Road Impact Fee Advisory Committee

Meeting Minutes

Date: August 28, 2025, 1:33 PM

Where: Remote Meeting

- Members Present:

Randy Case, Thomas Kerby, Greg Roosevelt, Ryan Watson, Jerry Novak, Gilbert LaForce for J. Palmer, Justin Kilgore for M. Herington,

  - Others Present:

Victoria Chavez, Charlene Durham, Sean Murphy

Call to Order

Mr. Case called the meeting to order at 1:33 PM. Quorum was confirmed by Ms. Chavez.

Agenda Approval – Vote

The agenda was presented without changes. Motion to approve was made by Greg, seconded by Ryan. Motion passed unanimously.

Approval of July 24, 2025 Meeting Minutes – Vote

The committee reviewed the July 24, 2025 meeting minutes. Motion to approve was made by Mr. Kerby, seconded by Greg. The motion passed unanimously.

Road Impact Fee Operations Specialist – Discussion

Ms. Chavez proposed creating a new Operations Specialist position for the Road Impact Fee (RIF) program. The role would provide a single point of contact for daily program operations, assist with credit agreements, prepare meeting materials, manage the RIF website, and support succession planning. Estimated salary range: $58,000–$86,000. Funding would represent approximately 1.4% of annual fee revenue.

Committee members discussed workload relief for engineers, cost efficiency, and the benefits of consistent public communication. Mr. LaForce confirmed staff currently spend significant time assisting customers. Members expressed broad support, noting the position would prepare for future leadership transition. Ms. Chavez will draft proposed adjustments to the implementation document for committee review in September.

Finance Reports – Discussion

Ms. Chavez reported revenue collections remain strong, with approximately $10M in current RIF funds. Additional $1.3M funding from CDOT Fuel Impact Fund is expected, supporting the Bradley Road safety project. Disbursements were made to Meridian Ranch and credit creation for Sylvan Vista was completed. PID collections are tracking above 100% in some districts. Committee noted the importance of financial planning for the proposed new staff position.

Comments on Items Not on the Agenda

Sean Murphy shared information on Bent Grass/Woodmen Road development planning. Discussion included roadway configuration, a new traffic signal, and entitlement preparations. This is not an item for the committee to consider at this time and the applicant should continue working with PCD on the development.

WRMD Transition – Discussion

Ms. Chavez reported progress on the Woodmen Road Metro District (WRMD) transition. An Intergovernmental Agreement (IGA) draft and exhibits have been prepared and will be presented to the WRMD Board. Subsequent approval from the Board of County Commissioners is needed.

Items for Future Agendas

- Review of RIF Operations Specialist proposal and implementation document updates
- WRMD dissolution and IGA progress
- Budget discussion, including funding for new position
- Continued updates on PID revenue and credit agreements

Next Meeting

Tentatively scheduled for September 25, 2025. Mr. Case noted potential absence; Ryan may preside if necessary. Quorum confirmation will be ensured in advance.

Adjourn

Mr. Case adjourned the meeting at 2:14 PM.