

**Colorado Department of Transportation**  
**Standing Committee on Efficiency and Accountability**  
August 16, 2012 Meeting Minutes

Committee members in attendance:

1. Gary Vansuch, Vice Chairman; CDOT Director of Process Improvement
2. Bill Weidenaar, Regional Transportation District
3. Daniel Owens, Operating Engineers Union
4. John Vetterling, CDOT Audit
5. Solomon Haile, CDOT Engineering
6. Jeff Keller, Asphalt Paving Company
7. Bob Sakaguchi, Jacobs Engineering
8. Dave Childs, CDOT Highway Maintenance & Operations
9. T.K. Gwin, CDOT Division of Aeronautics

CDOT staff in attendance:

1. Jeff Tatkenhorst, CDOT Engineering
2. David Wieder, CDOT Maintenance
3. Gregg Miller, CDOT Business Process Architect
4. Samuel Nnuro, CDOT Audit
5. Antonia Simms, CDOT Audit

**Welcome and approval of agenda**

At 2:00 p.m., Committee Chairman Jeff Keller called the meeting to order and asked for an approval of the agenda for the meeting.

**Approval of July Minutes**

At 2:02 p.m., Chairman Jeff Keller asked for approval of the July 2012 minutes. The July minutes were changed to correct the date of the minutes from June 19, 2012 to July 19, 2012. Approval of the minutes was moved, seconded, and adopted.

**Safety Minutes**

At 2:03 p.m., Daniel Owens, Operating Engineers Union, shared tips with committee members on dealing with heat-related illnesses. Heat-related illnesses occur when the body is unable to cool itself by sweating and can result in several heat-induced illnesses such as heat stroke, heat rash and heat exhaustion. The most serious, heat stroke, can also be life-threatening. He also stressed the importance

of recognizing the signs/symptoms of heat-related illnesses in order to monitor yourself and co-workers. Some of these signs include lightheadedness or fainting, mood changes, vomiting; dry, hot skin with no sweating and mental confusion or losing consciousness. Employees can prevent heat-related illnesses by drinking plenty of water on a regular schedule, wearing lightweight, light-colored, loose-fitting clothes, using cooling fans/air-conditioning, resting regularly and try to block out direct sun or other heat sources. Other suggestions offered by committee members included wearing cooling bandanas around the neck, long-sleeve shirts, and a cooling vest which is used by some of the maintenance workers.

John Rich is will conduct the next safety session.

**Loose ends:**

Task Force on Engineering and Maintenance Boundaries

At 2:09 p.m., Solomon Haile, Jeff Tatkenhort and David Wieder provided an update on on the issues surrounding Engineering and Maintenance boundaries at CDOT. Jeff Tatkenhorst briefly discussed the realignment issues and budgetary concerns relative to realigning boundaries. David Wieder pointed out that the boundaries drawn by CDOT senior management were influenced by politics. It was agreed that there needs to be better communication between regions in dealing with regional boundary issues. Mr. Solomon suggested that a special task force be convened to discuss the pros and cons of the Regional Boundaries initiative. Chairman Keller suggested that the task force develop an action plan and present it to the committee at the November meeting.

Financial Accountability Task Force

At 2:31 p.m., Chairman Keller updated the committee on CE indirect costs and fixed vs. variable costs. Chairman Keller stated that the Financial Accountability Task Force had looked at the new version of the the budget and decided to go back to the basics of identifying fixed vs. variable costs as well as soliciting recommendations on ways to improve the construction cost rate. Discussion ensued concerning how government entities distinguish between fixed and variable costs, focusing on identifying what CDOT is really good at and the possibility of privatizing certain things, and what is the threshold of looking at

design builds. Gary Vansuch recommended that Scott Richrath, CDOT, attend the September meeting to discuss portfolio management.

#### Pre-award authority

At 2:54 p.m., John Vetterling, CDOT Auditor, reported that the memorandum describing the advanced budgeting process has been sent to the state Controller and a response is expected by the end of the month.

#### Succession Planning

At 3:30 p.m., Gary Vansuch distributed the final draft of the committee's succession planning initiative memorandum to CDOT Executive Director Don Hunt. A minor change was recommended and committee members were asked to forward any further comments to the Chairman.

#### Update from Aeronautic Division

At 3:06 p.m., T.K. Gwin, CDOT Aeronautics Division, reported on improvement efforts in the CDOT Division of Aeronautics, including the Web-based Information Management System, know by the acronym "WIMS". The WIMS is being implemented to improve efficiency and accountability within the division.

#### CDOT Transparency (CDOT Online Financial Database)

At 3:23 p.m., Gregg Miller, CDOT, presented to the committee a demonstration of CDOT's online financial database system. Mr. Miller reported that the system went active on July 1 and that the information contained in the database is from that date forward. The database consists of three tabs: revenue, expenses and payroll. Users have the ability to use search and sort features, however, users are unable to export data to Excel at this time. The system is updated every Sunday night and contains only current fiscal year information. Previous year's information can be accessed via PDF.

## New Members

At 3:39 p.m., Gary Vansuch announced that a person to fill the MPO vacancy on the has been selected and that the next step is for him to be officially appointed. Chairman Kelly suggested that the committee set a goal to have recommendations for replacements identified no later than the November meeting

## Action items and key decisions

1. Chairman Keller suggested that the Task Force on Engineering and Maintenance Boundaries develop an action plan and present it to the committee at the November meeting.
2. Gary Vansuch recommended that Scott Richrath, CDOT, attend the September meeting to discuss portfolio management.
3. Chairman Keller suggested that the committee set a goal to have recommendations for replacements identified no later than the November meeting
4. John Rich will conduct the next safety session

## **Adjourn**

At 4:05 p.m., the meeting adjourned.

Respectfully submitted by Antonia Simms and Gary Vansuch