

	<p style="text-align: center;">MINUTES OF THE BACK-OFFICE SUBCOMMITTEE OF THE BOARD OF DIRECTORS OF THE HIGH-PERFORMANCE TRANSPORTATION ENTERPRISE (HPTE)</p> <p style="text-align: center;">Held: Tuesday, October 26, 2021, 3:30 pm Broadcast on YouTube Live. A recording of the meeting can be found here.</p> <p>The subcommittee meeting of the HPTE Board of Directors was convened in accordance with applicable statutes of the State of Colorado, with the following Directors present:</p> <p>Margaret Bowes, Chair Karen Stuart, Vice-Chair Eula Adams Joel Noble</p>
Roll Call	All subcommittee members, with the exception of Director Adams, were present. The meeting began at 3:33 pm.
Public Comment	There was no public comment.
Overview of Subcommittee's Responsibilities	<p>HPTE Director, Nick Farber, provided an overview of the subcommittee's responsibilities, which included:</p> <ul style="list-style-type: none"> ● The rationale and timeline for the formation of the subcommittee, based on action adopted by the HPTE Board of Directors in September. ● Composition of the subcommittee members (Chair Bowes, Vice-Chair Stuart, Director Adams, and Director Noble). ● Additional consultant support. ● Timeline to develop the procurement for a back-office (9 - 12 months on average) ● Frequency of meetings of the subcommittee, anticipated to be up to two times per month beginning in 2022. <p>Discussion</p> <ul style="list-style-type: none"> ● Subcommittee members and HPTE staff discussed the positive feedback from Executive Director Lew on the scope of the subcommittees and the importance of this effort. <p>Director Adams joined the meeting at 3:40 pm.</p>
Discuss September 30, 2021 meeting with E-470 Board Executive Committee, HPTE Board, and CDOT and HPTE	<p>HPTE Director, Nick Farber, provided the feedback on the September 30th meeting, which was summarized in the memo shared with the board.</p> <p>Discussion</p> <ul style="list-style-type: none"> ● Subcommittee members and HPTE staff discussed: <ul style="list-style-type: none"> ○ Chair Bowes and Vice-Chair Stuart's reflections of the meetings. ○ Additional contract staff to support the implementation of HPTE projects, and tolling equipment installation.

	<ul style="list-style-type: none"> ○ Timeline of the process. ○ Backoffice technology, equipment, and infrastructure. ○ The topic of the next subcommittee meeting was agreed to focus on the procurement process and future steps to be taken as part of this process.
<p>Discuss initial HPTE Commercial Back Office Procurement Schedule</p>	<p>HPTE Tolling Operations Manager, Kelly Brown, provided a high-level overview of the back-office procurement schedule provided as an appendix to the memo shared with subcommittee members.</p> <p>Discussion</p> <ul style="list-style-type: none"> ● Subcommittee members and HPTE staff discussed: <ul style="list-style-type: none"> ○ Tolling Services Agreement (TSA) extension. ○ Compressed procurement timeline. ○ Background information for new board members on the process and discussions to date. ○ Proof of concept and testing of systems based on submissions as discussed with other departments of transportation.
<p>Adjourn</p>	<p>The subcommittee adjourned at 4:11 pm.</p>