

**Colorado Department of Transportation
Efficiency and Accountability Committee
December 15, 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
Cliff Davidson, North Front Range Metropolitan Planning Organization
Kathy Gilliland, Commissioner
Solomon Haile, CDOT Engineering
Jeff Keller, Asphalt Paving Company
Daniel Owens, Operating Engineers Union
Bob Sakaguchi, Jacobs
Stephanie Thomas, Colorado Environmental Coalition
Casey Tighe, Committee Vice Chair; CDOT Audit Director
Gary Vansuch, CDOT Director of Process Improvement
Bill Weidenaar, Regional Transportation District

Staff in attendance:

Samuel Nnuro, CDOT Audit
Scott Richrath, non-voting Committee Secretary; CDOT Transportation Development
Scott McDaniel, Director of Staff Branches

Welcome and approval of agenda

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

Approval of October Minutes

At 2:05 p.m., Deputy Baskett asked for approval of the November minutes. Approval of the minutes was moved, seconded, and adopted.

Appointment and Terms 2012

At 2:10 p.m., Vice Chair Casey Tighe and Gary Vansuch discussed the terms and conditions for the re-appointment of Committee members for the calendar year 2012. Mr. Vansuch mentioned that the letter of appointment issued to Committee members will create some form of formality among the group. He stated that in the past, the Executive Director appointed Committee members to one year terms running from January through December. However, Executive

Director Don Hunt decided to appoint members for staggered two-year terms, so not all of the terms will expire at the same time. Mr. Tighe noted that the two-year term does not mean a person cannot serve more than two years, but rather must be reappointed to another two-year term. Mr. Tighe mentioned that the Transportation Commission appointed Commissioner Kathy Gilliland as its member on the Committee. However, all other members are appointed by the Executive Director. Members of the Committee agreed to let Samuel K Nnuro handle the minutes and agenda for the Committee after Secretary Scott Richrath's departure in January/February 2012.

Governing Bylaws

At 2:20 p.m., Vice Chair Tighe discussed the Committee's governing bylaws. He noted that the bylaws should be revisited and updated. A copy of the bylaws was distributed to members of the Committee to look for language that needed to be changed. Members of the Committee noted that the language regarding new staggered two-year terms does not correspond with what is written in the bylaws. Several changes to the bylaws were suggested. Mr. Tighe agreed to draft amendments to the bylaws and submit the changes at the January meeting for review and approval.

2011 Annual Report

At 2:30 p.m., Scott Richrath distributed a final version of the annual report for 2011 to the Efficiency and Accountability Committee members. He mentioned that the report follows the same format as last year's annual report, which is posted at http://www.coloradodot.info/library/AnnualReports/Efficiency%20and%20Accountability%20-%202010%20%20Report%20to%20Legislature.pdf/at_download/file . He noted the change of one section title to "New Budget Format" and Patrick Byrne commented on the new format of the CDOT budget. He noted that the budget is now presented using public budget categories developed in part with input from the Committee. Programs are presented like fact sheets that can easily be extracted from the budget as a stand-alone document for that program. The new budget is more user-friendly and it has dramatically changed the way CDOT presents financial information to the public. The proposed FY 2013 budget can be found at <http://www.coloradodot.info/business/budget/cdot-budget/draft-budget-documents/2011-11%20FY%202012-13%20DRAFT%20Budget%20Document%2011-7-11.pdf>.

Members commented that the links to access the report in SharePoint and on the web are very confusing. Commissioner Gilliland suggested that a new tab should be created on the CDOT main webpage to access reports. Mr. Vansuch agreed to make this the point of an action item, and to convey the suggestions to the Director of the Public Information Office Stacey Stegman. Mr. Richrath pointed out that CDOT policy had changed and access to SharePoint from the outside is no longer as easy as it once was.

The Committee recommended reversing the order of recommendations in the report to avoid confusing access permit fees and access control plans. Mr. Richrath agreed to email a copy of

the revised report. (Note from Secretary: Secretary Richrath emailed the revised report on December 15.)

Stakeholder Initiative

At 2:50 p.m., Scott Richrath distributed the Committee's 2009 list of stakeholder issues to members of the Committee. There was an open dialogue among members of the Committee to discuss issues they would like to focus on for the coming year. Bob Sakaguchi suggested members should set a goal and define their objective for the coming year and concentrate on things that will make CDOT more efficient. He noted that there should be clearly defined agenda for the Committee on stakeholder issues. Mr. Vansuch mentioned that stakeholder issues must be prioritized and formal facilitation should be encouraged. Solomon Haile suggested that the stakeholder issues must be revisited and a new goal should be established. Stephanie Thomas stated that the stakeholder issues must be tied to the subcommittee initiatives, otherwise it will not work. Deputy Baskett suggested that the stakeholder issues should be tied to the Executive Director's process improvement initiatives and other priorities. She noted more information is needed from the subcommittee group on some key issues. Deputy Baskett noted that she expects the subcommittees to provide an update at the January meeting. This will help to create a process on how to tackle new issues. She noted that Mr. Vansuch will send out information on the key process initiative. Members agree to receive a copy of the stakeholder issues via email and arrive in January prepared to discuss status and next steps. (Note from Secretary: Secretary Richrath emailed on December 15, 2011.) Commissioner Gilliland suggested that the completed part of the stakeholder initiative should be re-worded.

Access Control Plans

At 3:15 p.m., Director of Staff Branches, Scott McDaniel presented on access control plans. He mentioned that the planning subcommittee made six recommendations to CDOT Senior Management and the Executive Director. Mr. McDaniel outlined the following six recommendations:

- CDOT staff should identify an appropriate annual funding level for the development of access control plans taking into consideration system needs and financial resources.
- CDOT staff should request Commission allocation of funds in FY 2012 specifically designated for the development of access plans.
- CDOT staff should recommend methodology for identifying and prioritizing future corridors for the development of access control plans.
- CDOT should develop educational materials to use in discussion with local governments to illustrate the benefit of access control plans.
- CDOT should conduct outreach to local governments along priority corridors to promote the development of access control plans and to determine the level of interest from local government.

- CDOT should investigate the rule making and other processes necessary to change the name from access control plans to access management plans as that may resonate and be considered more acceptable to local governments.

Mr. McDaniel reviewed the schedule and presented the subcommittee recommendations. He noted that the first evaluation for the access control plan will be conducted in June of 2014 and that staff was prepared to request \$500,000 of annual budget that would support approximately 20-25 miles of corridor annually. Deputy Baskett asked why CDOT would wait until June of 2014 to conduct the evaluation of the program. Mr. McDaniel responded that was the minimum time needed to evaluate the effectiveness of the program. Bill Weidenaar asked how staff knew \$500,000 was the appropriate amount. Mr. McDaniel responded that based on historical development of Access Control Plans (ACPs), \$500,000 would be a sufficient amount to cover one year's worth of ACPs. Vice Chair Tighe asked whether staff had considered this in conjunction with the Committee recommendation for CDOT cost recovery on access permit fees. Mr. McDaniel expressed his opinion that there is not a direct correlation between ACPs and access permit fees and the two issues should be kept separate. Mr. McDaniel also noted that he foresees the application process for these ACP funds to be similar to the process utilized by the Hazard Elimination program. He said that a change of name to access "management" plan would require an opening of rules and staff recommended against that at this time. With available resources, staff would rather dedicate time to developing criteria for selecting projects, outreach, and education. Commissioner Gilliland felt that if staff could sell the benefits of the program to the Transportation Commission, it would not be absolutely necessary to present a list of potential projects. In summary, Mr. McDaniel was hopeful to begin implementing aspects of the program next spring with implementation for FY 2013. Mr. Weidenaar requested that staff bring a copy of the outreach materials before the Committee. The Committee requested that Mr. McDaniel return in the spring with an update.

At 3:45 p.m., Deputy Baskett summarized January agenda items to include review of draft revised bylaws, subcommittee reports, stakeholder issues, and officer elections.

At 3:50 p.m., the meeting adjourned.

Minutes respectfully submitted by Scott Richrath and Samuel Nnuro.