

HPTE Board Retreat Outcomes

#	Topic	Board Direction	Staff Lead	Timeline/Next Steps
1	Active Management of Express Lanes	<p>Action 1: How much will it cost each year for staff, where will the money come from and what is the financial breakdown. This analysis should include the pros and cons of full-time employees compared to contractors.</p> <p>Action 2: Further information on C-470 staffing requirements.</p> <p>Action 3: The board directed HPTE staff to explore a data solution and come back to the board with further information and options including life-cycling out existing tolling equipment.</p>	Kelly	<p>Action 1 & 2 completed in April 2019</p> <p>Action 3: Anticipated Completion: Winter 2019/2020</p>
2	Maintenance of C-470 Segment 1 Project	<p>Action 1: Explore a pilot project contract for routine maintenance, snow and ice removal on the Express Lanes and General Purpose lanes on C-470.</p>	Nick / Tony	Anticipated Commencement: May 2019; Completion: Fall 2019
3	Toll Rate Setting Policy	<p><i>Policy Goal #1: Establish HPTE Toll Rate Setting and Adjustment Practice as a Policy Directive</i></p> <p>Action 1: Develop a policy directive, based on the metrics presented, for the HPTE Board to review at a future meeting.</p> <p><i>Policy Goal #2: Revenue Maximization Vs. Throughput Maximization</i></p> <p>Action 2: Focus on fiscally responsible pricing. Board Members also expressed that focusing on, and developing, the customer base is a key component of this consideration.</p> <p><i>Policy Goal #3: AVI vs LPT Toll Rate Setting Policy</i></p> <p>Action 3: Continue the current practice of first determining the AVI toll rate, then adding the LPT surcharge in order to arrive at the new LPT toll rate.</p> <p><i>Policy Goal #4: Toll Rate Setting Considerations for Equity</i></p> <p>Action 4: There should be no discounts or credit programs, except in special circumstances agreed by the HPTE Board.</p>	Kelly	Complete July 2019.
4	Governance Committee	<p>Action 1: Establish a governance committee, chaired by Director Scott. Vice-Chair Gifford and Director Khokhryakova volunteered to join the committee.</p> <p>Action 2: The Attorney General's Office agreed to compile a list of existing governance documents for the committee to facilitate discussion on what additional areas need to be addressed.</p>	Nick/ Andrew/Simon	Anticipated commencement: Summer 2019; Completion: Fall 2019;

5	Market Engagement	Action 1: Move ahead with revising HPTE's Procurement Guidelines (predevelopment and unsolicited proposal policies) and come back to the Board with further information.	Nick/ Simon	Draft shared with the Board during July's meeting; Draft shared with the market for feedback in August; Anticipated completion: Fall 2019;
6	Additional Concession Agreements	Action 1: Look at this option, particularly cost-benefit analysis, and come back to the Board with this information.	Nick	Completed by Fall 2019: This will be completed along with the Express Lanes Master Plan.
7	Policy Goal #4: Future Dynamic Tolling Policy Considerations	Action 1: Push ahead with introducing dynamic pricing on the Express Lanes Network. Action 2: Explore Future Dynamic Tolling Policy Considerations further and come back to the Board with more information.	Kelly	A new Next Generation Lane Equipment vendor must be in place before commencement. Spring 2020
8	Back office	Action 1: Consider this topic during future board meetings. Action 2: Board Members agreed that a back-office RFP should be issued, and E-470 should be invited to submit a proposal.	Kelly	Anticipated Commencement/Completion: TBD
9	Additional HPTE Activities	Action 1: Staff to come back to the Board with a set of criteria for review. Action 2: Cease exploring opportunities in affordable CDOT employee housing Action 3: Board Members, who are also on the Transportation Commission (TC), agreed to raise, with other TC members, the issue of CDOT staff engaging with HPTE staff early in the project planning process if the project could involve innovative financing.	Piper/ Simon To be incorporated into Unsolicited Proposal Update	Complete - added to updated Unsolicited Proposal Policy
10	Information Sharing	Action 1: Andrew Gomez (Attorney General's Office) agreed to share an informal memo with board members on how toll revenue can be spent. Action 2: Staff to share the TLRC presentation with Board Members. Action 3: HPTE communications one-pager to be shared with HPTE Board Members.	Simon	Action 1: Informal Opinion was sent to the Board on May 3, 2019. Action 2 & 3: Complete - sent to the Board (8th March, 2019).
11	Future Board Retreats	Action 1: Board Members directed staff to schedule a Board Retreat each year, noting that it does not have to be eight hours but can be a half-day check-in on key priorities.	Simon	N/A - to be reviewed and discussed with the HPTE Board annually.
12	ED Meeting Request	Action 1: Staff to secure a time for Chair Marostica and Shoshana Lew (Executive Director, CDOT) to meet to discuss the implications of the Colorado Clean Pass Act.	David	Complete (28th March 2019)

