



DRAFT MEETING SUMMARY

ODOT0000-0526

MS: 3

Meeting Date: 11/17/05

Issue Date: 11/20/05

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 #4

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

Attendees:

Kathy Busse	Washington County
Mike McKillip	Tualatin
Rob Dixon	Sherwood
R. Scott Pemble	Clackamas County
Jeff Graham	FHWA
Michael Stone	City of Wilsonville
Barry Hennelly	Washington County
Michael Ray	ODOT
Vaughn Brown	JLA
Scott Richman	DEA

Distribution: EMT, PMT, File

The meeting began at 9:30 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.

- **Welcome/Introduction (and Misc.)**

- Barry welcomed the group and led the overall EMT meeting. The primary focus of this meeting was to debrief on the second SWG meeting, discuss public involvement and scoping activities including the upcoming open houses, and provide updates on the schedule and recent activities including environmental, land use, and transportation work, and coordination with the Tualatin River National Wildlife Refuge.
- Mike McKillip handed out copies of some project background letters from the 1980's.
- Michael – The tolling team talking with ODOT about three other corridor projects has expressed interest in the I-5 to 99W Connector Project. Fred and Andy are presently meeting with the tolling group.

- **SWG**

- Vaughn – The SWG #2 meeting went very well. The SWG ratified their protocols, were introduced to and discussed the Purpose and Need, and spent the majority of meeting going through a discussion of the scoping process.
- All SWG slots are filled. The newest six members shown as shaded on the list provided by Vaughn have not been ratified by the PSC. The PMT recommends that the EMT work with the PSC to ratify the newest SWG members prior to their next meeting and confirm the ratification at the next PSC meeting.
- Mike M. suggested that the PMT send an email from the EMT asking the PSC to review and respond to the completed SWG list. We will then consider the responses ratification until the next PSC meeting (include a quick agenda item at the next PSC meeting).
- Vaughn – The SWG has very passionate and vocal representatives of the interests they are representing, and we have quite a bit of feedback from SWG to serve as foundation of Goals and Objectives.
- The EMT agreed that it is important to make sure that frequent clarification of their role is conveyed to the SWG. The SWG's charge is to respond to questions and serve as advisors at the direction of the PSC. We need to make sure their mission remains on track.
- Kathy – It does not seem critical that SWG reach consensus.
- Barry – The SWG has agreed to allow members to request a one meeting delay to check in with constituents on critical input feedback milestones.
- Feedback from Open Houses is expected to be available by mid-December.
- SWG meetings may move to the Sherwood City Hall.
- Mike S. – What are we going to do if SWG starts “going south?”
- Vaughn – That will be a challenge, but the process is designed to manage this risk. The intent is to keep SWG conversations among each other and community-focused.
- R. Scott P. – Suggested (EMT agreed) that for future SWG Agendas, we identify items “for information only” vs. items where we want SWG input or feedback.
- Vaughn – A question from Metro staff about whether to have a SWG chair has come up. The PMT will discuss further with Andy C. and Mark T. Barry – Person represents entire group, could slow process.
- The EMT discussed some potential pros and cons of having a SWG chair, and agreed to discuss this again at their next meeting.
- R. Scott P. suggested that we clarify that the SWG is together for a dialog that is facilitated. A rotating representative of the SWG could interface with the PSC.
- Vaughn – We need to be able to have a good answer to the question: “What is missing that having a chair could fill?”

- **Scoping Open Houses**

- Vaughn – Handed out newsletter copies. Over 19,300 newsletters were sent out, included property owners outside project area, and included “interested parties” from previous study. The group studying industrial lands is included in the mailing. All Sherwood zip codes and zip codes in North Wilsonville are included.

- Display ads will be in four papers next week. A news release will go out tomorrow to CPOs for newsletters and to other organizations who have news materials.
- Anne Madden is setting up a reporter meeting, and a PIO coordination meeting was held on 11/15. PIO's are coordinating media communications.
- Barry – Metro protocol is for a Metro Councilor to participate in media contacts (not limited to staff).
- Vaughn – Described open house format, stations and staffing. Staffing will include PIO's, and County, ODOT, and Metro staff in addition to consultants.
- Scott presented and recorded EMT comments on draft graphics that we are considering showing as displays at the open houses. DEA will revise the displays to address EMT comments.
- Jeff G. requested that we check with the Refuge on issue related to whether or not we should show their planned expansion areas on a public display map.
- Barry – This could be part of Jason Tell's call to the Refuge. We need clarification on the status of the planned expansion areas.
- R. Scott P. suggested that we clarify the information sources and be prepared to discuss mapped information such as wetland locations with concerned citizens. We should provide an Open House Comment Form that is consistent with the stations. The comment forms have been completed, and they provide different sections that relate to the topics addressed at the stations.

- **PSC**
 - The PMT suggests canceling the 12/12 PSC, because there will not be a decision action ready for the PSC by 12/12. The PSC should be able to act on the Purpose and Need, and Goals and Objectives at the 2/13/06 meeting.
 - Mike M. suggested, and the EMT agreed that the PMT provide project update information to the EMT and PSC in December around the time we would have had the PSC meeting.
 - Kathy – We may need to re-schedule the February meeting, perhaps to a different Monday, because it conflicts with the Washington County Coordination Committee (WCCC) meeting.

- **Schedule and technical activities**
 - Scott provided an update of the project schedule and technical activities by the consultant team. DEA is sending out draft environmental, land use, and socioeconomic technical memos, with exception of those to be prepared by GeoDesign, Inc. who are not authorized under our pending contract amendment. The Transportation Existing conditions work is proceeding; however, traffic data collection has been delayed due to other project commitments for traffic data collection firms.
 - The consultant team is awaiting a contract amendment to keep Leslie Howell on-board as Project Manager and to get Geo Design and Ann Shankland (Technical Editor) going on their work.
 - DEA has been working on a larger amendment to get through the RTP Amendment Process.

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- Barry – The agency-to-agency contact plan for coordination with the Refuge is for Jason Tell to make the initial contact with Refuge Manager, and arrange a meeting with Kathy B. and Andy C. Our intent is for the Connector Project to be incorporated into TRNWL Refuge Plan.
- The PMT will provide the EMT with clarification on the wildlife refuge status.
- The Next EMT meeting is scheduled for 12/15 at Metro.

Action Items	Responsible Party	Target Date
Work with the PSC to ratify the newest SWG members prior to their next meeting	EMT	Mid December
Cancel 12/12 PSC meeting	Barry	11/17
Prepare project briefing packet for EMT/PSC	PMT	Mid December
Revise open house displays to address EMT comments	DEA	11/28
Contact TRNWLR Manager and arrange meeting with Kathy B. and Andy C.	Jason Tell	Early December
Provide the EMT with clarification on the wildlife refuge status	PMT	11/28

Upcoming Events**November 29 and 30** – Community open houses – Scoping**December 3** – SWG meeting #3**December 15** – EMT #5 (Metro)