

**HIGHWAY ADVISORY COMMISSION
MEETING MINUTES
January 24, 2018**

MEMBERS PRESENT: Tom Vierzba, Ed Dills, Michael James, Ed Houle, Larry Tobias, Jean Meinzer, Richard Robertson, Brian Galpin, Jim Mesite

MEMBERS ABSENT: Cheryl Everitt, Brian Wess

OTHERS PRESENT: Scot Cuthbertson (EPC DPW), Jennifer Irvine (EPC DPW), Troy Wiitala (EPC DPW), Jana Nemeckova (EPC DPW), Don McAlister (EPC DPW), Robert Evans (EPC DPW)

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ABSENCES

Mr. Brian Wess and Ms. Cheryl Everitt were excused.

4. MEETING MINUTES

MOTION (Mr. Dills/Mr. Tobias) to approve minutes of the December 20, 2017 meeting.
MOTION TO APPROVE CARRIED UNANIMOUSLY.

5. COMMISSIONER/CITIZEN COMMENTS

- Mr. Tobias complimented DPW personnel on the new signing enhancements for the intersection at Milam & Shoup in Black Forest. He stated that the signs are bigger, have reflective material and are more visible.

A short discussion took place between members in regard to improvements for intersection safety throughout the County.

6. STAFF REPORTS

A. ADMINISTRATION

Scot Cuthbertson (Deputy Director, Department of Public Works)

- Mr. Cuthbertson reinforced that the Milam & Shoup intersection has been enhanced, inspected and DPW will continue to monitor this intersection closely, among others.

- Mr. Cuthbertson stated that DPW continues to improve the safety of its employees. The big focus has been on work zones.

B. ENGINEERING/HIGHWAY DIVISION

Jennifer Irvine (County Engineer, Department of Public Works)

- Mrs. Irvine passed out flyers for the Public Meetings regarding the I-25 GAP Project and encouraged members to share with the public.

Endorsement of 2018 Maintenance Program

- Mrs. Irvine presented the final 2018 Maintenance list for asphalt overlay/ paving, concrete, graveling, dust abatement and chip seal.
- Mrs. Irvine presented the 2017 budget for each program and compared it to the 2018 budget.
- Mrs. Irvine addressed the roads that HAC members pointed out were not on the 2018 maintenance list. She explained why these roads were not selected for 2018.
- Roads of concern: Carnahan Court, Meridian Rd (between Ayer and Rex Road), Boone Rd (from Shear Rd south to N. Neely Rd.) and Hodgen Rd (between Bar X and Herring Rd).
- Ms. Meinzer presented photos of the conditions of Boone Road. Ms. Meinzer asked for consideration of this road being fixed.

MOTION (Mr. Dills/Mr. Tobias) to approve Maintenance Program 2018.

MOTION TO APPROVE CARRIED UNANIMOUSLY.

C. ENGINEERING/HIGHWAY DIVISION

Jennifer Irvine (County Engineer, Department of Public Works)

2017 Engineering Review

- Mrs. Irvine presented DPW's projects that were finished in 2017: Marksheffel Road (South), Fontaine Boulevard Multimodal, Tanager Way, Oil Well Road Bridge and Holtwood Road Bridge.
- Mrs. Irvine informed that BoCC will host a few public meetings for the I-25 GAP Project and will share details when available.
- Mrs. Irvine emphasized the good citizen interaction DPW had this year, 2017. She prepared a presentation to the BoCC regarding the Memorial Sign Program. Additionally, we gained additional enforcement capability in coordination with the El Paso County Sherriff's Office regarding Unauthorized camping/ trashing/ parking in the right of way. Both these programs give us additional tools in our toolbox to support the people of El Paso County.
- DPW gained 33 FT (Full Time) employees in 2017 with an employee turnover of 27%. Engineering gained 9 new FT employees.

D. ENGINEERING/ HIGHWAY DIVISION

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

Highway Division Review

- Graveling – nice weather allowed the highway crews to continue to gravel. Working on Mid Jones Road and stock piling for Baggett Road.
- Mr. Wiitala explained the graveling list for 2018.
- Dust Abatement – list for 2018 remains the same as 2017 with only minor adjustments. Highway is staying on schedule.
- Chip Sealing – only 6 roads carry over into 2018 from the 2017 list. The schedule may change due to the weather or equipment issues.
- Highway has been busy with customer service requests, the snow removal last week.
- Mr. Wiitala informed us that in 2017 the Highway Sign Shop upgraded 5,497 signs.
- The Highway Division currently has 3 vacant positions and is conducting interviews.

E. HAC (Highway Advisory Committee) ANNUAL SCHEDULE

Jennifer Irvine (County Engineer, Department of Public Works)

- Mrs. Irvine presented the 2018 HAC Annual Schedule. Minor changes were made and discussed. The schedule was accepted.

7. PLAQUE PRESENTATION

Tom Vierzba (Chair)

Scott Cuthbertson (Deputy Director, Department of Public Works)

- A plaque was presented to Ed Dills for his outstanding service and dedication to the El Paso County Highway Advisory Committee.

8. SUNSHINE LAW COMPLIANCE MEMO APPROVAL

Ed Dills (Vice Chair, District 2)

- Mr. Dills read the compliance memo letter. Approved.
- The letter will be sent to Vicki Ratteree, Clerk of the Board Manager.

9. DISCUSSION OF THE I-25 TOLLS

Tom Vierzba (Chair)

- Mr. Vierzba encouraged all to participate in any of the meetings that are on the list that Mrs. Irvine presented.

10. NOMINATION/ELECTION OF OFFICERS

- Chair, Vice Chair and Second Vice Chair are nominated by HAC members
- Chair: Tom Vierzba was nominated
- Vice Chair: Cheryl Everitt was nominated
- Second Vice Chair: Larry Tobias was nominated

- Mr. Vierzba read the Bylaws, voting will be during the February HAC meeting and each officer, if elected, will serve for 1 year.

11. AGENDA TOPICS FOR FEBRUARY MEETING

- DPW budget

ADJOURNMENT

This meeting was adjourned at 11:01 AM.

Next HAC meeting will be February 21, 2018

Respectfully submitted,

Jana Nemeckova
Admin Tech for Engineering/Board Liaison – Department of Public Works