

Colorado Department of Transportation
Efficiency and Accountability Committee
June 19, 2012 Meeting Minutes

Committee members in attendance:

Maribeth Lewis-Baker, Deputy Chairperson; Free Ride Transit System, Breckenridge
Kathy Gilliland, Commissioner
Gary Vansuch, Vice Chairman; CDOT Director of Process Improvement
Bill Weidenaar, Regional Transportation District
Daniel Owens, Operating Engineers Union
John Vetterling, CDOT Audit
Louie Lucero, CDOT Office of Financial Management & Budget
Heidi Bimmerle, CDOT Division of Human Resources and Administration
Solomon Haile, CDOT Engineering

Staff in attendance:

William Johnson, , GIS Data Management Section Manager
Samuel Nnuro, CDOT Audit
David Chiles, CDOT Division of Transit and Rail

Welcome and approval of agenda

At 2:00 p.m., Committee Deputy Chairperson Maribeth Lewis-Baker called the meeting to order and asked for approval of the agenda for the meeting.

Approval of June Minutes

At 2:03 p.m., Deputy Lewis- Baker asked for approval of the June 2012 minutes. Approval of the minutes was moved, seconded, and adopted.

Safety Minutes

At 2:10 p.m., Solomon Haile , CDOT Engineer, shared some general safety tips with the members of the committee. He mentioned that whether you are traveling across town or around the world, you can follow these safety tips to ensure that your trip is safe:

- Don't drink and drive and don't let someone else drink and drive;
- Wear a seat belt every time you drive or ride in a motor vehicle;
- Always buckle your child in the car using a child safety seat, booster seat, or seat belt according to his/her height, weight and age. Children are at high risk for injuries that can lead to death or disability;

- Keep a watchful eye on your kids when they are eating and playing. Keep potentially dangerous toys, food, drinks, household items, choking hazards (like coins and hard candy), and other objects out of kids' reach. Make sure toys are used properly; and
- Develop and reinforce rules about acceptable and safe behaviors, including electronic media.

Mr. Haile also advised members of the committee to observe their surroundings before conducting an ATM transaction. If using a drive-up machine, keep your engine running, doors locked, and the windows up while waiting in line. In most cases a drive up machine is the safest method. If there is any sign of trouble, drive off. Daniel Owens will conduct the next safety session.

Loose ends:

Succession Planning Update

At 2:20 p.m., Maribeth Lewis-Baker provided an edited version of the committee's succession planning initiative that incorporates all comments received to date. Members of the committee suggested that additional changes must be made to the memorandum. Mr. Louie Lucero, with CDOT Office of Financial Management, noted that the State of Colorado pay scale system is not competitive enough to attract people with great technical skill sets, and as a result, CDOT tends to rely on consultants. Mr. Gary Vansuch noted that most of the concerns addressed in the memorandum were based on perception and it would be powerful with facts. Ms. Lewis-Baker agreed to coordinate with Mr. Vansuch to make changes to the memorandum and re-submit it at the August meeting for final review and approval. Members of the Committee approved a motion to move forward with this initiative.

Pre-award authority

At 2:40 p.m., John Vetterling, CDOT Auditor, gave an update on the Pre-Contract Award Authority that related to ordering and purchasing capital equipment such as buses. He stated that the state controller has previously agreed that pre-award authority is allowed on FTA funded grants; however it is not allowed on FASTER funded grants. As a result, the Pre-Award Taskforce will work with the controller to get preliminary approval for advanced budgeting for FASTER grants. Currently, we are required to wait until the fiscal year of funding to execute the FASTER grants. This meant that orders could not be placed until the fiscal year of funding. With advanced budgeting, we would execute the contract as soon as they are awarded rather than waiting for the fiscal year of funding. In order to make this work, the Transit and Rail Division will do multi-year solicitation and awards. These will be incorporated into the STIP when the commission makes awards. As soon as they are incorporated into the STIP the contracts can be executed. The Transit and Rail Division has drafted a memorandum describing the process for FTA funded grants and we have drafted a memo describing the advanced budgeting process. The CDOT controller has asked that these be combined into a single memo. We are in that process right now and should have a draft by beginning of August for internal review. After that, it will go to the state controller for their review and comment.

Construction Rates

At 3:17 p.m., Maribeth Lewis-Baker updated the committee on the construction engineering cost rate. (CE) The construction costs are those costs that have been incurred for the purpose of ensuring compliance with specific project construction specifications, generally accepted construction standards, associated testing and materials validation activities. Ms. Lewis- Barker noted that the CE taskforce members had a teleconference last week to discuss the CE rate. She added that members of the taskforce will focus on decoding the CE rate to make it easier for people to understand. Members will reconvene before the August meeting to examine CDOT balance sheet and the statement of cash flow.

CDOT Regional Boundaries

At 3:30 p.m., Solomon Haile, Engineer at CDOT, updated the committee on the Engineering Region Boundaries and Maintenance Section Boundaries division at CDOT. He noted that there should be a better way to streamline the regional boundaries process. Mr. Haile was assigned to the Regional Boundaries Taskforce.

Knowledge Management Governance

At 3:35 p.m., William Johnson, GIS Data Management Section Manager, presented on the Knowledge Management Governance process at CDOT. He circulated a handout on Knowledge Management Governance. Mr. Johnson described knowledge management governance as how an organization manages their information, data, and the performance of their functions. He noted that knowledge management affects every employee because it establishes the policies, practice, standards and procedures for how CDOT manages its knowledge. An example of knowledge assets includes, but is not limited to: 1) Records 2) Documents 3) Web content 4) Database. Mr. Johnson mentioned that an organization stands the chance of benefiting if an effective knowledge management system is implemented. These benefits include the following:

- It will enable organization to compare result of all projects in a consistent manner.
- Increases the ability to track the success of programs in terms of defined goals and objective at the departmental and program level.
- It ensures that organization make better use of their existing system capabilities.

Action items and key decisions

- Mr Haile was assigned to the Regional Boundaries Taskforce.
- Members of CE rate taskforce will reconvene before August Meeting.
- Ms. Lewis-Baker agreed to coordinate with Mr. Vansuch to make changes to the memorandum.
- Daniel Owens will conduct the next safety session

Adjourn

At 4:05 p.m., the meeting adjourned.

Respectfully submitted by Samuel Nnuro.