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**CITIZEN ADVISORY COMMITTEE**

**Wednesday, December 7, 2016 – 1:30 p.m.**

**Pikes Peak Area Council of Governments Main Conference Room**

**1. Call to Order**

Chair Jim Godfrey established a quorum, read the objectives of the Committee, and called the meeting to order at 1:30 p.m.

**2. Approval of the Agenda**

Dr. Jim Null made a motion to approve the agenda, seconded by Ms. Joan Lucia-Treese. The motion carried unanimously.

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

There were none.

**4. Approval of Minutes from the November 2, 2016, Regular Meeting**

Mr. Tom Vierzba made a motion to approve the November 2, 2016 meeting minutes as presented, seconded by Ms. Joan Lucia-Treese. The motion carried unanimously.

**5. Financial Reports**

**A. Monthly Financial Reports**

Ms. Beverly Majewski, Pikes Peak RTA Financial Manager, presented the monthly financial reports. In September, the PPRTA received \$8.6 million. Year-to-date, PPRTA is ahead \$3.17 million or 4.8% of last year.

**B. Capital Renewal Project Revisions**

The RTA CAC recommended the following become Board Policy #26 for changing the total project budget/cost of Capital projects:

1. When a line item transfer is being proposed, the member government shall explain the reason of the transfer and identify whether it also increases the total project budget/costs.
2. During the budget or budget amendment process, member governments shall identify whether the allocation of funds increases a project budget and provide an explanation for the increase.
3. If a member government is increasing a project budget, the member government shall provide an explanation.
4. Reporting Guidelines for member governments shall be as follows:
  - For project cost increases 20% or lower, a good written description in a memo outlining the reasons for the change.
  - For project cost increases between 20% and 40%, a detailed written description of the changes and what caused them in a memo.
  - For project cost increases greater than 40%, a detailed slide presentation of the changes and their causes.
  - If there is an increase to a project budget that is identified as a joint project, the increase shall be explained and the funding split shall remain as originally identified unless there is a compelling reason to do otherwise.

- Member governments shall prepare a brief monthly capital project status summary for all active projects (similar to the 2004 PPRTA Capital Project Summary Status report previously prepared) to provide a project status as well as an early indication of any anticipated project budget adjustments.

Mr. Gene Bray made a motion to recommend the Board policy change, seconded by Ms. Joan Lucia-Treese. The motion carried unanimously.

## **6. FY 2017 Budget Presentation**

### **A. City of Colorado Springs and El Paso County**

Mr. Mike Chaves presented the City of Colorado Springs' updated 2017 budget, which reflected an increase in funding for the West Colorado Avenue Reconstruction joint project in the amount of \$5,000,000. The funding was transferred from the original budgets for Academy over Cottonwood Creek Bridge Rehabilitation in the amount of \$500,000 and Centennial Boulevard Extension-Fillmore to Fontanero in the amount of \$ 4,500,000. Ms. Joan Lucia-Treese made a motion to recommend approval of the updated FY2017 budget as presented, seconded by Mr. Tom Rogers. The motion carried unanimously.

### **B. Three-Year Budget for W. Colorado Avenue**

This was an information item.

## **7. 2016 Capital, Maintenance, and Public Transportation Contracts**

### **A. City of Colorado Springs**

Mr. Mike Chaves requested a positive recommendation for the following contracts:

- 1) Annual Renewals, Capital-Maintenance, PPRTA Capital Maintenance Projects: Various
- 2) Black Rock Material Supply LLC, Maintenance/PPRTA II, PPRTA Maintenance: \$550,000.00

Mr. Mike Chaves requested a positive recommendation for the following walk-on contract:

- 3) HDR Engineering, Capital PPRTA II, North Chestnut Culvert Replacement: \$29,644.00

Mr. Gene Bray made a motion to recommend approval of the contracts as presented, seconded by Mr. Reb Williams. The motion carried unanimously.

### **B. El Paso County**

Ms. Jennifer Irvine requested a positive recommendation for the following contract:

- 1) Wildcat Construction Company, Capital (2015-2014) (Marksheffel Road South): \$427,122.92

Mr. Reb Williams made a motion to recommend approval of the contract as presented, seconded by Mr. Gene Bray. The motion carried unanimously.

## **8. Member Government and Other Reports**

### **A. City of Colorado Springs Transit Services Monthly Update**

Mr. Brian Vitulli, Transit Planning Supervisor, provided the monthly update, including ridership statistics and agency updates.

### **B. City of Colorado Springs: Update on 2-C Projects**

Mr. Corey Farkas, City of Colorado Springs, presented an update on 2-C projects, which included various statistics on completed projects that were funded through 2-C.

### **C. City of Colorado Springs Monthly Change Order and Property Acquisition Report**

This was an information item

### **D. Quarterly Reports from Member Governments**

This was an information item.

## **9. Administrative Actions and Reports**

### **A. Report of Recent Board Actions**

This was an information item.

### **B. Appointment/Reappointment Process for Citizen Advisory Committee Members**

Mr. Rick Sonnenburg, PPRTA Program and Contracts Manager, announced that the Board's subcommittee held interviews and reviewed applications for the At-Large and At-Large Alternate positions, and developed recommendations which will be presented at the December Board meeting. The subcommittee recommended

Mr. Jim Godfrey and Mr. Gene Bray be appointed to the At-Large seats, and Mr. Rick Hoover and Mr. Tom Rogers be appointed to the At-Large Alternate seats.

**C. Election of Officers for the Citizen Advisory Committee**

Mr. Sonnenburg reminded the Committee that the selection of officers (Chair, 1<sup>st</sup> Vice Chair, and 2<sup>nd</sup> Vice Chair) will occur at the January meeting.

**10. Agenda Topics for Next Meeting**

Mr. Tom Vierzba noted that in the future it would be helpful if others mentioned page numbers when referencing materials and in the future include numbers instead of bullet points when creating lists.

**11. Communications**

Mr. Brian Wess recognized the 75<sup>th</sup> anniversary of the attack on Pearl Harbor and the lives lost.

**12. Adjournment**

Chair Jim Godfrey adjourned the meeting at 3:37 p.m.

Attendees – December 7, 2016		
Present	Name	Agency/Affiliation
X	Mr. Scott Barnhart	Colorado Springs CTAB
X	Mr. Tony Gioia (left at 3:17 p.m.)	Colorado Springs CTAB
X	Mr. Steven Murray	Colorado Springs CTAB
X	Ms. Joan Lucia-Treese (left at 2:49 p.m.)	El Paso County (HAC)
X	Mr. Ed Dills	El Paso County (HAC)
X	<b>Mr. Richard Williams, 1<sup>st</sup> Vice Chair</b>	El Paso County (HAC)
	Mr. Jonathan Dooley	Town of Green Mountain Falls
	Ms. Amy Filipiak	City of Manitou Springs
	Ms. Cindy Tompkins	City of Manitou Springs
X	Mr. Brian Wess (arrived at 1:35 p.m.)	Citizen-At-Large
X	Dr. Jim Null (left 2:17 p.m.)	Citizen-At-Large
X	<b>Mr. Jim Godfrey, Chair</b>	Citizen-At-Large
X	Mr. Thomas Vierzba	Citizen-At-Large
X	Mr. Jake Michel	Citizen-At-Large-Alternate
X	Mr. Tom Rogers	Citizen-At-Large-Alternate
	Mr. David Chesnutt	Citizen-At-Large-Alternate
X	Mr. Gene Bray	Citizen-At-Large-Alternate
X	Mr. Rick Sonnenburg	PPRTA Program/Contracts Manager
X	Ms. Beverly Majewski	PPRTA Financial Manager
X	Mr. Rob MacDonald	PPRTA Board Secretary
X	Staff of Member Governments and Citizens	