

**Colorado Department of Transportation
Efficiency and Accountability Committee
June 16, 2011 Meeting Minutes**

Committee members in attendance:

Debra Baskett, Committee Deputy; Broomfield
Heidi Bimmerle, CDOT Division of Human Resources and Administration
Dave Childs, CDOT Highway Maintenance & Operations
Jennifer Finch, CDOT Transportation Development
TK Gwin, Aeronautics
Jeff Keller, Asphalt Paving Company
Bob Sakaguchi, Jacobs
Casey Tighe, Committee Vice Chair; CDOT Audit
Bill Weidenaar, Regional Transportation District

Staff in attendance:

Samuel Nnuro, CDOT Audit
Timothy Harris, Chief Engineer
Sarah Mitchell, DTD Environmental Planning Branch
Roy Smith, Maintenance & Operations
Dave Wieder, Manager, Maintenance & Operations

Welcome and approval of agenda

Introduction:

At 2:00 p.m., Committee Deputy Debra Baskett called the meeting to order and obtained approval the agenda for the meeting.

At 2:05 p.m., Deputy Baskett introduced new Chief Engineer Tim Harris. The Committee welcomed the Chief Engineer. Each member of the Efficiency and Accountability Committee gave a professional chronicle as an introduction. Mr. Harris gave a brief synopsis about himself and his plan for CDOT. He noted there are going to be going to be a lot of changes and improvement within the organization's engineering division.

Approval of May Minutes

At 2:10 p.m., approval of the minutes for the May meeting was moved by Debra Baskett and seconded by Jeff Keller. The Committee approved the minutes.

Executive Order on Greening Government

At 2:15 p.m., Sarah Mitchell of CDOT's Division of Transportation Development Environmental Planning Branch updated the members on the Executive Order on Greening Government and CDOT's sustainability initiative. Ms. Mitchell then explained the various requirements of the Executive Order. Specifically, she noted that the order required various agencies to reduce their energy consumption by 20% by 2012. In order to achieve this result, the State introduced the Environmentally Preferable Purchasing Policy (EPP) in 2009 to help all agencies reduce their environmental footprint, including use of paper with recycled content. Bob Sakaguchi said that all these energy talks are mainly concentrated on fossil fuel source, and asked about other sources of energy like solar and wind alternatives. He encouraged CDOT to use more renewable energy and to move away from fossil fuels wherever possible. Heidi Bimmerle also stated that "the energy initiative should not only be about a numbers reduction game but must be part of the behavior with an attitude of management and employees to conserve energy." Vice Chair Casey Tighe also asked why CDOT has not developed specific vehicle energy goals for its fleet. TK Gwin suggested forming a partnership with one major university in Colorado to study the facilities which are excluded from Johnson Controls' research on energy efficiency. David Wieder stated CDOT is in the process of exploring and experimenting with a hybrid truck to see how effectively it will perform during the winter weather and how fuel efficient it can be. He elaborated that the result will be documented and a benchmark will be set for all CDOT fleets. Ms. Mitchell noted that in order to achieve our greening government goals and to measure progress, further reductions in consumption of water, energy, petroleum, and paper are necessary, and systematic collection of reduction data must be implemented.

Update on Subcommittee on Fixed and Variable Cost

At 2:30 p.m., Jeff Keller updated the committee on the progress of the project costs subcommittee. He stated Patrick Byrne, Solomon Haile and Mickey Ferrell could not meet on 17th of May to discuss issues relating to cost analysis. However, Mr. Keller suggested that the project cost subcommittee will reconvene before the next meeting in August. He also noted that members of the project cost subcommittee will still focus on decoding the fixed and variable cost to make it easier for people to understand.

Fuel Card Update

At 2:45 p.m., Mr. Tighe revisited the issue of fuel card discounts. He stated that there are no systems in place to take advantage of discounts being offered by petroleum distributors or retailers like Kings Soopers and Shell to their customers. He noted that individual customers are able to obtain a discount when purchasing fuel if they use their grocery shopping discount cards but such discounts are out reach for CDOT even though they purchase large amounts of fuel from the same source. However, he noted that after a careful analysis of the fuel cost data, it appears the benefit of such initiative may not exceed the cost of implementation. On that note all members of the Committee agreed to close the fuel card discount proposal.

Utility Subcommittee Report

At 3:05 p.m., Mr. Tighe updated the Committee on utility permit cost recovery. Mr. Tighe stated that currently CDOT does not charge a utility permit fee, and as a result all costs incurred have been charged to the general expense fund. He noted that California is the only state in the nation with a utility permit rule in place. Mr. Tighe stated that he did a follow up with CalTrans to determine the merit of its system but he could not get any direction or answers. He assures members of the committee he will conduct more research and provide more concrete answers at the next meeting.

Shared Facilities

At 3:30 p.m., David Wieder of CDOT's Division of Transportation Maintenance & Operations spoke about shared facilities. He stated that a shared facility occurs when two or more distinct groups, institutions, or organizations share a building, whether for the same function or for different functions. He noted that in the past CDOT has enjoyed numerous benefits from this idea, such as free security while CSP enjoyed well-maintained facilities. He mentioned that several CDOT locations still practice this great cost saving plan. He thinks shared facilities are a good idea for an organization like CDOT trying to save money and be more efficient. He noted that shared facilities lead to greater rates of utilization and correspondingly lower costs per unit served than facilities designed to serve only one organization.

Mr. Tighe asked how the motor pool is doing in terms of balancing CDOT vehicle service workload with that of other agencies, since they started providing services to other state agencies as a result of Governor Ritter's GEM Study. Mr. Roy Smith, who manages CDOT's motor pool, stated that the motor pool performs work on a first-in-first-out basis. He indicated that it seemed to be working well.

The stated reason for not sharing the materials lab facility or doing outside work was the lack of personnel. It was also stated the lab was not staffed for multiple shifts.

Closing Remarks

At 4:00 p.m. Mr. Tighe offer words of thanks and praise on behalf of the Committee to Jennifer Finch for all her hard work and dedication to the department and to the Committee.

Members of the Committee agreed not to have July meeting. The meeting was adjourned.

Respectfully submitted by Samuel Nnuro and Scott Richrath, Committee Secretary.

Secretary's note – possible August agenda items:

- Process Improvement Director introduction
- Update on Summer 2011 Customer Survey
- Update on Utility Permit Cost Recovery
- Review of Context Sensitive Solutions recommendation