

**Colorado Department of Transportation Standing Committee on Efficiency and Accountability (E&A) Meeting Minutes**

*Date:* December 20<sup>th</sup>, 2012

*Time:* 3:00pm-5:00pm

*Location:* CDOT Headquarters, Room 225

**Committee Members in Attendance:**

*John Rich, Jackson County Commissioner*

*Barbara Gold, Audit Director*

*Solomon Haile, CDOT Division of Engineering, Design and Construction*

*Steve Hofmeister*

*Jeff Keller, Chairman; Asphalt Paving Company*

*Maribeth Lewis-Baker, Deputy Chairperson; Free Ride Transit System, Breckenridge*

*Daniel Owens, Operating Engineers Union*

*Michael Penny, City of Littleton*

*Gary Vansuch, Vice Chairman; CDOT Director of Process Improvement*

*Bill Weidenaar, Regional Transportation District*

**Committee Members Absent:**

*Heidi Bimmerle, CDOT Division of Human Resources and Administration*

*Dave Childs, CDOT Division of Highway Maintenance & Operations*

*Kathy Gilliland, Transportation Commission*

*Debra Perkins-Smith, CDOT Division of Transportation Development*

*Steve Rudy, DRCOG*

*Bob Sakaguchi, Jacobs Engineering*

*T.K. Gwin, CDOT Division of Aeronautics*

*Louie Barela, CDOT Division of Finance and Accounting*

*Samuel Nnuro, CDOT Audit*

*Louie Lucero,*

**Others Present:**

*John Vetterling, CDOT Audit*

*Tom Mauser,*

*Tim Harris,*

*Anna Ryazantseva, CDOT Process Improvement Intern*

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**(I) Welcome and Approval of Agenda:**

Chairman Jeff Keller called the meeting to order.

**(II) Approval of October 2012 and November 2012 Meeting Minutes:**

Chairman Jeff Keller asked for approval for the October 2012 minutes. Maribeth Lewis-Baker moved to approve the October 2012 minutes. The motion was seconded and adopted. Bill Weidenaar moved to approve November 2012 minutes. The motion was second and adopted.

**(III) Task Force Reports:**

Chairman Jeff Keller called for updates in the Pre-Contract Award, Financial Accountability, and Traffic Data task forces.

**(a) Pre-Contract Award:**

Tom Mauser addressed the E&A Committee and summarized the last Pre-Contract Award task force meeting. He stated that the project is moving along and is clear to go on the FTA funding side of it. The FASTER funding side, however, requires changes to be made on the contract template and risk needs to be addressed. Tom Mauser stated that the State Controller has expressed a verbal consent but still requires a written submission on the project from the task force.

**(b) Financial Accountability:**

Jeff Keller reported that data and information is being gathered, and balance sheets and other financial information is being gathered to look at the budget and to clearly define how much is performed by CDOT or outsourced to contractors. This will identify efficiencies. Another issue addresses raising revenue. This needs to be clearly defined and it needs to be shown explicitly where these revenues are going.

**(c) Traffic Data:**

Solomon Haile reported that sample test data from traffic travel time has been analyzed. The task force has also added a division, going from two of them to three. A new employee, a statistician, has also been taken on. One goal is to familiarize him with the CDOT organization. Solomon Haile also reported that the task force has decided it would be better not to meet in December. The next meeting will be held in January 2013 and there will be more to report in the coming month.

**(IV) Annual Report Part 2:**

Gary Vansuch led the discussion on the Annual Report of E&A Committee. He began by discussing comments and concerns submitted so far by members of the E&A Committee and giving brief overviews of the various sections included in the report. The comments and concerns address issues such as wording, facts, and typos.

*(Brief pause in Annual Report discussion to hear from Tim Harris on RAMP)*

Discussion on Annual Report continued with members contributing various constructive suggestions on facts presented by the report, wording, and what to include and what to leave out. Gary Vansuch actively made notations on the document of comments made by E&A Committee members. During the discussion recognition was given to Solomon Haile for his contribution to the regional boundary changes.

**(V) Report by Tim Harris on the RAMP Program:**

Chairman Jeff Keller introduced Tim Harris. Tim Harris started by providing a brief history of the RAMP program. He presented two goals of the program to be better management of cash in projects and a decrease in the closing cash balance. Harris noted the new opportunity to get more done with limited resources and the opportunity to increase project turnover. He continued by presenting various aspects of the RAMP program and their justifications. The concept of “smooshing” was discussed and defined as making money do more. Harris also noted that “smooshing” creates the opportunity to do more projects. During the discussion of the RAMP program, emphasis was placed on the point that the money in question is not new money, it is already available. Tim Harris went on to discuss how money will be spent in two categories: Maintenance projects and Partnership projects. Each category is defined by certain criteria. Harris noted that approval will be sought for these criteria in January. Projects will then be solicited and evaluated to see if they meet the criteria to “try and get the money spent”. Jeff Keller commented that it would be helpful to track what the RAMP program is doing to justify financing increases as well as highlight successes. Tim Harris also noted that the RAMP program has the potential to renew interests in project and hopefully increase funding. Michael Penny commented that this is a program that advocates “using money wisely” and “increasing buying power”. The E&A Committee thanked Tim Harris for his report.

**(V) Filling Vacancies:**

Gary Vansuch started the discussion on filling the vacancies on the E&A Committee resulting from ending terms. It was noted that three members, namely John Rich, Michael Penny, and Jeff Keller, are nearing the end of their terms. It was also stated that a tough to fill Environmental appointee is available. Michael Penny expressed interest in continuing to serve on the committee. Gary Vansuch presented the idea of canvassing appropriate groups for replacement members. Jeff Keller introduced a candidate, Jody Randall, to take his position and presented the other E&A Committee members with a copy of her resume and a letter of recommendation. Michael Penny motioned to support Jeff Keller’s recommendation of Jody

Randall. Bill Weidenaar seconded the motion and the motion passed. Jeff Keller presented the idea of current member of the E&A Committee to vet potential new members. Gary Vansuch went on to note that statute requires certain positions on the E&A Committee but presented the question if more members are allowed.

**(VI) “In Person” vs. “Teleconferencing” E&A Committee Meetings:**

Gary Vansuch introduced the topic of keeping E&A Committee meetings “in-person” or allowing teleconferencing. He noted that minutes and a physical location are required but this does not preclude a teleconferencing. He commented that allowing a virtual component in Committee meetings could influence interest in serving on the Committee. Gary Vansuch cited the Transit and Intermodal Commission as having a teleconferencing component. A discussion on the pros and cons of virtual meetings followed. The consensus among the members was that teleconferencing is a good and efficient option for the Committee that creates flexibility in the meetings.

**(VII) Setting a Standard Date and Time for E&A Committee Meeting in 2013:**

Steve Hofmeister asked for the E&A Committee members to consider scheduling the meeting to be on the day prior to the Commission meetings. Maribeth Lewis-Baker expressed agreement to the proposal and suggested an earlier time be considered as well. The Committee considered changing the meeting time and agreed upon setting the next meeting in January for Wednesday the 16<sup>th</sup> at 1:00 p.m. It was also suggested that a trial run teleconferencing be done at this meeting.

**(VIII) Electing a Chair and Deputy Chair for 2013:**

The E&A Committee members discussed elections of the new Chair and Deputy Chair. Maribeth Lewis-Baker suggested the elections be put off until new members are added. Jeff Keller emphasized the importance of consistency and continuity. A suggestion was made that cycling occurs in the Chair and Deputy Chair positions to achieve this. Gary Vansuch

motioned for Maribeth Lewis-Baker to be elected as Chair. The motion was seconded and passed. Solomon Haile motioned for Gary Vansuch to continue as Vice Chair. The motion was seconded and passed. Michael Penny volunteered to be Deputy Chair. Dan Owens motioned for Michael Penny to be elected as Deputy Chair. The motion was seconded and passed. Solomon Haile recommended that “Thank You” letters be written for members leaving the Committee member. The E&A Committee members agreed. Jeff Keller briefly addressed the members of the Committee, saying that “it’s been a pleasure and a privilege to serve on the E&A Committee” and the he “cherishes the friends made”, and that he wishes them the best of luck.

**(IX) Departure:**

Steve Hofmeister made a closing comment for the Committee to submit a report of the monthly meetings to him to pass on to the Commission.

**(X) Adjourned:**

Gary Vansuch motioned for the meeting to adjourn. The motion was seconded and passed. The E&A Committee meeting adjourned.

**(XI) Action Items for Next Meeting:**

1. Gary Vansuch asked for Tom Mauser to come back in January for an update on the Pre-Contract Award Task Force.
2. Solomon Haile will report on the Traffic Data Task Force.
3. Gary will take suggestions for the E&A Committee Annual Report by email through December 31<sup>st</sup>.
4. Gary Vansuch will prepare the E&A Committee Annual Report to present to Legislature in January.
5. The E&A Committee will prepare a report on the monthly meetings to give to the Commission.

6. Gary Vansuch will check to see if extra positions are allowed on the E&A Committee.
7. The next E&A Committee meeting in January will be held on a new day, at a new time:  
Wednesday the 16<sup>th</sup> at 1:00p.m.
8. The next E&A Committee meeting will include a trial run of a teleconferencing component.

Respectfully submitted on behalf of the Committee,

Anna Ryazantseva