

## **Colorado Department of Transportation Standing Committee on Efficiency and Accountability**

October 18, 2012, Meeting Minutes (revised for corrections), 2:00-4:00 p.m.

Committee members in attendance:

1. Gary Vansuch, Vice Chairman; CDOT Director of Process Improvement
2. Daniel Owens, Operating Engineers Union
3. Solomon Haile, CDOT Engineer
4. John C. Rich, Jackson County Commissioner
5. Jeff Keller, Committee Chair, Asphalt Paving Company
6. Dave Childs, CDOT Highway Maintenance & Operations
7. Maribeth Lewis-Baker, Deputy Chairperson, Free Ride Transit System, Breckenridge
8. Heidi Bimmerle, CDOT Division of Human Resources and Administration
9. Steve Rudy, DRCOG
10. Michael Penny, City of Littleton

CDOT staff in Attendance:

1. John Vetterling, Pre-contract Award Authority Task Force Member
2. Robin Elrod, Audit Division

### **1. Welcome and approval of agenda**

Committee Chairperson Jeff Keller called the meeting to order and asked for an approval of the agenda for the meeting. Approval of the agenda was moved, seconded, and adopted.

### **2. Approval of September Minutes**

Chairperson Jeff Keller asked for approval of the September 2012 minutes.

Approval of the minutes was moved, seconded and adopted.

### **3. Safety Minute**

Maribeth Lewis-Baker addressed the committee on Vehicle Safety.

### **4. Report from Financial Accountability Task Force**

Jeff Keller reported for the Financial Accountability Task Force. He stated that the Committee is reviewing information about the break out of Labor & overhead for the CDOT workforce. Ms. Bimmerle noted that CDOT has posted the latest reports.

It was stated that early planning for projects up and coming was a good idea because the pricing would be more reasonable than quotes for work done right away.

Mr. Keller noted that the work of the Task Force is a continuing effort.

## **5. Discussion on Future Meeting Dates/Times**

Options were discussed and the Committee agreed that moving the meeting to Thursday from 3-5 in the same location would be the best option so that members traveling from afar as well as the CDOT members and commission members would all be able meet in a central location.

Vice Chairman Vansuch stated that Thursday, November 15<sup>th</sup>, the Efficiency and Accountability committee will meet from 3-5 p.m. in the same location, as agreed by the committee. Mr. Vansuch will present the decision to the commission for approval.

## **6. Discuss Recommendations & Replacements for Committee Vacancies**

Vice Chairman Vansuch opened the discussion regarding how to handle future replacement of committee members. He stated that the outgoing member could recommend a replacement to be considered. Ms. Bimmerle suggested a solicitation for interested parties to apply, listing their credentials, for the committee to consider, this would be a method of outreach.

It was mentioned that the Executive Director appoints of the Committee, with the concurrence of the Transportation Commission.

Mr. Vansuch stated that the vacancy created by Mr. Vetterling being reassigned needed to be filled, as well as the position for an Environmental member of the Committee.

Heidi Bimmerle suggested that a Roster be created stating current members and listing their areas of expertise to assist in the recruitment process. Mr. Vansuch agreed, and committed to the creation of such a document.

## **7. Report from Pre-Contract Award Authority Task Force**

John Vetterling provided a report status of Task Force that is working on the pre-contract authority issue for ordering transit vehicles. The State Controller agrees that pre-contract authority exists for FTA funded grants and the contract already includes the appropriate language so those grants should be able to proceed. Grants funded with Faster Transit funds cannot have pre-contract authority. However, those grants can be executed prior to the fiscal year of the grants, provide the TC approves. CDOT is working on the specific contract language to provide for this.

Mr. Vetterling will be on a special assignment leading a project to accelerate program delivery. Hence, he has handed this effort off to Tom Mauser of the Division of Transit and Rail for completion.

## **8. Issues & Topics to be included in Annual Report of the E & A Committee.**

There was a discussion of issues and topics to include in the Committee's Annual Report, including:

- Pre-award authority
- Succession Planning

Solomon Haile suggested that the committee look into issues of consolidating road-related information from several different CDOT courses. Mr. Haile was appointed to lead this Task Force. John Rich and Dan Owens will assist Mr. Haile with this project.

## **Review of Action Items**

1. Ambassador Training, No new dates are planned at this time.
2. Financial Accountability Task Force has scheduled the discussion on CDOT Payroll / Benefits and demographics. CDOT will provide a copy of the Workforce Report (regarding information of vacancies within CDOT is still pending).
3. The creation of an acknowledgement letter for the departing members of the committee thanking them for their service is pending.
4. Gary Vansuch will start the Accountability Report.
5. Gary Vansuch will develop a Roster of the Committee Members