

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

MEMBERS PRESENT: Tom Vierzba, Ed Dills, Cheryl Everitt, Ed Houle, Larry Tobias, Brian Wess, Mike James, Brian Galpin, Jim Mesite

MEMBERS ABSENT: Jean Meinzer, Joseph Rosario

OTHERS PRESENT: Stan VanderWerf (EPC Commissioner), Jim Reid (EPC DPW), Jennifer Irvine (EPC DPW), Troy Wiitala (EPC DPW), Ellen Heaverlo (EPC DPW), Robert Evans (EPC DPW), Steve Johnson (EPC DPW), Richard 'Reb' Williams (Citizen)

1. CALL MEETING TO ORDER

- Chair Vierzba called the meeting to order at 9:00 AM.

2. MOTION (Mr. Dills/Ms. Everitt) to excuse the absence of Ms. Meinzer. MOTION CARRIED UNANIMOUSLY. Mr. Rosario's absence was not excused.

3. MEETING MINUTES

- **MOTION (Mr. Tobias/Mr. Mesite) to approve minutes of the February 15, 2017 meeting. MOTION TO APPROVE CARRIED UNANIMOUSLY.**

4. COMMISSIONER/CITIZEN COMMENTS

- New members Mr. James, Mr. Houle and Mr. Wess introduced themselves to the Commission.
- Chair Vierzba read the Highway Advisory Commission's purpose and responsibilities that is posted on the County's HAC website.
- Mr. Dills informed everyone that a town hall meeting is taking place at the Ellicott Community Center on March 18th from 6:00 pm – 7:30 pm. Speakers include Representative Paul Lundeen, Commissioner Longinos Gonzalez Jr, District Attorney Dan May, Sheriff Bill Elder and DPW Director Jim Reid.
- There was a discussion related to changing the format for Commission meetings to better communicate with the County's citizenry. Chairman Vierzba will draft a proposal supporting this effort for consideration by the Commission during the April 2017 meeting.

5. STAFF REPORTS

A. ADMINISTRATION

Jim Reid (Executive Director, Department of Public Works)

- Mr. Reid briefed the Commission on the Milne Fire, and how the DPW Highway Division supported the firefighting efforts with 3 blade operators who worked tirelessly cutting fire line. According to Hanover Fire Chief Carl Tatum these blade operators played a key role in preventing the fire from spreading more than it did. The Department of Public Works Highway Division has a Mechanized Wildland Fire Team, however, that personnel were working further east and were not able to respond as quickly. The department is doing an after-action report, and will determine how to best train everyone that might respond to such an event.
- A citizen complaint that was published by the Gazette was discussed. The complainant alleges that the County's lack of drainage maintenance flooded her basement. The culvert in question is in line to be replaced as are others in the general area, but it was determined, after being checked by Highway personnel, that it did not cause any flooding.

B. ENGINEERING DIVISION

Jennifer Irvine (County Engineer, Department of Public Works)

- The closure of Marksheffel Road between Hwy 94 and Hwy 24 was scheduled to last 5-6 weeks; however, the department was able to open the road after only 3 weeks. The work done there resulted in a four-lane road with shoulders and appropriate turn lanes where there had been a two-lane road with no shoulders. Striping and signal work is still ongoing in that section. Mr. Mesite asked Ms. Irvine when the section of Marksheffel Road between Fontaine Blvd and C&S Road will be finished. Ms. Irvine will follow up on that question and will provide the Commission with an estimated date.
- A closure that will affect traffic at the intersection of Hwy 94 and Hwy 24 will be happening soon to accommodate the rebuild of that intersection in coordination with CDOT. Detours will be in place through Space Village Drive.
- An update on the Fontaine Boulevard Multimodal Project was given. The goal is to add sidewalks and ADA improvements as well as working with Mountain Metro Transit to have better bus stops and build covered bus stops. The project has been in planning stages for 2 years and should be complete sometime in May 2017 weather depending.
- Ms. Irvine presented a short video to the commission titled 'Moving Towards Zero Death' pertaining to transportation safety. (<http://www.towardzerodeaths.org/wp-content/uploads/TZD-PSA-Final-8-18.mp4>). 'Moving Towards Zero Deaths' is a core value of the state's new Strategic Highway Safety Plan, which provides innovative and data-driven approaches to improving highway safety. The plan leverages the success of safety programs statewide to decrease fatalities, serious injuries and crashes on Colorado's roadways. The strategies in this new safety plan show immense promise in helping Colorado reach zero deaths. To demonstrate and measure progress, the new vision sets realistic interim goals, including reducing fatalities from 548 in 2008 to 416 by 2019. This concept is being integrated into the 2017-2021 El Paso County Strategic Plan. A discussion followed.

- The I-25 PEL Project is continuing to make great progress. Upcoming meetings are set for April 25th, 5:00 pm – 7:00 pm at the Douglas County Event Center and on April 27th, 5:00 pm – 7:00 pm at Library 21C, Colorado Springs. These meetings will address purpose and need required by the National Environmental Policy Act (NEPA).

C. HIGHWAY DIVISION

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

- Mr. Wiitala introduced the new Truck String Foreman Steve Johnson to the Commission and also briefed the Commission that Mr. Tim Stickel has been promoted to Superintendent to replace Steve Barden.
- The Graveling Program is making good progress.
- So far there have only been 2 snow events in 2017. Due to this the Highway Division has enough snow removal materials to last through the end of this year and possibly into 2018. The age and maintenance of the snow blowers were discussed. Mr. Reid stated that maintenance for these blowers is low, and they will probably stay in service until they can no longer be maintained.
- The new El Paso County Department of Public Works logo was shown to the Commission.
- The Dust Abatement Program will begin the end of April. Completion dates will be updated on DPW's website.
- The current focus is on working on customer service requests. The Highway Division receives approximately 3000 service requests per year.
- One of the big projects right now is to clean out the Tanager Ditch and installing a wall along the ditch to mitigate further erosion. Significant erosion occurred during the flooding the county experienced during recent years.
- Mr. Wiitala presented the current Highway Division staffing numbers as well as a position flow chart to the commission.

6. REVIEW AND APPROVAL OF BYLAW CHANGES

- Mr. Williams presented the commission with his suggestions for updating the current Bylaws. A discussion commenced about Article VII, Section D pertaining to the annual report requirements by the Department of Public Works Director. The following changes were voted on:
 - Replace the term '*Public Services Division*' with '*Department of Public Works*' throughout the document to reflect the Department's name change that took place in 2016.
 - **Article V, Section C** should be changed to '*The Highway Advisory Commission member has the responsibility to review and comment on items and proposals specifically related to issues concerning the County's policies and philosophy on the management and operation of the Department of Public Works, and to make recommendations to the Director of Public Works and/or the Board of County Commissioners on issues related to the Highway Division*'.

- **Article V, Section D** should be changed to *‘Highway Advisory Commission members shall provide advice to the Department of Public Works Director through the Highway Advisory Commission Chairperson.*
- **Article VI, Section A** eliminate the position of *‘Secretary’* and replace it with *‘Second Vice Chairperson’* throughout the section.
- **Article VI, Section A, 1.b.** should be changed to *‘The Chairperson, Vice-Chairperson, Second Vice-Chairperson or designated representative shall represent the Highway Advisory Commission in matters before the Board of County Commissioners which relate to the Highway Advisory Commission’s responsibilities.’*
- **Article VI, Section A, 1.c.** should be changed to *‘The Chairperson shall make appointments of committee chairpersons and Committee members in consultation with the Vice-Chairperson, the Second Vice-Chairperson, and the Department of Public Works Director. The Chairperson shall appoint three members of the Highway Advisory Commission to the Pikes Peak Rural Transportation Authority Citizens Advisory Committee in accordance with the Intergovernmental Agreement. The Chairperson shall be an ex-officio member of all committees created by the Highway Advisory Commission.’*
- **Article VI, Section A, 3.a.** should be changed to *‘The Second Vice-Chairperson in the absence of the Chairperson and the Vice-Chairperson shall perform all duties of the Chairperson.*
- **Article VI, Section A, 3.b.** should be changed to *‘The Second Vice-Chairperson shall counsel the Chairperson and act in his or her behalf, when requested, and perform other duties as designated by the Chairperson or the commission.’*
- **Article VI, Section A, 4.** should be changed to *‘The ex-officio secretary shall be the Department of Public Works Director or his/her designee. The duties shall include issuance and posting of meeting notices, preparation of meeting agendas, maintenance of all minutes and records of commission meetings, and custodianship of all documents and written materials of the commission.’*
- **Article VI, Section B, 5. Sentence 1** should be changed to *‘Meetings shall be conducted in accordance with the latest version of Robert’s Rules of Order, as revised, unless waived by the Chairperson.’*
- **Article VII, Section B** should be changed to *‘The Highway Advisory Commission shall advise the Department of Public Works Director in the control, development, management, programming, operation and maintenance of the Highway Division.’*

MOTION (Ms. Everitt/Mr. Wess) to approve changes to the Bylaws as a final draft to be reviewed by the County Attorney’s Office. **MOTION CARRIED UNANIMOUSLY.**

7. REVIEW AND APPROVE OF PROCLAMATION IN SUPPORT OF I-25 EXPANSION

The consensus was to provide a letter of support to the Board of County Commissioners instead of a proclamation. The letter will be drafted after the Board of County Commissioners announces their support for this project.

MOTION (Mr. Wess/Mr. Dills) to table this item until approval is received from the Board of County Commissioners. **MOTION CARRIED UNANIMOUSLY.**

8. ACKNOWLEDGEMENT OF DONALD MARTINEZ’S SERVICE AND CONTRIBUTION TO THE HIGHWAY ADVISORY COMMITTEE

Chair Vierzba briefed staff that Donald Martinez, Highway Advisory Commissioner District 3 has resigned for personal reasons effective immediately. He praised Mr. Martinez for his service to the citizens of El Paso County. The County will be advertising to fill this position.

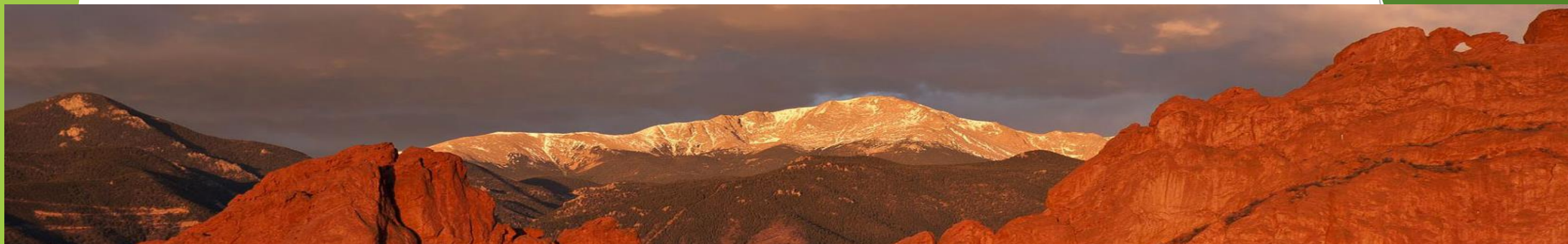
9. ADJOURNMENT

This meeting was adjourned at 10:46 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 March 2017

Marksheffel Road (South)



Fontaine Boulevard Multimodal



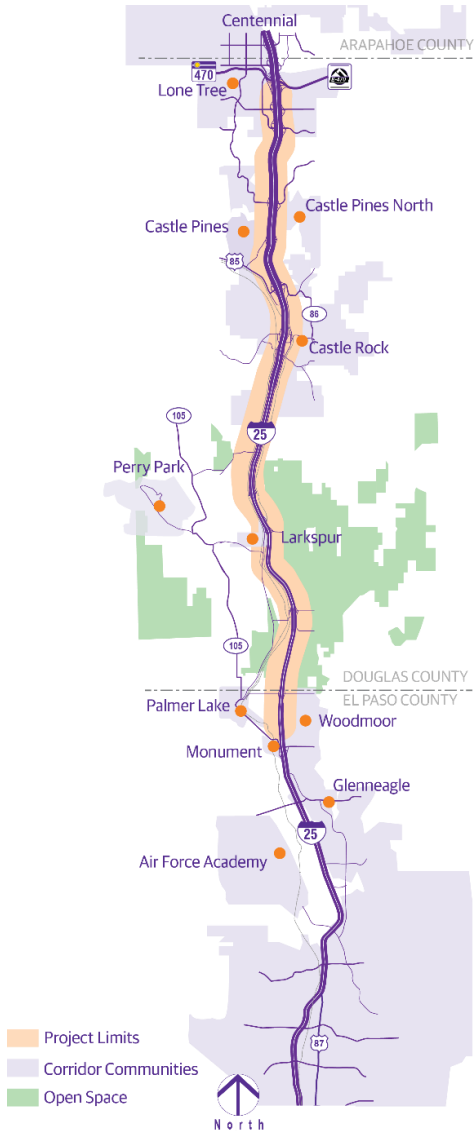
G3 ~ Strategy A: Provide a safe, sustainable, integrated and efficient multi-modal transportation infrastructure system to enhance the region's economy and quality of life.

Objective 6. Reduce fatalities and injuries by adopting the nationwide philosophy "Toward Zero Deaths".





COLORADO
Department of Transportation



Next Public Meetings Set

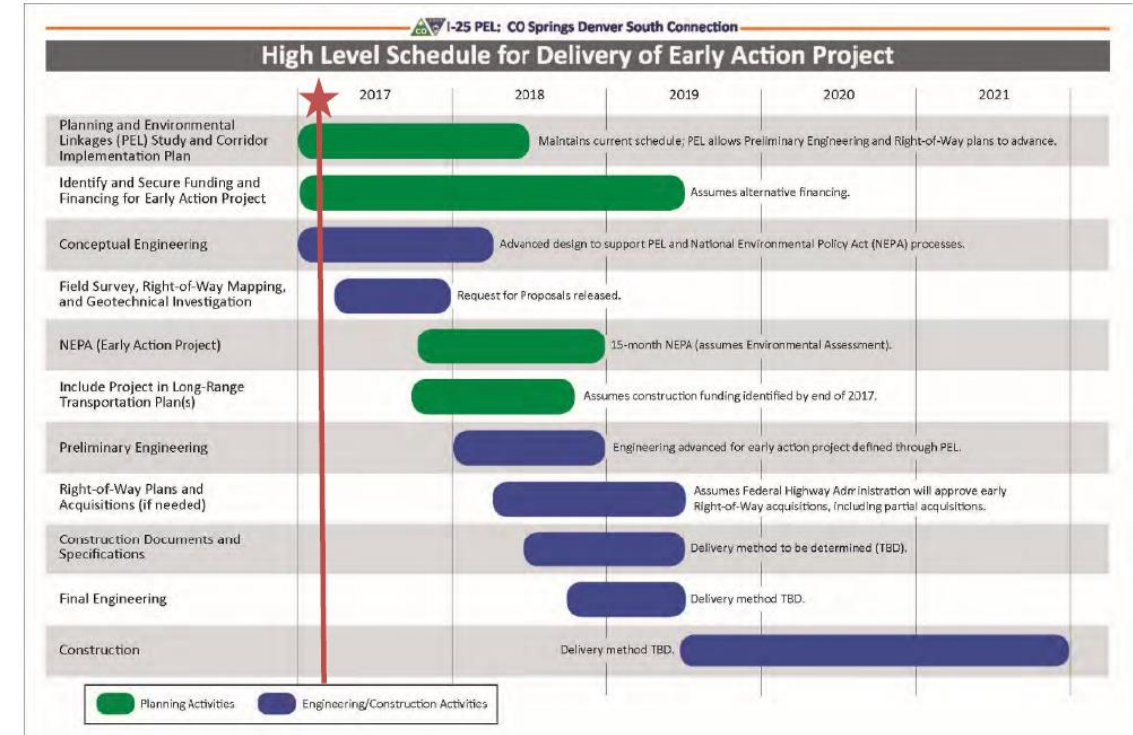
- Tuesday, April 25, 5-7 pm
Douglas County Fairgrounds Event Center
- Thursday, April 27, 5-7 pm
Library 21C, Colorado Springs

www.codot.gov/projects/i-25-co-springs-denver-south-pel

I25 PEL: Colorado Springs Denver South Connection



Schedule Progress and Upcoming Milestones





El Paso County Highway Advisory Commission



*Troy Wiitala
Highway Manager*

15 March 2017

Highway Updates

Graveling Program

Snow Removal Program

Dust Abatement Program

Customer Service Requests

Staffing/Manning



2017 Graveling Program

Graveling Program

- ✓ Graveling Powers Road
 - ✓ Working second lift
- ✓ Prepping Yoder
- ✓ Prepping County Line

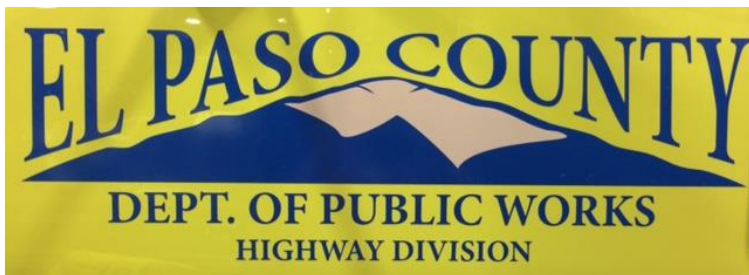
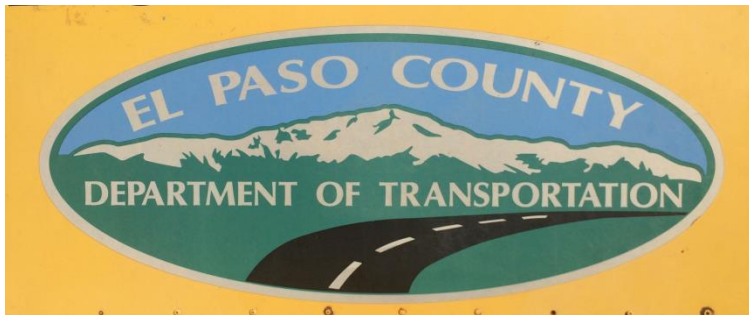


2017 Graveling Projects (Completed by EPC Staff)				
Street	From To	Length (Miles)	Start Date	Completion Date
Powers Road	Milne Road-Peyton Hwy	1.00	30 Jan 07	
Forest Edge Road	Arrowhead-Mountain View Dr	0.37		
County Line Road	Cambell Road-Douglas C/R 1	0.60		
Mid Jones Road	Baggett Road-Calhan Hwy 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		

Snow Removal

Snow Removal

- ✓ 2 Snow events
 - ✓ 2/23/17
 - ✓ 2/28/17



Dust Abatement Schedule

2017 Dust Abatement Projects (Completed by County Staff)			Estimated Completion Date	Length
Road	Limits	Start Date		
Boca Raton X 2	Indian Village-End of County Maint	24-Apr-17		0.47
Indian Village X 2	Viafelic Pt-2nd Boca Raton Hgts	24-Apr-17		3.5
Dodge Rd X 2	Garrett Rd-Dodge Circle	1-May-17		1
Franceville Coal Mine X 2	Highway 94 1.2 miles South	3-May-17		1
Black Forest Rd X 2	North County Line Rd-Walker Rd	9-May-17		2.41
Walker Rd X 2	Black Forest-Bar X	11-May-17		0.75
Beacon Lite X 2 .4 APP	Wakonda-County Line	11-May-17		1.06
Antelope Dr	Golden Eagle-McDaniels Rd	15-May-17		0.8
Log Road	Highway 94-McDaniels Rd	15-May-17		1
East Ellicott Rd	Handle-Sanborn	18-May-17		2
Handle Rd	Baggett to Trailer Park	24-May-17		3
Harrisville Rd	Blasingame Rd to Ramah Hwy	1-Jun-17		2
Sweet Rd X 2 .5 app	Peyton Hwy-Warriors Path	5-Jun-17		2.5
Hopper Road	Elbert Hwy to Bradshaw	12-Jun-17		3
Pinion Park Rd	Saddle Blanket Ln-Hopper	12-Jun-17		1.1
West Spencer Rd	Elbert-Mckessick Rd	19-Jun-17		1
Oasis Rd	Sphinx Ct-Around Circle to Oasis	22-Jun-17		2.9
Sphinx Ct	Falcon Hwy-to End	22-Jun-17		0.1
Big Springs	Ellicott Hwy to Baggett Rd	29-Jun-17		2
Bar 10 Way	Ellicott Hwy to Bar 10 Rd	6-Jul-17		1
Gymkhana Rd	Stockman-South to CDS	11-Jul-17		1.71
South Blaney Rd	Hoofbeat-Meridian	11-Jul-17		1.50
Davis Rd	Hoofbeat-Blaney Rd	11-Jul-17		0.60
Hoofbeat Rd	Blaney Rd South-Davis	11-Jul-17		1.00
Blaney Rd	Davis-Hwy 94	11-Jul-17		2.00
Sagecreek Rd	Falcon Hwy to CDS	18-Jul-17		1.37
Sage Crest Rd	Rosebud-Rosebud Rd	20-Jul-17		3.30
Eastonville Road	End of Pavement to Bent Spur	25-Jul-17		3.50
Baker Rd	Black Forest Rd-Kurie Rd	1-Aug-17		0.56
Tobin Rd	Black Forest Rd-Thomas Rd	1-Aug-17		0.93

Dust Abatement Schedule

McFerran Rd	Black Forest Rd East-Hungate Rd	1-Aug-17	0.50
Howell's Rd South	Old Ranch Rd South-to end	8-Aug-17	1.20
Howell's Rd North	Shoup South-to end	8-Aug-17	0.80
Walker Rd	Bar X-Campbell	9-Aug-17	0.75
Campbell Rd	Walker North-White Antelope	9-Aug-17	0.80
Elk Creek Dr	County Line-County Line Rd	14-Aug-17	2.03
Appaloosa Rd	Hwy 105-Saddlewood Dr	16-Aug-17	0.97
Saddlewood Dr	Canteberry Rd-Sahara Rd	16-Aug-17	1.71
Shahara Rd	Rollercoaster-Higby Rd	16-Aug-17	1.30
Spanish Bit	Struthers Loop-Struthers Rd	21-Aug-17	0.28
Lariat Lane	Leather Chaps-547 ft SELY	21-Aug-17	0.30
Leather Chaps	Baptist-Struthers Loop	21-Aug-17	0.40
Struthers Loop	Spanish Bit Dr-Spanish Bit Dr	21-Aug-17	1.25
Nursery Rd	Lindbergh Rd-Mt Herman Rd	23-Aug-17	1.60
Doolittle Rd	Mt Herman ELY to Lindbergh Rd	23-Aug-17	0.50
Boca Raton X 2	Indian Village-End of County Maint	29-Aug-17	0.47
Indian Village X 2	Viafelic Pt-2nd Boca Raton Hgts	29-Aug-17	3.50
Franceville Coal Mine X 2	Highway 94 1.2 miles South	6-Sep-17	1.00
Dodge Rd X 2	Garrett Rd-Dodge Circle	6-Sep-17	1.00
Black Forest Rd X 2	North County Line Rd-Walker Rd	11-Sep-17	2.41
Walker Rd X 2	Black Forest-Bar X	11-Sep-17	0.75
Beacon Lite X 2 .4 APP	Wakonda-County Line	18-Sep-17	1.06
Sweet Rd X 2 .5 app	Peyton Hwy-Warriors Path	15-Oct-17	2.50
Peyton Hwy Basin	Steeple Chase to Pinon Park	15-Oct-17	0.40
Total			76.61

Customer Service Requests

Crack Sealing

- ✓ Hired 6/6 seasonal positions
- ✓ Ordered Mastic
- ✓ Working 2017 \$40K Order

Customer Service Requests

Hauled Millings from CDOT

Assisted with Milne Fire

- ✓ Graders and water support

Working Projects; Tanager Ditch

- ✓ Cleaning out channel and debris



2017 Staffing/Manning

Total FTEs

- ✓ 136
- ✓ Gained two traffic signal tech positions in 2017
- ✓ 3 Vacant positions: 2 traffic, Truck String team leader

New Hires

- ✓ 2 - MW1 Drainage Crew, MW2 Blades

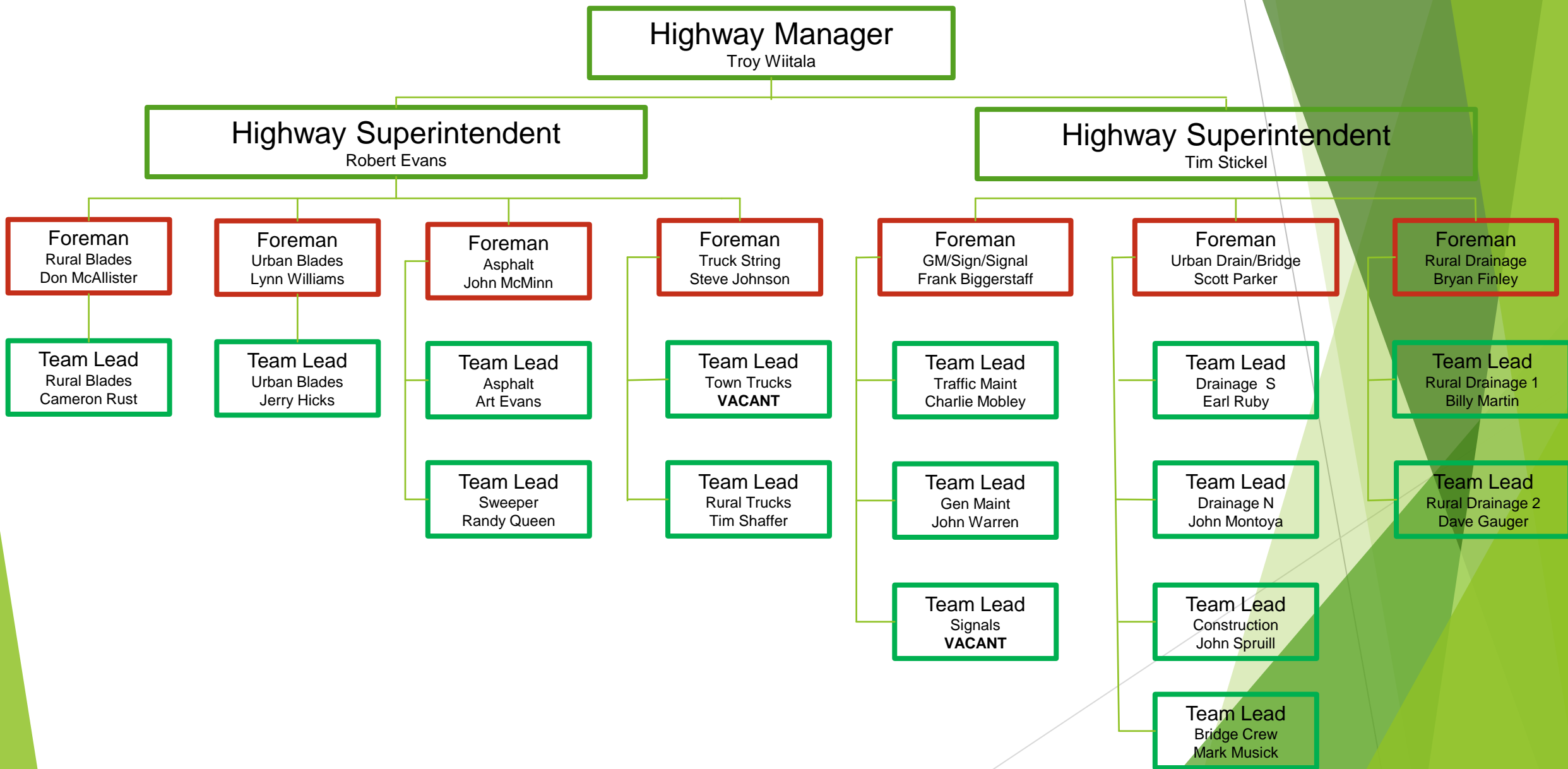
Promotions

- ✓ 2 internal

Seasonal Hires

- ✓ 6 - seasonal employees
- ✓ Crack sealing

2017 Staffing/Manning



Questions