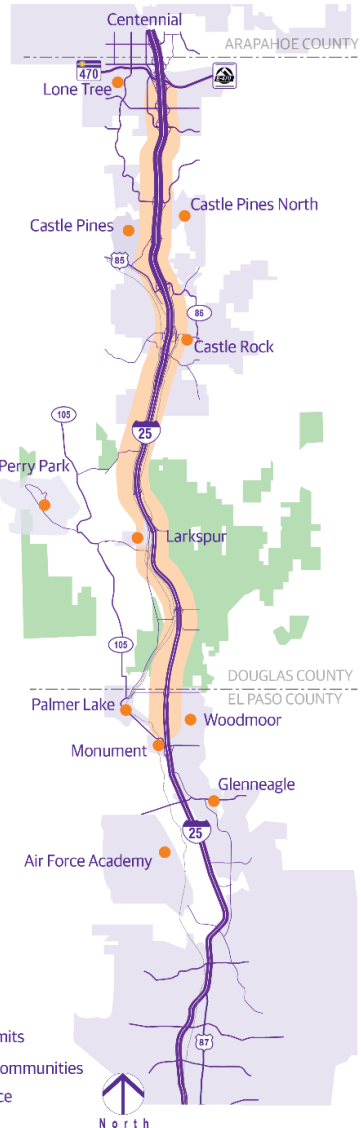






COLORADO  
Department of Transportation

## I25 PEL: Colorado Springs Denver South Connection



[www.codot.gov/projects/i-25-co-springs-denver-south-pel](http://www.codot.gov/projects/i-25-co-springs-denver-south-pel)



# *El Paso County Highway Advisory Commission*



*Troy Wiitala  
Highway Manager*

15 February 2017



# Highway Updates

Graveling Program

Snow Removal Program

Customer Service Requests

Sign Upgrades

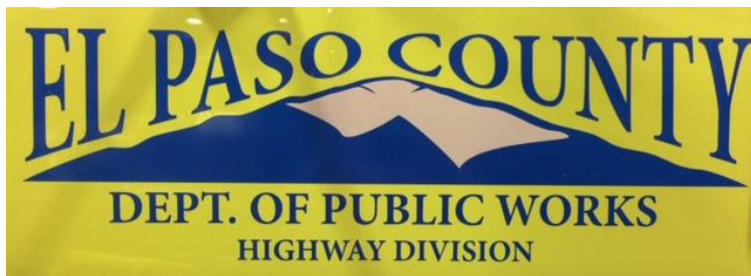
Zonar



# Snow Removal

## Snow Removal Events

- ✓ 6 events in 2017



# 2016 Graveling Program

## Graveling Program

- ✓ Started graveling Powers Road
  - ✓ Delays with pit operations; culvert replacement



2017 Graveling Projects (Completed by EPC Staff)				
Street	From To	Length (Miles)	Start Date	Completion Date
Powers Road	Milne Road-Peyton Hwy	1.00	30 Jan 07	
Forest Edge Road	Arrowhead-Mountain View Dr	0.37		
County Line Road	Cambell Road-Douglas C/R 1	0.60		
Mid Jones Road	Baggett Road-Calhan Hwy South	5.00		
Rush Road	Judge Orr-Jones Road	4.00		
Falcon Highway	Ellicott Hwy-Baggett Road	2.00		
Brentwood	Swan-Black Forest Road	1.10		
Yoder Road	Judge Orr-Washington Road	2.00		
Pine Cone Road	E Coachman Rd-Wranglers Way	2.30		
Total		18.37		





# Customer Service Requests

## Crack Sealing

- ✓ Hired 5/6 seasonal positions
- ✓ Completed additional interviews for 6<sup>th</sup> position

## Christmas Tree Recycling Program

- ✓ 900 trees

## Customer Requests

## Hauled Millings from CDOT

- ✓ 5000 tons



## Sign Upgrades

### Retroreflectivity Sign Upgrades

- ✓ 120 upgrades in January
- ✓ 220 upgrades to date in February
- ✓ Wind event





# Zonar

Dashboard - Zonar Systems® - Microsoft Edge

elp3971.zonarsystems.net/dashboard/reports

**ZONAR** CONNECTED. **GROUND TRAFFIC CONTROL**

Welcome, dotwitala (elp3971)

[User Settings](#) | [Support](#) | [Feedback](#) | [Logout](#)

**DASHBOARD** **REPORTS** **DRIVERS** **ASSETS** **ADMIN**

### GPS Track & Trace

Activity Audit GPS Units GPS Unit Health Idle Time Location Mileage Mileage By State Odometer Overlap Path Path Schedule Speed Posted Speed Stop Time ZTrak

Zing

### EVIR Inspection

Fleet Statistics GPS Track Missing Incomplete Inspection Cost EVIR Mileage Missing Unverified View Inspections

### Fuel, Diagnostics & Usage

Asset Utilization Diagnostics GPS Engine Hours JBus Fuel Path Trip Report

### Custom Reports

Auxiliary Report Auxiliary Expiry Input Module Plow/ Sweep

### Notifications

37 Failed Inspection(s)  
1 Auto-Created Asset(s)

### Maintenance

Open Defects  
Repair  
Repair Time

### Favorites

Edit

Drag and Drop Report

### User Settings

User Name: dotwitala  
Customer: elp3971  
Location: All Locations  
Attributes: N/A  
Time Zone: MST7MDT

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[customerscare@zonarsystems.com](mailto:customerscare@zonarsystems.com)

GTC: v3.301.0.2  
DR Version: 4.198.3.0

7:59 AM  
2/9/2017

# Zonar

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**ZONAR** GROUND TRAFFIC CONTROL  
CONNECTED.

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**DASHBOARD** **REPORTS** **DRIVERS** **ASSETS** **ADMIN**

**GPS Track & Trace**  
Activity Audit GPS Units Zing

**EVIR Inspection**  
Fleet Statistics GPS Track Missing Incomplete

**Fuel, Diagnostics & Usage**  
Asset Utilization Diagnostics GPS Engine Hours JBus Fuel Path Trip Report

**Custom Reports**  
Auxiliary Report Auxiliary Expiry Input Module Plow/ Sweep

**Activity**  
Location Mileage Mileage By State Odometer Overlap Path Path Schedule Speed Posted Speed Stop Time ZTrak

**Notifications**  
37 Failed Inspection(s)  
1 Auto-Created Asset(s)

**Maintenance**  
Open Defects  
Repair  
Repair Time

**Favorites** **Edit**  
Drag and Drop Report

**User Settings**  
User Name: dotwitala  
Customer: elp3971  
Location: All Locations  
Attributes: N/A  
Time Zone: MST7MDT

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[customercare@zonarsystems.com](mailto:customercare@zonarsystems.com)

GTC: v3.301.0.2  
DR Version: 4.196.3.0

8:09 AM  
2/9/2017

# Zonar

Plow/Sweep Report

elp3971.zonarsystems.net/gtc/?action=showposition&module=ExtIOModule&format=html

**ZONAR** CONNECTED. **GROUND TRAFFIC CONTROL**

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User Settings | Support | Feedback | Logout

DASHBOARD REPORTS DRIVERS ASSETS ADMIN

Plow/Sweep Report

Asset No.: All Assets

Date Range: from: 2017-02-09 00:00 to: 2017-02-09 23:59

Select Zone: -- All Zones --

Select Inputs:

- ☐ Plow Up/Down
- ☐ Dump Body Up/Down
- ☐ Sander
- ☐ PTO
- ☐ SC S

Generate Report

GPS Track & Trace

EVIR Inspection

Fuel, Diagnostics & Usage

Custom Reports

Auxiliary Report

Auxiliary Expiry

Input Module

Plow Sweep

Search

Available Layers

Map showing North America, Europe, and Africa. Labels include CANADA, UNITED STATES, MEXICO, BRAZIL, RUSSIA, KAZAKHSTAN, INDIA, and various seas (Hudson Bay, Labrador Sea, Norwegian Sea, North Sea, Black Sea, Mediterranean Sea, Gulf of Mexico, Caribbean Sea, Atlantic Ocean, Pacific Ocean, Gulf of Guinea, Arabian Sea, Bay of Bengal).

Input Segment Key

- Inactive
- Active
- Highlighted

Search the web and Windows

8:17 AM

Log in - Zonar Systems®

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DASHBOARD REPORTS DRIVERS

Speed

# Zonar

Login - Zonar Systems® Zonar Systems® Speed X

elp3971.zonarsystems.net/gtc/report.php?action=showposition&operation=speed&form\_submitted=1&count=20&sortdir=desc&sortfield=maxspeed&startLocationPoint=&startLocationNScale=&shapePoints=&shapeType=&selectPoint=&assetid=-1

**Speed**

-- jump to zone -- address, city or ZIP search

**Speed Controls**  
Select your filter criteria to generate a speed report below.

Asset No: -- all assets --  
Zone Filter: Woodmoor  
Or draw a temporary zone:  
Date Range: from: 2017-02-01 00:00 to: 2017-02-07 23:59  
Speed Filter: Minimum Speed: 55.00 Mile/Hour  
Attribute Filters: Select Filters  
Select Attributes: Select Attributes

Generate Report

Map Mode: Short Medium Tall Full

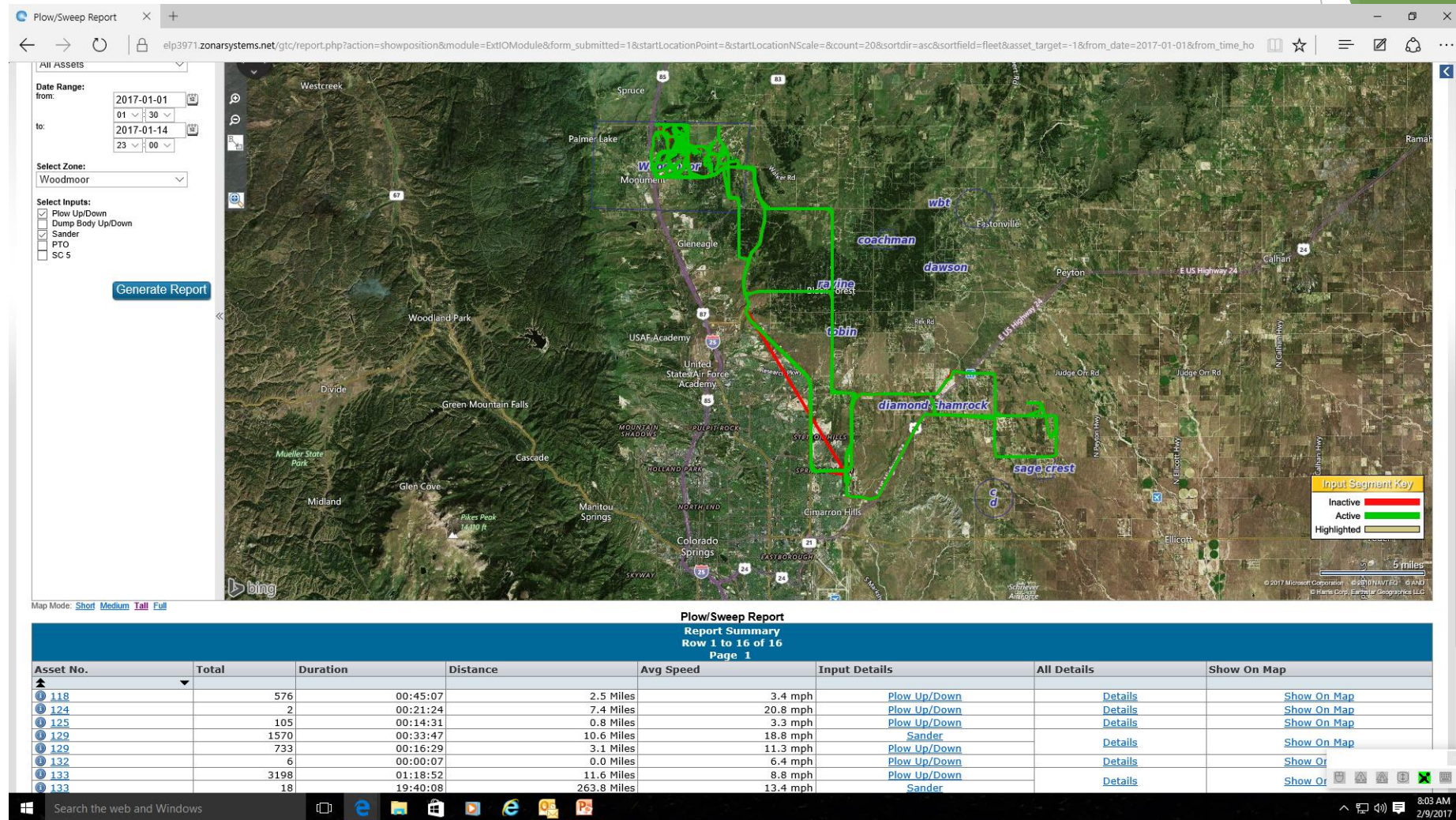
**Speed Report Results**  
Row 1 to 4 of 4  
Page 1

Zone: Woodmoor

8:38 AM 2/9/2017



# Zonar





## Zonar

Plow/Sweep Report

elp3971.zonarsystems.net/gtc/report.php?action=showposition&module=ExtIOModule&form\_submitted=1&startLocationPoint=&startLocationNScale=&count=20&sortdir=asc&sortfield=fleet&asset\_target=-1&from\_date=2017-01-01&from\_time\_ho

Welcome, dotwitala (elp3971)

User Settings | Support | Feedback | Logout

DASHBOARDREPORTSDRIVERSASSETSADMIN

Plow/Sweep Report

-- jump to zone --address, city or ZIPsearch

Asset No.:All Assets

Date Range:  
from:2017-01-01  
to:2017-01-14  
Select Zone:  
Woodmoor

Select Inputs:  
☒ Plow Up/Down  
☒ Dump Body Up/Down  
☒ Sander  
☐ PTO  
☐ SC 5

Generate Report

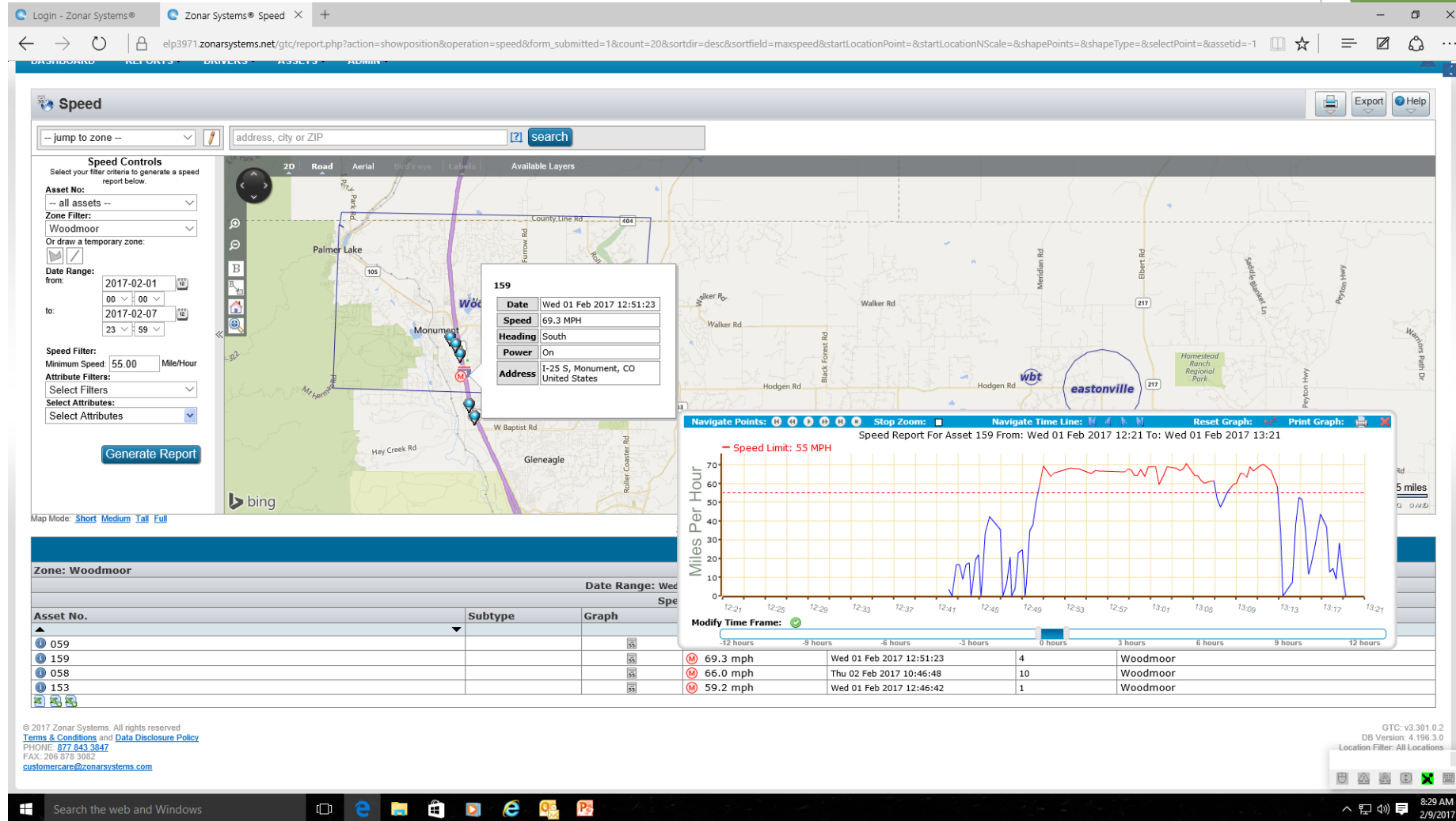
2D Road Aerial Bird's eyeAvailable Layers

Input Segment Key  
Inactive  
Active  
Highlighted

Search the web and Windows

8:05 AM  
2/9/2017

# Zonar



# Questions