

**HIGHWAY ADVISORY COMMISSION
MEETING MINUTES
January 20, 2021**

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

MEMBERS ABSENT: None

OTHERS PRESENT: Stan VanderWerf (EPC BoCC), Carrie Geitner (EPC BoCC), Holly Williams (EPC BoCC), Scot Cuthbertson (EPC DPW), Kevin Mastin (EPC DPW), Jennifer Irvine (EPC DPW), Troy Wiitala (EPC DPW), Anthony Ramage (EOC DPW), Jana Nemeckova (EPC DPW), Natalie Sosa (EPC PIO), Blake Nielsen (EPC PIO)

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ABSENCES

NONE

4. MEETING MINUTES

MOTION (Mr. Vierzba/Mr. Robertson) to approve minutes of the December 16, 2020 meeting. **MOTION TO APPROVE CARRIED UNANIMOUSLY.**

5. COMMISSIONER/CITIZEN COMMENTS

- Mr. Tobias informed all that Mr. Harraway resigned from EPC HAC and the position will be advertised.
- Mr. Tobias thanked Cheryl Everitt for her service on EPC HAC and PPRTA CAC and all her support. In February Mr. William Harrell will join us as a new member, replacing Mrs. Everitt.
- Commissioner VanderWerf thanked everyone for the work we did together. He is replaced by Commissioner Carrie Geitner.
- Commissioner Geitner introduced herself and is looking to serve as the BoCC HAC Liaison.
- Commissioner Williams informed all that funding has been received for the Powers/ Research project and estimated Groundbreaking is scheduled for Summer 2021.

6. STAFF REPORTS

A. ADMINISTRATION

Scot Cuthbertson, (Director, Department of Public Works)

- Mr. Cuthbertson thanked Commissioner VanderWerf for his service as BoCC HAC Liaison and welcomed Commissioner Geitner.
- Mr. Cuthbertson thanked Mrs. Everitt for her service on EPC HAC and EPC CAC.
- Ms. Nemeckova is working on scheduling the HAC March meeting with Mr. Cuthbertson's help. Trying to coordinate for finance department to be present.
- DPW is in process hiring new Customer Service Manager. Mrs. Heaverlo will be retiring end of February.
- Mr. Hall is working on Entry Level Training and hiring processes.
- Mr. Mastin continues to work on In-service Training.
- Highway Department has about 30 vacancies at this time, which effects DPW's responses to all requests.
- DPW is exploring hiring options with HR Department, possibly considering sign up bonuses.
- Mrs. Everitt asked if Exit Interviews would be helpful to determine why employees are resigning. Mr. Cuthbertson informed all that EPC DPW doesn't do any Exit Interviews at this time, but will look into the possibility.
- Fleet Department – still receiving new vehicles/equipment, part of the Cares Act funding.
- Mr. Cuthbertson stated that going forward, HAC meetings will be on Teams, not on WebEx. Teams seems to work better. Ms. Nemeckova will be sending Teams invite for February meeting.

B. HIGHWAY DIVISION UPDATES

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

- DPW Annual Summary:
 - o Graveling Program – completed 15.44 lane miles
 - o Dust Abatement Program – completed 135.4 lane miles
 - o Chip Sealing Program – completed 75.58 lane miles
 - o Reclamation – completed 73.15 lane miles
 - o Striping – completed 683 lane miles
 - o Sign Upgrades to date 2020 – replaced 1021 signs
- Snow Events 2020-2021 – total of 11 events DPW responded to. No major snowstorms yet.
- Highway Department advertising many vacancies.

C. ENGINEERING DIVISION UPDATES

Jennifer Irvine (County Engineer, Department of Public Works)

- Mrs. Irvine is working on inviting Mrs. Hickey and CDOT to HAC meetings

- Mrs. Irvine informed all that the City annexed Woodmen Rd – east of Marksheffel (Mohawk and Golden Sage intersections were included).
- DPW is working on the Access Management Plan – first public hearing should be happening soon. Mrs. Irvine will share details once available.
- DPW working with the City of CS on Annexation processes. Draft IGA was sent to the City of CS. Goal is to improve the overall process.
- Mrs. Irvine highlighted few projects accomplished in 2020: Riverside project, 1st demolition of dangerous building on 106 Bradley, New policy for parking – restricted parking for ER vehicles to be able to enter safely, Fountain Creek stabilization – flood recovery project, Struthers & Gleneagle roundabout, McLaughlin & Meridian roundabout, Colorado Avenue project (this project won 2 awards)
- Colorado 811 Utility Locate requirements
 - o Locate requests: 3,788
 - o Locates marked: 536
- Municipal Storm Sewer System (MS\$) Permit Compliance
 - o Review: 300+ reviews, supporting 133 projects (15 DPW, 118 PCD)
 - o Inspections: 1,876
- 2020 Permits Processed
 - o 787 total permits including special districts for a total of \$977K
 - o 678 non-special district permits for a total fee of \$641K
- Contracted Maintenance Program
 - o Concrete: \$2.35M; Sidewalk/Cross Pan: 23,419 square yards, Curb & Gutter: 31,783 linear feet, Ped Ramps: 1,919 square yards
 - o Asphalt: \$9.59M, 40.07 centerline miles
 - o Chip Seal: 37.79 lane miles
 - o Crack Seal: \$284K
- Mrs. Irvine informed all that Road Quality Index is now on EPC DPW website and thanked PIO for all their help.

D. Maintenance Program for 2021/22

Jennifer Irvine (County Engineer, Department of Public Works)

Troy Wiitala (Highway Manager, Department of Public Works)

- Detailed lists and maps were presented. Question/comments answered

MOTION (Mr. Vierzba/Mr. Robertson) to approve the maintenance list for 2021/22.

MOTION TO APPROVE CARRIED UNANIMOUSLY.

7. NOMINATION/ELECTIONS OF LEADERSHIP POSITIONS

- **CHAIR:** Lawrence Tobias; **MOTION (Mr. Robertson/Mr. Zelenok)** to approve Mr. Tobias as the Chair. **MOTION TO APPROVE CARRIED UNANIMOUSLY.**
- **1ST VICE CHAIR:** Richard Robertson; **MOTION (Mr. Tobias/Mr. Ferguson)** to approve Mr. Robertson as the 1st Vice Chair. **MOTION TO APPROVE CARRIED UNANIMOUSLY.**

- **2nd VICE CHAIR:** Tom Vierzba; MOTION (Mr. Robertson/Mr. Zelenok) to approve Mr. Vierzba as the 2nd Vice Chair. **MOTION TO APPROVE CARRIED UNANIMOUSLY.**

-

8. SUNSHINE LAW COMPLIANCE MEMO

- Ms. Nemeckova read the compliance memo aloud to everyone

MOTION (Mr. Vierzba/Mr. Robertson) to approve the memo and submit to Sunshine Law.
MOTION TO APPROVE CARRIED UNANIMOUSLY.

9. AGENDA TOPICS FOR NEXT MEETING

- HAC members asked to invite Lisa Hickey to the next HAC meeting

This meeting was adjourned at 10:43 AM.

The next HAC meeting will be on February 17, 2021, Virtual meeting on TEAMS

Respectfully submitted,

Jana Nemeckova

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