



N. I-25 PEL EXECUTIVE COMMITTEE & TECHNICAL ADVISORY COMMITTEE OPERATING PROTOCOLS

The Executive Committee, Technical Advisory Committee and Regional Partners

During the PEL, CDOT will work closely with the corridor's local communities and regional partners. Coordination with these local agencies will largely occur through the Executive Committee and Technical Advisory Committee, which are governed by a set of operating guidelines.

Executive Committee: The Executive Committee (EC) will provide input on a range of issues including the corridor vision, alternatives and improvement phasing priorities. The EC will be comprised of elected officials or senior-level staff from the corridor communities along with representatives from federal and state government agencies. It will be engaged at key project milestones. The Executive Committee consists of the following representatives:

Technical Advisory Committee: The TAC will include staff from the corridor communities, local, state and federal government agencies, and other regional partners. The Technical Advisory Committee will meet approximately every 6-8 weeks with CDOT to provide technical input as the PEL study progresses. The members of the TAC will keep their respective organizations, constituent groups or elected officials on the EC updated. The members of the TAC will serve as the primary point of communication and provider of information for their respective communities or organizations.

Executive Committee and Technical Advisory Committee Responsibilities

- Attend and provide input at EC/TAC meetings. Provide oral comment, at the meetings or written comment within the requested amount of days of the receipt of information and request for comment.
- Review EC/TAC meeting materials and/or participate in EC/TAC meetings and provide comment on 'red flag issues' or issues of concern as they arise
- Participate in the PEL study as appropriate, starting at the earliest possible time
- Generate and evaluate options to address the needs of their respective jurisdiction
- Participate in the issue-resolution process.

EC/TAC Procedures

To help ensure good use of the time and resources of EC/TAC members and to maintain the schedule for the project, the following procedures will be used:

- CDOT/FHU/CDR will provide EC/TAC members with timely notice of meetings and coordination of schedules to the greatest extent possible in order to maximize meeting participation. The EC/TAC will receive advance notice of meetings by e-mail that will include relevant background information, agendas and key questions to be addressed at the meetings.
- CDOT/FHU/CDR will distribute advance written information disseminated in a format that will be easily accessible by each member, using e-mail or the project website where appropriate. Relevant information will be provided to the EC/TAC at least five business days prior to meetings. This information will be provided in a format conducive to the participants' receipt, understanding, and effective use of the information.
- CDOT will ensure timely response occurs to questions posed during EC/TAC meetings. If an answer cannot be provided during the meeting, the project team member responsible for responding will provide the questioner with a timeframe within which a response will be provided and the method by which the response will be delivered.
- FHU will produce and distribute meeting summaries (reviewed by CDOT and CDR) to EC/TAC members within 10 business days of the associated meeting date. Members will be given ten business days to offer corrections to the minutes. Lack of response within the deadline will constitute acceptance of the minutes. Final minutes, edited to reflect comments made by members, will be provided within five business days of the corrections deadline. Minutes will include at least the following: key discussion points, agreements, and action items with identification of responsible parties and timeframes.
- It is expected that the members of the EC/TAC will consult and coordinate within their respective governmental entities/agencies for responses to project issues and recommendations that are representative of their constituencies. EC/TAC members will respond to CDOT within the number of days requested in order to keep the project on schedule. If a member's response is not received within the requested timeframes, the non-responding member will be recorded as having not objected to the decision.
- Facilitation of EC/TAC meetings, public meetings and other outreach activities will be provided by CDR Associates to:
 - Keep the meetings focused and on track
 - Ensure that all participants have an opportunity to speak
 - Help the group address differences
 - Identify points of agreement as they occur
 - Identify issues of disagreement which require further deliberation and suggest the appropriate strategy for moving forward

Meeting Dates and Topics (draft subject to change)

TAC #1—Mid-March, 2012

Topic: Corridor Conditions Report status and Draft Goals / Purpose and Need

TAC #2— Late April, 2012

Topic: Final Corridor Conditions Report; Goals / Purpose and Need; Preparation for Public Meeting #1

EC #1— Early May, 2012

Topic: Finalization of Goals / Purpose and Need

TAC #3—Mid-June, 2012

Topic: Results from Public Meeting #1; Initial Alternatives Development;

TAC #4—Early/Mid-August, 2012

Topic: Screening Step #1; Preparation for Public Meeting #2

EC #2—Late August/Early September, 2012

Topic: Alternatives Development/Preferred Alternative Identification

TAC #5—Late October, 2012

Topic: Results of Public Meeting#2; Preferred Alternative Refinement; Development of Funding and Phasing/Prioritization Plan

EC #3—Late November, 2012

Topic: Funding and Phasing/Prioritization Plan

TAC #6—Late December, 2012

Topic: Final Funding and Phasing/Prioritization Plan; Draft PEL Documentation

TAC #7—Early February, 2013

Topic: Final PEL Documentation