

**HIGHWAY ADVISORY COMMISSION
MEETING MINUTES
April 15, 2020**

MEMBERS PRESENT: Cheryl Everitt, Richard Robertson, Jean Meinzer, Ed Houle, Tom Vierzba, David Zelenok, Daniel Ferguson

MEMBERS ABSENT: Larry Tobias was absent for a moment and then he connected via Facebook. He was watching and listening on Facebook Live. He called Ms. Nemeckova to inform her.

OTHERS PRESENT: Stan VanderWerf (EPC BoCC), Holly Williams (EPC BoCC), Scot Cuthbertson (EPC DPW), Jennifer Irvine (EPC DPW), Anton Ramage (EPC DPW), Troy Wiitala (EPC DPW), Matthew Johnson (EPC DPW), Mike Cartmell (EPC DPW), Jana Nemeckova (EPC DPW), John Clack (EPC DPW), Zach Stone (citizen?), Natalie Sosa (EPC PIO), Blake Nielsen (EPC PIO)

1. CALL MEETING TO ORDER

First Vice Chair Robertson called the meeting to order at 9:00 AM

2. PLEDGE OF ALLEGIANCE

3. ABSENCES

None

4. MEETING MINUTES

MOTION (Mr. Vierzba/Mrs. Everitt) to approve minutes of the February 19, 2020 meeting. **MOTION TO APPROVE CARRIED UNANIMOUSLY.**

5. COMMISSIONER/CITIZEN COMMENTS

- Commissioner VanderWerf thanked everyone for continuing to hold this meeting Virtually, he understands the struggles that the COVID 19 is causing.
- He stated that the County remains open with some adjustments and modified schedules.
- Mr. Zelenok asked if EPC has the right fiscal structure set up to make sure we can always sustain our roads? Commissioner VanderWerf stated and the County is continuing to work on developments, land use policies etc. This is constantly evaluated.
- Commissioner VanderWerf reminded all that prior to the COVID 19, City of Colorado Springs and EPC were negotiating agreement regarding Annexation. The completion of it has not been reached and negotiation will continue as soon as the virus allows us.

6. STAFF REPORTS

A. ADMINISTRATION

Scot Cuthbertson, (Executive Director, Department of Public Works)

- DPW is an essential department and will remain open with limited resources, modified schedules but will be conduction operations. The focus during this time is to protect all the employees and provide them with all additional PPE & tools needed to stay safe during this COVID 19 outbreak.
- Mr. Vierzba asked if the given changes in sales tax revenue have big impact on DPW's budget? Mr. Cuthbertson inform all that extensive Budget meeting is scheduled for tomorrow and as of now the detailed projections are unknown.
- Mr. Zelenok asked about all the vacancies in DPW, the 20% shortage, any plans for layoffs? He heard other Counties and Municipalities talking about layoffs. Mr. Cuthbertson stated that DPW has a high turn over rate, lot of factors go into it and probably the biggest factor is the pay. As far as layoffs, DPW is not planning any, as of now. EPC is structured differently that the ones Mr. Zelenok mentioned. Hiring will be at slower pace right now because of the unknown future of the virus, but DPW continues moving forward.

B. HIGHWAY DIVISION UPDATES

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

- Mr. Wiitala stated that all crews are adjusting to the COVID 19 and doing their best to remain safe.
- Graveling Program: Stockpiled materials for Hahn Road, Big Springs Road and Jones Road. Hauling materials for fills on Hahn Road.
- Dust Abatement Program: Completed Franceville Coal Mine, Dodge Road.
- Chip Sealing Program: Stockpiling chips and start chipping first week of June.
- Reclamation/Stabilization Program: Completed Warriors Path Drive, Sweet Road, McClelland Road, Appaloosa Drive, Saddlewood Road, Shahara Road, Handle Road, Sanborn Road and Simla Hwy. Completed 34.15 lane miles.
- Snow updates: 12 snow events for 2020 as of today and 21 snow events for 2019-2020.
- 3 entry level employees completed their "entry training" and more will be hired after the COVID 19. DPW is posting /interviewing for vacant positions with limited resources due to the virus.

C. ANNUAL HUTF REPORT

Jennifer Irvine (County Engineer, Department of Public Works)

- Mr. Irvine shared detailed brake down of the HUTF (Highway User Tax Fund)
Major sources of revenue for the fund:
 - Motor fuel taxes
 - Vehicle registration fees
 - Driver's license fees
 - Oversize load permits

- Traffic penalty assessments

The largest contributor is the motor fuels tax, which remains at the 22-cents per gallon figure that took effect in 1991.

Funds are allocated based on formula which is shown in your handout.

- Mr. Irvine showed Summary of Roads Accepted 2014-2019.
- All distribution of HUTF dollars to the counties are made by the State Department of the Treasury based upon computerized runs utilizing the statutory distribution formulas.

D. ADA-ECM CHANGES PRESENTATION

Jennifer Irvine (County Engineer, Department of Public Works)

Matthew Johnson (Engineer II, Department of Public Works)

- Mrs. Irvine introduced Matthew Johnson and he presented the proposed changes

El Paso County Transition Plan:

- ADA Transition Plan BoCC review – October 2019
- Transition plan has been made available on EPC Website
- EPC DPW – Section II: Section II Public Right of Way of the Transition Plan.

EPC DPW Section II of Transition plan Phased Approach:

- Phase 1: Training: To evaluate/design/construct ADA infrastructure. ECD: March 20220 FHWA ADA Training – *Complete February 2020*
- Phase 2: engineering Criteria Manual (ECM) review/update regarding pedestrian access. ECD: July 2020, Current Phase – anticipated to be complete in May 2020
- Phase 3A: Inventory Current Assets as of July 2018. ECD: 1 July 2020 – *Complete January 2020*
- Phase 3B: Inventory of Assets Accepted after July 2018. ECD: 1 July 2020 – *Complete January 2020* (continue to collect)
- Phase 4: Collect Attributes of the Existing Inventory. ECD: 1 January 2022
- Phase 5: Create New, or Modify Existing, ADA Infrastructure construction and maintenance program.

Added Chapter 6 Detail to ECM:

- Faithful representation of PROWAG
- Details specific criteria
- Addresses new construction, alterations, and maintenance
- Required and recommended
- Eliminated section that are not applicable to El Paso County

New Construction vs. Alteration:

PROWAG Requires:

- New Construction: Comply to the extent that it is not structurally impracticable
- Alterations: comply to the maximum extent feasible.
- Maintenance: Compliance is not required

HBA & EPC Comments and Coordination:

- 2/14/2020 – HBA Kickoff meeting
- Ongoing HBA meetings to discuss and incorporate comments
- 3/27/2020 – Review comments from County Engineer, County Staff, and County Attorney incorporated
- 4/10/2020 – HBA Endorsement Request

Next Steps:

- Obtain HBA Endorsement
- Planning Commission (May 5th)
- BoCC Approval (May 12th)
- ECM Updates Adopted (Administrative Revisions)

Mr. Zelenok asked about the impact this will have on the EPC DPW overall budget? He asked if this will have similar impact of the same magnitude as it has on the City's budget? Mrs. Irvine explained the different approaches that DPW is taking and mentioned all the Grants that DPW is applying for. Commissioner VanderWerf stated & explain that EPC is totally different from the City. He stated; it really isn't a comparable issue between EPC and the City.

MOTION to approve the ADA-ECM changes could not happen. Materials in regards Chapter 6 were not received by the members. Therefor continuous meeting will be set up once the materials are received. Ms. Nemeckova will assure that members received the supporting documents and will set up follow up meeting for next week. This meeting will be only to vote on this item.

MOTION TO APPROVE DID NOT CARRY AT THIS TIME.

7. AGENDA TOPICS FOR THE NEXT MEETING

- Mr. Zelenok asked to invite CFOT Transportation Commissioner Irv Halter (District 9) to the next HAC meeting? Commissioner VanderWerf supported the idea and agree on inviting him and let him share CDOT Activities and future plans for our region.

This meeting was adjourned at 10:15 AM.

The next HAC meeting will be on June 17, 2020, Virtual meeting on WebEx

Respectfully submitted,

Jana Nemeckova

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

**HIGHWAY ADVISORY COMMISSION
MEETING MINUTES
April 22, 2020**

MEMBERS PRESENT: Cheryl Everitt, Jean Meinzer, Ed Houle, David Zelenok, Daniel Ferguson
Larry Tobias, Richard Robertson were connected to Facebook live and participated that way.

MEMBERS ABSENT: Tom Vierzba could not participate due to technical difficulties.

OTHERS PRESENT: Scot Cuthbertson (EPC DPW), Jennifer Irvine (EPC DPW), Anton Ramage (EPC DPW), Matthew Johnson (EPC DPW), Mike Cartmell (EPC DPW), Jana Nemeckova (EPC DPW), John Clack (EPC DPW), Natalie Sosa (EPC PIO), Blake Nielsen (EPC PIO)

1. CALL MEETING TO ORDER

Cheryl Everitt called the meeting to order at 2:00 PM.

2. PLEDGE OF ALLEGIANCE

3. ABSENCES

None

4. APPROVAL OF THE ADA-ECM CHANGES (including the backup materials – addition to the presentation on 15 April 2020)

MOTION (Mr. Zelenok/Mr. Ferguson) to approve the ADA-ECM Changes.

MOTION TO APPROVE CARRIED UNANIMOUSLY.

This meeting was adjourned at 2:38 PM

The next HAC meeting will be on June 17, 2020, Virtual meeting on WebEx

Respectfully submitted,

Jana Nemeckova

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

