

**MINUTES OF MEETING OF THE  
BOARD OF DIRECTORS (BOARD)**

**Wednesday, May 12, 2004**

**9:00 a.m.**

**PPACG Conference Room**

**MEMBERS PRESENT**

City of Colorado Springs  
City of Colorado Springs  
City of Fountain  
City of Manitou Springs  
  
City of Woodland Park  
Colorado Transportation Commission  
El Paso County  
El Paso County  
El Paso County  
Public Transportation Representative  
Teller County  
Town of Green Mountain Falls  
Town of Monument  
Town of Palmer Lake

**MEMBERS ABSENT**

Air Quality Control Commission  
City of Colorado Springs  
City of Cripple Creek  
City of Victor  
Park County  
Town of Calhan  
Town of Alma  
Town of Fairplay

**GUESTS**

Mr. Craig Blewitt  
Trustee Dick Bratton  
Mr. Fred Burmont  
Mr. Dick Carlson  
Mr. Bill Haas  
Mrs. Barbara Hosmer  
Mr. Philip Hosmer  
Mr. Shawn McDowell  
Mr. Ron Ostop  
Mr. Dave Poling  
Ms. Sherre Ritenour  
Mr. Carl Schueler

**REPRESENTED BY**

Councilmember Richard Skorman  
Councilmember Larry Small  
Councilmember LeNore Ralston, Chairperson  
Mayor Marcy Morrison  
Councilmember Marc Snyder (Alternate)  
Mayor Gary Crane  
Commissioner Terry Schooler  
Commissioner Jim Bensberg  
Commissioner Chuck Brown  
Commissioner Wayne Williams  
Dr. James Null  
Commissioner Jim Ignatius  
Mayor Tyler Stevens  
Mayor Byron Glenn  
Mayor Nikki McDonald

**REPRESENTED BY**

Administrator Doug Lempke  
Councilmember Jerry Heimlicher  
Unassigned  
Mayor Kathy Justice  
Commissioner Don Staples  
Mayor John Cullyford  
Mayor Bob Ensign  
Mayor Nancy Reed

City of Colorado Springs  
Town of Green Mountain Falls  
City of Manitou Springs  
El Paso County  
FHWA  
Black Forest Transportation Committee  
Black Forest Transportation Committee  
CDOT  
Upward Solutions, Inc.  
CDOT Region 2  
City of Colorado Springs Transit  
El Paso County

Ms. Brenda Smith  
Mr. Bob Torres  
Ms. Jude Willcher

BKD, LLP  
CDOT Region 2  
El Paso County

**PPACG STAFF**

Mr. Rob MacDonald, Executive Director  
Mr. Craig Casper, Transportation Director  
Mr. Andy Firestine, Regional Planning Manager  
Ms. Mary Frye, Transportation Planner  
Ms. Barb Louricas, Executive Secretary  
Mr. Rich Muzzy, Environmental Program Manager  
Mr. Ken Prather, Transportation Planner  
Ms. Dolores Quinlisk, Area Agency on Aging Director  
Ms. Margaret Shelton, Accounting Manager

**04-72 INTRODUCTIONS & CALL TO ORDER**

A quorum was established for the Board of Directors. Councilmember LeNore Ralston called the meeting to order at 9:00 a.m. Introductions were made.

**04-73 AGENDA APPROVAL**

Commissioner Brown made a motion to approve the Agenda. Councilmember Skorman seconded the motion. The motion passed by unanimous vote.

**04-74 PUBLIC COMMENT OF ITEMS NOT ON THE AGENDA**

There were no items for public comment.

**04-75 APPROVAL OF BOARD MINUTES FROM THE APRIL 14, 2004 MEETING**

Commissioner Williams made a motion to approve the Minutes. Councilmember Skorman seconded the motion. The motion passed by unanimous vote.

**04-76 CONSENT CALENDAR**

Commissioner Brown made a motion to approve the items on the consent calendar.

1. Air Quality Technical Committee Membership
2. Regional Advisory Council Memberships

Councilmember Skorman seconded the motion. The motion passed by unanimous vote.

#### **04-77 RESOLUTION OF APPRECIATION FOR MAYOR KONARSKI OF MONUMENT**

Councilmember Ralston read a resolution of appreciation for Mayor Konarski who served on the Board of Directors from December 2002 through April 2004 as the Mayor of the Town of Monument.

Commissioner Brown made a motion to approve the Resolution. Commissioner Williams seconded the motion. The motion passed by unanimous vote.

#### **04-78 RESOLUTION OF APPRECIATION FOR MAYOR BRATTON OF GREEN MOUNTAIN FALLS**

Councilmember Ralston read a resolution of appreciation for Mayor Bratton, who served as officers on both the Board of Directors and Urban Area Policy Committee in several capacities from 1996 through 2004.

Commissioner Brown made a motion to approve the Resolution. Commissioner Ignatius seconded the motion. The motion passed by unanimous vote.

#### **04-79 PPACG 2003 AUDIT REPORT**

Ms. Shelton introduced Ms. Brenda Smith, managing partner for BKD, LLP; auditing firm for PPACG. Ms. Shelton asked the Board to accept the 2003 Financial and Compliance Audit upon the completion of the presentation by Ms. Smith.

Ms. Smith reported that the audit was prepared in accordance with the government auditing standards that are required for PPACG, and financial testing was performed to ensure that PPACG is in compliance with the various laws concerning grants and contracts. Ms. Smith stated that their opinion is unqualified and there were no exceptions.

Ms. Smith discussed various highlights from the financial statements. Certificates of Deposit were purchased for investment purposes. Revenue was reported in excess of budget by approximately \$84,000; budgeted expenses were under budget by approximately \$46,000. Funding of Federal grants was reported at \$1,982,285. PPACG was tested to be in compliance with internal control standards and there were no material weaknesses found which needed to be disclosed.

Ms. Smith discussed the contents of the management letter. She said that material weaknesses are typically reported in the management letter and in this case there are no material weaknesses to be reported. The two items mentioned in the management letter are for information to the Board and not considered a major concern.

Commissioner Brown made a motion to accept the 2003 audit report and management letter completed by BKD, LLP. Councilmember Small seconded the motion. The motion passed by unanimous vote.

#### **04-80 2030 REVISIONS TO 2030 SMALL AREA FORECAST**

Mr. Firestine asked for Board approval of revisions to the 2030 Small Area Forecast (SAF) that was previously approved in December 2003 as a working draft used in the development of the 2030 Regional

Transportation Plan. El Paso County used the SAF in its major thoroughfares corridor plan and received public comments stating that projections in unincorporated El Paso County were too high. The Socioeconomic Advisory Committee (SAC) met on April 15, April 22, and April 29 to discuss and recommend a number of changes to the SAF.

Mr. Phil Hosmer, of the Black Forest Transportation Committee, thanked El Paso County for recognizing that population forecasts in the Black Forest preservation planning area were overstated and the willingness to change the information.

Commissioner Williams made a motion to approve the revisions to the 2030 Small Area Forecast for use in the 2030 Regional Transportation Planning process. Mayor McDonald seconded the motion. The motion passed by unanimous vote.

#### **04-81 AREA AGENCY ON AGING PROGRAM REVISED BUDGET**

Ms. Quinlisk discussed the revision to the Older Americans Act (OAA) budget for FY-2004. Fifty-five thousand dollars was added to the budget, including \$25,000 of carryover funds from Part III-B in FY-2003 and \$30,000 were newly allocated funds from Congressional actions related to regional growth in the older population. The funds will be applied to Parts III-B, C1, and C2 of the budget. Some funds allocated to C2 were transferred to cover III-B services.

Ms. Quinlisk said that most likely the State general funding for senior services will decrease in the near future. In FY-2004, the funding levels were \$4.5 million and in FY-2005 it appears that funding levels will be between \$2.5 and \$3 million. PPAAA staff anticipates that the State budget for FY-2004 and FY-2005 for our region will retain current funding levels for PPAAA priority services and any reductions will likely be applied to lower-priority services such as elder abuse education, dental treatment, medication management, hearing aids, and special vision equipment. Ms. Quinlisk restated the goal of the PPAAA programs is to keep seniors independent and in their own homes as long as possible, so those types of services have highest priority.

Commissioner Williams made a disclosure that he is on the Board at the Housing Authority for Colorado Springs, which manages the Golden Circle Nutrition Program, and he further stated that he has no direct personal interest or gain. Councilmember Small made the same disclosure. There were no concerns by the Board of Directors or the public in attendance.

Mayor Morrison made a motion to approve the Revised Older Americans Act Budget for FY-2004. Mayor Crane seconded the motion. The motion passed by unanimous vote.

#### **04-82 2004 THROUGH 2009 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT #7**

Mr. Prather reported that Amendment #7 is proposed by CDOT to change funding levels for several projects. The I-25 corridor project will receive funds in the amount of \$126 million from TRANS bond proceeds, which were approved by voters in 1999; an additional \$3.8 million will fund an extension of Powers Boulevard from Briargate Parkway to State Highway 83; and a funding reduction is anticipated to a project on U.S. Highway 24 from 8<sup>th</sup> Street to Williams Canyon and the funding savings from the US

Highway 24 project will be used to replace two bridges on the northbound lanes of Interstate 25 over Rock Creek, south of Fountain.

Mayor Morrison inquired about details in the reduction of \$5 million for the U.S. Highway 24 project. Mr. Torres replied that the control totals that were set up for the FY-2003 through FY-2008 State Transportation Improvement Program (STIP) were greater than what the most recent control totals were for the FY-2005 through FY-2010 STIP. Mr. Torres said that PPACG is on a different cycle with how the five and six year plans are developed (PPACG has a FY-2004 through FY-2009 TIP) that had to be incorporated through the FY-2005 through FY-2010 STIP and to accomplish the reduction in control totals, modifications were made and costs were reduced to maintain fiscally constrained.

Mayor Morrison said that the traffic impact on US Highway 24 is considerably worse every year. Mr. Torres said that the concept feasibility study has just begun and the project is behind its original schedule. Mr. MacDonald said that in FY-2004, CDOT is completing the US Highway 24 corridor study which will define the overall scope and schedule of the project.

Councilmember Small made a motion to approve Amendment #7 to the FY-2004 through FY-2009 TIP. Mayor Crane seconded the motion. The motion passed by majority vote with one dissenting vote by Mayor Morrison.

#### **04-83 MEMORANDUM OF UNDERSTANDING WITH CDOT FOR TRANSPORTATION FUNDING**

Mr. MacDonald said that the draft Memorandum of Understanding (MOU) between CDOT and PPACG has been written, which will define planning level funding for the next six to 25 years. After the Board approves the MOU, it will be submitted to CDOT's Executive Staff for review and then to the Colorado Transportation Commission for approval.

Councilmember Ralston recommended that since this is a legal agreement, it should be reviewed by PPACG legal representatives for their input before it is executed.

Commissioner Brown made a motion to approve the Memorandum of Understanding (MOU) between PPACG and CDOT concerning the allocation of Federal and State transportation funds for the 2005 through 2010 and 2005 through 2030 time periods, after it has been reviewed by PPACG's attorney. Commissioner Williams seconded the motion. The motion passed by unanimous vote.

#### **04-84 STATUS REPORT ON 2004 LEGISLATIVE BILLS**

Ms. Quinlisk reported that most of the 2004 legislative session bills for the Area Agency on Aging program were Postponed Indefinitely, specifically: health care reform, at-risk adult abuse monitoring, restoration of property tax exemption, residential expenses assistance; and the item that passed was identity theft legislation. Ms. Quinlisk said the legislature failed to reach an agreement on TABOR reform legislation.

Mr. Firestine reported on HB 04-1203 which has impacts on the ability of Urban Renewal Authorities to condemn land for urban renewal purposes and adds cost, delay, and risk to urban renewal projects. It allocates increased relocation benefits to individuals whose land is condemned, adds an appeal process, and

requires municipalities to go through specific procedures before proceeding with condemnation. The CML anticipates that this legislation will be challenged in court.

Mr. MacDonald reported that the statewide tolling legislation was signed by the Governor, the Regional Transportation Authority legislation was defeated; and the 0.08 Blood Alcohol Content (BAC) legislation passed, which will add \$50 million to CDOT transportation projects.

Commissioner Schooler advised that it is imperative that issues surrounding State budgets and funding shortfalls should be monitored closely for impact on transportation funding.

#### **04-85 COMMUNICATIONS**

Mr. MacDonald reported that the information in the Communications section regarding the Rural Transportation Authority was distributed at the joint meeting of the City of Colorado Springs City Council and El Paso County Commissioners on April 30, 2004.

A break was taken from 10:20 a.m. to 10:35 a.m.

#### **04-86 2004 TRANSPORTATION WORK PROGRAM FORUM**

Mr. MacDonald explained that as a result of transportation planning “Best Practices” meetings at the state level, planning efforts are evolving into policy level discussions on the content of the planning work programs. Mr. MacDonald said that the goal of today’s discussion will be to generally prioritize the work program (UPWP) elements.

Mr. Bill Haas of the Federal Highway Administration (FHWA), defined the three key products that the PPACG Transportation Program develops: Unified Planning Work Program (UPWP), Long-Range Transportation Plan, and Transportation Improvement Program (TIP). Mr. Haas explained the UPWP is typically a one-year document, known as the work program, and is the budget of Federal transportation funds. Next year, the UPWP will be developed as a two-year document.

Mr. MacDonald specified that 1% of Federal transportation funding is for planning and research, which amounts to approximately \$1.0 million over a two-year period in the PPACG region.

Mr. MacDonald reiterated that the three work program elements which are Federally mandated are 1) the Regional Transportation Plan Update (Fall 2005), 2) 2005 through 2010 Transportation Improvement Program (TIP), and 3) 2005 and 2006 UPWP. Mr. MacDonald also presented a list of supporting work program elements to be considered by the Board for prioritization.

1. Travel Demand Model Development: PPACG uses the EMME/2 travel demand model. The model is a tool used to estimate what traffic estimates will be over the next 25 years using population, employment, and other factors. This will enhance consistent planning in the member governments’ regional forecasting models.

Mr. Torres requested that the CDOT Region 2 Planner be involved in the EMME/2 model training efforts.

2. Regional Traffic Count Program: Collect traffic counts for roads in the region, which are Federal, State, County, or local to help calibrate the EMME/2 traffic demand model.

Councilmember Ralston said that an integrated traffic model which identifies geographic boundaries and other modalities is desirable.

3. Memorandum of Agreement (MOA) with CDOT Concerning Planning Process: Documentation of “Best Practices” procedural changes concerning transportation planning, funding, project selection, etc.

Councilmember Ralston proposed that this element should be ranked as the highest priority.

4. Application of the Senior Demographic and Transportation Study to Programs: Use information from the Senior Transportation Study and integrate into transportation work program elements.
5. Congestion Mitigation and Air Quality (CMAQ) Project Selection and Funding: Develop a process to prioritize and allocate funds for CMAQ eligible projects to be included into the FY-2005 Through FY-2010 TIP.
6. Transportation Enhancement Project Selection and Funding: Develop a process to prioritize and allocate funds for Transportation Enhancement eligible projects to be included into the FY-2005 Through FY-2010 TIP.
7. Roadway Classification Project: Update classifications for all roads in the region including freeways, interstates, arterials, collectors.
8. Small Area Forecast/Demographic Forecasting Update: An ongoing process to update demographic data for the region.
9. Revise Public Involvement Program: Review and update the public involvement program for the transportation program projects.
10. Congestion Management System (CMS) Revisions: Revise and/or develop an updated CMS for use by the PPACG planning process.
11. Front Range Coordinated Planning Project: Coordinate planning with Denver, Fort Collins, and Pueblo Area Councils of Governments for modeling, corridor development, and other commonalities that are defined.
12. Transportation Opinion Survey: Develop and implement a transportation opinion survey in the PPACG region.
13. Freight Movement Analysis and System Recommendations: Because freight transportation needs are changing, perform a freight needs analysis for the region to determine the potential system requirements.

14. New Element: Ms. Willcher indicated that Intelligent Transportation System (ITS), architecture implementation, and technology applications are important elements that should be included in the UPWP.

Ms. Willcher indicated that freight movement is an important consideration.

Ms. Finch indicated that as a result of the “Best Practices” meetings, documentation of the planning processes is important. Ms. Finch said that an emphasis on coordination is significant along the Front Range communities as they grow closer, and the decisions made in each community will affect the others. Ms. Finch advised that freight movement is projected to vastly increase over the next 10-20 years and has a major impact on the State Highway System and local roadways. Ms. Finch said that the challenge is to focus on a few key areas.

Mr. MacDonald said that the goal is to develop the MOA for how the elements are to be accomplished. Mr. MacDonald agreed with Ms. Finch that emphasis should be given to key planning areas. Mr. MacDonald indicated that there will be a draft version of the UPWP at the July Board meeting.

#### **04-87 EXECUTIVE DIRECTOR’S REPORT**

Mr. MacDonald advised that the real estate agency of Hoff and Leigh has been contracted to help lease the lower level of the PPACG building.

Mr. MacDonald introduced Mr. Craig Casper, who is the new Transportation Director. Mr. Casper has been consulting in the Chicago area for the last 12 years. Mr. Warren Whiteaker will be the new senior planner beginning on June 2.

#### **04-88 MEMBER ENTITY ANNOUNCEMENTS**

There were no member entity announcements.

Councilmember Ralston pointed out that the PPACG Board of Directors does not meet in June because of CML and CCI conferences. Councilmember Ralston asked for discussion on whether or not to cancel the June meeting. The members present concurred to cancel the June meeting of the PPACG Board of Directors.

Mr. MacDonald said that if there are any items that need to be addressed, the Executive Committee of the Board can meet to vote.

#### **04-89 ADJOURNMENT**

Councilmember Ralston adjourned the meeting at 11:30 a.m.

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