



DRAFT MEETING SUMMARY

ODOT0000-0526

MS: 2

Meeting Date: 09/22/05

Issue Date: 09/23/05

The contents of this summary are assumed correct unless our office is notified in writing within five calendar days of receipt.

DRAFT MEETING SUMMARY-EMT #2

Project: I-5 to 99W Connector Project
Purpose: Executive Management Team Meeting
Location: Metro, Room 501

Attendees:

Kathy Busse	Washington County
Andy Cotugno	Metro
Rob Dixon	Sherwood
Fred Eberle	ODOT
Jeff Graham	FHWA
Mike Stone	Wilsonville
Mike McKillip	Tualatin
Barry Hennelly	Washington County
Michael Ray	ODOT
Mark Turpel	Metro
Leslie Howell	HC
Vaughn Brown	JLA

Distribution: Attendees, File

The meeting began at 9:35 AM. Agendas and other materials were provided prior to the meeting and copies of these materials were also provided at the meeting. The agenda items are represented in "bold" headings.

Barry Hennelly welcomed the group and led the overall EMT meeting. The primary focus of this meeting was to finalize preparations for the October 17 PSC meeting, consider issues surrounding SWG membership, and provide an update on project schedule and recent activities.

- **Project Steering Committee meeting preparation**
 - Barry distributed PSC briefings packets and requested that EMT members familiarize their respective PSC members with the information prior to the October 17 meeting. Any issues or concerns that arise during those briefings should be brought to Barry's attention. The briefing packet materials were reviewed and discussed.
 - Barry reported that the PMT had met with CETAS on Tuesday. CETAS suggested changes to the flow chart were incorporated into the packet version. The chart

also now includes a section describing the post-PSC deliberations to final approval steps.

- Andy pointed out that any “CETAS concurrence” wording needed to be deleted.
- Mike McKillip requested that the briefing packet materials be posted to the FTP site.
- Mike S. asked if the signed EMT Partnering Agreement had been distributed. Barry will check and distribute as needed.
- Leslie pointed out that the action items on the draft PSC agenda were to be emphasized with PSC members during briefings.
- Fred said that Jason Tell will be attending for Matt Garrett
- The EMT indicated they are comfortable with the PSC agenda

• **Public Outreach- information and action**

- Vaughn distributed a SWG member recruitment progress table. The table will be updated every week and distributed via email to keep EMT members abreast of membership development progress.
- Mike S. discussed the issue of the Wilsonville Chamber’s nomination of a sitting City Council member to the citizen committee. He explained that the Chamber wanted a Board member to represent them and that their nominee was well suited to serve. His understanding is that the Chamber is unwilling to nominate anyone else.
- Barry and Vaughn agreed with Mike’s assessment noting that they both had had conversations with the Chamber contact and were unable to get any indication of willingness to change their nominee.
- Andy stated that having an elected official on the SWG was problematic and violated the EMT’s understanding and PSC direction on SWG composition.
- Kathy asked if serving on the SWG would create a conflict of interest for the nominee and if he would have to recuse himself from official City consideration of land use or policy issues related to the project.
- Mike M. reminded the group that Tualatin had wanted to nominate a City Councilor to the SWG but had been convinced that such a nomination would be redundant given that the PSC is the elected official body with project’s final decision-making authority.
- Rob added that having an elected official on the SWG complicated the decision process.
- Andy clarified that the nominee was highly respected and qualified and recommended that he serve on the PSC. EMT members agreed with his assessment of the nominee and his recommendation.
- Jeff indicated that FHWA would have difficulty accepting elected officials as members of the SWG. There was discussion regarding the possibility of a challenge to the process based on mixing electeds into the citizen committee.
- EMT members decided to recommend to the PSC that they not consider electeds as appropriate for the SWG since they are represented on the PSC itself. This recommendation is intended to protect the study results from being open to a later process challenge.
- The PMT will prepare language for the EMT’s recommendation

- Vaughn distributed a web site content outline and draft home page/ meeting notice pages. EMT agreed to change the wording on the “needs bullets” to indicate that the PSC had approved them for distribution and review.
- Mike S. asked if impacts to I-5 would be considered during the study and if that shouldn’t be mentioned in the text. After a group discussion, it was decided to develop an alternatives analysis page that would identify the types of studies and impacts being assessed during the study. EMT members reasserted that traffic impacts to I-5 would be a component of the study.
- **Project Schedule and Activities - information**
 - Leslie discussed the revised schedule with the group. The delay in the PSC meeting, postponing the initial SWG meeting until October 20 and the ongoing Metro-Washington County discussions regarding 2030 growth forecast assumptions have pushed the end point to early May. The new schedule is based on a mid-December resolution to the growth allocation issue.
 - Mark indicated that the schedule incorporates Metro’s best estimate for completing the forecasting.
 - Leslie indicated that she wanted to make sure that the EMT understood that the schedule is slipping, but the team is doing everything they can to keep the activities moving that they can.
 - Leslie pointed out the tentative dates for the scoping meetings (November 29 and 30). When asked if these dates could be shared with the public, Vaughn indicated that it would be best to wait until after the PSC meeting to be specific.
 - Barry reported that CETAS had agreed to cooperate with the study and identified those points at which they would want to have input. They did not want to provide official concurrence since this is not yet a NEPA process.
 - Leslie expressed some concern about CETAS position but was happy that they wanted to remain engaged with the study.
 - Mark distributed notes from the CETAS meeting (attached). He noted that the issue of identifying the “least environmentally damaging project alternative” may cause problems for the project.
 - Jeff further described the need for the LEDPA alternative. EMT members agreed that identifying LEDPA was part of the RTP process.
 - Mark also indicated that CETAS requested that “baseline” studies be called “reconnaissance” studies to avoid misinterpretation. Baseline has a specific meaning under NEPA.
 - It was suggested that an additional collaboration diamond be added to the process after the analysis of alternatives.
 - Leslie indicated that she will have the chart revised and provide it to the PMT, so that Michael can send it on to CETAS.
 - Rob noted that EMT meetings 5 & 6 needed to be rescheduled to avoid conflicts with the Thanksgiving and Christmas holidays. The new dates are November 17 and December 15.
 - Leslie urged EMT members to have their PSC representatives bring their calendars to the next PSC meeting in order to complete the PSC meeting schedule.

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• **Other Business**

- Andy requested that the PMT provide a ballpark cost and timetable estimate for the project under both a big project scenario and a phased project scenario. The information is needed to program the projects of statewide significance. He would like this information approximately one week from now. Barry and the agency PMT members will work on this.
- Barry reported that he had conducted two Community Briefings – CPO5 and the Tualatin Council – recently. The main concern he has heard is the misconception that a corridor decision has already been made.

Action Items	Responsible Party	Target Date
Distribute signed EMT Partnering Agreement	Barry	9/29
Post the PSC packet to the FTP site	Leslie	9/29
Draft elected official recommendation language for PSC meeting for EMT review	Vaughn	9/29
Pursue resolution of the Wilsonville chamber SWG representative	Mike Stone	10/17
Develop ballpark cost and timetable estimates for two scenarios	Barry/Michael/Mark	9/29
Send website link to EMT	Vaughn/Kristin	when website goes live
Make revisions to schedule	Leslie	9/29
Brief PSC representatives prior to next PSC meeting	EMT members	prior to October 17

Upcoming Events

October 4 – PMT meeting #5. 1:00-3:00 PM at DEA (7th floor large conf. Room)

October 17 - PSC meeting #2. 11:30 AM – 1:00 PM at Tualatin City Council Chamber

October 20 – SWG meeting #1. 6:00 – 8:00 PM at Sherwood Police Training Facility

October 27 - EMT meeting #3. 9:30-11:30 AM at Metro (Room 501)