Meeting Minutes

Project:	I-70G Edwards Interchange Upgrade (Phase 2)
Subject:	PLT Meeting #2
Date:	Wednesday, August 12, 2015
Location:	Eagle County Building, 500 Broadway Eagle County, CO 81631
Attendees:	Attendance list attached
Distribution:	PLT, Attendees, Brendan Feery (FHWA), Jessica Juriga (Toole), Mark Lenters (GHD), Thor Gjelsteen (FHU)

1. Introductions

Kurt kicked off the meeting with introductions, gave a brief project overview, and summarized the agenda in the attached PowerPoint. He noted that Brendan from FHWA was not in attendance and the project team needs to provide a conference call number in the future so he has the option of calling in. He also let the group know that Eagle County will be hosting a website with project information for the public. It can be accessed at http://www.eaglecounty.us/Engineering/Edwards_Interchange_Project/. Eagle County will look into developing a link for PLT-only access to review draft materials so future e-mails will not be not be an unwieldy size. In the meantime, we will keep distributing meeting materials for review by e-mail and Eagle County will follow up with their IT department to determine best way to host the PLT link.

Action Item:

- The Project Team will provide a conference call number for future meetings (Kurt/Eva)
- Eagle County will follow up with their IT department to determine best way to host PLT link.(Eva)

2. Review of Deliverables

Wendy opened this discussion topic and asked the group to run through the deliverables that were distributed for review prior to the meeting. The Project Team needs to finalize these deliverables to keep on schedule so the PLT had been asked to come prepared to discuss their review. The following deliverables were discussed:

PLT #1 Meeting Minutes

The group agreed that these could be considered final.

Context Statement

The revised Context Statement was reviewed. The revisions were based on previous input from the PLT to incorporate the Edwards Vision statement into the Context Statement. The group had a suggested change to modify the statement regarding growth in Edwards. The draft statement will be revised and redistributed to the group as part of the Success Factors Flow Chart.

Core Values

There were no changes to the Core Values, but some revisions of the definitions of each based on group discussion. Changes included:

- Under Connectivity – change "Balancing" to "Optimizing" and add transit to the list of modes
- Under Mobility – add "capacity and" after "Addressing"
- Under Constructability – add "and property/right-of-way impacts" after "disruption"
- Under Sustainability – add "and provide economic viability" to the end

The definitions will be revised and redistributed to the group.

Critical Issues

These were developed based on input from PLT Meeting #1. The Project Team then incorporated the draft issues into "problem statements" in order to determine Success Factors, i.e., the "problem" we are trying to solve. The group went through the Critical Issues and made the following changes:

- Under Mobility – added a bullet called "capacity deficiencies"
- Under Collaborative Decisions – change "Consensus" to "Support"
- Under Constructability – add bullets for "Temporary and permanent impacts"

These will be revised and redistributed to the group.

CSS Project Work Plan

Wendy asked for comments from the review of the draft CSS Work Plan. She let the Project Team know that comments from their internal review had been addressed in the version distributed. The group said they had no additional comments and the plan could be considered final.

Action Item:

- The Context Statement will be revised and redistributed to the group as part of the Success Factors Flow Chart (Wendy)
- The revised Core Values will be redistributed to the group as part of the Success Factors Flow Chart (Wendy)

- The Critical Issues will be revised and redistributed to the group as part of the Success Factors Flow Chart (Wendy)
- The CSS Work Plan will be posted to the Eagle County project website (Eva)

3. Brainstorm/Refine Success Factors

The group revisited the Critical Issues and how they are used in the Success Factors Flow Chart. The Success Factors were developed by the Project Team to provide solutions to the problems identified in the Critical Issues. The Project Team asked the PLT to review these as part of Step #2 (Endorse the Process) of the CSS process. The PLT reviewed the draft Success Factors relative to the revised Critical Issues to ensure they correlated. The PLT went through the Success Factors and made the following changes:

- Under Safety – for the first bullet make it "bicyclists/pedestrians" (plural)
- Under Community Character – for the first bullet delete "Phase 1", for the second bullet change "environment" to "community character",
- Under Healthy Environment – reword first bullet to" Avoid, minimize and mitigate negative impacts to environmental resources" and add a bullet that states "Opportunities to enhance water quality"
- Under Mobility – add a bullet that states "Improved comfort level for bike and pedestrian users"
- Under Collaborative Decisions – change bullets to one bullet that reads "Well-informed community"
- Under Constructability – revise first bullet to read "Avoid, minimize and mitigate right-of-way impacts to adjacent property owners" and replace phasing in second bullet with "financial"
- Under Sustainability – remove the word "quality" from second bullet and revise to read "Project designed to best practice design standards"

These will be revised and redistributed to the group.

Action Item:

- The Success Factors will be revised and redistributed to the group as part of the Success Factors Flow Chart (Wendy)

4. Endorse the Process

Wendy revisited the discussion on Step #2 from the previous PLT meeting and said with review of the CSS Work Plan, there should be a greater understanding of what the Project Team is asking the PLT to do for this endorsement. With the revised and finalized Context Statement, Core Values, Critical Issues and Success Factors, the group has developed the framework for a successful project. The Project Team will use the finalized flowchart as a framework to guide us during project development activities.

With the PLT agreement on Success Factors, the Project Team can develop evaluation measures (Step 3 - Establish the Criteria) to screen alternatives. As the alternatives are measured for effectiveness in meeting the objectives outlined in the Success Factors, the

selected alternative that best meets the project objectives can be identified. With the approval of these components by the PLT, the PLT will have the ability to understand and endorse the process and help lead the project.

The Project Team will send out the revised Success Flow Chart with the meeting minutes and ask the PLT to review and submit changes. Wendy will aim to send out both draft deliverables by August 19 and ask to receive comments by August 25t, so if there are any major revisions, they can be included in the Open House materials. After the Open House, and a chance for the PLT to solicit input from the public, the Project Team will finalize the minutes and deliverables for Step #2 and ask the PLT to endorse the process via e-mail. We need to complete this step in order to finalize criteria and move through the screening process before we meet again in October.

Action Item:

- The revised materials will be distributed to the PLT in draft form for review by August 19 (Project Team)
- The PLT will review revised materials and meeting minutes and send comments by August 25 (PLT)

5. Brainstorm/Refine Key Messages

The group ran out of time to review the draft Key Messages. The intent of these messages is to develop public support and participation in the process by delivering consistent messages about the key issues, project goals, and the decision-making process. The Project Team, in conjunction with the PLT, develops the Key Messages for the project. Draft messages have been developed based on the Context Statement, Core Values, and Critical Issues identified at the Project Leadership Kick-Off meetings. Wendy asked that the group review and comment on these messages prior to the Open House. They will also be included in the Stakeholder, Agency and Public Involvement Plan being developed for review. They are included in the PowerPoint attached.

Action Item:

- The PLT will review key messages and send comments by August 25 (PLT)

6. Upcoming Deliverables for PLT Review

- Success Factors and Flowchart (Prior to Open House)
- Public, Agency, and Stakeholder Involvement Work (After Open House)

7. Public Open House

The group discussed the Public Open House on August 27 and that a PDF of the Open House flyer will be sent to the PLT to distribute to their constituents. With review and general agreement on the Key Messages, the PLT will be better prepared to solicit input at the Open House. Wendy suggested a FAQ would be developed just for the PLT team and Project Team members to address questions at the Open House. A PLT briefing will be provided at 4:00 p.m. before the Open House.

Action Item:

- A FAQ will be developed for PLT members to reference while at Open House (Wendy)
- PLT members will meet at 4:00 p.m. on August 27 to review project information (PLT)

8. **Next Steps**

The next PLT meeting is planned for October 30. Wendy has a conflict and will not be able to facilitate. The Project Team will decide whether to reschedule and coordinate with the PLT if the meeting date is moved.

Action Item:

- The Project Team will decide whether to reschedule and coordinate with the PLT if the meeting date is moved (Kurt)

I-70G Edwards Interchange Upgrade Phase 2

Project Leadership Team Meeting #2

ATTENDANCE

Project: NHPP 0702-3454 (19944)

August 12, 2015

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