

**Jefferson Parkway Public Highway Authority
Summary of Minutes of Regular Meeting**



**November 17, 2016
Arvada City Hall
8101 Ralston Rd., Arvada, CO
Council Conference Room, 3RD Floor**

I. Call to Order

Chairman Don Rosier called the meeting of the Jefferson Parkway Public Highway Authority (JPPHA) to order at 3:00 p.m. Present were Vice-Chairman Greg Stokes; Director Marc Williams; and Director David Jones; Absent: Director Randy Ahrens.

Also in attendance were Bill Ray, *Staff to JPPHA*; Ed Icenogle, *Legal Counsel for the JPPHA*; Kevin Standbridge, *City and County of Broomfield*; Kate Newman, *Deputy County Manager, Jefferson County*; Bill Tuthill, *Broomfield Legal Counsel*

II. Pledge of Allegiance

III. Report from Staff - None

IV. Report of the General Counsel

- A. Ed Icenogle presented a potential approach to procuring professional services for advancing the Jefferson Parkway Public Highway Authority (JPPHA) along to the next steps in the process such as a financial advisor, program manager, legal counsel, engineering, etc. The discussion included the potential for a Request for Information (RFI) or a Request for Qualifications (RFQ) from potential vendors.
- B. Mr. Ray, as part of the report, distributed a memo (attached) to the Board, on the remaining significant tasks to be completed, along with a timeline and funding needed.
- C. Ed Icenogle stated that the JPPHA now has acquired all of the right-of-way necessary for the highway.

V. Executive Session

- A. Discussion of matters being negotiated, Pursuant to CRS 24-6-402(4)(e)
- B. Discussion of matters regarding land acquisitions, Pursuant to CRS 24-6-402(4)(a)
- C. Discussion of matters regarding legal advice, Pursuant to CRS 24-6-402(4)(b)

Ed Icenogle, Legal Counsel, stated there were matters for Executive Session as shown above.

Director Williams made a motion to move into Executive Session. Director Stokes seconded the motion.

The following votes were cast on the Motion:
Those voting Yes: Rosier, Stokes, Williams, Jones
The Motion was approved.

Director Williams moved to come out of Executive Session. Director Jones seconded the Motion.

The following votes were cast on the Motion:
Those voting Yes: Rosier, Stokes, Jones, Williams
The Motion was approved.

VI. **Adjournment:** Chairman Rosier adjourned the meeting at 4:25 p.m.



Don Rosier
Chairman



Michele Broski
Recording Secretary



MEMORANDUM

TO: JPPHA Board of Directors
FROM: Bill Ray, Interim Executive Director
RE: Transition Structure
DATE: November 17, 2016

Background

As was discussed at the October 20 workshop, there is a path to have all the significant remaining permitting completed or well launched in the next 12 months. Those five tasks are:

- FAA permitting,
- 1601 process including environmental overview
- Union Pacific crossing permit,
- Rocky Flats construction mitigation plan,
- Procurement process

There will also be an attendant public involvement process taking place next year that will also be development and implemented. The significant cost items for the 2017 budget will be any additional analysis needed for the FAA and the environmental/engineering and public participation components required for the 1601 process. The ballpark estimate at the point is \$600,000 and is already included in the draft 2017 budget. This figure will be refined after the initial work session with CDOT scheduled for November 18.

At the end of the work shop, the Board requested that staff develop a synopsis of procurement options. That synopsis has been sent to you under separate cover as part of your agenda packet. In brief, the procurement process will require the Authority to assemble the appropriate technical, financial, and legal expertise to design and execute a successful procurement process. This could be a combination of individuals and firms that will form a project team lasting 12 to 18 months. This may cost something in the order of \$750,000 to \$1,000,000 over that period.

From the Virtual to the Visible Organization

Mr. Brian Wilkerson from Revolution Advisors has extensive experience in standing up multi-jurisdictional local agencies. After the October 20 meeting, we met to review the Board's comments, the workload anticipated to manage the procurement project team, and other aspects of creating a short term 'bridge' organization. As the permitting phase is completed and the procurement team is being assembled, it is the logical point to create a visible entity that will either successfully negotiate and secure a private partner or wind down the present effort for the next window of opportunity.

Mr. Wilkerson is suggesting that there be a JPPHA management team assembled consisting of an Executive Director, and Program Manager and a Finance analyst. Again, these roles could be assumed by individuals, companies or a combination. Assuming individuals and an 18 month process, the compensation component would be in the order of \$550,000 and the office/overhead costs would be in the order of \$66,000 for a total of \$616,000 over a year and a half.

One Path Forward

Currently, the 2017 budget already contemplates \$600,000 for the 1601 process, which should be sufficient.

Startup costs for the procurement process team are also in the 2017 budget at \$350,000 and are assumed to start mid-year. The 2018 portion would be \$450,000 to \$650,000 with the goal of a successful procurement by the end fo the year.

The bridge JPPHA organization is budgeted in 2017 at \$300,000 and is also anticipated to start up in the last half of the year. The 2018 portion would be about \$316,000.

There are also the ongoing operational costs of the Authority of approximately \$200,000 per year.

Thus, a \$400,000 per member contribution for 2017 and for 2018 should either bring the Parkway into existence or into hibernation.