



I-70 Mountain Corridor Project Management Team Meeting

ATTENDEES: Bill Scheuerman/CDOT Brian Pinkerton/CDOT
 Michelle Li/CODT Peter Kozinski/CDOT
 Joe Elsen/CDOT
 Flo Raitano/I-70 Coalition Cynthia Neely/Clear Creek County
 Pat Noyes/Pat Noyes & Assoc Kevin Shanks/THK
 Tom Schilling/InterMountain
 George Garcia/CH2M HILL Andrea Garcia/CH2M HILL
 Mary Jo Vobejda/CH2M HILL Dave Stevenson/CH2M HILL

DATE: June 19, 2007
LOCATION: CDOT Golden Residency
PROJECT
NUMBERS: CDOT Project # 15613 CMS 07-028 Code 15954.10.50
 CH2M HILL # 358654

INTRODUCTION

These meeting notes reflect the decisions and action items agreed on at this meeting. Please advise Mary Jo Vobejda as soon as possible if your meeting notes reflect any substantial differences from these notes.

AGENDA

The agenda for the meeting is attached and the meeting followed this format.

OLD BUSINESS

The key messages were reviewed and comments taken. These will be changed and reviewed again prior to posting them on the website or other public forum.

The Logo was discussed and will be used for documents associated with the CSS process.

The PMT Mission was reviewed. This was developed using the individual goals discussed during our May PMT meeting. The mission as presented and suggested changes are shown below.

The I-70 PMT Mission

The I-70 Mountain Corridor is unique in the world. A combination of elements from corridors across the country: mountains and valleys; cities and scenic views; places to stop and linger; destinations and activities; places to live; history to experience; a world of snow, tundra, rivers, flowers, stars, wildlife and people.

To honor this amazing place, the I-70 CSS Project Management Team is determined to move world-class solutions forward by designing a principle-driven process that involves everyone, produces decisions, and constructs projects that stand the test of time.

The I-70 Mountain Corridor will become the nation's standard for collaboration, partnerships, transportation innovation, and environmental sustainability.

*We wish to leave a legacy to the I-70 Mountain Corridor --
A breathtaking solution accomplished together.*

The I-70 PMT CSS Mission

*The I-70 Mountain Corridor is unique in the world. A combination of elements from corridors across the country: mountains and valleys; **towns** and scenic views; places to stop and linger; destinations and activities; places to live; history to experience; a world of snow, tundra, rivers, flowers, stars, wildlife and people.*

*To honor this amazing place, the I-70 CSS Project Management Team is determined to move world-class solutions forward by designing a principle-driven process that involves everyone, produces decisions, and **result in** projects that stand the test of time.*

The I-70 Mountain Corridor will become the nation's standard for collaboration, partnerships, transportation innovation, and environmental sustainability.

*We wish to leave a legacy to the I-70 Mountain Corridor --
Breathtaking solutions accomplished together.*

SEAMLESS APPROACH

During the May PMT meeting a proposal was made to begin the CSS context setting process and have the Corridor Context completed to use during the PEIS Collaborative Process. The project team put together an approach with benefits to using the process. A flow chart was put together to graphically show the order of steps for each of the processes and their interaction. Also developed were agendas for 2 Corridor Team meetings and for a public open house for each of the 3 segments.

The PMT discussed the introduction, the flow chart, and the agendas. Several suggestions were made for changes to the documents. The PMT agreed with the proposal and the general approach. The next step will be to present to Jeff Kullman/CDOT the proposal.

The following suggests were made for each of the documents presented.

Document	Location	Suggested Changes
A Seamless Approach	2 nd bullet	Change collaborative to coordinated and change PEIS to ongoing efforts
	1 st text box	Change has engaged to is engaging
	Bottom text box	Change design to develop
Flow Chart	PEIS Process Definition	Add triple line box around
	Early Action Projects	Change to Identified Projects for Expedited Implementation
	I-70 Guidance Manual and Design Guidelines Updates	Add shading
	3 column area	Enclose in a larger box and add an arrow for ongoing coordination
Context Sensitive Solutions	Text boxes	Move Example to cover all 3 text boxes
		Change Right-of-way impacts to Protection of Natural Environment
Corridor Team Agendas	Kick - off Workshop Agenda	Change to 9 a.m. to 3 p.m.
		Add an introduction to the National CSS Program
		Add What is a Context Statement and how will it be used
		Add What is my role in the CSS process
		Discuss comments, concerns, issues gathered during the PEIS
		Delete Solicit ideas about effective public meeting techniques
		Add what are the measures of success for public meetings
		Add next steps
	Context Workshop Agenda	Change to 9 a.m. to 3 p.m.
		Use CSS experts to help set expectations for what the CSS process can and can not do
Add What is a Context Statement and how will it be used		

Other suggestions included:

- Having a FHWA or national expert as a presenter at the Kick-off Workshop to discuss the National CSS Program, where it came from and status
- Have joint meetings with the PEIS facilitator to coordinate these meetings with their process and information needs
- Photo exercise is a great idea. We may want to have people pick their 3 favorite photos, or the 3 most significant photos to them.

APRIL 17TH WORKSHOP

The report for the Chain Station workshop will be completed now that the bids have been opened.

Future CSS processes, such as the Chain Station workshop, will have 3 reports produced:

1. Preliminary Report to document the workshop, this will include the notes taken during the breakout sessions. These reports will be distributed to all attendees who request them at the initial workshop.
2. Draft Report will document decisions or actions resulting from the workshop. Distribution of these reports will be determined based on the results, the PMT and Corridor Team will be recipients.
3. Final Report will document final actions such as bid results in the case of the Chain Station project. The CSS team may or may not complete the final documentation; some projects may take the results of CSS workshops into their Tier 2 documents.

Debriefing Exercise

What Worked Well

Members of the Project Management Team were asked to discuss aspects of the Chain Station Workshop that they thought worked well. Responses from the PMT included:

- The workshop put the project in a larger context, it broadened the discussion
- Multiple interests were at the table
- Many of the right people were there
- The workshop provided insights beyond just the chain stations
- Good ideas resulted from broader participation
- Consensus was developed through open discussion
- The format of the workshop “leveled the playing field”
- It allowed everyone to hear one another
- Chocolate chip cookies

Was the Objective Met?

The objective of the workshop was to provide a Context Sensitive Solution review of the design approach to the I-70 Mountain chain stations. The PMT was asked if the objective met. The general consensus was that it was met over a series of meetings resulting from the dialogue started at the workshop. The workshop created the basis for consensus and follow-up that allowed a solution to unfold through additional meetings.

Areas for Improvement

The PMT felt that expectations should have clarified in the beginning and the process should have been defined up front. The series of meetings that resulted from the initial workshop were not anticipated and many participants initially believed that solutions would be finalized at the workshop. Other suggestions made by the PMT to improve the workshop format in future applications included:

- Make sure the right people are there, those who can make commitments on behalf of their organization or constituents
- CDOT should be at the table as a stakeholder, not as the facilitator
- Good facilities are important, make sure the breakout areas allow participants to hear each other
- Make sure the right amount of technical information is provided at the right time
- Hold the workshop early in the design process
- Prepare the designers, coach them on their role in the CSS process and the workshop
- Commitment to the process needed by all stakeholders

Additional Input

A survey will be distributed to workshop participants with questions similar to those discussed by the PMT. This feedback will be included in a final summary document.

WRAP UP

The next PMT meeting will be July 17, 2007.

I-70 CSS

Project Management Team Meeting

CDOT Project Number 15613 CMS 07-028 CDOT Code 15954.10.50

CH2M HILL Project Number 358654

Tuesday June 19, 2007

9:00 a.m. to noon

AGENDA

1. Schedule for Upcoming Meetings:

Date	Time	Location	Description/Purpose
June 19, 2007	9:00 a - noon	Golden Residency	Project Management Team
July 17, 2007	9:00 a - noon	Golden Residency	Project Management Team
August 21, 2007	9:00 a - noon	Golden Residency	Project Management Team

2. Old Business

Key Messages

Our PMT Mission

Logos

3. Seamless Approach

4. April 17th Workshop

Report plan

Debrief

Debrief Agenda

- | |
|--|
| <ul style="list-style-type: none">• Objectives<ul style="list-style-type: none">- What were the objectives of the workshop? |
| <ul style="list-style-type: none">• Review of the days events |
| <ul style="list-style-type: none">• What worked well? |
| <ul style="list-style-type: none">• Were the objectives met?<ul style="list-style-type: none">- If not, in what way?- Possible reasons or areas for improvement |
| <ul style="list-style-type: none">• Lessons learned<ul style="list-style-type: none">- What principles are important to follow in future workshops? |

- Recommendations/Wrap-up
 - Who should we interview with these same questions?