

**DRAFT STAC Meeting Minutes
June 13, 2014**

Location: CDOT Headquarters Auditorium
Date/Time: June 13, 9:00 a.m.-12:30p.m.
Chairman: Vince Rogalski
Attendance:

Agenda Items/ Presenters/Affiliations	Presentation Highlights	Actions
Introductions / May Minutes/ Vince Rogalski	<ul style="list-style-type: none"> • Minutes were approved without corrections or additions. 	Minutes approved.
Transportation Commission Report / Vince Rogalski	<ul style="list-style-type: none"> • At the meeting of HPTE, the group discussed C470. CDOT is the point for the C470 project. There is a level 2 assessment coming up. C470 has also applied for one of the Tiger VI grants. • The Program Management Workshop focused on updates to the Transportation Commission. Each month the Transportation Commission will receive updates on the status of various topics. • The TC reviewed PD 703, which governs the rules for approvals for various amounts of money. One of the rules they are focusing on is the definition for a substantial change. Specifically, what constitutes a substantive change, the level of time or extension money? • The TC is reviewing proposals on how to distribute the \$5 million and \$10 million pools for FASTER Transit that are directed to CDOT through legislation. STAC will receive a presentation on this topic later on the agenda. • The Safety Committee talked about the active role in reducing the number of accidents to CDOT vehicles. • The TC received a presentation on rock fall, 550 south of Ouray is a big problem and CDOT is now working on a permanent fix. • At the regular meeting the TC approved the STAC/RTD recommendation for 	No action taken.

	<p>FASTER Safety funds that included national safety statistics with regional distribution.</p> <ul style="list-style-type: none"> • After a lengthy discussion, the Transportation Commission voted 9-2 to adopt the Staff Recommended RPP formula including 50% by population. • The TC discussed the rules governing tunnels; specifically, those rules that pertain to the Eisenhower Johnson Tunnels and the freight movements through and above the tunnel. <p>STAC COMMENTS:</p> <ul style="list-style-type: none"> • Barbara Kirkmeyer asked how much discussion took place around the RPP formula. Vince informed Barbara that the group spent time sharing concerns and voicing opinions. Vince conveyed to the Transportation Commission STAC's uneasiness with using population as a formula factor, when VMT is a more accurate factor in determining highway usage. • Barbara Kirkmeyer asked which two Transportation Commissioners voted against the Staff Recommended RPP formula. Vince informed her that Commissioners Zink and Hofmeister voted against the resolution. 	
<p>CDOT Reorganization / Scott Cuthbertson</p>	<ul style="list-style-type: none"> • Scot Cuthbertson came before STAC to give a presentation on CDOT's reorganization. His presentation included an explanation for why CDOT wants to re-align its organizational structure, highlights of areas affected by the change, the Chief Engineer's focus on overall strategy and implementation for the transportation project program, elevating the importance of maintenance with the organization, and an overview of the new CDOT organizational structure. <p>STAC COMMENTS</p> <ul style="list-style-type: none"> • Terri Blackmore asked if CDOT has done anything to improve the communication amongst different sections within the organization. Specifically, so there aren't any breakdowns and regions can, "get projects out the door." Acknowledging that there is always room for improvement, Scot informed her that CDOT has a strong change network and internal communications structure. • Terri Blackmore clarified that her concern is more than just between CDOT 	<p>No action taken.</p>

	<p>and its Region staff, but also between the Division of Accounting and Finance and the region staff. Scot informed her that CDOT has, over the course of the last several months, held conferences on Cash Management, Project Management, and Asset Management. These events were held with the intention of streamlining the new processes and outlined new lines of communication. Tom Wrona, Region 2 RTD, went on to explain that these processes are new and CDOT is working to perfect them.</p> <ul style="list-style-type: none">• Thad Noll asked about how the Office of Emergency Management will be staffed; specifically, where are those people now or will they be new positions? Scot informed Thad that the Director of Emergency Management will be a new position, but the personnel that will staff the office will be composed of current CDOT employees whose position responsibilities naturally overlap with the Office of Emergency Management.• Barbara Kirkmeyer asked for clarification on communications between the Division of Accounting and Finance and the regions during the procurement process. She noted that it is taking a long time to get contracts approved. Tom Wrona explained that workload is an issue in terms of time of delay. Due to RAMP, the regions have to prioritize because of those deadlines. Scot went onto explain that as the Office of Program Management comes online, there will be daily communication with CDOT Headquarters and region staff.• Gary Beedy commented that it makes sense to keep the Office of Emergency Management at the local level because they are typically the ones dealing with the event. Scot replied that the regions aren't staffed to handle an emergency event for an extended duration. The new organizational structure will allow CDOT to respond, in a consistent manner, on a statewide basis.• Gary Beedy commented that there have been multiple executive level positions added to the CDOT organizational structure. He asked how this fits into the budget when there is already a lack of funds for maintaining the system. Scot responded that the intent is to streamline operations to create	
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	<p>greater efficiency. Herman Stockinger added that CDOT has been under a salary cap for the past three years, so there have been no increases to the budget. Further, what CDOT has done is increase the level of surface treatment funding from \$150 million to \$240 million.</p> <ul style="list-style-type: none"> • Barbara Kirkmeyer asked why CDOT needs the Office of Emergency Management when the flooding events were handled so well by CDOT Region 1 & 4. Scot responded that CDOT handled the flooding events in an ad hoc manner. It was determined if those processes learned could be formalized, then CDOT would be better able to respond to a future event. Herman Stockinger added that CDOT has always had an emergency management position, which would liaison with the State Emergency Management Office. After going through the flooding events, CDOT determined that the position needs an office because of its importance. 	
<p>Federal and State Legislative Update / Kurt Morrison</p>	<p>Federal Update:</p> <ul style="list-style-type: none"> • The transportation proposal that was put forth by the Obama Administration has been replaced with a bill the Senate created. The bill is currently making its way through the myriad of committees before it can reach the Senate floor for a vote. • Every time there is a federal reauthorization of transportation legislation the Colorado congressional delegation asks CDOT to create a list of principles from a statewide perspective. CDOT has been reaching out to all the transportation groups across the state and asking them what principles they would like to see in the next MAP-21 bill. STAC members were given a memo that outlines this process and the 12 principles that were produced through it. <p>State Update:</p> <ul style="list-style-type: none"> • The Colorado Constitution gives the Governor up to 30 days after the adjournment of the legislature to either sign or veto the bills that are placed before him. The 30 day clock expired on June 6 and during this period the Governor vetoed three bills. One of these bills was SB 197, the Transportation Enterprise Transparency Act. One of the concerns 	<p>No action taken.</p>

associated with the bill was that it violated Colorado State Statutes by not ensuring that the transportation planning process be a-political. Although the bill was vetoed, the Governor enacted 85% of the bill through Executive Order.

- The Transportation Legislative Review Committee (TLRC) began its work June 10. In July, CDOT, High Performance Transportation Enterprise, Division of Transit and Rail, and the Aeronautics Division will all report to the TLRC with updates.

STAC COMMENTS:

- Wayne Williams asked why CDOT thinks that it is getting a more favorable outcome under the current method of ear-marking (i.e. TIGER grants). Kurt informed Wayne under the old system of ear marks those states with the best Appropriations Committee assignments and most extensive longevity were the ones who received the most funding. States like Alaska, who were successful with both criteria, would receive \$6 for every \$1 they paid in gas tax. Colorado was handicapped under this model and therefore supports the current model. Herman Stockinger outlined that ear marks are the worst, TIGER grants are better, and formulaic distribution is the best. He went on to express that until the next round of TIGER grants are released, CDOT doesn't want to be seen as being against the grant program.
- Terri Blackmore requested that CDOT advocate for the TIGER program for the aforementioned reasons. She also mentioned that she would like to see the corridors of regional and national significance return because that is a way that CDOT can address the needs along I-25. Finally, she mentioned that she would like to see funding go to freight corridors, which would also help I-25.
- Elise Jones commented that DRCOG is pleased to see transit addressed as a principle because several critical transit providers don't currently qualify under current definitions. She also stated that the BRT definition is important.

<p>Highway Trust Fund Update / Maria Sobota</p>	<ul style="list-style-type: none"> • Maria came before STAC to give a presentation on the Highway Trust Fund Insolvency issue. Her presentation included an overview of the Highway Trust Fund account details, what HTF insolvency means for CDOT, and a summary of insolvency. <p>STAC COMMENTS:</p> <ul style="list-style-type: none"> • Bobby Lieb Jr. asked how many times has the HTF been near insolvency and how many times has Congress moved to backfill the HTF using the General Fund. He went on to ask if those dollar amounts vary, if there is a formula they use to determine how much to backfill or is it cash availability. Kurt responded that the problem began in 2008 where the HTF is drawn down to the baseline, it gets backfilled, and then the HTF gets drawn down to the baseline. Currently, this is the fifth time it has happened and each time Congress has stepped in and funded the HTF. • Bobby Lieb Jr. asked what the likelihood is that Congress will allow the HTF become insolvent. Kurt responded that there are two scenarios that are possible. First, Congress could let the HTF become insolvent, but that is unlikely this close to an election. Second, Congress will put in enough to reach early 2015. Since there will be a new House Majority Leader, no one really knows what will happen. • Thad asked if there has been discussion around a long-term funding alternative. Kurt explained that there is no long term solution being considered. The only solution that has been considered is the elimination of Saturday postal delivery service for ten years in exchange for one year of HTF. 	<p>No action taken.</p>
<p>STAC Rules and Responsibilities / Sandi Kohrs</p>	<ul style="list-style-type: none"> • Sandi Kohrs came before STAC, at the request of several STAC members, present information on the STAC roles and responsibilities. The last time STAC undertook such an activity was in August of 2010. Since there are many new members of STAC, this discussion is a useful exercise. • STAC officer elections could be held anywhere from July - September. • STAC may want to consider how they interact with CDOT senior management. Currently, STAC mostly receives updates and presentations from SMT, but that could be more interactive depending on the preference of the group. 	<p>Action Item #1: STAC made a motion that the discussion and elections for STAC Chair and Vice-Chair will be moved to August and will last 45 minutes. Motion passes unanimously.</p>

- When STAC was formed it was mostly elected officials. It has grown into a group with a wide variety of backgrounds. STAC may want to consider the pros and cons associated with its composition.
- Herman Stockinger informed STAC that this July the Transportation Commission will hold a retreat where the Chair and Vice-Chair lay out their priorities. This year, Commissioner Peterson is going beyond what is typical and will conduct an extended retreat. They will be considering the TC and CDOT staff relationship and the level of information they want to receive from staff.
- Sandi suggested that STAC members send their comments to Vince Rogalski, which will help to shape the conversation on the role of STAC.

STAC COMMENTS:

- Wayne Williams stated that the aspirations of the General Assembly have not always been captured by STAC. This comes through the conversation on transportation needs and the imperative of local government involvement. He also stated that he won't be running for STAC vice-chair.
- Thad Noll stated that with turnover in STAC representation, it would be helpful to inform STAC members of their roles and responsibilities and how STAC works on an annual basis.
- Wayne Williams said it would be nice to inform new and existing STAC members of who the primary and backup STAC representatives are. Sandi informed him that moving forward CDOT will ask each participating entity to designate their STAC representation when signing annual purchase order agreements.
- Norm Steen suggested that part of the discussion in July should be what level of input is CDOT staff willing to accept from STAC. One reoccurring theme that Norm was been hearing pertains to the Transportation Commission's willingness to listen to STAC. He also suggested that having a deeper level of engagement, possibly through a subcommittee structure, may be valuable.
- Terri Blackmore mentioned that it would be helpful to have a list attendees at STAC meetings, so new and existing STAC members can gain a better understanding of who comes to meetings. Jeff Sudmeier informed her that CDOT keeps a full list of STAC members and their alternatives at the STAC [website](#). Also available at the website is the TPR at a Glance, which is a great resource for STAC members.

	<ul style="list-style-type: none"> • Barbara Kirkmeyer mentioned that one issue she would like to see addressed in the July discussion is STAC role in providing guidance on needs. She mentioned that it doesn't state anywhere in the organizational chart where this can take place. Vince informed her that the organizational chart only includes CDOT employees and boards. • Pete Fraser suggested that Vince be in attendance for the discussion, even if it means waiting a month. The STAC chair is the liaison to the Transportation Commission and is, therefore, a very important role that must be taken seriously. Barbara Kirkmeyer made a motion that the discussion and elections for STAC Chair and Vice- Chair will be moved to August and will last 45 minutes. Motion passes unanimously. 	
<p>FASTER Transit / David Krutsinger</p>	<ul style="list-style-type: none"> • David Krutsinger came before STAC to give a presentation on FASTER Transit distribution recommendations. The FASTER Transit presentation included an overview of the Division of Transit and Rail's role, how DTR is responding to changes, the process and input received in developing the recommendation, the FASTER Transit distribution recommendations, the recommendation's assumptions, the local pool recommendation, the statewide pool recommendation, the operating assistance recommendation, and next steps. <p>STAC COMMENTS:</p> <ul style="list-style-type: none"> • Mark Dowaliby asked for an explanation of PD 14 and how it came into effect. David responded PD 14 guides the entire statewide planning process. Transit only has a small slice of PD 14, Performance (ridership) and Asset Management (vehicles). Michelle Scheuerman added that PD 14 is updated during each planning cycle. During this planning cycle, CDOT looked at the MAP-21 national goals, which PD 14 is in alignment with, and saw that multimodal transportation, of which transit is included, is an important element. In an effort to make the Statewide Plan more multi-modal, transit was included. • Terri Blackmore asked if the allocation of \$5 million pool was based on Asset Management or a formula. David informed her that the allocation was arrived at through a series of conversations with the Grand Partners (all of the transit agencies throughout the state). \$4.1 million will be directed through an Asset Management tool that will be developed by September. • Terri Blackmore expressed concerns that the \$200,000 used for local match is too restrictive and won't allow transit agencies to purchase enough 	<p>No action taken.</p>

	<p>vehicles. David informed her that the transit agencies felt comfortable with the proposal. These agencies intent to use this funding for the replacement of other equipment. Under the old model, it was difficult to predict the funding streams and now there will be a certain level of predictability.</p> <ul style="list-style-type: none"> • Thad Noll expressed support for the recommendation due to its semi-formulaic approach and elimination of excess paperwork. He went onto thank RTD and others for being willing to accept the recommendation. Mark Imoff replied that in the long term this recommendation is expected to replace all vehicles statewide. • Terri Blackmore asked who is eligible to compete for the statewide competitive pool. • Thad Noll asked if there have been any discussion on how SB 228 funding could be used to support transit. Mark informed Thad that CDOT has begun to think about how it would use that funding source, but because it won't be long term it should be focused on capital. • Elise Jones expressed support for the \$1 million in operating assistance for interregional bus service. Mark added that the operating assistance that Elise is speaking to isn't eligible for any federal funding, so this fills a gap in funding. • Craig Casper commented that because the pool amounts are fixed, they will lose value over time. Mark responded that it is important to use this funding in an efficient manner in order to build support and eventually increase the level of funding. 	
<p>Cash Management Update / Maria Sobota</p>	<ul style="list-style-type: none"> • Maria Sobota came before STAC to give a presentation on Cash Management. The presentation of Cash Management included the status of regional meetings, Task Force activities, recommendations on the next STIP in July and August, Cash Management communication with the Transportation Commission, the internal communication Asset Management Workshop, and an update on the cash balance. <p>STAC COMMENTS:</p> <ul style="list-style-type: none"> • Terri Balckmore asked that because a lot of the bids are coming in high, will that effect how quickly CDOT can spend down the cash balance. Scott McDaniel stated that there are many factors that will affect the drawdown of the cash balance. 	<p>No action taken.</p>

<p>Program Management Update / Scott McDaniel</p>	<ul style="list-style-type: none"> • Scott McDaniel came before STAC to give an update on Program Management. • The To-Be Report was just issued and will be released internally. There were 52 recommendations along 6 categories (organizational structure, program and project management processes, performance metrics, program and project management systems, cash management, and internal controls). CDOT has gone through and identified which can be identified now and which need to wait until a new chief engineer and office and program management. • CDOT has placed a focus on communication to help facilitate the ongoing changes taking place within the organization. Executive Director Hunt has been doing “all hands videos”, on a variety of topics, which broadcast out to CDOT regions across the state. Also, there are a number of internal websites that help communicate with CDOT employees. A series of seminars (Program management, cash management, and Asset Management) have also been conducted. • CDOT can’t wait for new chief engineer to hire a program management director, so they have created interim Program Management Office. This office was created to ensure that the master project schedule was maintained. 	<p>No action taken.</p>
<p>Statewide Plan Update / Michelle Scheuerman</p>	<ul style="list-style-type: none"> • Michelle Scheuerman came before STAC to give an update on the Statewide Plan. • Michelle walked STAC members through some new features on the Statewide Plan website. This planning cycle will deliver the Statewide Plan through a web-based format. It has always been the intention of CDOT to roll out the plan as it is being developed. To this end, one new feature on the www.coloradotransportationmatters.org is the Statewide Plan Rollout. • CDOT is continuing to develop modules 3 and 4, which are needs/revenue and implementation. • Another feature to the website is a new data page. By the end of June, this page will culminate in the Colorado Data Driven Story. • The recordings of the Telephone Town Halls are now available on the 	<p>No action taken.</p>

	<p>website. CDOT will be sharing the results of the Telephone Town Halls with TPRs and MPOs, so they can use them in their plan development. Michelle informed STAC members that the Telephone Town Halls greatly increased the number of participants at half of the cost of conventional town hall formats.</p> <ul style="list-style-type: none"> The current schedule calls for the Statewide Plan to be available for public review in November, with adoption in January 2015. <p>STAC COMMENTS:</p> <ul style="list-style-type: none"> Thad Noll commented that the number of participants was impressive. Further, when you look at the cost per participant, it was drastically cheaper. It was a great way to reach a lot of people quickly. 	
<p>Bike Map Application / Betsy Jacobsen</p>	<ul style="list-style-type: none"> Betsy Jacobsen came before STAC to present the Bike Map web-based application. Betsy mentioned that Colorado moved from the #2 Bike Friendly State to #6 based primarily on funding limitations. CDOT traditionally disseminates about 40,000 hard copy maps to a variety of stakeholders. The map details roadways by shoulder width and traffic volume. This year CDOT is offer a web-based version of the traditional hard copy map, with additional some additional features such scenic byways routes, directions, street views, a search feature, and links to additional bicycle information. The Bike Map Application will enter phase two next year. During this phase, CDOT will ask local entities to provide data that can be layered into the tool. 	<p>No action taken.</p>
<p>Rural Planning Assistance / Jeff Sudmeier</p>	<ul style="list-style-type: none"> Jeff Sudmeier came before STAC to inform members about upcoming changes to the Rural Planning Program. The purchase orders that CDOT administers follow the fiscal year, so on July 1 CDOT will be executing new purchase orders with the TPRs. CDOT intends to send out revised Scopes of Work during the week of June 16. This will allow the TPRs to review the SOWs and provide any comments. CDOT, in conjunction with FHWA, conducted a review of the invoicing practices and identified areas for improvements. Updated guidance will be provided which outline what is eligible and allowable for reimbursement, the rules and regulations governing invoicing practices, travel reimbursements, 	<p>No action taken.</p>

	and documentation requirements.	
Other Business	<ul style="list-style-type: none">• The Statewide MPO meeting will take place at 1 p.m. in the CDOT Headquarters Auditorium.	No action taken.