



January 30, 2020
9:00 a.m.

22470 E. Stephen D. Hogan Parkway
Aurora, Colorado 80018

1. Call to OrderVice Chair Chaz Tedesco
2. Pledge of AllegianceVice Chair Chaz Tedesco
3. Public Comment Vice Chair Chaz Tedesco
4. Consent CalendarVice Chair Chaz Tedesco
 - a. Approve Meeting Minutes of December 12, 2019
 - b. Approve Letter Agreement with Arapahoe County regarding Water Quality Ponds
 - c. Approve Benesch Task Order 4 for Construction Management Services
 - d. Approve Sunshine Janitorial Contract
5. Board Officer Nominations and ElectionsVice Chair Chaz Tedesco
6. Operations Department Jessica Carson
 - a. Denver Parking Contract – Approval
 - b. DMV Retrieval Partner - Approval
7. Engineering and Roadway Maintenance DepartmentNeil Thomson
 - a. Road Widening Update
8. Executive Director Report.....Tim Stewart
 - a. Board Binders – Maureen Walker
9. Other Business.....Vice Chair Chaz Tedesco
10. Adjourn MeetingVice Chair Chaz Tedesco

**The next anticipated Board Meeting will be February 13, 2020
at 9:00 a.m. at the E-470 Administrative Headquarters,
22470 E. Stephen D. Hogan Parkway, Aurora, Colorado 80018**

Agenda Item 4a. Approve Meeting Minutes of January 30, 2020

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF THE

E-470 PUBLIC HIGHWAY AUTHORITY

Held: Thursday, January 30, 2020, at 9:00 a.m. at 22470 E. Stephen D. Hogan Parkway, Aurora, Colorado 80018.

Attendance: A special meeting of the Board of Directors of the E-470 Public Highway Authority was held as scheduled and in accordance with applicable statutes of the State of Colorado, with the following directors present:

Chaz Tedesco, Adams County Commissioner
Roger Partridge, Douglas County Commissioner
Craig Hurst, Councilmember Commerce City
Bill Holen, Arapahoe County Commissioner
John Diak, Councilmember Town of Parker
Matt Johnston, Mayor Pro Tem City of Brighton
Francoise Bergan, Councilmember City of Aurora
Jessica Sandgren, Mayor Pro Tem City of Thornton

Wynne Shaw, Councilmember City of Lone Tree (*non-voting*)
Steve Moreno, Weld County Commissioner (*non-voting*)
Laurie Anderson, Councilmember, City and County Broomfield (*non-voting*)
Kelly Brown, CDOT/HPTE (*non-voting*)
Peggy Catlin, RTD (*non-voting*)

Also present were: Jim Brady, construction manager, Jessica Carson, operations director, Geoffrey Doctoroff, risk management supervisor, Ryan Dole, senior financial analyst, Bruce Emberley, operations and tolling services manager, Terry Fabrizio, operations coordinator, Michael Hancock, procurement supervisor, Jacob Kramer, HR manager, Diane Lundquist, executive assistant, Jason Myers, finance director, Derek Slack, roadway maintenance manager, Ken Smith, information technology director, Tim Stewart, executive director, Brianna Summers, staff accountant, Neil Thomson, engineering and roadway maintenance director, Maureen Walker, communications and public affairs manager, Chuck Weiss, engineering manager and Mark Wood, senior support specialist, E-470 Public Highway Authority; Pedro Costa, NWP LLC.; Susan Ermisch, Kimberly Chandler and Jack Nicholls, WSP; Kristin Sullivan, Community and Economic Development, Adams County;

Michael Lund, Stifel; George Allen, visitor; and Tamara Seaver, Icenogle Seaver Pogue, P.C.

Call to Order: Commissioner Tedesco noting the presence of a quorum of the directors, called the meeting to order.

Pledge of Allegiance: Commissioner Tedesco led all present in the Pledge of Allegiance.

Public Comment: Mr. Allen addressed the Board of Directors noting E-470 does not understand their customers and does not know how to compete and then discussed US Surgical as a corporation and its application to the Authority.

Consent Agenda: Commissioner Holen moved approval of the consent agenda, comprising minutes of the December 12, 2019 regular meeting, letter agreement with Arapahoe County regarding Water Quality Ponds, Benesch Task Order 4 for Construction Management Services and Sunshine Janitorial Contract. The motion was seconded by Mayor Pro Tem Sandgren and thereafter approved unanimously by the Board of Directors.

Board Officer Nominations: Ms. Seaver reviewed with the Board of Directors the Authority's process for annual officer nominations. Thereafter, Commissioner Tedesco called for nominations for Chair. Councilmember Bergan nominated Commissioner Tedesco and the nomination was seconded by Commissioner Partridge. There were no other nominations for the office of Chair. Thereafter Commissioner Partridge move that Commissioner Tedesco be elected Board Chair for 2020. The motion was seconded by Commissioner Holen and approved unanimously by the Board.

Commissioner Tedesco then called for nominations for Vice-Chair. Councilmember Diak nominated Commissioner Partridge and the nomination was seconded by Councilmember Hurst. There were no additional nominations. Thereafter Commissioner Tedesco declared Commissioner Partridge to be elected Board Vice-Chair for 2020 by acclamation.

Commissioner Tedesco then called for nominations for Secretary. Commissioner Partridge nominated Councilmember Diak and the nomination was seconded by Councilmember Bergan. There were no additional nominations. Thereafter Commissioner Tedesco declared Councilmember Diak to be elected Board Secretary for 2020 by acclamation.

Finally, Commissioner Tedesco called for nominations for Treasurer and opened the nominations by nominating Councilmember Bergan for Treasurer. The nomination was seconded by Mayor Pro Tem Sandgren. There were no additional nominations. Commissioner Tedesco then declared Councilmember Bergan to be elected Board Treasurer for 2020 by acclamation.

Operations:

Denver Parking Contract Approval: Ms. Carson asked to continue this item as the agreement is still under consideration by the executive team and will be brought back to the Board during the next board meeting. The Board noted the continuation of the item.

DMV Retrieval Partner Approval: Mr. Emberley reviewed with the Board of Directors the history of the request for proposals for DMV vendors and the rationale therefore. Commissioner Holen and Partridge made several inquiries to which Mr. Emberley responded. Mr. Emberley then reviewed the timeline for the request for proposals and the methodology for selection, including hit rate testing which revealed Duncan and Penn Credit as the best two proposers and revealed that utilizing two primary vendors with focus in different states would be the most efficacious means of contracting. Councilmember Bergan, Mayor Pro Tem Sandgren and Commissioner Partridge made additional observations and asked additional questions. Mr. Stewart responded to the same, explaining among other items, the secondary optical character recognition process. Following the Board's discussion, Commissioner Holen moved that the Board of Directors authorize contract negotiations with Duncan Solutions and Penn Credit regarding DMV retrieval contracts with a total not-to-exceed to be allocated between the two contractors of \$2,600,000, and with final contracts to reviewed and approved by the Executive Director and General Counsel. The motion was seconded by Mayor Pro Tem Sandgren and approved unanimously by the Board.

Engineering and Roadway Maintenance:

Road Widening Update: Mr. Thomson introduced the Authority's Construction Project Manager, Jim Brady, who provided an updated on the current road widening project. Mr. Brady reported on the project's scope, organizational chart, schedule, and contractual status. Thereafter, Commissioners Holen and Tedesco and Councilmember Bergan commended the Authority's staff and the contractors for their exemplary work. Director Catlin noted the distinction between this project and so many other delayed projects and noted the project was commendable.

Executive Director Report: Mr. Emberley introduced Terry Fabrizio, operations coordinator, to the Board. Mr. Stewart then noted the date of the next Board meeting and encouraged all to attend. He also mentioned the Board Offsite scheduled at The Gaylord on April 8, 2020, noting alternates were also welcomed to attend.

Mr. Stewart mentioned to the Board the Chair's suggestion that the Authority be proactively engaged with its member jurisdictions and that a letter will be forthcoming related to the same. Mr. Stewart then referenced the Authority's draft 2020 Master Plan and the desire for feedback by February 28, 2020.

Board Binders: Ms. Walker then addressed the Board regarding the 2020 Board Binders. Ms. Seaver reviewed with the Board the 2020 Board Orientation Memorandum, highlighting the fiduciary duties and conflicts of interest sections. Thereafter, Ms. Walker reviewed changes to the Board Binders for 2020, BoardPaq and how to use it. Commissioner Tedesco noted the ability to take personal notes for his own purposes or to highlight text of interest to him.

Ms. Walker then reminded the Board of the Board Member survey and encouraged participation. She mentioned the availability of one-on-one orientations. Finally, she mentioned providing preferences for Board committees and Commissioner Tedesco emphasized that in order to allow him to timely appoint the committees he would like input as quickly as possible.

Other Business: Commissioner Partridge provided a quote from the Chair of the Transportation Infrastructure Committee for the United States Congress. He then noted that unlike many other governments, the Authority represents the best of local governments working collaboratively to achieve transportation goals. Commissioner Holen concurred noting that collaboration is the key to the Authority, and indeed to transportation success generally.

Adjournment: There being no further business to come before the Board, Commissioner Tedesco declared the meeting adjourned.

Chair of the Meeting