



Colorado Springs • El Paso County • Manitou Springs • Green Mountain Falls • Ramah

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**PPRTA Board Meeting Minutes**

**Wednesday, June 11, 2014 – 1:30 p.m.**

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

**MEMBERS PRESENT**

**City of Colorado Springs**

**Councilmember Joel Miller, Vice-Chair**

**Councilmember Jan Martin**

**El Paso County**

**Commissioner Amy Lathen, Chair**

**Commissioner Peggy Littleton**

**Town of Green Mountain Falls**

**Mayor Pro Tem Tyler Stevens**

**City of Manitou Springs**

**Mayor Marc Snyder**

**Town of Ramah**

**Mayor Keith McCafferty**

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**MEMBERS ABSENT**

**El Paso County**

**Commissioner Dennis Hisey**

**City of Colorado Springs**

**Councilmember Merv Bennett**

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**OTHERS PRESENT**

**Staff of Member Governments and Citizens**

**PIKES PEAK RTA STAFF PRESENT**

**Mr. Rob MacDonald, Secretary**

**Mr. Rick Sonnenburg, Program/Contracts Manager**

**Ms. Beverly Majewski, Financial Manager**

**Ms. Jennifer Ivey, Legal Counsel**

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

Chair Amy Lathen established a quorum and called the meeting to order at 1:30 p.m.

**2. Approval of the Agenda - Approved as presented.**

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

Vice-Chair Miller expressed appreciation for Mr. Tom Harold's many years of service on the PPRTA's Citizen Advisory Committee. He requested a resolution be drafted to recognize him.

#### **4. Approval of the Minutes from the May 14, 2014 Meeting**

Town of Green Mountain Falls Director Stevens made a motion, seconded by City of Manitou Springs Director Snyder, to approve the minutes as presented. The motion carried unanimously.

#### **5. FY 2013 Audit Presentation**

Mr. Kyle Logan, Logan and Associates, presented the results of the December 31, 2013 audit of financial statements for the PPRTA. The PPRTA received a clean opinion, the best opinion an organization can receive; the budget figures presented by PPRTA staff to the Board throughout the year were in accordance with accepted accounting terms and policies, and procedures were being followed by staff and the PPRTA. Mr. Logan presented a management letter as communication to the governing Board of the PPRTA and said that no audit adjustments were recommended.

Town of Green Mountain Falls Director Stevens made a motion, seconded by El Paso County Director Littleton, to accept the results of the FY 2013 Audit. The motion carried unanimously.

#### **6. Citizen Advisory Committee Monthly Report**

Mr. Don Feigel, First Vice Chair of the PPRTA CAC, presented highlights from the Committee's June meeting. Mr. Feigel briefly discussed Mr. Tom Harold's resignation as the CAC Chair and as a member of the CAC. He stated that, if the Board was in agreement, he would be willing to assume the responsibilities of the Chair.

The Board provided direction to the CAC on the following three topics:

- 1) The filling of the at-large vacancy on the CAC due to Tom Harold's resignation. The vacancy would be filled from one of the alternate positions, and the new alternate vacancy would then be advertised to the public.
- 2) The CAC's recommendation to change the maintenance of effort provision from an "intent" to "shall" in the First Amended and Restated Establishing IGA, Section 4.0. A two-thirds majority vote of every member governments' entire membership would be required to change the language in the IGA.  
City of Colorado Springs Director Miller volunteered to bring the recommendation to the next City of Colorado Springs Council Work Session to get an informal reading from the Council.
- 3) The CAC's recommendation to request member government staffs to provide monthly status reports for the remaining Capital A-list projects, including the name of the project, the status of the project, and the current budget spent. There was a consensus by the Board to request the reports from members.

#### **7. Financial Reports**

Ms. Beverly Majewski, Pikes Peak RTA Financial Manager, presented the financial reports. The PPRTA received \$6.3 million in sales and use tax receipts for April, which was almost \$400,000 or 6.7% above the original monthly budget and 3% above the same period in 2013.

#### **8. Draft Amendment to the FY 2014 Budget: Presentation and Set Public Hearing Date**

Ms. Beverly Majewski reviewed the 2013 actual tax revenue figures compared to the amended 2013 budget by category. Tax revenue was \$3,398,927 over budget; interest revenue was \$47,277 over budget and there was an additional \$118,916 of Transit fare box revenue. Administrative savings were \$65,456, which will be allocated to Transit, Maintenance and Capital in 2014.

Member government representatives made presentations outlining their proposed changes to the original 2014 budget.

El Paso County Director Littleton made a motion, seconded by City of Colorado Springs Director Miller, to set a Public Hearing date for July 9, 2014 at 1:30 p.m. The motion carried unanimously.

## 9. 2014 Capital, Maintenance, and Public Transportation Contracts

### A. City of Colorado Springs

Mr. Mike Chaves, City Engineering Staff, requested approval of the following contract:

- 1) AM Signal, Inc., Maintenance (Citywide Safety / Traffic Ops): \$250,000.00 (Not to Exceed)

Town of Ramah Director McCafferty made a motion, seconded by City of Colorado Springs Director Miller, to approve the contract. The motion carried unanimously.

### B. City of Colorado Springs Parks and Recreation Capital Projects Funding Request

Mr. Steve Bodette, Parks and Recreation, City of Colorado Springs, presented a request to the Board to allocate funding from the Board's pooled funds to the City's Parks Recreation and Cultural Services Capital account which was needed to complete a section of concrete trail along the Pikes Peak Greenway Trail System (\$297,336.67). Funds were also being requested to be utilized as match money for a CDOT grant to further extend the concrete trail section along the Greenway from I-25 to Cottonwood Creek (\$45,244.33).

City of Colorado Springs Director Miller made a motion, seconded by Town of Green Mountain Falls Director Stevens, to approve the requests as presented. The motion carried unanimously.

### C. El Paso County

Mr. John Clack, County Engineering Staff, requested approval of the following contract:

- 1) Kalco Express, Maintenance (Liquid Asphalt Transportation): \$65,000.00

El Paso County Director Littleton made a motion, seconded by Town of Green Mountain Falls Director Stevens, to approve the contract. The motion carried unanimously.

## 10. Other Reports

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

Mr. Craig Blewitt, Transit Services Director, provided a brief overview of the report for transit services, including ridership statistics for fixed route, paratransit and vanpool routes. An update was provided for the Manitou shuttle and the new bus route #2. Mr. Brian Vitulli was announced as the new Transit Planning Supervisor for MMT.

### B. City of Colorado Springs Change Order and Property Acquisition Report

This was an information item. There were no questions.

### C. Quarterly Reports from Member Governments

This was an information item. There were no questions.

## 11. Administrative Actions and Reports

### A. Draft Amendment to CAC Bylaws

Mr. Rick Sonnenburg, Pikes Peak RTA Program/Contracts Manager, presented the draft amendments requested by the CAC: Page 3 - Paragraph 1: "...the CAC Chair shall use a monthly rotation list of At Large Alternate CAC members to determine which alternate member shall be seated in the voting seat(s)." Removal of the last sentence in the paragraph was also included as a recommendation.

Town of Ramah Director McCafferty made a motion, seconded by Town of Green Mountain Falls Director Stevens, to approve the amendments as requested by the CAC. The motion carried unanimously.

### B. Draft Amendment to Board Policy #14: Project Signage

Mr. Sonnenburg presented the recommendation by the CAC for Board approval to add the words "Promises Made/Promises Kept" in some manner - as decided by each member government - to PPRTA project signs for completed projects.

City of Colorado Springs Director Miller moved to approve the amendment to Board Policy #14 as recommended by CAC with the slash replaced with an ellipsis (Promises Made...Promises Kept). Town of Green Mountain Falls Director Stevens seconded the motion. The motion carried unanimously.

**C. PPRTA Capital Program Renewal Assumption for PPACG 2040 Plan**

Mr. Craig Casper, Regional Transportation Director, Pikes Peak Area Council of Governments, said that PPACG was developing the fiscally-constrained 2040 Regional Transportation Plan (RTP). He requested an assumption regarding renewal of the capital portion of the sales tax for the PPRTA so that a forecast of funds would be available to support implementation of the Plan through the year 2040. The CAC approved a recommendation to approve PPACG assuming that the capital portion of the PPRTA sales tax would be renewed by the voters for the entire period of the 2040 Regional Transportation Plan.

Discussion took place on the purpose of including projects and a funding forecast in the Regional Transportation Plan and on whether it was appropriate to assume that the voters would approve future renewals of the tax revenue. As a clarification, Mr. Casper said that the RTP will be updated every four years by PPACG.

City of Manitou Springs Director Snyder made a motion to approve PPACG assuming that the capital portion of the PPRTA sales and use tax would be renewed for the entire period of the 2040 Regional Transportation Plan. The motion carried on a 5-2 vote, with Directors Miller and Littleton opposing the motion.

**12. PPRTA Member Announcements**

There were none.

**13. Adjournment**

Chair Amy Lathen adjourned the public meeting at 3:03 p.m.



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**PPRTA Board of Directors – Citizen Advisory Committee**

**Joint Meeting Minutes**

**Wednesday, June 11, 2014 – 3:30 p.m.**

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

**PPRTA MEMBERS PRESENT**

**City of Colorado Springs**

**Councilmember Joel Miller, Vice Chair**

**Councilmember Jan Martin**

**City of Manitou Springs**

**Mayor Marc Snyder**

**Town of Ramah**

**Mayor Pro Tem Keith McCafferty**

**El Paso County**

**Commissioner Amy Lathen, Chair**

**Town of Green Mountain Falls**

**Trustee Tyler Stevens**

**CITIZEN ADVISORY COMMITTEE MEMBERS PRESENT**

**Citizen-at-Large Alternates**

**Ms. Ann DeVere**

**Town of Ramah**

**Ms. Cindy Tompkins**

**Mr. Dennis Carpenter**

**Colorado Springs CTAB**

**Mr. Jim Egbert**

**Mr. Rick Hoover**

**Citizens-at-Large**

**Mr. Tom Rogers**

**Mr. Don Feigel, 1st Vice Chair**

**Mr. David Chestnutt**

**Mr. Jim Godfrey**

**El Paso County HAC**

**Ms. Joan Lucia-Treese**

**Mr. Reb Williams**

**OTHERS PRESENT**

**Staff of Member Governments and Citizens**

**PIKES PEAK RTA STAFF PRESENT**

**Mr. Rob MacDonald, Secretary**

**Mr. Rick Sonnenburg, Program/Contracts Manager**

**Ms. Beverly Majewski, Financial Manager**

**Ms. Jennifer Ivey, Legal Counsel**

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

El Paso County Director Lathen established a quorum of PPRTA Board members and called the joint meeting to order at 3:30 p.m.

## 2. Approval of the Agenda

Town of Ramah Director McCafferty made a motion, seconded by Mr. Reb Williams, to approve the agenda as presented. The motion carried unanimously.

## 3. Public Comment Period for Items not on the Agenda – None.

## 4. Definition of Maintenance, especially regarding the use of PPRTA funds for the purchase of vehicles, parts/labor for repairs, and fuel

The CAC and Board discussed the definition of “maintenance,” potential for sharing of specialized equipment among member governments, and the process for approval for equipment/vehicle purchases.

## 5. Long-range plan for PPRTA-funded vehicles: use of funds from their sale if not used as trade-in, if they will be replaced using PPRTA maintenance funds, pickups versus specialized trucks, etc.

Discussion on this item overlapped with Item 4 above. The Board requested that the CAC formulate a definition for maintenance as a recommendation to forward to the Board for review.

## 6. Maintenance of Effort

Group discussion took place on the importance of the PPRTA’s maintenance of effort provision.

Citizen Joe Vaccaro, former member of the CAC, expressed his dissatisfaction with the City of Colorado Springs not meeting its maintenance of effort for Transit.

City of Colorado Springs Director Miller stated that he would bring the CAC’s recommended nine-word revision to the Establishing IGA forward to City Council and provide an unofficial update to the Board and CAC.

Mr. Craig Blewitt, Transit Director for Mountain Metro Transit, spoke about the City’s preliminary budget preparation for 2015 for Transit. City of Colorado Springs Director Martin addressed the City’s budget issues, funds going toward the public safety department, and also expressed appreciation for the CAC’s reminders on the importance of the maintenance of effort for PPRTA.

## 7. PPRTA review of Metro Transit contracts, which is not current practice because, per the Comprehensive IGA, the PPRTA is Not a party to Transit contracts

The members expressed varying preferences on whether the PPRTA should review Transit contracts utilizing PPRTA funds. Mr. Blewitt was available to discuss the City’s contract and audit processes for its Transit contracts as well as the quarterly report provided to the PPRTA for Transit contracts.

Ms. Beverly Majewski, PPRTA Financial Manager, discussed PPRTA staff’s review of the Transit contracts in relation to the PPRTA’s annual budget.

The Board requested that the CAC discuss this issue at its next meeting and prepare a recommendation to the Board.

## 8. Transition from the first PPRTA capital list to the second capital list

The CAC’s recommendation for a report that lists all of the PPRTA I Capital projects and the status of their budgets was reviewed. There was acknowledgement of the need for cooperation between member entities to complete A-list projects with remaining available funding.

## 9. Board discussion of the CAC’s roles/responsibilities

The CAC’s role in relation to the Board and its responsibilities to the voters was discussed. Board members expressed appreciation to the CAC for their participation and input into the process.

## 10. PPRTA Member Announcements – There were none.

## 11. Adjournment

City of Colorado Springs Director Miller adjourned the meeting at 5:14 p.m.