



**I-70 Mountain Corridor EB Auxiliary Lane
Project Leadership Team Chartering Agreement**

1. Purpose of the EB I-70 Mountain Corridor Auxiliary Lane Process Project Leadership Team

The purpose of the EB I-70 Auxiliary Lane Process (“EB I-70 Aux Lane”) Project Leadership Team (PLT) is to lead the project, endorse the process, champion CSS and enable decision-making for the completion of the EB I-70 Aux Lane.

2. Established Context Statement, Core Values, and Goals for the EB I-70 Aux Lane.

The I-70 Mountain corridor is a magnificent, scenic place. Human elements are woven through breathtaking natural features. The integration of these diverse elements has occurred over the course of time. The corridor is a recreational destination for the world, a route for interstate and local commerce and a unique place to live. I-70 is also federally designated as a high priority corridor, a significant part of the defense network and a major economic corridor for Colorado. For many local communities along the corridor, I-70 is the lifeline, primary access and only connection to other communities.

Current I-70 roadway geometry is constrained due to the topography that result in decreased safety, mobility, accessibility and capacity for travelers and residents.

The Eastbound improvements to I-70 are needed due to heavy congestion and safety problems related to the steep grade (>6%) and the slow-moving, heavy vehicles in the right-hand lane. MP 204.11 to 205.8 operates at a Level of Service of Safety (LOSS) IV, which indicates a high potential for crash reduction.

Core Values of the EB I-70 Aux Lane

- Safety
- Mobility and Accessibility
- Constructability
- Community
- Environment
- Engineering Criteria and Aesthetics



- Sustainability
- Historic Context
- Decision Making

The EB I-70 Aux Lane project must achieve the following goals and critical success factors:

- Address Safety and Capacity of I-70 Corridor
- Improve I-70 Corridor Operations
- Address the I-70 lane balance at Exit 205
- Comply with the PEIS
- Consider Local Planning Efforts

3. Membership and Attendance

The PLT is the leader of the project and includes the Federal Highway Administration (FHWA), Colorado Department of Transportation (CDOT), and corridor community leaders. CDOT and FHWA are the lead agencies and final decision makers for projects on I-70. To ensure that these projects meet the commitment that FHWA and CDOT have made to CSS, a collaborative approach should be used that involves a wide range of disciplines and participants.

The following entities will have representation on the PLT:

- FHWA – Jeff Bellen
- USFS – Bill Jackson, Anna Bengston (Primary)
- CDOT Program Engineer- TBD
- CDOT Resident Engineer – Grant Anderson
- CDOT Project Manager – Scott Harris
- CDOT Environmental Lead – David Cesark
- CDOT I-70 Mountain Corridor Ops Manager – William “Fritz” Homann
- CDOT R3 Traffic – Zane Znamenacek & Mark Bunnell
- Colorado Motor Carriers Association – Tracy Sakaguchi
- CPW – Elissa Slezak & Michelle Cowardin
- Community leaders –
 - i. Summit County – Tom Gosiorowski (primary)/Bentley Henderson (alternate);
 - ii. Town of Frisco – Jeff Goble (primary)
 - iii. Town of Silverthorne –Tom Daughtry (primary)
 - iv. Town of Dillon – Scott O’Brien (primary), Dan Burroughs (secondary)
 - v. I-70 Coalition – Margaret Bowes (primary)
- Contractor project manager, added during the project’s construction phase (1)



- Consultant staff for technical expertise – WSP
- Consultant facilitator – Corey Lang

Primary and alternate members of the PLT agree to strive to attend all meetings in person, although only one member will participate at the table. Members agree that, when appropriate, in-person participation is more desirable than participation by conference call. In order for the process to efficiently move forward, the PLT is not required to backtrack on PLT decisions. Any primary PLT member unable to attend a meeting will appoint an alternate. If a PLT member misses a meeting, the PLT member can still contribute to the process by providing agenda items for discussion and by reviewing appropriate materials to prepare for discussions in subsequent meetings.

Weather Cancellation Policy: If a significant number of members are unable to attend due to weather, meetings will be canceled. As a general guideline, if school buses are canceled in the meeting location or in members' areas, the meeting will be canceled.

4. Roles and Responsibilities

Project Leadership Team (PLT)

The purpose of a PLT is to lead the project, endorse the process, champion CSS and enable decision making.

The PLT drives the EB I-70 Aux Lane Process and ensures that the CSS process and guidance is followed. It is crucial that the PLT identify when the process is working, or not working, and when the process needs to be modified. The PLT members agree to raise process issues in a direct way and as soon as an issue or concern is identified.

The PLT discussions will remain at a high level and focus on policy issues and maintaining and following the CSS process and on broader policy issues. The PLT will determine what materials are relevant for decision making and has identified the Technical Team members for EB I-70 Aux Lane, if membership changes are necessary, such changes will be discussed with the PLT. The PLT will communicate with the relevant TT members the themes, policies and CSS process outcomes to ensure there are no gaps in information shared.

If there are any issues that the TT cannot resolve, these issues will be elevated to the PLT. The PLT is also tasked with developing a stakeholder engagement plan to include the public.

When policy issues arise that are broader than the project team's scope, the PLT will identify the steps needed to resolve the issue. As the PLT will be responsible for identifying who must be involved in making the decision, bringing the decision



makers together, and proposing solutions or approaches that keep the project moving forward.

Technical Team

The Technical Team (TT) members are the first to define the specific context of the segments and then identify the specific critical issues, technical, environmental and social/economic in a segment.

The TT evaluates concepts and alternatives based on the critical issues and core values for the corridor and segment. To this end, the TT will have ample time to interact with maps and technical documents through interactive activities.

The TT is a working group made up of technical experts and experts in multi-disciplinary fields.

- Assists in developing alternatives.
- Examines how different alternatives work and identifies trade-offs
- Assists in evaluating alternatives using Core Values and Evaluation Criteria developed by the PLT and TT.
- TT members are expected to come to the table and show up to meetings. TT member commitment and consistency are key to a successful process.
- An overall schedule will be developed, along with key topics to ensure that appropriate TT members are present.
- The TT has the responsibility to communicate TT meeting discussions and outcomes with their PLT representatives.

Local Stakeholders – The same person on both TT and PLT.

- Summit County – Tom G.
- Town of Frisco – Jeff G
- Town of Dillon – Dan and Scott
- Town of Silverthorne – Tom D.
- I-70 Coalition - Margaret B
- USFS – Anna B.

Project Staff



- Project Staff serves to organize information and data for the PLT and TT and to assist with organization, funding and facilitating the process.
- Project Staff will deliver and lead the project by working with the PLT to champion the CSS process and enable decision making.
- Project Staff will develop the alternative evaluation process by 1) developing evaluation criteria that reflects participant, members and stakeholders' interests and concerns and 2) gaining the endorsement of the evaluation process from the PLT members.
- Project Staff will develop alternatives or options to meet the project goals using the following methods: 1) Staff will work with the PLT, stakeholders, and the public to identify a full range of potential options. 2) Staff will then capture, consider, track, and document all suggestions. 3) Staff will evaluate, select, and refine alternatives and options. 4) Staff will apply the alternative evaluation process to the full range of alternatives and options. 5) Staff will involve the PLT, TT and the public in selecting and refining an alternative. 6) Staff will clearly document how each idea was evaluated and provide a record of how each idea was evaluated and possibly modified.
- Project Staff will document each Step of the CSS Process.
- Project Staff will document meetings and ensure timely and responsive communication.
- Project Staff will conduct an evaluation of the Project and the CSS Process.

5. Operating Guidelines

The following discussion guidelines will be used to encourage productive deliberations and decision making among the PLT. The PLT will commit to “best efforts” at following the guidelines and give the facilitators the authority to enforce them:

Discussion Guidelines

- **It is crucial that everyone have a chance to be heard and to hear others.**
 - Pay attention to what is being discussed in the meeting and avoid side conversations or distractions (phone calls, etc.).
 - Allow people to speak and refrain from making interruptions.
 - Be brief and speak to the point.
- **It is important to find creative, innovative solutions.**



- Avoid judging ideas prematurely and try to remain open minded.
- Look for ways to improve proposals.
- Promote positive behaviors that result in agreement.

- **Disagreements are inevitable; however, they should be focused on the issues involved rather than on the people holding a particular view.**
 - Raise issues or concerns in a productive fashion and as early as possible.
 - Address one another in respectful ways.
 - Clearly articulate, after deliberation and when appropriate, whether a particular PLT/TT/ITF recommendation can be supported.

6. Decision Making

CDOT and FHWA are the lead agencies and final decision makers for projects on I-70. To ensure that these projects meet the commitment that FHWA and CDOT have made to CSS, a collaborative approach should be used that involves a wide range of disciplines and impacted parties.

The EB I-70 Aux Lane CSS Process is built on a commitment to collaborative decision making. The key principles of collaborative decision making are:

- Principle-based
- Outcome-driven
- Multidisciplinary

To achieve a collaborative outcome, the EB I-70 Aux Lane will use the 6-Step CSS Process. The purpose of the CSS process is to support a structured decision-making process.

In concert with the CSS process, the project will use a consensus-building process in making decisions. A consensus is an agreement built by identifying and exploring all parties' interests and developing an agreement that satisfies these interests to the greatest extent possible. A consensus is reached when all parties agree that their major interests have been taken into consideration in a satisfactory manner.

Consensus does not necessarily mean unanimity. Some parties may strongly endorse a recommendation while others may accept it as a workable agreement.



Members can participate in the consensus without embracing each element of the agreement with the same fervor as other members or having each interest fully satisfied. The PLT will seek to balance community values, project goals, and technical information during deliberations and discussions.

To enhance creativity during meetings, individuals are expected to explore a full range of ideas that may transcend or be inconsistent with previously held positions. The goal of the meetings is to have frank and open discussion of the topics and issues needed to lead the project and enable decision making.

7. Communication

The PLT commits to raising relevant issues in a timely and direct manner. For the TT and PLT to work as effectively together as possible, the PLT will receive all communications that are sent to the TT. The PLT will be notified when documents are finalized or decisions have been made.

All email communications will be labeled with a consistent naming convention as follows: **22381, I-70 EB Aux Lane [Subject Matter]**

Pre-Meeting Materials and Post-Meeting Summaries

PLT pre-meeting materials will be sent to PLT members at least one week prior to meetings for review and comment.

Post-Meeting summaries will be prepared following each meeting of the PLT highlighting action items and decisions. All meeting summaries will be considered drafts until adopted by the PLT. Meeting summaries will be distributed one week after the meeting. PLT or TT members will have one week to review and send comments before the summaries are sent out as FINAL and placed in a shared folder. This folder will be a shared Google Drive folder. This Google Drive folder will also hold any other documents used or presented to the PLT and TT.

E-mail will be used for meeting scheduling and logistics, document review, meeting summaries, and agenda building. E-mail may be used for discussion, comment, deliberation, or agreement building.

8. Schedule and Milestones

Members of the PLT commit to efficient, effective discussions. All members agree up front to strive to meet the schedule, goals, and action plans established at the first meeting. Additional teams identified by the PLT will meet as needed to address specific issues and provide recommendations to the PLT. Group



discussion and deliberations may result in the intentional, formal adjustment of the schedule and milestones.

The PLT commits to a consistent schedule, meeting at key intervals during the process. The PLT will meet at the CDOT Region 3 office in Silverthorne.

9. Public Coordination

For the PLT to fulfill its purpose, work sessions must be focused and manageable. These work sessions will be open to the public; any participation of public observers will be at the discretion of the PLT. Meetings are open to the public but are not public comment meetings. PLT members will serve as conduits for communication between their stakeholders and the PLT.

The PLT further commits to being involved in designing public outreach events. It is estimated that there will be one open house to review the PLT's proposed alternative.

10. Communication with Other Organizations, Individuals, and the Media

PLT members wish to maintain an environment that promotes open, frank, and constructive discussion. Members recognize that such an environment must be built on mutual respect and trust, and each commit to avoid actions that would damage that trust. In communicating about the group's work -- including communication with the press -- each member agrees to speak only for herself or himself, to avoid characterizing the personal position or comments of other participants. No one will speak for any group other than his or her own without the explicit consent of that group.

11. Constituent Communication

Members of the PLT who represent agencies or constituencies will inform their constituents on an ongoing basis about the issues under discussion and the progress being made in the consensus problem-solving meetings. They will represent the interests of their constituent group and bring their constituents' concerns and ideas to the deliberations. Materials developed for the PLT can be shared with their constituency; stakeholder comments on these materials should be relayed to the PLT.