

**HIGHWAY ADVISORY COMMISSION
MEETING MINUTES
August 16, 2017**

MEMBERS PRESENT: Tom Vierzba, Ed Dills, Cheryl Everitt, Michael James, Ed Houle, Jim Mesite, Brian Wess, Larry Tobias, Jean Meinzer

MEMBERS ABSENT: Brian Galpin

OTHERS PRESENT: Scot Cuthbertson (EPC DPW), Jennifer Irvine (EPC DPW), Troy Wiitala (EPC DPW), Ellen Heaverlo (EPC DPW), Jana Nemeckova (EPC DPW)

1. CALL MEETING TO ORDER

Chair Vierzba called the meeting to order at 9:00 AM followed by the Pledge of Allegiance.

2. ABSENCES

MOTION (Mr. Mesite/Mr. Dills) to excuse Mr. Galpin. **MOTION CARRIED UNANIMOUSLY.**

3. MEETING MINUTES

MOTION (Ms. Everitt/Mr. Dills) to approve minutes of the July 19, 2017 meeting.
MOTION TO APPROVE CARRIED UNANIMOUSLY.

4. COMMISSIONER/CITIZEN COMMENTS

- Chair Vierzba reminder all that the HAC still has vacancies for District 3 and District 4 representatives. He also stressed the importance of community engagement.
- Mr. Tobias shared ideas about the remote placing for EPC heavy equipment. They will further discuss and evaluate this idea with Mr. Cuthbertson. DPW shall provide a map of County areas/places which could possibly be used for this purpose.
- Ms. Everitt reminded all members and staff that during the October meeting the topics are:
 1. Briefing on how roads are selected for maintenance
 2. Road maintenance projects for next year.
 3. List of Roads for paving
 4. Update on the new EPC Website development
 5. PPRTA budget overview endorsement.

- Mr. Wess congratulated DPW's customer service staff on their response rates receiving a 75% excellence rate via comments from citizens, 80% of all requests called in being taken care of in a timely manner and a 70% rating of work performed.

5. STAFF REPORTS

A. ADMINISTRATION

Scot Cuthbertson (Deputy Director, Department of Public Works)

- The Municipal Lease Program is moving forward. Purchase orders will be going before the BoCC for approval on August 22nd, 2017.
- The BoCC will also conduct a work session to discuss High Impact Road Prioritization on August 22nd.

B. ENGINEERING DIVISION

Jennifer Irvine (County Engineer, Department of Public Works)

- The maintenance program that is contracted out through PPRTA is going well. The concrete program is 60% complete and the asphalt overlay is 70% complete. Currently working on Eastonville Road for the asphalt overlay.
- An executive US 24 PEL meeting took place last week. There will be another round of public meetings in September; dates are not yet set. There will also be an additional presentation at the Aug/Sept PPACG CAC, TAC and Board of Directors meetings. All meetings are streamed on YouTube. The goal is to take the resolution to the Board at the end of this year. An update on the PPRTA Ballot Measure was given. The proposed ballot measure would authorize an amendment to the 2012 voter approved list of specific regional transportation capital improvements projects. It would add the I-25 GAP project to be eligible for funding in the amount of \$10 million. The funding would only be used for the part of I-25 within El Paso County. On August 2nd, 2017 PPRTA CAC recommended ballot measure language and drafted IGA amendment and on August 9th, 2017 the PPRTA BOD approved it. A bigger step is the November 7th, 2017 election.
- The next public meeting was pushed back to October instead of September. Specific dates/times and locations to be announced. CDOT will be launching a safety campaign for the I-25 GAP which will be called "Mind the Gap". This will be a great way to keep public informed and updated.
- Mr. Mesite expressed his frustration with the lack of effort to fund this project.
- Mr. Tobias expressed his concern about the weigh station that is currently located on I-25. Ms. Irvine informed the Commission that it is being considered for possible relocation during the construction. Environmental assessment for the I-25 Gap will start in October 2017.
- Mr. Vierzba reminded Ms. Irvine of several new housing and commercial developments on Old Denver Highway.

C. HIGHWAY DIVISION

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

- As the rain continues the road maintenance schedule is being impacted, and more Customer Service Requests are coming in. Most of the requests are for culverts and ditch overflow/clean up.
- Graveling and chipping is still on hold. Trucks have been stockpiling for the Yoder project. The goal is to resume work on Yoder next week.
- Dust abatement is back on schedule. There have been a few setbacks due to the rains.
- Mr. Wiitala provided detailed road lists on chip sealing and on dust abatement.
- Mowing is slow but ongoing. The schedules were adjusted to be able to mow on weekends. There is also a shortage of tractors.
- The Peyton Road Bridge work is ongoing. The first bridge is ready for the bridge deck installation.
- The Tanager Ditch project is finished. There are a few small details on the bridge that will be finished soon.
- Fleet Maintenance is staying busy with pre-season plow maintenance, some corrosion control, processing new F-250s to include graphic applications and radio and lights installs as well as doing tractor/mower maintenance. A discussion regarding the sizes and visibility of the new light bars took place.
- The Highway Division is still down 10 positions. The seasonal hires are down only by 2. Some of the open positions are being filled by internal promotions. The others are being advertised by HR.

6. REVIEW OF PROPOSED BYLAW CHANGES

- Mr. Wess expressed concern in regard to the Bylaws change proposal and asked for a Motion to Reconsider all of the proposed Changes to the Bylaws.

MOTION CARRIED (Mr. Wess). MOTION DIED FOR LACK OF A SECOND.

- Mr. Vierzba presented the following bylaw changes:

- **Section VI. A. 1.c**

The change reads: *The chairperson shall be an ex-officio member of all committees created by the Highway Advisory Commission.*

MOTION (Mr. Wess/Mr. Dills) to pass the bylaw change that chairperson shall be an ex-officio member of all committees created by HAC

MOTION PASSED UNANIMOUSLY

- **Section VI. A. 1.d**

The change reads as follows: *The Chairperson shall accept nominations from the HAC membership for appointment to the Pikes Peak Rural Transportation Citizen's Advisory Committee (PPRTA CAC). In consultation with the Vice-Chairperson, the Second Vice-Chairperson and the Director of Public Works; the Chairperson shall prepare a rank ordered list of the volunteer candidates from*

the HAC membership. In coordination with the Director of Public Works, present the list to the El Paso County Board of County Commissioner's for their consideration and potential appointment to the PPRTA CAC.

Discussion: Mr. Wess expressed his concerns about the HAC being under the direction of Department of Public Works staff. It should continue to be separate and independent from DPW staff. Ms. Everitt pointed out that the original 2009 bylaws stated, 'in consultation with the Director of Public Service'. The HAC has always consulted with the DPW Director. It was further discussed whether the HAC should be able to 'direct' DPW staff which would tap into their resources. Mr. Dills stated that these changes were prompted by remarks from County Commissioners that attended the HAC meetings earlier this year.

MOTION (Ms. Everitt/Mr. Tobias) to approve change to bylaws as follows: The Chairperson shall accept nominations from the HAC membership for appointment to the Pikes Peak Rural Transportation Citizen's Advisory Committee (PPRTA CAC). In consultation with the Vice-Chairperson, Chairperson, the Second Vice-Chairperson and the Director of Public Works; the Chairperson shall prepare a rank ordered list of the volunteer candidates from the HAC membership. In coordination with the Director of Public Works, present the list to the El Paso County Board of County Commissioner's for their consideration and potential appointment to the PPRTA CAC.

Mr. Wess requested a roll call vote:

Ms. Meinzer: Aye
Mr. Mesite: Aye
Mr. James: Aye
Mr. Wess: Nay
Mr. Vierzba: Aye
Mr. Dills: Aye
Ms. Everitt: Aye
Mr. Tobias: Aye
Mr. Houle: Aye

MOTION PASSED WITH 8 VOTES IN FAVOR AND 1 VOTE AGAINST.

• **Section VI. B. 1.**

The change reads: *The Highway Advisory Commission shall hold regular meeting on a bi-monthly basis with scheduled meeting in the months of February, April, June, August, October and December, at such time and place as the Highway Advisory Commission shall decide and may, upon the call of the Chairperson or any five (5) Highway Advisory Commission members, hold special meetings. Any regular meeting may be cancelled by a simple majority of the Highway Advisory commission or by the Chairperson for good cause.*

Discussion: Mr. Wess expressed his concern over making this change to the bylaws. He stated that this change is not necessary and can be addressed with a standing procedure. The current bylaws state that the chairperson may call off a scheduled meeting for cause. Chair Vierzba explained that it would be less of an administrative burden if the meeting frequency was written into the bylaws. Mr. Tobias stated that one of the reasons to go to bi-monthly meetings was that there were no or very little updates from DPW staff in a 30-day period.

MOTION (Mr. Tobias/Ms. Everitt) to approve the change to the bylaws as follows: The Highway Advisory Commission shall hold regular meeting on a bi-monthly basis with scheduled meeting in the months of February, April, June, August, October and December, at such time and place as the Highway Advisory Commission shall decide and may, upon the call of the Chairperson or any five (5) Highway Advisory Commission members, hold special meetings. Any regular meeting may be cancelled by a simple majority of the Highway Advisory commission or by the Chairperson for good cause

Mr. Wess requested Roll Call Vote:

Ms. Meinzer: Aye

Mr. Mesite: Aye

Mr. James: Aye

Mr. Wess: Nay

Mr. Vierzba: Aye

Mr. Dills: Aye

Ms. Everitt: Aye

Mr. Tobias: Aye

Mr. Houle: Aye

MOTION PASSED WITH 8 VOTES IN FAVOR AND 1 VOTE AGAINST

• **Section VI. B. 2.**

The change reads: *A special meeting shall be held in January of each year for the express purpose of taking nominations for the positions of Chairperson, Vice-Chairperson and Second Vice-Chairperson. Other pressing business can also be conducted at this meeting.*

Discussion: Ms. Meinzer suggested as an alternative if this meeting is limited to nominations for the positions of Chairperson, Vice-Chairperson and Second Vice-Chairperson, could it be conducted in December or in a telephone conference call if a quorum of the commissioners is present on the call? Yes, a meeting can be conducted via phone. It falls under the Sunshine Law provisions and the public would need a way to dial in to be able to listen to the meeting. Chair Vierzba stated that he would add these provisions into the above paragraph.

MOTION (Mr. Tobias/Ms. Everitt) to approve the change to the bylaws as follows: A special meeting shall be held in January of each year for the express purpose of taking nominations for the positions of Chairperson, Vice-Chairperson and Second Vice-Chairperson. Other pressing business can also be conducted at this meeting (to include the conference call verbiage).

Mr. Wess requested Roll Call Vote:

Ms. Meinzer: Aye
Mr. Mesite: Aye
Mr. James: Aye
Mr. Wess: Nay
Mr. Vierzba: Aye
Mr. Dills: Aye
Ms. Everitt: Aye
Mr. Tobias: Aye
Mr. Houle: Aye

MOTION PASSED WITH 8 VOTES IN FAVOR AND 1 VOTE AGAINST

ADJOURNMENT

This meeting was adjourned at 9:57 AM.

Copies of the presentations are attached to the minutes

Respectfully submitted,

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