

BOARD OF DIRECTORS MEETING AGENDA



Location: Heritage Eagle Bend – Humboldt Room
23155 E. Heritage Parkway, Aurora, CO

Date: September 14, 2023

Time: 8:00 a.m.

E-470 Board of Director Officers
Chair – Council Member John Diak (Parker)
Vice Chair – Council Member Francoise Bergan (Aurora)
Secretary Council Member Craig Hurst (Commerce City)
Treasurer – Council Member Jan Pawlowski (Brighton)

PLEASE NOTE ALL MEMBERS OF THE PUBLIC ARE ALSO WELCOME TO PARTICIPATE VIRTUALLY VIA THE FOLLOWING:

TEAMS MEETING

Or call in (audio only)

+1 323-618-1887 | Conference ID: 251 227 387#

Agenda details:

1. Call to OrderChair John Diak
2. Pledge of AllegianceChair John Diak
3. Public CommentChair John Diak
4. Consent Calendar.....Chair John Diak
 - a. Meeting Minutes of August 10, 2023
 - b. Calahan Construction Contract Extension
5. Engineering and Roadway Maintenance Department..... Neil Thomson
 - a. Kiewit Road Widening Contract Amendment 4
6. Public Affairs Department.....Jessica Carson
 - a. Community Engagement Program Update (CDR)
7. Executive Director Report.....Beau Memory
8. Executive SessionChair John Diak
Executive session, pursuant to C.R.S., Sections 24-6-402(4)(b) and 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 negotiations related to the Authority’s contracts with Applegreen and ETC, and related matters.
9. Other BusinessChair John Diak
The E-470 Board Retreat – is scheduled to begin after a 10 minute break
10. Reconvene for Board RetreatChair John Diak
11. Adjourn MeetingChair John Diak

The next anticipated E-470 Board of Directors Meeting will be the Board Workshop on October 12, 2023 at 8:00 a.m. at the E-470 Public Highway Authority Offices, 22470 E. Stephen D. Hogan Parkway, Aurora, Colorado 80016

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE
E-470 PUBLIC HIGHWAY AUTHORITY

Held: Thursday, August 10, 2023, at 9:00 a.m., at 22470 E. Stephen D. Hogan Parkway, in the Board Room, Aurora, Colorado.

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:

John Diak, Councilmember Town of Parker
Francoise Bergan, Mayor Pro-Tem City of Aurora
Bill Holen, Arapahoe County Commissioner
Craig Hurst, Councilmember City of Commerce City
Tony Unrein, Councilmember City of Thornton
Jan Pawlowski, Councilmember City of Brighton

Wynne Shaw, Councilmember City of Lone Tree (*non-voting*)
Deborah Mulvey, DRCOG (*non-voting*)
Peggy Catlin, RTD (*non-voting*)
Kelly Brown, CTIO (CDOT HPTE) (*non-voting*)

Also present were: Jessica Carson, public affairs director, Aliya Getchell, communications intern, Michael Hancock, tolling operations manager, Jaime Heitman, controller, Jimmy Herrera, lane system technician, Kris Kellim, procurement manager, Jacob Kramer, HR manager, Diane Lundquist, executive assistant, Tiffany McCue, marketing specialist, Beau Memory, executive director, Tricia Morales, customer service manager, Kate Oberleas, project engineer, Tanner Rutigliano, engineering intern, Aaron Schilz, IT service desk technician, Derek Slack, roadway maintenance manager, Ken Smith, director of information technology, Briana Summers, accounting manager, Neil Thomson, engineering and roadway maintenance director, Anjie Vescera, director of operations and Chuck Weiss, engineering manager, E-470 Public Highway Authority; Chris Chovan, Adams County; Mac Callison, City of Aurora; Dave Kristick, Atkins Global; Bryon Rockwell and Antti Suhonen, Bank of America Securities; Brenda Schuler, NWPLLC; Andrew Ma, Piper Sandler; Josh Benninghoff, Stifel; Ryan Poulsen, Wells Fargo; and Tamara Seaver, Icenogle Seaver Pogue, P.C.

Call to Order:

Councilmember Diak, noting the presence of a quorum of the directors, called the regular meeting to order at 9:00 a.m.

Pledge of Allegiance: Councilmember Diak led all present in the Pledge of Allegiance.

Public Comment: None.

Consent Calendar: Councilmember Hurst moved approval of the consent agenda, comprising meeting minutes of July 13, 2023. The motion was seconded by Commissioner Holen and approved unanimously by the Board.

Finance Department:

Q2 Finance Review – Dashboard Report Briefing: Ms. Heitman addressed the Board and commenced the Second Quarter Finance Dashboard Report. She reported on monthly transaction trends, including comparison to budget. She then reviewed (for the period through June 2023): toll revenue streams, year to date transactions by location, traffic and revenue for the second quarter from 2021 through 2023, year to date toll revenue, and gross toll revenue breakdowns. She then reviewed the operating budget summary.

Ms. Summers then reported regarding historical debt service coverage matters and provided a year-to-date 2023 capital budget summary. She then provided an update with respect to the Authority’s debt structure and the status of the associated SWAPs. Ms. Summers further reported on the Authority’s fund balances, and trends related to the same. She reviewed year-to-date back office transactions and revenue transactions.

Following the presentation, Councilmember Diak commented from a Finance Committee perspective.

Executive Director Report: Mr. Memory introduced the Authority intern presentations.

Thereafter, Aliya Getchell addressed the Board and reviewed her background and experience as an Authority Operations Department Intern and her key takeaways from her internship. She thanked Jessica and Tiffany and Authority staff for being incredible mentors and the Board for the opportunity.

Mr. Tanner Rutigliano then addressed the Board and reviewed his background and experience as an Authority Roadway and Engineering Intern. He reviewed his experience with some of the Authority projects on which he worked, and his barrier design for Plaza A. He noted his experience with inspection of Authority facilities and his learning. He thanked the entire Engineering Department team, all of Authority staff and the Board for making the program possible.

Mr. Memory then addressed the Board of Directors noted the value of the interns to the Authority. He reminded the Board regarding the IBTTA conference.

He then reported regarding the August 8, 2023 project request letter from the City of Thornton for an expanded Quebec Interchange through a three-party intergovernmental agreement by and among the Authority, the Parterre Metropolitan District, and the City. He noted that, pursuant to the Authority's Projects Policy (Resolution 18-07), the request will next be referred to the Roadway Committee and a feasibility study commenced.

Executive Session:

Commissioner Holen then moved that the Board convene in Executive session, (a) pursuant to C.R.S., Sections 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 negotiations related to the Authority's contracts with Applegreen and ETC, and related matters.

Councilmember Hurst seconded the motion, which was approved by the Board at 9:33 A.M.

The executive session included all voting and non-voting members present at the meeting, Mss. Carson, Heitman, Vescera and Seaver, and Messrs. Memory, Weiss, Thomson, and Smith.

Councilmember Diak reconvened open session at 10:22 A.M.

Other Business: None.

Adjournment: There being no further business to come before the Board, Councilmember Diak adjourned the meeting at 10:22 A.M.

Chair of the Meeting

PRELIMINARY E-470 2023 Calendar

Committee Work Sessions will be convened as needed and publicly posted as prescribed by statute and resolution – Please allow 1 ½ Hours for Work Sessions

January 2023
January 2 New Year's – Office Closed
January 16 Martin Luther King, Jr.'s Day -Office Closed
January 26 Roadway Committee – 1:00 P.M.

February 2023
February 9 Executive Committee – 8:00 A.M.
February 9 BOARD MEETING - 9:00 A.M.
Board Officer Nominations and Election
February 20 Presidents' Day – Office Closed
February 22 IT and RM Committee – 1:00 P.M.
February 23 Finance Committee – 9:00 A.M.
February 23 Roadway Committee – 1:00 P.M.

March 2023
March 9 Executive Committee – 8:00 A.M.
March 9 BOARD MEETING 9:00 A.M.
March 23 Roadway Committee – 1:00 P.M.
March 29 Joint IT/RM/Ops – 1:00 P.M.

April 2023
April 13 Executive Committee – 8:00 A.M.
April 13 BOARD MEETING - 9:00 A.M.
April 20 Finance Committee – 9:00 A.M.
April 26 Joint IT/RM/Ops – 1:00 P.M.
April 27 Roadway Committee – 1:00 P.M.

May 2023
May 11 BOARD MEETING 9:00 A.M.
May 25 IT and RM Committee – 1:00 P.M.
May 25 Finance Committee – 9:00 A.M.
May 25 Roadway Committee – 1:00 P.M.
May 29 Memorial Day – Office Closed

June 2023
June 15 Executive Committee – 8:00 A.M.
June 15 BOARD MEETING 9:00 A.M.
June 19 Juneteenth – Office Closed
June 25-28 CML Conference - Aurora
June 29 Roadway Committee – 1:00 P.M.

July 2023
July 4 Independence Day – Observed
Office Closed
July 13 TSF Grant Ceremony – 8:30 A.M.
July 13 BOARD MEETING 10:00 A.M.
July 21-24 NACo Annual Conference
July 26 Joint IT/RM/OPS – 1:00 P.M.
July 27 Finance Committee – 9:00 A.M.
July 27 Roadway Committee – 1:00 P.M.

August 2023
August 10 Executive Committee – 8:00 A.M.
August 10 BOARD MEETING 9:00 A.M.
August 24 Finance Committee – 9:00 A.M.
August 24 Ops and Comm – 10:30 A.M.
August 24 Roadway Committee – 1:00 P.M.
August 30 IT and RM Committee – 1:00 P.M.

September 2023
September 4 Labor Day – Office Closed
September 14 BOARD MTG/RETREAT - 8:00 A.M.
September 27 IT and RM Committee – 1:00 P.M.
September 28 Finance Committee – 9:00 A.M.
September 28 Roadway Committee – 1:00 P.M.

October 2023
October 7 IBTTA 91st Annual Meeting and
To October 10 Exhibition – Seattle, Washington
October 12 BOARD WORKSHOP – 8:00 A.M.
October 25 IT and RM Committee – 1:00 P.M.
October 26 Finance Committee – 9:00 A.M.
October 26 Ops and Comm – 11:00 A.M.
October 26 Roadway Committee – 1:00 P.M.

November 2023
November 9 Executive Committee – 8:00 A.M.
November 9 BOARD MEETING – 9:00 A.M.
November 10 Veteran's Day – Office Closed
November 16 Roadway Committee – 1:00 P.M.
November 23 Thanksgiving – Office Closed
and 24
November 29 IT and RM Committee – 1:00 P.M.

December 2023
December 14 Executive Committee – 8:00 A.M.
December 14 BOARD MEETING 9:00 A.M.
December 21 Ops and Comm – 9:00 A.M.
December 25 Christmas – Office Closed
and 26
December 27 IT and RM Committee – 1:00 P.M.
December 28 Roadway Committee – 1:00 P.M.