

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

Date: February 20, 2013

Time: 10:10 a.m. - 12:00 p.m.

Location: CDOT Headquarters, Mt. Evans Room

Committee Members in Attendance

Jody Randall, American Civil Contractors

Barbara Gold, Audit Director

Solomon Haile, CDOT Division of Engineering, Design and Construction

Steve Hofmeister, Transportation Commission

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

Gary Vansuch, Vice Chairman; CDOT Director of Process Improvement

Dave Childs, CDOT Division of Highway Maintenance & Operations

Steve Rudy, DRCOG

Debra Perkins-Smith, CDOT Division of Transportation Development

Bob Sakaguchi, Jacobs Engineering

Louie Barela, CDOT Division of Finance and Accounting

Beverly Wyatt, Division of Human Resources and Administration

Committee Members Absent

Michael Penny, City of Littleton

Bill Weidenaar, Regional Transportation District

Daniel Owens, Operating Engineers Union

T.K. Gwin, CDOT Division of Aeronautics

Others Present

Tom Mauser

Tim Harris

Bob Corman

George Strimbu

Bob Hayley

Anna Ryazantseva, CDOT Process Improvement Intern

(I) Welcome

Chairperson Maribeth Lewis-Baker called the meeting to order.

(II) Safety Minute

Dave Childs led a safety discussion on distracted driving. He discussed the dangers, facts, and statistics associated with distracted driving to illustrate the severity of the issue; a quarter of all drivers are distracted and the problem is getting worse. He mentioned that there is no way to accurately measure when congestion due to distracted driving because there is no way to determine who was distracted, when they were distracted, and when it was the cause of an accident.

(III) Housekeeping Items

Chairperson Maribeth Lewis-Baker addressed several housekeeping items, starting with the corrected minutes. Two corrections to the January, 16th minutes were made and the minutes were approved. Next, the agenda was addressed. Gary Vansuch made one adjustment by adding Bob Corman's presentation on Procurement. The agenda was then approved by the Committee.

(IV) Pre award contract

Tim Mauser and George Strimbu updated the Committee on the Pre-Award Contract Task Force. A summary of how project/grant proposals are presented and approved was given and it was mentioned that the Commission would be acting on a list FASTER

projects to be funded the following day (February 17th). It was explained that in the current state of the process, the State has to encumber funds for the future and the state is not allowed to enter into a contract until funds are encumbered. A goal is to move to future state where accounting is allowed to plan for the future in the current year when future funding was anticipated. This means additional work for the task force. The task force will continue to work to meet their goals, and will report out at the March session.

(V) Review of Procurement

Bob Corman presented a review to the Committee regarding how the Center for Procurement at CDOT is working to maximize efficiency. The Center for Procurement has a mission to actively support CDOT goals by acquiring essential goods and services. Some goals and objectives of the Center for Procurement include training, customer education, education within CDOT departments, and ensuring process consistency. For example, implementation of a new SAP program will change the way procurement is done and create a more streamlined and efficient process.

Mr. Corman stated that the Center is working with people to make sure they understand processes, in order to maximize efficiency in the procurement process. He also noted that the Center has a scorecard developed for monitoring progress. The Center for Procurement is also working on a contract improvement initiative. The Center has established goals and is working to meet them. Some focus areas for Procurement are communications and technology and they have made strides in cutting times and duplication. Solomon Haile noted that Procurement was a primary interest for the Committee in its early years, and that there has been significant improvement.

(VI) RAMP

Tim Harris updated the Committee on the Responsible Acceleration of Maintenance and Partnerships (RAMP) program. He noted that it is moving along well. Approvals for

money and criteria in the RAMP program are going to be reviewed by the Commission at their next meeting. Two applications are being developed and refined: the first collects descriptions of projects and the second is an application for project approval. These applications are meant to actually get money spent and projects done. RAMP is mainly looking at construction projects that have direct and indirect effects on the state highway system. There is more to come, but a lot has already been done.

(VII) Financial Accountability Task Force

An update on the Financial Accountability Task Force was presented. It was noted that the public sometimes perceived CDOT in a negative light, particularly regarding financial issues. It was stressed that there need to be better ways for communicating to people that there is efficiency and accountability.

(VIII) Traffic Data Task Force

Solomon Haile updated the Committee on the Traffic Data Task Force. He noted that the goal of the task force is to tap into CDOT data collected by non-traditional devices and combine it with traditional data and utilize this in an efficient way. He discussed a “hanging cloud” of non-traditional data sources that have been untapped for years; this “hanging cloud” refers to the sources that may not always be as reliable and accurate as some others.

He also discussed how traditional data sources collect different types of data, and this feature is not being used to its full potential.

The Task Force has established a Subcommittee to establish parameters and areas of comparison for the data. The next meeting of the Traffic Data Task Force will be on February 27, 2013. The task force will continue to meet to collect data, review it, and report on it during the March Committee meeting.

(IX) Calendar Reviews for 2013

Gary Vansuch led a discussion on the plan for reviews in 2013. Last month the Committee put together a calendar of reviews to get updates on how departments are maximizing efficiency. He put forth the question of which reviews to do and how to do it to the Committee and suggested either a simple discussion with no set guidelines or using some A3 questions as direction. He also suggested putting together a calendar and guidelines for the reviews.

The Committee members then had a discussion on the direction of the reviews. It was mentioned that improvement opportunities need to be identified, and that the Commission needs short, quarterly reports on what is being presented to the E&A Committee. It was suggested the DTR presentation be a test run to establish the direction for the reviews and the way they should be conducted.

(X) Adjournment

The Committee moved to adjourn the meeting. The motion passed and the meeting was adjourned.

(XI) Action Items:

1. The Committee will invite Daryl Lingk to discuss the CDOT Safety program.
2. The Committee will invite Tim Mauser and George Strimbu back in March to update the Committee on the Pre-Award Contract Task Force.
3. The Committee will establish a calendar of reviews for 2013.
4. The Committee will establish a review structure for reviewing department's efforts of maximizing efficiency.

Respectfully submitted on behalf of the Committee,

Anna Ryazantseva