



**PUBLIC WORKS COMMISSION**  
Regular Meeting

**Date:** May 5, 2014

**Meeting Called to Order:** 5:30 p.m.

**Meeting Adjourned:** 6:52 p.m.

**Present:** Mike Riedmuller, Kenneth Brink, Steven Peterson, Robert Wells

**Staff Present:** Dan Sailer, P.E., Assistant Public Works Director; Carl Armijo, P.E., Engineering Manager; Bob Watts, P.E., Transportation Planning & Traffic Engineering Manager; Ryan Germeroth, Traffic Operations Engineer; Linda Angus, Administrative Supervisor

**Absent:** Bob Goebel, Martin Karol, Langford Jordan, Brian Logan, Renee Valentine (Council Rep)

ITEM/SUBJECT	ACTION/BY	DISCUSSION/REPORT
<b>Call to Order</b>		Mike Riedmuller, Chair, called the meeting to order. A quorum was present.
<b>Minutes</b>	Motion made by Commissioner Steven Peterson; seconded by Commissioner Robert Wells	It was motioned, seconded and approved by the Public Works Commission to accept the action minutes of March 3, 2014. Motion carries unanimously.
<b>Commendations – Dan Sailer</b>		We have two members of the Commission that will be leaving us; Brian Logan and Ken Brink. We would like to thank them for their service to the Commission and wish them the best. We would also like to thank Ken for helping us out on the interviews for the three vacancies on Tuesday, May 13 <sup>th</sup> .
<b>Resolution 2014-xx: A Resolution Approving the Town of Castle Rock Services Agreement (NME – Packages 2 &amp; 3 Post Design Services) <i>AND</i> Resolution 2014-xx: A Resolution Approving the Town of Castle Rock Services Agreement (NME – Packages 2 &amp; 3 Engineering Services and Construction Observation) – Carl Armijo</b>		Carl Armijo, Engineering Manager, combined Items 3 and 4 of the agenda. The purpose of these items is to gain a recommendation to Town Council from the Commission for the award of the two services agreements, one with Atkins North America, Inc. and the other with Tsiouvaras Simmons Holderness, Inc. (TSH) for the North Meadows Extension project – Packages 2 & 3. These service agreements will be for post design services, engineering services and construction observation. Due to the size and scope of this project, current Town staffing levels need to be supplemented for the management and inspection services that are required for the project. Currently, Atkins North America, Inc. and TSH are under contract for these services under Package 1. By approving these service

		<p>agreements, the Town will maintain continuity and consistency within the project.</p> <p>Post design services provides engineering technical support for such items as field design support and observations, review of technical submittals, and review of shop drawings and submittals. TSH is accountable to the Town as the engineer of record for their design work and these services may be required of the engineer of record. TSH will be used in these areas on an “on-call” basis.</p> <p>Material testing is a requirement of the specifications for the quality assurance which the Town is not capable of performing due to the equipment and the certified personnel necessary. Atkins North America, Inc. will perform all necessary testing as required in the project Plans &amp; Specifications. Also, they will assist the Town’s Project Manager in the performance of construction management, and construction observation. This will be primarily with the process and procedures required by CDOT for the two new interchanges. Atkins will be used in these areas on an “on-call” basis.</p> <p>The project budget for these construction management services is approximately \$2.5M. The Town has hired an additional Project Manager for the duration of this project which will reduce the overall project costs for engineering services and construction observation. By doing this, the Town will incur a substantial savings to the project.</p> <p>At this time, the timeframe for this project is to be completed by December 2015.</p> <p><i>Is there a conflict is using TSH due to them designing the project?</i> No, it is because they are the engineer of record that makes them a valuable component to this scope of work.</p> <p><i>Did we go out to bid for these services?</i> We “sole sourced” TSH due to them being the engineer of record. The Town advertised for</p>
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	<p>Motion made by Commissioner Steven Peterson; seconded by Commissioner Ken Brink</p>	<p>the engineering services and construction observation for Package 1 of the project at which time staff chose Atkins for this work. Staff is pleased with the services Atkins is providing us under Package 1 and that is why we are recommending them for these services for Packages 2 &amp; 3. Plus they are able to hold their current rates for Packages 2 &amp; 3.</p> <p>Both these service agreements are on an “on-call” basis and are managed by Frank Main who is the Project Manager for the North Meadows Extension Project.</p> <p>This item will be presented to Town Council at the May 20<sup>th</sup> Council meeting.</p> <p>It was motioned, seconded and approved by the Public Works Commission to recommend that the Town Council to approve Resolution 2014-xx, a Resolution approving the Town of Castle Rock Services Agreement (NME – Packages 2 &amp; 3 – Post Design Services) with Tsiouvaras Simmons Holderness, Inc. and Resolution 2014-xx, a Resolution approving the Town of Castle Rock Services Agreement (NME – Packages 2 &amp; 3 – Engineering Services and Construction Observation) with Atkins North America, Inc. Motion carries unanimously.</p>
<p><b>Discussion: Taxi Voucher Program 1<sup>st</sup> Quarter Report – Bob Watts</b></p>		<p>The purpose of this agenda item is to give the Commission a brief report on the status of the Taxi Voucher Program. We have completed our first quarter of 2014 and wanted to let both the Commission and Council know where we stand on our budget at this point. At this point, we are projected to be over budget for this program. The discussion tonight is what staff is planning on doing to bring us back in to line with the budget.</p> <p>In 2013, Douglas County took over the administration of the Town’s Taxi Program in conjunction with their program. Unfortunately as of January 1, 2014, Douglas County ended their taxi program which then created a greater demand on our services. Some of the riders enrolled in our program had been using both the Town’s and</p>

		<p>County's programs for rides and now they must rely solely on the Town's service which has caused a tremendous spike in our ridership numbers. As an example, in January 2013 the Town provided 185 rides; in comparison to January 2014 of 388 rides. Staff has begun to look at our ridership and found that we had several riders that were taking advantage of the program in ways they weren't supposed to i.e. several clients were working more than one job, so they were taking twice as many work trips as the normal client; several clients had been using the County's service for physical therapy transferred to our program. Their trip had been considered "medical" in nature; each client was taking over 10 rides per week. We also had students enrolled in the County's "Bridge Program". The "Bridge Program" is a job training program for disabled youth. They are paid to participate, so technically they are going to work which qualified them for the Town's program. Staff was able to enroll these students in the "To the Rescue" program which is funded by a Federal grant that is given to Douglas County. They are now off our books. We also changed the way we operate the program offering one round trip/day for work, for shopping and for medical appointments (with exceptions in emergencies). By doing these things we are seeing our numbers come back into line. For April our numbers have dropped to 250 rides which is a drop from March 2014 of 388 rides.</p> <p>Currently, we are running extended hours, seven days/week. After we receive our June numbers, staff will look to see if we need to restrict our hours and days in order to be able to meet our budget. We are trying to maintain our flexibility because we know our riders don't have many options when it comes to their working hours. We will continue to monitor each month and make sure we are getting back in line to meet our \$25,000 budget for 2014.</p> <p>This item is just for informational purposes only. It will not be formally presented to</p>
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		Council but they will receive a report from the Town Manager.
<p><b>Discussion: 2013 Town of Castle Rock Motor Vehicle Accident Facts – Bob Watts</b></p>		<p>Each year the Public Works Department prepares an accident report where we go back through the previous year and look at all of the trends we are able to identify. This report helps us to identify and correct problems to our street network that might be the cause of accidents and is shared with the Police Department in order to provide them with data that may be useful to improving their operations. We don't look at just the raw numbers but look at and how they compare to other locations. We look at ways to improve our infrastructure or signal operations to improve the situation. The biggest problem we have is driver behavior. Distracted driving is becoming a bigger issue over time. Until this year, we haven't tracked "inexperience". We are seeing about 10% of our accident attributed to inexperience. Another accident factor is condition of vehicle, i.e. worn tires, headlights, brake lights and/or turn signals not functioning. Public Works has some control over roadway conditions i.e. pavement problems, snow and ice control, signal operations, etc.</p> <p>The Town has had a little spike in our accidents in 2013. There was a very small increase in accidents at intersections. There was a fairly large increase in accidents that caused property damage. Looking at the 10 year accident history, in reality it has stayed at the overall range compared to the population increase over the years. Hasn't varied all that much.</p> <p>Mr. Watts talked about the locations where the highest accident rates occurred. Even the best designed streets and under the best conditions, traffic accidents happen. There are no locations that are owned and operated by the Town that have accident rates that are conflicting to comparable locations. Some proposed actions that staff is planning are:</p> <p><u>SH86/Front Street</u></p> <ul style="list-style-type: none"> <li>• Install flashing yellow arrow for</li> </ul>

		<p>permissive left turn movement (CDOT will provide)</p> <ul style="list-style-type: none"> <li>• Re-align lanes on the north leg of the intersection</li> </ul> <p><u>5<sup>th</sup> Street/Perry Street</u></p> <ul style="list-style-type: none"> <li>• Review clearance intervals for all approaches</li> </ul> <p>The Town's findings are always passed along to CDOT.</p> <p>The item will be presented to Town Council at their May 20<sup>th</sup> Council meeting. Once presented to Council, it will be put on the website for public information.</p>
<p><b>Presentation: 2013 Traffic Signal Operations &amp; Maintenance Report – Ryan Germeroth</b></p>		<p>The purpose of this report is to provide a summary of current signal operations and maintenance, compare actual operations to performance thresholds, identify locations where operations and maintenance need to be improved, and provide a project list for areas of improvement. This is the first time this report has been presented to the Commission.</p> <p>In 2011 we produced a basic service plan for traffic signal management and operations where in staff established a key objective goal for weekday peak hour operations and a second goal for off-peak hour operations. In order to test the signal management plan's performance, there were performance measures established which consisted of:</p> <ul style="list-style-type: none"> <li>• Goal for travel time</li> <li>• Number of stops – more than one red or through lanes being blocked by cars</li> </ul> <p>Mr. Germeroth showed a map as to where the traffic lights are located and discussed the five corridors in the Town that are analyzed. Those corridors are: 1) Meadows Blvd., 2) Front Street, 3) Wolfensberger Road, 4) 5<sup>th</sup> Street and 5) Plum Creek Pkwy. This year staff will also collect operational data with regard to the CDOT traffic signals located in the Town. This will allow staff to better understand these corridors and provide recommendations to CDOT of operations changes that could be made to</p>

		<p>improve corridor operations.</p> <p>Mr. Germeroth discussed the signal operations data with the Commission.</p> <p>Signal maintenance: All equipment replacement and repair is handled through an annual service contract with a traffic signal contractor. They provide quarterly preventative maintenance on all traffic signals (equipment checks and bulb changes). All other calls for unscheduled maintenance or non-routine activities (emergency and non-emergency) are covered through unit pricing. Our goal is to have 13 or fewer non-routine visits per month. Our maintenance costs are up in 2013 which is probably due to the increase in emergency visits and an increase in LED lamp changes.</p> <p>Mr. Germeroth and the Commission discussed the projects that will be implemented this year to assist with signal timing and help lower maintenance costs. One of these projects includes the installation of uninterrupted power supply systems at nine locations. The Town did receive funding from the Denver Regional Council of Governments (DRCOG) for these nine locations. DRCOG is scheduled to give the Town Notice to Proceed in July and at that time staff will select the equipment and perform the installations.</p> <p>The Commission feels that this report sets a good foundation for future CIP projects and shows the work, thought and analysis that is put into the management of traffic operations.</p>
<p><b>Projects Update – Dan Sailer</b></p>		<p>An overview of the current Public Works projects/programs was provided to the Commission in their packet. Construction on the North Meadows Extension project continues. The Town is still waiting to acquire the balance of the property on the east side of US85. It is hoped that this will be acquired in June and, after we receive the go ahead from CDOT, we hope to be able to be in that area late summer.</p>

		<p><i>Is there a possibility that the road could be open from the high school to US85 prior to 2015? Unfortunately, we are obligated by CDOT to open the road in its totality.</i></p> <p><i>When is CDOT going to begin work on the Founders/Meadows area? CDOT will be working on a capacity project on Meadows Pkwy in June/July and should have that completed before the heavy shopping season. The Founders Pkwy (SH86) portion won't begin until Spring of 2015.</i></p>
<b>Council Comments – Renee Valentine</b>		Renee Valentine was absent.
<b>Commission/Staff Comments/Concerns</b>		None
<b>Adjournment</b>		There being no further business, the meeting was adjourned. Next meeting April 7, 2014.