



PUBLIC WORKS COMMISSION
Regular Meeting

Date: June 3, 2013

Meeting Called to Order: 5:45 p.m.

Meeting Adjourned: 6:18 p.m.

Present: Mike Riedmuller, Kenneth Brink, Langford Jordan, Brian Logan; Joe Procopio (Council Rep)
Staff Present: Bob Goebel, P.E., Public Works Director; Dan Sailer, P.E., Assistant Public Works Director;
 Bob Watts, P.E., Transportation Planning and Traffic Engineering Manager; Ryan Germeroth, P.E.,
 Traffic Operations Engineer; Linda Angus, Administrative Supervisor
Absent: Martin Karol; Robert Wells, Steven Peterson

ITEM/SUBJECT	ACTION/BY	DISCUSSION/REPORT
Call to Order		Mike Riedmuller, Acting Chair, called the meeting to order. A quorum was present.
Public Comment on Items Not on the Agenda		None
Introduction of New Commission Members and Election of Chair and Vice Chair – Mike Riedmuller		<p>Langdon Jordan and Brian Logan, new Commission members, introduced themselves and were welcomed by the Commission members and staff. Steve Peterson was unable to attend tonight's meeting due to a previous commitment. Bob Watts also introduced recently hired Ryan Germeroth, Traffic Operations Engineer.</p> <p>An election was conducted for Chair and Vice Chair of the Commission. It was moved and approved unanimously that Mike Riedmuller be appointed as Chair and Kenneth Brink be appointed as Vice Chair.</p>
Minutes	Motion made by Commissioner Kenneth Brink; seconded by Commissioner Langford Jordan	It was motioned, seconded and approved by the Public Works Commission to accept the action minutes of May 6, 2013. Motion carries unanimously.
Recommend Approval of Intergovernmental Agreement Between the Town of Castle Rock and Douglas County Concerning the Implementation of the Town's Taxi Voucher		This agenda item is to discuss the proposed Intergovernmental Agreement (IGA) between the Town and Douglas County for Douglas County to administer of the Town's Taxi Voucher Program. Both legal staff with the Town and the County has approved this IGA. Bob Watts gave a brief description of the Taxi

<p>Program by the County – Bob Watts</p>		<p>Voucher Program to the Commission. Douglas County will follow the same rules that were established when the Taxi Voucher Program was set up. The approved 2013 Town budget included \$25,000 for this program. By the end of June, the budget balance is anticipated to be \$18,000. The Town will make quarterly payments to the County. The payments will be made in advance of service. A minimum of \$2,500 per month will be paid to the County at the beginning of each quarter. At the end of each quarter, any funding remaining from the Town’s payment will be applied to the following quarter’s service. A maximum of 10% of the Town’s payment for services may be applied to the administrative expenses of the program. The remainder will be used to pay for taxi rides, per the requirements in the IGA.</p> <p>There has been a change in the IGA since the packet was sent out to the Commission. In Section 1 County Responsibilities, Paragraph B Regular Reporting – The County will prepare monthly and quarterly reports for submittal to the Town within the first 15 days (instead of 10 days) of each month. This will give their contractor a few more days to get the reporting done. Also, under Section 3 Trip Requirements to Qualify for Town Funding, Paragraph A Trip Purpose, iv. The pickup point was added.</p> <p>Staff is scheduled to present this to Town Council on June 18th and if approved by Council, Douglas County is scheduled to take over the administrative duties as of July 1st.</p> <p><u>Questions</u> Commissioner Brink was concerned that if the IGA was terminated, would 30 days be sufficient enough time to re-establish the program back into the Town? <i>It will be difficult because once this IGA is approved; the Town will have to terminate our contract with South Suburban Taxi. Staff will check with South Suburban to see</i></p>
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	<p>Motion made by Commissioner Ken Brink; seconded by Commissioner Brian Logan</p>	<p><i>if they will let us remain under contract through the rest of the year and just not use it - this way if something did happen and we brought it back to the Town, the contract would still be in place. Worst case scenario would be that we would suspend the program until we were able to get another contract established.</i></p> <p>Commissioner Jordan feels that the language in the contract for the funding needs to be tighter. <i>Bob Watts stated that it's hard to know what to expect each quarter. The County will send us a report each month that shows us the number of rides provided, purpose of the rides, cost of each ride – all the information we will need in order to track the rides. Staff doesn't foresee funding to be a problem. Douglas County is aware of our restrictions we have with our program and our trends have shown that the number of rides are projected to be less than what we actually have available for funding. This IGA is strictly for the rest of 2013. The budget and program will be evaluated for the 2014 budget year. At that time a new IGA will be established and any concerns that were noted will be addressed at that time.</i></p> <p>Commissioner Reidmuller stated that he has been against the Taxi Voucher Program from the beginning. He doesn't like the idea of spending a subsidized amount. Also he doesn't believe that the County's interests are aligned with the Town's. On the other side he realizes that staff does spend a lot of time administering the program. So now we will be able to quantify those costs and ship the administrative burden to someone else and free up our staff to work on other Town projects.</p> <p>It was motioned, seconded and approved by the Public Works Commission to recommend to Town Council the approval of an intergovernmental agreement between the Town of Castle Rock and Douglas County to allow Douglas County to assume administration of the Town's Taxi Voucher Program. Motion carries 3-1</p>
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<p>Project Update – Bob Goebel</p>		<p>An overview of the current Public Works projects/programs was provided to the Commission in their packets. Commission asked about:</p> <ul style="list-style-type: none"> • The timeline of the Prairie Hawk Extension – <i>Rough timeline is to complete the design this year and potentially move into construction next year; all dependent on availability of funds. It is considered the next high priority project.</i> • Is the Town trolley covering its own costs? <i>Yes and no – its covering its costs now but it didn't last year due to the work that had to be completed to get it into operation. This year the hourly charge for use of the trolley covers the overhead and maintenance costs so it is "paying for itself".</i>
<p>Council Comments – Joe Procopio</p>		<p>Mr. Procopio commented as follows:</p> <ul style="list-style-type: none"> • Crystal Valley Ranch developer wants to change his plans to put more units on a piece of property but the residents are opposed to this change. It went to Planning Commission and they voted 6 - 0 in opposition of this change. This is going before Town Council tonight with a recommendation from staff not to approve the change. • 2014 budget is coming up. Council and staff will meet July 30th in a strategy session for discussion. First reading for approval of the 2014 budget is usually in October with the second reading December. The Town is one of the few municipalities on the Front Range that have run entirely in the black during the economic down turn. This is due to the fine job of the Town Manager, Finance Department and the Department heads. • Joe attended a Red Hawk HOA meeting. They are pushing for some sidewalk completion in areas where the sidewalk is missing on Prairie Hawk. It seems that they are looking for the Town to complete this. The Town does have a 3-year plan to address missing sidewalks within the Town and Joe doesn't believe this section is in there. Brian Logan asked if this is the responsibility of the developer to complete these sidewalk

		<p>sections pending triggers met. Yes, depending on 50% of the property being developed along Prairie Hawk. They thought they were going to make that 50% but one of the unit developers dropped out.</p> <ul style="list-style-type: none"> • Castlewood Ranch also has a piece of sidewalk missing that is utilized by children going to school but the Metro District is willing to fund it partially or maybe totally.
Commission/Staff Comments/ Concerns		None
Adjournment		There being no further business, the meeting was adjourned. Next meeting July 1 st .