



**MINUTES
OF THE
CITIZEN ADVISORY COMMITTEE
WEDNESDAY, JANUARY 4, 2006
Pikes Peak Area Council of Governments Conference Room**

MEMBERS PRESENT

El Paso County

Mr. Mark Entrekin
Mr. David Sealander
Mr. Tom Rogers, El Paso County, HAC

Citizen-At-Large

Mr. Tom Harold, Chairperson
Ms. Bev Johnson, 1st Vice-Chairperson
Mr. Victor Andrews
Ms. Jan Doran
Mr. Jack Blackwell
Mr. Jack Lundberg (Alternate)
(One Vacant Position)

Members Absent

None

Others Present

Ms. Sherre Ritenour, City Transit
Mr. John Tracy, Nolte/Street Division Consultant
Ms. Peg Richardson, City of Colorado Springs, Street Division
Mr. John McCarty, El Paso County DOT
Mr. Ray Baca, El Paso County Finance
Mr. Dino Bokkor, City RTD CIP
Mr. Rob Kidder, City Engineering
Mr. Chuck Brown, Springs Toll Road Partnership
Mr. Scott Logan, City of Colorado Springs, Traffic Engineering
Mr. Mike Leslie, City of Manitou Springs
Mr. Dan Krueger, URS Corporation
Ms. Sara Jane MacClennan, URS Corporation
Mr. Bruce Thorson, City of Colorado Springs, City Engineering
Mr. Steve Reed, City of Colorado Springs
Mr. David Hens, City of Colorado Springs

Colorado Springs CTAB

Mr. Bob Hartwig
Mr. Joe Vaccaro
Ms. Jane Dillon

Green Mountain Falls

Ms. Beth Kosley
(One Vacant Position)

Manitou Springs

Mr. Phillip St. Cloud, 2nd Vice-Chairperson
Mr. Chris Verlo

PPACG/PPRTA STAFF

Mr. Rob MacDonald, Board Secretary
Mr. Rick Sonnenburg, Program/Contracts Manager
Ms. Beverly Majewski, Financial Manager
Ms. Sherri Jones, Recording Secretary

1. **Call to Order / Establish a Quorum / Introductions**

Mr. Entrekin called the meeting to order at 1:30 p.m., a quorum was established and introductions were made.

2. **Approval of the Agenda**

A motion was made to approve the agenda by Ms. Jan Doran and seconded by Mr. Jack Blackwell. The motion passed unanimously.

3. **Communication From the Board**

Mr. Rick Sonnenburg, PPRTA staff, presented three items of communications from the Board:

1. Approval of the 2006 Budget at the December 14, 2005 Pikes Peak RTA Board meeting with one exception -that \$330,000 would be taken from Metro Transit's Capital carryover and used for Silver Key, if the City of Colorado Springs' City Council approved and Silver Key would consider expanding its service area to other PPRTA-sales-tax-paying areas.

Discussion:

Mr. Vaccaro asked how is it possible that the Board made this decision without the Committee's recommendation. Mr. Entrekin asked if the PPRTA attorney has reviewed this action. Mr. Rob MacDonald stated " what the Board did was they reserved in the budget the allocation but they did make it subject to additional review by the City Attorney, City Staff to make sure everything is fine". Mr. MacDonald stated "the Board direction was pretty clear; they wanted to fund Silver Key." Mr. Andrews requested Mr. MacDonald to share with the Committee what the Board's rationale was and Mr. MacDonald stated he would not speak for the Board but would try to explain. Mr. MacDonald stated the Board has a different opinion from the Committee and, as Mr. Sonnenburg stated earlier, this is a recommending board. This item on the agenda is really reporting back what the Board did, what action they took. Mr. Vaccaro stated the PPRTA CAC was really approved on the premise the Committee would be the citizen's oversight committee and that the RTA Board would not violate the intent of the RTA. This is clearly a violation by giving money to a private organization. This is totally out of the scope of the RTA. Mr. MacDonald stated the Board, with the PPRTA attorney present, talked about the intent in the formation of the IGA allowed such funding only if it is a City sponsored transit activity - then that is eligible - and clearly Silver Key is a City sponsored agency. Mr. St.Cloud made a motion to table this item and bring it up at a later time during the meeting under 7B and seconded by Mr. Andrews. The motion passed unanimously.

2. Committee Member Re-appointments. Mr. Sonnenburg stated that all four Citizen Advisory Committee members whose terms expired December 31, 2005, and who were seeking re-appointment had been approved for re-appointment by the Board. Also, Ms. Jane Dillon, an alternate at-large member had been approved to the CTAB position for Mr. Dan Cleveland who had resigned.

3. Legal Opinion Regarding Open Meetings Law. Mr. Sonnenburg stated the Board had requested a legal opinion for the Committee regarding how the Open Meetings Law applies to e-mail meetings. The opinion is in the packet.

4. **Selection of Officers**

A motion was made to nominate Mr. Tom Harold for Chairperson by Ms. Beverly Johnson and seconded by Ms. Jan Doran. The motion passed unanimously. A motion was made to nominate Ms. Beverly Johnson as 1st Vice-Chairperson by Mr. Mark Entrekin and seconded by Ms. Jane Dillon. The motion passed unanimously. A motion was made to nominate Mr. Phillip St.Cloud as 2nd Vice-Chairperson by Mr. David Sealander and seconded by Mr. Mark Entrekin. The motion passed unanimously.

The new slate of PPRTA Citizen Advisory Committee Officers' for the year **2006** is:

- **Chairperson.** **Mr. Tom Harold**
- **1st Vice-Chairperson** **Ms. Beverly Johnson**
- **2nd Vice-Chairperson** **Mr. Phillip St.Cloud**

5. **Public Comment Period for Items Not on the Agenda**

No Public Comments.

6. **Approval of the November 30, 2005 Meeting Minutes**

There was unanimous consent to table the November 30, 2005 minutes until the February 1, 2006 meeting to have the minutes reflect the considerable discussion that was conducted regarding the Silver Key request. The committee requested Mr. Sonnenburg to review the tape and have the minutes reflect the various issues that were discussed but specifically noting the Committee was not recommending funding of Silver Key to the Board of Directors until after a presentation by Silver Key to the Committee.

7. **2005 Capital, Maintenance, Public Transportation, and Administration Contracts**

a. **City of Colorado Springs Contracts**

Mr. Mitchell stated he had ten (10) contracts for approval.

1. Paint unit to be used for temporary lane stripping on overlay projects.
2. School and Pedestrian Crossing Markings. This was discussed with the Citizen Advisory Committee in the last part of 2005. He stated he was having trouble getting his thermoplastics down for school and pedestrian crossing markings. This contract is for the purchase of the unit so he can do this in-house. Mr. Entrekin requested Mr. Mitchell bring back a report on this at the end of 2006 to compare one year of contracting with one year of in-house application.
3. Traffic Signal Poles. We did some traffic pole improvements last year and this is just a continuation of that project.
4. Installation of Fiber Optic Cable and innerduct. The fiber optics improves our communications and our ability to do the expansion of traffic mitigation capabilities.
5. City/PPRTA sidewalk infill project. To install sections of missing sidewalks and pedestrian ramps on heavily traveled routes near schools and bus stops.
6. City/PPRTA concrete repair services (Phase 1). Replacement of deteriorated public curb and gutter, sidewalks, and crosspans in conjunction with the City's annual street resurfacing program.
7. City/PPRTA concrete repair services (Phase 2). Same as above
8. City/PPRTA concrete repair services (Phase 3). Same as above
9. City/PPRTA concrete repair services (Phase 4). Same as above

10. South Metro Accessibility (Phase 1). Implementation of the Phase I improvements recommended by the South Metro Accessibility Study.

A motion was made to approve the above contracts by Ms. Doran and seconded by Mr. St.Cloud. The motion passed unanimously.

b. **Specialized Transportation Presentations: Silver Key and Fountain Valley Senior Services**

o Mr. John Morse, CEO, Silver Key Senior Services, Inc. was not in attendance for a presentation. After some discussion of Silver Key, the Committee talked about attending the PPRTA Board Meeting and then later the Committee stated it would be effective to bring a letter to the PPRTA Board with the following concerns:

1. This would be a violation of the intent of the Pikes Peak RTA.
2. There would be no increase in service for this increase in funding.
3. It would be providing funding to an entity that has not demonstrated financial responsibility.
4. This would be precedent-setting when there are several other similar entities which may also request funding increases.
5. This service provider is receiving a substantial increase in funding in a type of service that has several providers in the area and this funding might best be provided through a bidding process.

o Mr. Dennis Crosser, Transportation Coordinator, El Paso Fountain Valley Senior Center was available for questions from the committee. Mr. Crosser stated they service the southern part of the county. Ms. Johnson asked what services are provided. Mr. Crosser stated El Paso Fountain Valley Senior Center provides services to persons 60 years and older and some special disabled persons who are confined to wheelchairs or walkers.

Mr. Crosser stated their budget is roughly \$250,000 for the year and they provide 18,000 units per year. A unit is a one-way trip. The Senior Center has seventeen (17) part-time drivers (4 part-time drivers per day).

Mr. Mitchell stated funding for the El Paso Fountain Valley Senior Center is included in the PPRTA 2006 budget. The County requested that PPRTA absorb this funding because the county was no longer going to fund transit activity whether it would be the City service to Fountain or funding for the Fountain Valley Senior Center. We still have the issue that the PPRTA cannot be direct funding a transit organization, so we have some legal issues we need to take care of so that this could go through the City of Colorado Springs.

Mr. John McCarty stated the County did have this in their 2005 budget but made it perfectly clear that if the PPRTA was approved by the voters, the County would not continue to subsidize the City of Colorado Springs. That there was a mathematical approximate equivalent in the new sales tax that would be generated for City of Manitou Springs.

The Fountain Valley Senior Center was funded by the Department of Human Services which is a State funded, human services department funded by the County.

8. **Financial Reports**

Ms. Majewski, Pikes Peak RTA Financial Manager, distributed the sales tax budget with October 2005 actual income and sales tax budget comparison to actual reports. The October Sales and Use Tax receipts were \$5,527,422. The state administrative fee of \$36,120 net of interest earned of \$8,326. The bank interest for November was \$98,788.

Ms. Majewski reported that the revenue and expense summary is prepared on a cash basis. Revenue is reported through October and expenses are recorded through December 13, 2005. The total year to date tax revenues were \$52,598,991, or 81% of the annual budget. Net revenue after State Collection fees was \$52,764,166. Total expenditures were \$20,984,454. Net Revenue over Expenditures was \$31,779,712. The amount of funds invested was \$32,194,634.

9. **Other Reports**

a. **Maintenance of Effort**

1.City of Colorado Springs- After a presentation given by Mr. Steve Reed, Acting Budget Director for the City of Colorado Springs, a motion was made by Mr. St.Cloud to approve the numbers provided by the City of Colorado Springs, the methodology and the City's Maintenance of Effort and seconded by Mr. Harold. The motion passed unanimously.

2.El Paso County - Mr. McCarty, El Paso County stated that going forward there is a wrinkle on page D52. In the middle of that page you will see the Engineering Department. In the past, the Engineering Division has been a cost center in the General Fund. In 2006, it will be merged in with the Department of Transportation, so the money (\$1.786 million as the budget in 2005 - the equivalent amount of that in 2006 is moved into the Department of Transportation Budget), so when we look back in future years of maintenance of effort we will have to subtract out the Engineering part. That is why we have included this additional category - Engineering Cost Center - out of the General Fund. One unusual aspect of the Department of Transportation Budget is that we take fund balances from the previous year and apply those to Capital projects. So that is why the Committee sees in 2002 & 2003 large amounts in Capital Outlay. However, in 2004 we put those Capital projects in a separate category because they were not part of the base budget; they were part of the fund balance from the previous year. A motion was made to approve the Maintenance of Effort Budgetary compliance for El Paso County by Mr. St.Cloud and seconded by Ms. Dillon. The motion passed unanimously.

3.City of Manitou Springs - Mr. Mike Leslie, City of Manitou Springs stated that the PPRTA staff compilation of budgetary information is accurate. A motion was made to approve the budgetary compliance for Manitou Springs by Mr. St.Cloud and seconded by Ms. Dillon. The motion passed unanimously.

4.Green Mountain Falls - A motion was made to approve the budgetary compliance for Green Mountain Falls by Mr. St.Cloud and seconded by Ms. Johnson. The motion passed unanimously.

b. **Revisions to the Citizen Advisory Committee By-Laws**

Mr. Sonnenburg stated the By-Laws revisions being offered were from the topics discussed at the November 30, 2005 Citizen Advisory Committee and several additional topics. The

total list of topics includes: Public Meetings, Quorum, Use of Robert's Rules, Regular and Special Meetings, Conflict of Interest, Frequency of Meetings, Terms for Officers, Adding a Second Vice-Chairperson position, Criteria for the Removal of a Committee Member, and Process for Amending the By-Laws. Mr. St.Cloud stated that on page 3 of 6 do not forget that some members are appointed by their individual governing bodies. On the expiration of term, it states "a member may apply to the PPRTA Board for re-appointment." Mr. St.Cloud stated that is not so. A member who is appointed by their governing body must apply to their governing body not to the PPRTA.

After considerable discussion, changes were made to the By-laws which state as follows:

"Those appointed by their member entity (Green Mountain Falls, City of Manitou Springs, El Paso County, etc).may re-apply to that governing body for re-appointment."

"A member-at-large, at the expiration of their term, one who is appointed by the PPRTA Board, that member may re-apply to the PPRTA Board for re-appointment.

A motion was made to approve this item with the modifications by Ms. Doran and seconded by Mr. Blackwell. The motion passed unanimously.

c. 2006 Budget Process Assessment

Mr. Rick Sonnenburg, PPRTA Contracts/Program Manager stated that pursuant to Bullet #5 in the Responsibilities of the Committee", the Citizen Advisory Committee is to generate a formal report to the PPRTA Board in conjunction with the formal annual budget process. Mr. Sonnenburg stated a couple of other bullet points in the report might be "budget process" and "contracts".

Mr. St.Cloud made a motion to postpone drafting the formal report to the February meeting and seconded by Ms. Johnson. Mr. Sonnenburg will work with Chairperson Harold to prepare a draft. The motion passed unanimously.

d. Woodmen Road Resolution of Support

Mr. Robin Kidder, City Engineering Office, for the past seven (7) years has been the Project Manager for the Woodmen Improvement Project. Additionally, Mr. Dan Krueger, Ms. Sara Jane MacClanahan and Mr. Dino Picar are in attendance. Mr. Kidder stated his team is here today to give a status update and a presentation on the Woodmen Environmental Assessment and hopefully, receive the Committee's recommendation for approval of a Resolution of Support. Mr. Kidder stated this is an exciting time for the City and the City has been working many years to get to this result. This is the final phase of the Woodmen Road Environmental Assessment portion. It is the master design for the corridor. We are required to go through this process because there are federal dollars involved. We have been working very closely with CDOT and federal highways and we have an actual document signed on December 16, 2005 by CDOT and federal highways. The presentation and video is an overview of the project. A motion was made to approve a recommendation to the Board for the Resolution of Support by Mr. Sealander and seconded by Ms. Dillon. The motion passed unanimously.

e. **2005 PPRTA Alley Program**

Mr. John Tracy, Nolte and Associates is the consultant to the Street Division/PPRTA Program. Mr. Tracey passed around a map of the areas where the alleys have been paved. Essentially, there are sixteen miles of alleys we are taking care of this year between the in-house work and the PPRTA - about 8 miles each. In all, the City has 1564 miles of streets and 125 miles of alley.

f. **Traffic Engineering's 2006 PPRTA Small Projects Plans**

Mr. Scott Logan, City Engineering, stated he has put together a memorandum outlining the sixteen (16) projects. Of these sixteen projects, 42% of the funds, are going to roadway safety, 20% are going to pedestrian/school crossing improvements, 20% to signal improvements, 13% to railroad crossings and 3-5% are going to traffic calming improvements. Those sixteen projects comprise about \$2.2 million dollars; that's how much we have to spend this year divided between Capital and Maintenance. Mr. Logan stated these projects have been presented to the Citizen Advisory Committee before and we will present probably another time when we reach the time the City is ready to bid.

Mr. Logan stated when we plan our small projects there are certain processes we go through; somewhat similar to Civil Engineering. We want to go through justification, contact the neighborhood. If there is an impact, we want to present it to the PPRTA Citizen Advisory Committee and talk to the Civil Engineering Department and also the Utilities Department.

Mr. Logan stated he wanted to talk about the small projects that are coming up that City Engineering would like to bid in the next month and put out for construction subject to the Committee's input.

1. Circle/St.Vrain Project. This is one of the top three accident locations. City Engineering would like to place a median on Circle to the South to eliminate the left turn accidents onto St.Vrain. We are trying to block the movement into the right turn lane. This is a \$65,000 project.

2. Dip on Pikes Peak. This is under final design and we will be giving letters to the neighborhood. This is a \$100,000 project and serves 25,000 vehicles per day and also emergency response vehicles.

3. Bridge Project - Pedestrian Bridge on 8th St and Cimmaron. We have pedestrians and bikers walking on the bridge itself 2-3 feet from traffic. We will place piers and we want to construct sidewalks to the South with a retaining wall. This a \$140,000 project.

g. **City of Colorado Springs' Monthly Public Works Projects Update**

Mr. Ron Mitchell stated this is the monthly project report. There were no questions from the Committee.

10. **Communications**

a. Mr. Sonnenburg stated he has requested from Ms.Kosley what Green Mountain Falls is planning in reference to the vacant position on the Committee and he is awaiting her response.

b. Mr. Sonnenburg stated that at the next monthly meeting, February 1, 2006, the Committee will be meeting downstairs in the new conference room.

11. **Adjournment**

A motion was made by Ms. Johnson to adjourn the meeting and seconded by Mr. Rogers. The motion passed unanimously. The meeting adjourned at 4:45 p.m.