

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

OF THE

E-470 PUBLIC HIGHWAY AUTHORITY

Held: Thursday, September 9, 2021, at 9:00 a.m. at 22470 E. Stephen D. Hogan Parkway, E-470 Board Room, in Aurora, Colorado. Please note in person, public participation is now possible but may be limited by space capacity considerations at the authority's offices in the light of the COVID-19 pandemic and, accordingly, all public are also welcome to participate virtually via the following: Zoom Meeting Information for Non-Panelists: <https://us02web.zoom.us/j/83727076028> Dial in Information: 346-248-7799 Webinar ID: 837 2707 6028.

Attendance: A regular 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
Bill Holen, Arapahoe County Commissioner
Francoise Bergan, Mayor Pro Tem City of Aurora
Craig Hurst, Councilmember Commerce City
George Teal, Douglas County Commissioner
John Diak, Councilmember Town of Parker
Jessica Sandgren, Mayor Pro Tem, City of Thornton

Wynne Shaw, Councilmember City of Lone Tree (*non-voting*)
Kelly Brown, Tolling Operations Manager CDOT HPTE (*non-voting*)
Peggy Catlin, RTD (*non-voting*)

Also present were: Trooper Normandin, Colorado State Patrol; Heather Burke, PIO, Jessica Carson, operations director, Bruce Emberley, operations and tolling services manager, Terry Fabrizio, operations coordinator, Mark Ferguson, project manager, ePMO, Michael Hancock, procurement manager, Jaime Heitman, controller, Tiffany Jackson, marketing specialist, Jacob Kramer, HR manager, Brianna Lownsdale, staff accountant, Tricia Morales, operations analyst, Jason Myers, finance director, Ken Smith, information technology director, Tim Stewart, executive director, Brianna Summers, accounting manager, Neil Thomson, engineering and roadway maintenance director, Anthony Tomlinson, systems administrator, Jeremy Shepherd, systems administrator and Derek Slack, roadway maintenance manager, E-470

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Public Highway Authority; Mac Callison, City of Aurora; Kirk Strassman, Conduent Transportation; and Tamara Seaver, Icenogle Seaver Pogue, P.C.

Call to Order: Commissioner Tedesco, noting the presence of a quorum of the directors, called the regular meeting to order at 9:02 a.m.

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

Public Comment: None.

Consent Calendar: Commissioner Holen moved approval of the consent agenda, comprising meeting minutes of August 12, 2021 regular meeting, FHU Road Widening Design Contract Amendment 1, Stanley Land Management One Year Contract Extension, and ISP NTE Amendment. The motion was seconded by Mayor Pro Tem Bergan and approved unanimously by the Board.

Operations Department:
Advertising Agency Contract:

Ms. Carson provided the Board with a brief history of the Authority's advertising, including prior advertising agency services before bringing those functions inside the Authority. She noted the annual RFP for media partner selection and the work associated with that effort. Thereafter, she reported it was staff's recommendation to outsource the advertising services as was previously done. She then reviewed the timeline related to the RFP by the Authority to seek an advertising firm. The effort culminated in a very strong proposal from CIG, this firm also works with other public agencies in Colorado as well as their subconsultant FiveFifty for media buying and analytics. She reported the contract would include marketing and advertising planning and strategy, content creation and media mix selection and reviewed the elements of the proposed campaign development and associated costs. Commissioner Holen inquired as to the Authority's involvement in the process and Ms. Carson responded noting it would be a joint effort but with less staff time allowing them to focus on other operational projects.

Mayor Pro Tem Sandgren moved that the Board of Directors award a contract for marketing and advertising services to Communication Infrastructure Group, LLC, with an annual not-to-exceed compensation amount of \$550,00 and a 3-year contract term with the option to renew for two additional 1-year terms, and to authorize the Executive Director to enter into the contract, subject to review and approval by General Counsel.

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Commissioner Holen seconded the motion, which was approved by the Board

Executive
Director Report:

Mr. Smith introduced IT Staff Members Jeremy Shepherd and Anthony Tomlinson, Systems Administrators and provided background for each gentleman.

Mr. Myers then introduced Brianna Lownsdale, as a new staff accountant in the Finance department and provided background for her.

Mr. Stewart then thanked his support team, and the IT Department, for their hard work during the Board Retreat as well as the Board for the informative and full policy discussions during the retreat. Mr. Stewart mentioned the Annual IBTTA Board Meeting from October 10th – 12th and reminded the Board to let Ms. Lundquist know of their attendance so she could facilitate travel plans. He also mentioned the October 14, 2021 Board Budget Workshop.

Executive
Session:

Commissioner Holen then moved that the Board convene in Executive Session, pursuant to C.R.S., Section 24-6-402(4)(b) and Section 24-6-402(4)(e), for the purposes of receiving legal advice on specific legal questions and determining positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and instructing negotiators all related to the Authority's Tolling Services Agreement with the High Performance Transportation Enterprise, a Division of the Colorado Department of Transportation.

Councilmember Hurst recused himself from the Executive Session due to his employment with CDOT.

Mayor Pro Tem Bergan seconded the motion, which was approved by the Board at 9:35 a.m., with Councilmember Hurst abstaining from the vote and from participation in the Executive Session.

The Executive Session included all voting members of the Board (save for Councilmember Hurst), Mss. Seaver, Catlin and Carson, and Messrs. Stewart, Myers, and Smith.

Commissioner Tedesco reconvened open session at 10:23 a.m.

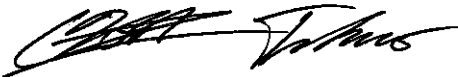
Other Business:

Following short Board discussion, Commissioner Teal moved that the Board of Directors continue this public meeting until 6 p.m. this evening at the E-470 Public Highway Authority Administrative Headquarters Facility 22470 E. Stephen D. Hogan Parkway, Aurora Colorado 80018,

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and via the same zoom link as was provided for this Board of Directors meeting for the purpose of reconvening the executive session noticed on the September 9, 2021 Board of Directors' meeting agenda, with the intent that any and all public wishing to participate in the continued public meeting before and after the executive session are afforded the opportunity to participate in person or virtually. The motion was seconded by Commissioner Holen and approved unanimously by the Board of Directors.

Adjournment: There being no further business to come before the Board, Commissioner Tedesco continued the meeting to 6:00 P.M. on September 9, 2021.



Chair of the Meeting