

**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 ¾ 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 18th 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 2nd, 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